

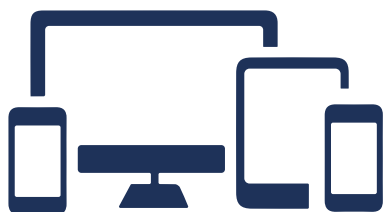
# LIBRARY MEDIA HANDBOOK

WAKULLA COUNTY SCHOOLS

2024 / 2025

 <https://www.wakullaschooldistrict.org/media-centers>

# Table of Contents



The Library Media Handbook should be viewed electronically as all resources are linked for your convenience.

Foreward	1
Philosophy	2
Quick Reference to Florida Statutes	3
Quick Reference to School Board Policy	4
School Library Media Management	5
Circulation System & Book Fairs	7
Classroom Libraries and Reading Lists	8
Approval of Materials	9
Selection of Materials	12
Collection Development	13
Weeding Guidelines	16
Video/Film	18
Copy Right & FAIR Use	19
Purchasing of Materials	21
Evaluation of Materials	24
Library Media Resources	26
Library Media Forms	28

# Forward

The purpose of this handbook is to serve as a practical tool in the operation of the Wakulla County school library media centers. The Library Media Handbook is reviewed annually and updated as needed.

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Empowering students, families, and communities to support student learning and growth through RIGOR, RESILIENCY, and RELEVANCE.

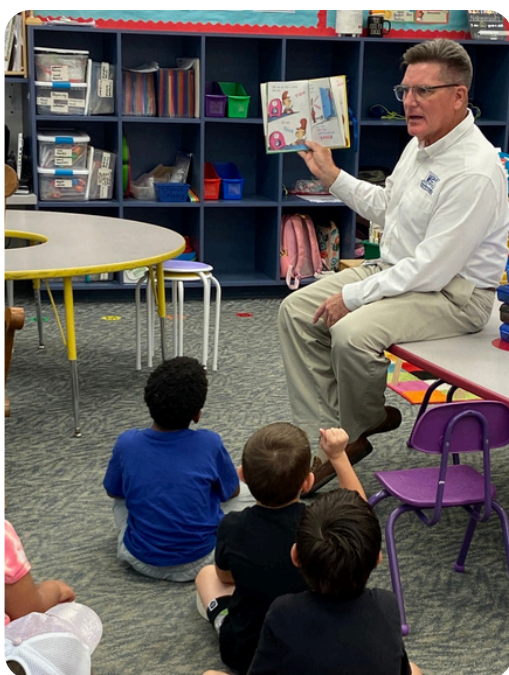
# Philosophy

Wakulla County's school library media centers implement, enrich, and support the educational programs of Wakulla County Schools through school library media services that reflect the educational philosophy and goals of the individual schools as well as the Wakulla County School District.

The library media center is a vital instrument for educational excellence within Wakulla County.

It is the responsibility of the library media specialist to:

- work enthusiastically with students, making obvious at all times a love of learning and inspiring each child to fulfill his or her potential as an individual;
- work closely with the teachers, supplementing or complementing work done in the classroom;
- be aware of student needs as indicated by other instructional personnel, guidance counselors, or school psychologists;
- work with the principal in budgeting, planning, and assessing curriculum needs to supplement classroom materials with books and technology to create a well-balanced media center;
- adhere to district and state policies and statutes.



In Wakulla's school library media centers, students are encouraged to practice critical thinking and have access to information and ideas in accordance with Wakulla County School Board policies and state statute. Library media centers are dynamic and integral components of the educational process and are deeply embedded in teaching and learning. The library media centers provide use of materials, equipment, technology, and information to students, teachers, administrators, and others to facilitate communication and to promote lifelong learning and decision-making.

# Quick Reference to Florida State Statutes

## Florida State Statutes

F.S. Ch. 847.001 6(a,b,c)	Defines "harmful to minors"
9	Defines "nudity"
10(a,b,c)	Defines "obscene"
F.S. Ch. 847.012 2(a,b)	Defines harmful media
F.S. Ch. 1001.03	Describes materials that are unlawful to use in a school library media center or a school classroom
F.S. Ch. 1006.28 1(d)	Establishment and maintenance of a school library media program in all public schools and required training for media specialists
3(b)	Money collected for lost or damaged books; enforcement
F.S. Ch. 1006.34 2(b)	Standards used to determine selection of instructional materials, library books and other reading material used in schools
F.S. Ch. 1012.01 2(c)	Defines library media specialists
F.S. Ch. 1012.55	Requirements of certification of library media specialists

# Quick Reference to School Board Policies

## Wakulla School Board Policy

<u>WCSB Policy 3.52</u>	Copyrighted Materials
<u>WCSB Policy 3.80</u>	School Volunteers
<u>WCSB Policy 4.20</u>	Annual district instructional materials allocation; lost or damaged books
<u>WCSB Policy 4.22</u>	Describes objectives and lists criteria for the selection of materials; process for reconsideration of library materials
<u>WCSB Policy 7.77</u>	Inventories and Property Records



# School Library Media Center Management

## 1 The School Library Media Center

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Florida State Board Rule 6A-7.0713 defines the library media center as any collection of books, ebooks, periodicals, and videos maintained and accessible on the site of a school including classrooms.

## 2 The School Library Media Specialist

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The goal of the library media specialist is to facilitate the teaching-learning process by providing an environment in which a variety of media is effectively utilized in an atmosphere that promotes inquiry, creativity, self-direction, and communication of information and ideas.

Library media specialists are evaluated, annually, by their school-based administrator according to the process defined in the Wakulla Instructional Evaluation System.

