

Marsh Pointe Elementary
FY26 Collection Development Policy

Toni Lipscher
Educational Media Specialist

Signature Page

Marsh Pointe Elementary
FY26 Collection Development Policy

Date Approved by Administration: May 16, 2025

Media Specialist Name: _____ Toni Lipscher _____

Media Specialist Signature: Toni Lipscher

Principal Name: _____ Ryan Scott _____

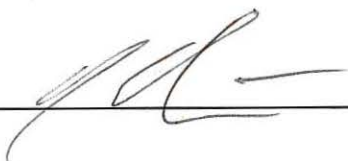
Principal Signature: 

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Purpose of Collection Development Policy

The Collection Development Policy is designed to support Marsh Pointe Elementary's Mission statement. It serves as a guide for the selection, acquisition, maintenance, and retention of materials by establishing roles, responsibilities, and a process for addressing Library user concerns.

As our student population changes, the Media Center at Marsh Pointe Elementary reassesses and adapts its collections to reflect new and differing areas of interest and concern. Our priority is to offer titles and subject areas desired or needed by our staff and students. We also strive to provide materials in print, digital, and electronic media formats.

The collection development policy is annually evaluated and revised as necessary to guide for implementation of changes in the collection. The collection development process includes formulating policy and procedures, budget allocations, needs assessments, selection, collection, maintenance and evaluation, de-selection, and resource sharing.

It will be used both in providing consistency among those responsible for developing the collection and in communicating the library media center's policies to faculty, students, staff, and other interested stakeholders of the school community.

The Library Media Center recognizes its responsibility to respond to the student body and faculty's reading, reference, and research needs in an age of information abundance. The Department of K-12 Instructional Materials & Library Media Services maintains the electronic catalog of resources for the school and the District and makes it available to students, faculty, and parents at all times.

Background Statement & School Community

The users of Marsh Pointe Elementary School Library Media Center range from Pre-Kindergarten through Grade 5, in addition to the faculty, staff, and parents of that community of users. Our community of users come from a variety of countries and participate in many clubs.

Marsh Pointe Elementary currently services 809 students with 58 full time teachers. We currently have approximately 14 different languages spoken at Marsh Pointe Elementary. This includes:

- Spanish-13
- Serbian-Croatian-1
- Russian-2
- Romanian-1
- Portuguese-3
- Mandarin-4
- Korean-3
- Japanese-2

German-1
Filipino-1
Chinese-1
Arabic-1
Ukrainian-1
Turkish-1

According to the Gold Report, Marsh Pointe Elementary has a culturally and ethnically diverse student population representing different economic backgrounds. The ESE department at Marsh Pointe Elementary consists of a gifted program, Speech and Language program, an IND program, and students on the Autism Spectrum (ASD). There are 474 ESE students, including our gifted population. Marsh Pointe Elementary has 310 ESE students, not including the gifted program. There are 164 gifted eligible students on campus this year.

Demographic information:

- Black – 3%
- White – 71%
- Hispanic – 17%
- Mixed Race/Other – 10%
- Free/Reduced Lunch – 16%
- SWD - 15%
- ELL – 7%

The school aims to develop each child intellectually, emotionally, physically, and socially in partnership with the school families and the community so that all students are lifelong learners, complex thinkers, responsible global citizens, and effective communicators.

In addition, we have a uniquely high parent involvement rate. Marsh Pointe Elementary's PTO is active and supports and celebrates the school and its achievements in various ways.

School Mission Statement

Mission:

The faculty and staff of Marsh Pointe Elementary School are committed to providing a safe, positive, and rigorous learning environment that will lay the foundation for future success and help to create ethical, responsible, and productive citizens.

Vision:

It is Marsh Pointe's vision to increase student achievement as well as the students' ability to think critically about and apply reasoning and logic skills to solve real-life problems within and between subject areas.

Media Center Mission Statement

Marsh Pointe's Media Center serves as the information, research and cultural center of the school. Service to our patrons is of the highest priority. Our media center is dedicated to designing and maintaining a library media program that supports, complements, and expands the instructional program of the school and Palm Beach County. The library media staff will:

- Provide and promote extensive use of quality resources in multiple formats that are designed to meet the varying needs of all learners in all aspects of the curriculum;
- Provide a learning environment which promotes inquiry and global thinking; Stimulate intellectual curiosity and critical thinking;
- Encourage pleasure reading;
- Provide instruction, resources, and services to assist students and teachers in becoming independent learners, critical thinkers, and effective users of information;
- Develop diverse interests for the enjoyment of lifelong learning

The successful, self-aware learner should be able to:

- Identify, plan, and use resources;
- Find and evaluate information;
- Organize and maintain information;
- Interpret and communicate information;
- Use computers and technology to process information;
- Work with a variety of technologies.

Responsibility for Collection Management & Development

Per the Florida Department of Education, a certified Media Specialist is responsible for the ongoing maintenance of a quality collection, which includes the procurement of new materials and the discarding of ineffective items. Teachers, administration, and students, as stakeholders, assist in the suggestion of new materials and the re-evaluation of materials to ensure that the collection remains responsive to user needs, changing curriculum, and advancing technology.