To comply with 1006.29, F.S., all school library media specialist must complete the state's training regarding the selection and maintenance of library collections. This training must be completed annually before reviewing and selecting library materials.

Additionally, statute requires that each book made available to students through a school district library media center or included in a recommended or assigned school or grade-level reading list be selected by a school district employee who holds a valid educational media specialist certificate, regardless of whether the book is purchased, donated, or otherwise made available to students.



[Media Specialist Job Description](#)

[Wakulla Instructional Evaluation System](#)

# School Library Media Center Management

## 3 Hours of Operation

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### Schedules

- The high school library media center is accessible to all patrons at all times during the hours of operation unless closed for the purposes of statewide testing. It is open for circulation, research, and other services provided by the library media center.
- The middle school library media centers are accessible through their teacher cohorts and must be scheduled through the media specialist.
- The elementary school library media centers are accessible during scheduled special area and alternative times must be scheduled through the media specialist.
- Special events in the library are scheduled through the library media specialist.

## 4 Volunteer Policy

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All library media center volunteers must follow the volunteer policies outlined in [Wakulla School Board Policy 3.80](#) . All volunteers must complete an application and be school board approved each year.

Any volunteer interested in assisting in the library media center please fill out the Wakulla County Volunteer Application.

[WCSB Volunteer Application](#)

## 5 Confidentiality of Library Records

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School library media specialists are required to be cautious when sharing information regarding privacy rights of library users. School library media specialists must respect the rights of children and youth by adhering to [Wakulla School Board Policy 5.70](#) and [Florida Statute 1002.22](#) regarding the confidentiality of student records. All student records, including library records, are protected in accordance with the Family Educational Rights and Privacy Act (FERPA).



# Circulation System

## Circulation System

Wakulla County School Library Media Centers utilize the Destiny automated circulation system.

- Destiny tracks circulation of all types of print and non-print materials and equipment for various reporting options. System upgrades occur as necessary through our Follett-hosted service.
- Circulation systems should be set up to send weekly overdue notice emails to teachers, parents, and students. During pre-planning, media specialists will ensure emails are established in Destiny to ensure delivery of notices.
- Reports (overdues, fines, lost resources, etc.) should be processed in a timely manner for monitoring circulation.
- Fines are assessed on lost or damaged resources.
- Library materials must be inventoried through Destiny on an annual basis.
- A Titlewave Analysis must be ran at minimum once a year, preferably after completing an inventory.

Destiny Discover is an interface that allows students, teachers, parents, and the general public to search each school's library media collection.

[Follett Community](#)

[Destiny Discover](#)

[Follett Titlewave](#)

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## Book Fairs

Book Fairs can be scheduled as needed.

The following template should be used as parent communication prior to the fair:

"The "xxx" Book Fair will be held from "xx/xx/xxx - xx/xx/xxx". The materials available for purchase at the Book Fair were not selected by the Wakulla County School District. We encourage parents to review their student's wish list and have a conversation about what they wish their student to purchase at the book fair before sending money to make any purchases."

Additionally, school media specialists should provide parents with a "Book Preview" link that is a representation of any fair's actual selection. A disclaimer must be added that states, "Some books in the Preview might be excluded based on availability; likewise, you may see books that aren't featured in the Preview sent as substitutes for other titles."

Library Media Specialists must review materials prior to the fair and remove any items that may not be age appropriate or do not adhere to state statutes or current legislation.

# Classroom Libraries & Reading Lists

All school personnel must follow the district's procedures for approval to use any material that is not on a state/district approved list or curriculum pacing guide.



## Classroom Libraries

Classroom libraries are part of the school library center. These materials are optional and self-selected by students. A certified media specialist must approve all books contained in classroom libraries and all books are subject to the same selection guidelines found in School Board Policy 4.22.



## Reading Lists

If a set of books are used to create a required/recommended reading list, this list must be reviewed and approved by a certified school media specialist through the [Request for Use of Library Media](#) form. If this list will be used for classroom instruction, it must also be submitted for approval using the [Request for Instructional Resource Review](#) form, unless it is already included on a state or district-created curriculum resource guide (pacing guide, scope and sequence, B.E.S.T. list, etc.).



## Elementary Website Listing

Pursuant to Rule 6A-7.0713, all elementary schools must post on its website, in a searchable format by author and title, any materials (books, ebooks, periodicals, videos) maintained in the school library media center, including classroom libraries, or on a school or grade-level reading list.

Classroom libraries are approved by certified media specialists. The public can search approved books, by school, through the Wakuugle book search on the district's website.

[Wakuugle Book Search](#)

[Wakuugle Quick Guide](#)

# Classroom Library Approval Process



## TEACHER-LEVEL REVIEW

01

Teachers must first review requested book additions and ensure each title:

- Is appropriate for the grade level being taught in readability and content.
- Is not ripped, worn out, or outdated.
- Has a scannable ISBN barcode. If not, teachers must look up and write the ISBN in the front, inside cover of the book.



## ADD BOOK IN WAKUUGLE

02

After review, teachers can add books to their libraries by:

1. Accessing Wakuugle through ClassLink
2. Clicking on "Add a Book"
3. Scanning the book's barcode or entering the ISBN manually

If the book is district-approved, the system will allow teachers to add the book. If it is not approved, teachers need to move to the next step of this process.



## MEDIA SPECIALIST APPROVAL

03

Submit book(s) not approved in Wakuugle to the media specialist who will review it to ensure it complies with state statute. If approved, the media specialist will scan/enter the book into the Wakuugle database and it will populate into the teacher's library. If the media specialist does not approve the book(s), the book(s) may not be accessible to students and must be removed from campus.



## ADD BOOK TO CLASS LIBRARY

04

Once officially approved and catalogued in the Wakuugle searchable database, the media specialist will return the book(s) to the teacher. The teacher may shelve the approved book(s) in the classroom library. All books in the Wakuugle are searchable by the public on the district's website.

[www.wakullaschooldistrict.org/wakuugle](http://www.wakullaschooldistrict.org/wakuugle)

Florida State Board Rule defines the library media center as any collection of books, ebooks, periodicals, and videos maintained and accessible on the site of a school including classrooms. For elementary schools, these materials must be on the district and school website, searchable, at minimum, by author and title.

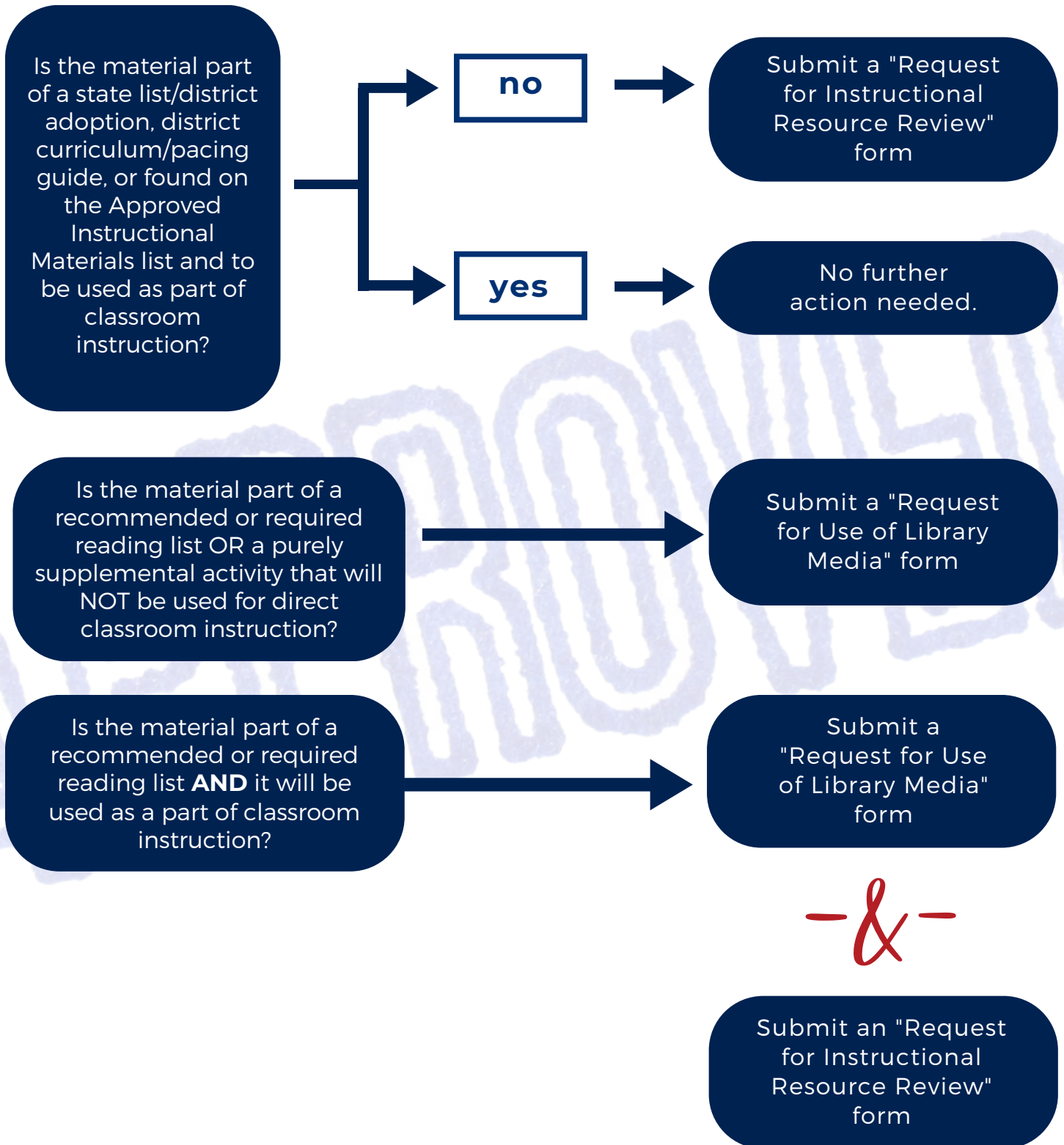
Furthermore, it requires that each book made available to students through a school library media center or included in a recommended or required reading list be approved by a school district employee who holds a valid educational media specialist certificate.

According to the American Library Association (ALA), the most effective classroom libraries contain no more than 15-20 books per student. So, for a class size of 20 students, a teacher should have no more than 400 books. If a teacher has more than the recommended ratio of books, that teacher should be encouraged to weed their collection based on the guidelines found in the Wakulla County School District's Library Media Handbook. Libraries should be based on student interest, how each title supports the state academic standards and aligned curriculum, and the readability and appropriateness for the students using the collection.

# Approval of Instructional and Supplemental Materials



## Instructional & Library Media Materials Decision Tree



# Approval of Instructional and Supplemental Materials



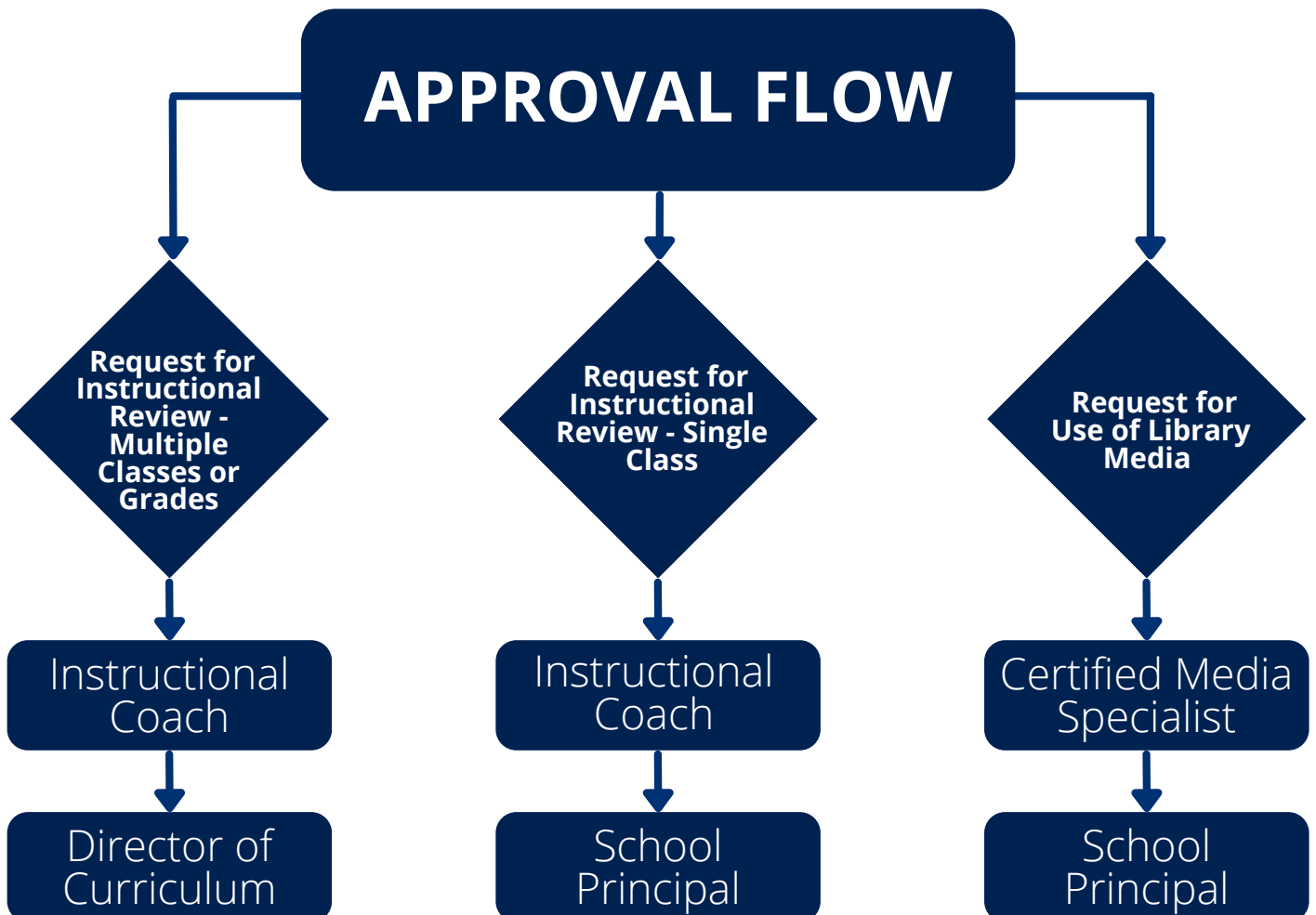
## Instructional & Library Media Materials Approval Flow

To ensure all materials meet the requirements set forth therein, all school personnel must follow the district's procedures for approval for use of any material that is not on a state/district approved list or curriculum pacing guide.

There is an established flow for the approval of all instructional and supplemental materials in the district.

[Request for Use of Library Media Form](#)

[Request for Instructional Resource Review Form](#)



# Selection of Materials

## Selection of Materials

The primary objective of the school library media program is to implement, enrich, and support the educational program of the school. It is the responsibility of the media specialist to facilitate the process of providing a wide range of materials on different levels of difficulty, with diversity of appeal, and representing different points of view as required by state standards. The inclusion of any item in a collection does not necessarily mean that the School Board or the school advocates or endorses the contents of that item. Additionally, the selection of a book or text by a national or state organization does not guarantee its appropriateness for the students in the school. Community norms and developmental appropriateness must be considered as the criteria for selection defined by state law.

In accordance with HB 1467, the responsibility for the selection of school library media center materials and school or grade-level reading lists is delegated by the Board to the certified school media specialist, with final approval for purchase by the school principal. Final approval is required from the Superintendent for Wakulla County Schools.

The library media collection is developed in accordance with the district's [Educational Media Materials Selection \(4.22\)](#) and [Florida Statute 1006.28](#). All materials must comply with the following criteria: Florida Statutes [1006.34](#), [847.001](#), [847.012](#), [847.0133](#).

## Criteria for Selection of Library Materials

Library materials and materials on a reading list must meet several statutory requirements.

Materials must be:

1. Free of Pornography and all materials prohibited under s. 847.012, F.S., are not permitted in a school library or media center, including classroom libraries. While there is no statutory definition of pornography in the Florida Statutes, the Merriam-Webster dictionary defines it as "the depiction of erotic behavior (as in pictures or writing) intended to cause sexual excitement."
2. Materials must be suited to student needs and their ability to comprehend the material presented.
3. Materials must be appropriate for the grade level and age group for which the materials are used and made available.

# Selection of Materials

## Criteria for Selection of Library Materials

Media Specialists are encouraged to apply a three-part test to determine whether a material would be considered “harmful to minors”.

1. The description or representation must predominantly appeal to a prurient, shameful, or morbid interest.
2. The description or representation must be patently offensive to prevailing standards in the adult community with respect to what is suitable for minors.
3. Taken as a whole, the material is without serious literary, artistic, political, or scientific value for minors.

To be found “harmful to minors” materials must meet all three requirements.

Materials that are neither pornographic nor prohibited by section 847.012 may still be inappropriate for students. Media specialists should always err on the side of caution when selecting materials. It’s good practice to assess whether or not you, as the adult making book selection decisions, would be comfortable reading aloud the material in question in a public meeting. If you would not be comfortable reading the material in a public setting, then you should lean towards not making the material available in a school library for children.

## Collection Development

There are three main goals in collection development:

- Guidelines for the selection of materials for the library that are balanced. Examples of a balanced collection include fiction, nonfiction and the inclusion of opposing viewpoints.
- Guidelines for retention, preservation, and archiving of materials and
- Guidelines for the ongoing process for removal of inappropriate materials including the regular removal or discontinuance of books based on, at a minimum, physical condition, rate of recent circulation, alignment to state academic standards and relevancy to curriculum, and out-of-date content.

Ultimately, library media center collections will:

1. Be based on student interest
2. Support state academic standards and aligned curriculum
3. Support the academic needs of students and faculty

# Selection of Materials

## Collection Development (cont.)



A Collection development process contains five categories, which are goals, audience, acquisition, maintenance and preservation.

### Goals

- The goals section should address the mission and vision of the school, special program considerations, the current collection analysis and the responsibilities of the media specialist.

### Audience

- It's important to address the specific population of the school by looking at several factors including the school demographics, school community, the needs of the population, and the ways in which transparency is offered to the community regarding the current collection and selection of new materials.
- Materials should reflect all levels of abilities from struggling readers through those that are advanced. Special curricular needs may include materials for English language learners, gifted learners, and schools that may have specialized programs.

### Acquisition

Some questions pertaining to acquisition are:

- What is the purchasing budget for the year? Will there be any additional funds from book fairs or fundraisers?
- What are the district policies and procedures for selection of materials?
- Are the curriculum needs of the students and faculty being met? Are readers' interest taken into consideration?
- Have selections been reviewed by stakeholders? Are professional reviewing journals consulted for new purchases?

### Maintenance

- Maintenance considerations include inventory procedures and knowing the procedures for removal of materials.

### Preservation

- During this step, it is important to consider the long-term development of the collection.



# Selection of Materials

## Collection Development (cont.)



Stakeholders are an important piece of the selection process.

Section 1006.28(2)(d) of the Florida statutes requires consultation with school community stakeholders in the purchasing of new library media materials. All stakeholders should be given an opportunity for input. Consultation can provide valuable input to assist the media specialist in making selections that not only comply with Florida statute, rule and district policies but to assist with the selection and maintenance of a well-rounded library collection.

Best practices are to consult multiple professional review journals. Professional review journals typically include a summary of the plot, an appraisal of literary quality, and a recommended age or grade range.

Recommended professional review journals and websites include:

[Follett Titlewave](#)  
[Booklist](#)  
[The Horn Book](#)  
[School Library Journal](#)  
[Common Sense Media](#)

The [Collection Development Request](#) is available on the district and school websites to obtain stakeholder (students, parents, teachers, administrators and community members) input into developing and maintaining school library media collections. Upon completion of the form, the request is routed to the appropriate library media specialist and becomes part of a consideration file. Other library considerations come from vendor reviews, professionally prepared selection aids, and annual book lists and/or awards. This file is used in placing future orders to keep a relevant and updated catalog.



# Weeding Guidelines

Section 1006.28(2)(d)2.d., F.S., states that districts must adopt procedures that provide for the regular removal or discontinuance of books based on, at a minimum, physical condition, rate of recent circulation, alignment to state academic standards and relevancy to curriculum, and out-of-date content.

The Superintendent shall develop policies and procedures for the regular removal or discontinuance of materials based on, at a minimum, physical condition, rate of circulation, alignment to state academic standards and relevancy to curriculum, out-of-date content, and required removal pursuant to state statute.

The process of carefully weeding the collection in a school media center is an ongoing process intended to ensure a quality, current, and usable collection. The media specialist should enlist the aid of teachers in the various subject areas when deciding which media to withdraw.

## 1 Factors to Consider in Deciding to Withdraw Media

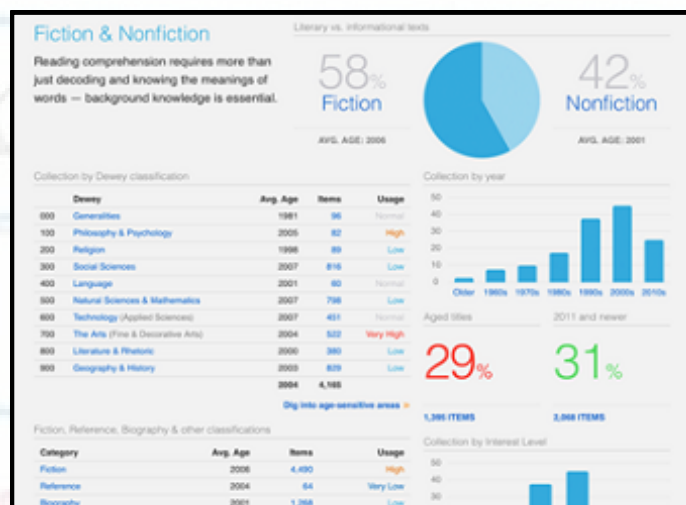
You may wish to use the following questions as guidance for making removal or discontinuance decisions:

- Is the content outdated?
- Has the book circulated in the last few years?
- Are the materials age-appropriate for the school community?
- Does the material include information that is biased, racist or sexist?
- Is the book irrelevant to the needs and interests of students and staff?
- Has a subsequent edition of the book been added? or Is there a better book that should be obtained instead?
- Are there multiple copies of the book available and do they circulate?
- Is it material that is available in an online database?
- Is the book physically damaged, beyond repair or poor quality?

**Immediate removal is required if the material is prohibited under s. 847.012, depicts or describes sexual conduct as defined in s. 847.001, contains topics/themes of sexuality and/or gender identity (PreK-8th), or is subject to a formal objection and awaiting final decision.**

# Weeding Guidelines

The district cataloging software's reports on collection statistic data will help media specialists make decisions based on the age of collection, balance of materials, circulation data, and other important data points. This report can help with removal decisions.



## 2 Weeding Resources

Multiple guides for collection age limits exist. The following resources may be consulted when determining which materials should be weeded:

[Follett Titlewave's Collection Management](#)

[Texas State Library and Archive Commission: CREW](#)

[Common Sense Media](#)

## 3 Weeding Follow-Up

Once materials are identified for removal, they must be deaccessioned and physically removed from the collection.

1. Remove records from the computerized catalog and track as 'weeded'.

2. Remove or blackout associated barcode.

3. Refer to page 12 of the Instructional Materials Handbook for guidelines regarding disposal of instructional materials. The same guidelines apply to media materials. Options include: directing them to teachers for classroom use; cannibalizing the materials for various instructional activities; or recycling the materials.

# Video and Film

## Videotaping Students

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A signed Permission to Publish release form, which is part of the initial student enrollment packet, is required for each student being photographed or videotaped during classroom activities and/or fieldtrips. Before posting photos or videos, school staff must verify that the parent/guardian granted permission. Contact the school's Registrar for verification.

## Teacher-Requested Films

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Teachers often use films to enhance teaching units. Teachers are to adhere to district and school policies concerning viewing of videos. All media selections must adhere to Florida statutes and school board policy.

Only films found within the district's SWANK streaming library platform can be used for entertainment or supplemental purposes. Personal streaming services are not allowed. If a particular film is not available, a teacher may request the title in the streaming platform. These requests will be approved or denied by district administration. If a film is used for direct classroom instruction and tied to educational standards, teachers must submit a Request for Instructional Resource Review form.

If a teacher owns film in DVD/VHS format, that teacher must follow the same procedures for approval as listed on page 10 of this handbook.

Teachers must send home a Parent Permission form to show any film rated above G (Pre-K/elementary); PG (middle); or PG-13 (high) in their class. Blanket or all-inclusive permission forms are not allowed unless it lists every film to be shown throughout the school year.

Teachers can legally show copyrighted entertainment movies, without risking copyright infringement, due to the school's purchase of a Public Performance Site License from SWANK Movie Licensing USA. For a copy of this license, see the school library media specialist

[Movie/Film Permission Form](#)

[Swank Streaming Flyer](#)

**Teachers are required to review all videos prior to showing them to students.**

**Personal streaming services such as Netflix, Disney +, Hulu, etc. are prohibited.**

# Copyright & Fair Use Guidelines

## Copyright Guidelines

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It is the ethical responsibility of all school employees adhere to copyright guidelines and policies, such as [Wakulla School Board Policy 3.52](#) regarding copyrighted material.

1. Definition: Copyright is protection given by law to authors of original works, regardless of format.
2. Law: Federal law makes it illegal to duplicate copyrighted materials by electronic or other means, in whole or in part, without the express authorization of the holder of the copyright, except for certain exempt purposes. With the amendments to the copyright law, all materials are protected by copyright from their inception unless specifically labeled as being in the public domain.
3. Employee Responsibility: While employees are encouraged to enrich the learning process by making proper use of supplementary materials, it is the responsibility of each employee to abide by the requirements of the copyright laws. In no circumstance shall it be necessary for employees to violate copyright requirements in order to perform their duties properly. The district cannot be responsible for violations of the copyright law by its employees. The district requires that all employees remain accountable in practice to the copyright laws.
4. Penalties: Severe penalties may be imposed for unauthorized copying or use of audio visual or printed materials and software, unless the copying or use conforms to the 'fair use' (<http://www.copyright.gov/fls/fl102.html>) doctrine. Willful infringement of the laws could result in legal and/or disciplinary action.
5. Liability: Liability may include fines and/or imprisonment.
6. Help: Any employee who is uncertain as to whether reproducing or using materials is permissible under the law should contact the school media specialist.

## FAIR USE Guidelines

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One of the rights accorded to the owner of copyright is the right to reproduce or to authorize others to reproduce the work in copies. This right is subject to certain limitations found in sections 107 through 118 of the copyright law (Title 17, U. S. Code). One of the more important limitations is the doctrine of "fair use."

# Copyright & Fair Use Guidelines

## FAIR USE Guidelines (cont.)

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Section 107 contains a list of the various purposes for which the reproduction of a particular work may be considered fair, such as criticism, comment, news reporting, teaching, scholarship, and research. Section 107 also sets out four factors to be considered in determining whether or not a particular use is fair.

- The purpose and character of the use, including whether such use is of commercial nature or is for nonprofit educational purposes
- The nature of the copyrighted work
- The amount and substantiality of the portion used in relation to the copyrighted work as a whole
- The effect of the use upon the potential market for, or value of, the copyrighted work

The distinction between what is fair use and what is infringement in a particular case will not always be clear or easily defined. There is no specific number of words, lines, or notes that may safely be taken without permission. Acknowledging the source of the copyrighted material does not substitute for obtaining permission.

The 1961 Report of the Register of Copyrights on the General Revision of the U.S. Copyright Law cites examples of activities that courts have regarded as fair use: “quotation of excerpts in a review or criticism for purposes of illustration or comment; quotation of short passages in a scholarly or technical work, for illustration or clarification of the author’s observations; use in a parody of some of the content of the work parodied; summary of an address or article, with brief quotations, in a news report; reproduction by a library of a portion of a work to replace part of a damaged copy; reproduction by a teacher or student of a small part of a work to illustrate a lesson; reproduction of a work in legislative or judicial proceedings or reports; incidental and fortuitous reproduction, in a newsreel or broadcast, of a work located in the scene of an event being reported.”

Copyright protects the particular way authors have expressed themselves. It does not extend to any ideas, systems, or factual information conveyed in a work.

The safest course is to get permission from the copyright owner before using copyrighted material.

When it is impracticable to obtain permission, you should consider avoiding the use of copyrighted material unless you are confident that the doctrine of fair use would apply to the situation.

Fair use guidelines DO NOT preempt or supersede license agreements and contractual obligations. All employees are required to err on the side of caution when in doubt about the use or copying of copyrighted materials.

# Purchasing of Materials



## Purchasing Materials

One responsibility of the library media specialist is to determine the priorities for purchase, selecting those items that most positively impact student achievement and meet the needs of the school community.

The library media funds are intended for a specific purpose – the purchase of library media resources to be checked out by students and teachers through the school library. Specifically, library media materials include those items normally purchased under Function 6200 (Instructional Media Resources). Per section s.1006.40(4), Florida Statutes (F.S.), these items include library books, reference materials, audiovisual and electronic media, and periodical and/or information database subscriptions. The description under s. 1006.40(4), F.S., does not include equipment purchases or supplies.

Additionally, materials acquired with these funds must be cataloged and inventoried as part of the library media collection. Any funds not expended at the end of the year may be carried forward to be used for the same purpose in the subsequent fiscal year. The fiscal year is from July 1 to June 30.

District elementary schools must publish on their school website, a list of all materials maintained in the school library media center, including classroom libraries, or required as a part of a school or grade-level reading list.



## Fund Sources

Multiple funding sources can be used for library media purchases. Ultimately, it is the school administrator who is responsible for providing financial resources for purchasing items for the library media program. It is the library media specialist's responsibility to advocate for the program by making the needs known.

**School-Based Allocations:** The district allocates state funds for media purchases to each school based the school's FTE (Full Time Equivalency). The allocation of funds for media center use is a school-based decision with consideration of district curriculum requirements.

# Purchasing of Materials

## Fund Sources (cont.)

Internal Funds: Internal funds are comprised of monies collected from fines\*, donations, book fairs, etc. All monies must be handled in accordance with procedures outlined in Wakulla School Board Internal Funds Policy 7.32+.

Federal and State Grants: Federal and State grants are handled in a special manner. See the Executive Director of Special Programs for specific details.

## Purchasing Procedures

### List of Current Vendors:

Follett Titlewave  
ABDO  
Amazon

Mid America Books  
Junior Library Guild Annual Subscription  
Infobase

### Purchase Orders:

Requests for purchase orders are initiated at the school level and approved by the district's Director of Curriculum. The purchase order will identify the specific items to be delivered, price, and quantity. In addition to the purchase order, the Library Materials Pre-Purchase Review Form is also submitted verifying requested materials meet all state and local guidelines for selection. Approved purchase orders are given to the appropriate school personnel for processing and ordering. When the order is received, the order will be verified and signed via the packing slip. The original packing slip will be given to the school bookkeeper. The Library Media Specialist will keep a copy of the packing slip and Library Materials Purchase Review form for their records.

\*Since the purchasing procedures may vary from site-to-site, the media specialist should meet with the school principal and bookkeeper to become familiar with school procedures and expectations.

[Library Media Pre-Purchase Review Form](#)



# Purchasing of Materials

## Pre-Processed Books:

Ordering pre-processed books (and paying more for each book) saves considerable time for the library media specialist and staff. Automated processing services vary from vendor to vendor, but may include MARC records, barcode label, spine labels or stamping, and Accelerated Reader labels.

## Purchasing Guidelines



- Compare prices to assure the best use of limited resources.
- Call the vendor to verify the current price, model numbers and to determine any additional costs (shipping, processing, etc.)
- If purchasing equipment, check on warranty availability and compatibility requirements. All technology equipment and software must be pre-approved through the district's Technology Department and the Instructional Services Department to assure infrastructure and curricular compatibility.
- Check received shipments immediately, and notify the school bookkeeper of shipment status. Verify receipt of materials with the school bookkeeper to assure proper processing of invoices.
- Maintain a purchasing file containing necessary receipts, documentation and a running balance on the budget.
- Maintain a consideration file items to be purchased as funding becomes available.
- Books donated to a school must meet the district's Educational Media Materials Selection Policy (4.22) and Florida Statute 1006.28.



# Evaluation of Materials

The School Board believes that the selection, challenge, and removal of materials are within its jurisdiction in accordance with appropriate statutory and constitutional law. Despite the care taken to select appropriate and valuable materials, objections to a selection may be made by parents and residents of Wakulla County.

## 1

### Limiting Student Access

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In accordance with HB 1069, parents may limit his or her student's access to materials in the school or classroom library. All students have open access to all school and classroom library materials, unless the parent opts out by filling out the [Request to Limit Access Form](#) found on the district's website.

If a parent wants to limit their student's access, they have two options:

- No Access – Student will not have access to any materials found in the school or classroom library.
- Limited Access – Parents identify certain authors, titles, or series that the students cannot access. All other materials, unless listed by the parent, will be available to the student.



Completed forms are routed to the district library media supervisor and the appropriate school's principal and library media specialist. The district library media supervisor will input the request into Focus under "Book Restrictions".

Book restrictions entered into Focus will trigger a book icon in the system. The school must ensure all teachers and staff understand how to access book restrictions for students in Focus. These restrictions must be applied in both the school and classroom libraries.

The media specialist will also document restrictions in Destiny under the student's patron note section. The note should state, "Please check student book restrictions in Focus."

# Evaluation of Materials

## 2 Objections to Library Media

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For library media challenges, library media specialists and school administrators must adhere to the procedures specified in [Wakulla School Board Policy 4.22](#) and the forms in this section.

If a parent/guardian or Wakulla County resident feels that a certain material should not be available to any student, the library media specialist should discuss the matter informally with the complainant explaining the selection procedures for library media materials. If the explanation fails to resolve the objection, the principal will ask the complainant to file, within two weeks, a formal written objection by completing the Request for Reconsideration of Library Media form. Once received, a copy of the form should be sent to the district's Executive Director of Special Programs and Assessment.

Materials subject to objection must be removed from circulation pending a final decision.

Meetings of committees convened for the purpose of resolving an objection by a parent or resident to specific materials must be noticed and open to the public in accordance with s. 286.011. All objections, review forms, and decisions are subject to public records requests.

Members of the school-level Library Review Committee, which must include a parents of students who will have access to such materials, have 15 working days to evaluate the challenged material and complete the Library Material Committee Review form. Once a decision is made, the school principal should notify the complainant of the decision in writing using the Notice of Decision for Reconsideration of Library Media form. All review and notification forms must be sent to the district's Executive Director of Special Programs and Assessment.

If the school-based decision is unsatisfactory to the complainant, they may file an appeal with the district school board in accordance with policies and procedures outlined in [Wakulla School Board Policy 4.22](#).

If a parent or resident disagrees with the final decision of the School Board, the complainant may follow the procedures set forth in section 1001.42(7)(b), Florida Statutes. A resident of the county who is not the parent or guardian of a student with access to school district materials may not object to more than one material per month.

[Request for Reconsideration of Library Media](#)

[Library Materials Committee Form](#)

[Notice of Decision for Reconsideration of Library Media](#)

# Library Media Resources

## General Resources

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Florida Department of Education Library Media Services: Mission is to support district library media supervisors and other stakeholders; ensuring that school librarians create and maintain quality library programs that foster the love of reading and the effective use of ideas and information by both students and faculty.

American Library Association: Mission is to provide leadership for the development, promotion, and improvement of library and information services and the profession of librarianship in order to enhance learning and ensure access to information for all.

Florida Association for Media in Education: Supports the development of school leaders within the library media profession.

AR Book Finder: Resource that helps students, teachers, parents, and librarians search for books with a corresponding Accelerated Reader quiz using criteria such as ATOS book level or a Lexile™ measure, interest level, title, author, fiction/nonfiction, subject, award-winners, state lists, CCSS Exemplars, and more.

## Professional Resources

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FAME - [www.floridamedia.org](http://www.floridamedia.org)

Florida Library Association - [www.flalib.org](http://www.flalib.org)

American Library Association - [www.ala.org](http://www.ala.org)

American Association of School Librarians - [www.aasl.org/ala/mgrtps/divs/aasl/index.cfm](http://www.aasl.org/ala/mgrtps/divs/aasl/index.cfm)

Young Adult Library Services Association - [www.ala.org/yalsa](http://www.ala.org/yalsa)

## Library Bill of Rights

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Wakulla County School Board Policy and Florida Statutes take precedence over any statements made by the American Library Association. Schools need to take into consideration their curriculum as well as the school culture when selecting materials for their collection.

# ALA Library Bill of Rights

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. **Materials should not be excluded because of the origin, background, or views of those contributing to their creation. \*\***

II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.

VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted June 18, 1948. Amended February 2, 1961, June 28, 1967, and January 23, 1980, inclusion of "age" reaffirmed January 23, 1996, by the ALA Council.

Library Bill of Rights ALA web copyright statement and release:  
<http://www.ala.org/copyright>

# Library Media Forms



[Library Media Pre-Purchase Review Form](#)



[Request for Use of Library Media](#)



[Movie/Film Permission Form](#)



[Request for Reconsideration of Library Media](#)



[Library Materials Committee Form](#)



[Notice of Decision for Reconsideration of Library Media](#)



The School Board of Wakulla County, Florida does not discriminate in admission or access to, or treatment or employment in, its programs and activities on the basis of race, color, religion, age, sex, national origin, marital status, disability, genetic information for applicants and employees, or any other reason prohibited by Federal and State law regarding non-discrimination. See 34 C.F.R. 100.6(d); 34 C.F.R. 106.9; 34 C.F.R. 110.25. In addition, the School Board provides equal access to the Boy Scouts and other designated youth groups. This holds true for all students who are interested in participating in educational programs and/or extracurricular school activities. See 34 C.F.R. 108.9. Disabled individuals needing reasonable accommodations to participate in and enjoy the benefits of services, programs, and activities of the School Board are required in advance to notify the administrator at the school/center at which the event or service is offered to request reasonable accommodation. The lack of English language skills will not be a barrier to any opportunity or event associated with Wakulla County Schools. The designated Equity Coordinator, Title IX and Section 504 Compliance Coordinator as required by 34 C.F.R. 100.6(d) is Lori Sandgren Director of Human Resources, 69 Arran Road, Crawfordville, Florida 32327; 850.926.0065; Lori.Sandgren@wcsb.us