In coordinating this process, the certified library media specialist will follow objective criteria for removing materials and equipment from the media center, which include obsolescence, physical age and condition, and general inapplicability for continued inclusion in the existing collection. Weeding of materials and resources is essential for the maintenance of a healthy reading, research, and reference library media collection. Weeding is a form of quality control of the collection in which outdated, inaccurate, and worn-out materials and equipment are discarded from the electronic catalog and physically removed from the collection.

Materials that are weeded can be disposed of in different ways. Media materials that are obsolete or have misinformation are boxed and sent to District Library Media Services for disposition to prevent inaccurate information from being shared. Other materials can be disposed of by:

- a. Giving them to students for individual use
- b. Recycling the materials for various instructional activities
- c. Cannibalizing non-repairable parts or pages
- d. Destroying by any reasonable and safe method

Library Program

At Marsh Pointe Elementary, our media program is on a Fixed/Flexible schedule. Media and Guidance partner to have a half-day fixed and a half-day flexible schedule. The Media Center has open checkouts throughout the school day and has a full-time Media Clerk. Foremost among national standards for school library media center programs is the need to work collaboratively with teachers to develop meaningful information literacy lesson plans that integrate into classroom learning. At Marsh Pointe Elementary School, the library media specialist uses ALA Standards and Benchmarks in addition to P.B.C. curriculum guidelines to review the standards being taught at a grade level in any given week and works with the classroom teacher to develop compatible lessons that support classroom learning.

Marsh Pointe's Media Center has been recognized as a Florida Power Library School for its excellence in its Media Program since 2018. This is a high honor awarded by FASM (Florida Association of Supervisors of Media) and the Department of Education and Library Services. The award is given for a 5-year term. Every 5 years, the media program must be reassessed to keep the designation.

The Media Center program coordinates Fine Arts team and academic instruction in relation to The History of the Holocaust, The History of Black and African Americans, The Contributions of Latino and Hispanics, The Contributions of Women, and The Sacrifices of Veterans and Medal of Honor recipients within US History.

The Media Specialist also vets schoolwide materials for all teachers to support instruction.

The Media Program encourages pleasure reading and provides incentives and challenges for students to read more books. Some of our reading incentive programs

are:

- Summer Reading Bingo Challenge: Students are encouraged to read a variety of genres, read in various places, explore websites such as the San Diego Zoo, and more. Students are asked to

return the bingo form on the first day of school. Those who complete the bingo card are invited to a Summer Reading Ice Cream Party.

- **Book Taco:** Book Taco is a computerized reading incentive program where students are encouraged to read and answer comprehension questions. We used Book Taco on a trial basis this year, as Reading Counts was discontinued. It was well received by all who participated in the trial. We will purchase it again next year and create a reward system to accompany it. In addition to comprehension questions, Book Taco incorporates Spelling, Vocabulary, and writing games and graphic organizers.
- **The 16 Book Challenge for 3-5:** The SSYRA books for the given year, plus a Newbery book, are used for the 16 Book Challenge. Students must read the books and then respond in writing through Google Classroom. Upon passing each "test", the students earn a brag tag. If the student completes the challenge, he/she receive a yard sign, a medal, and are invited to the 16 Book Challenge Party at the end of the year.
- **The Tournament of Books:** This is a fun "March Madness" voting scenario where books compete in a head-to-head competition. Authors are tagged on Twitter and Instagram, and watch as the student population in both K-2 and 3-5 choose their favorite book of the year. It encourages book discussion and book checkout..
- **SSYRA voting:** Marsh Pointe Elementary participates in voting for the state's favorite Sunshine State Young Readers Award book through FAME (Florida Association of Media in Education), our state organization. The winner is announced in April.
- **Book Vending Machine:** This year we earned a book vending machine through Scholastic book sales. The book vending machine rewards students for various accomplishments in and outside the classroom. Coins are awarded by all staff members to students. When a coin is earned, the student may select a free new book.
- **The Media Program at Marsh Pointe Elementary** initiates and participates in many local, state and national reading programs such as Read Across America, Celebrate Literacy Week, Read for America, World Read Aloud Day and Voting for SSYRA.
- **The programming in the Media Center** also participates in Battle of the Books, Community Partnerships, digital Publishing, educational gaming, STEM and makerspace activities, instructional presentations by students for staff, parents and other students and special guest speakers.
- **Author visits:** we have invited 3 authors to visit Marsh Pointe Elementary and speak to the student population about reading and the writing process. In addition, one of the authors shared a special private breakfast with our Liar's Society book club.
- **Book Club:** our Liar's Society book club met again this year to read and discuss the 2nd book in the series: A Risky Game. Our book club increased from 12 students to 40 students this year!!!
- **TV Studio Morning News Show:** 5th graders run a very high technological live news show every morning.

- Additional duties include but are not limited to: Cover PLC's, afterschool car duty, and more.

and more!

This year, the Media Specialist, with support from administration, has attended state and national conferences to learn and stay current with state and national mandates, curriculum and standards. Conferences attended were FAME (Florida Association of Media in Education), FETC (Future of Educational Technology Conference) and SLJ (School Library Journal)

The Media Specialist also serves on the boards of Educational Media Association and Florida Association of Media in Education.

Goals and Objectives

Goal 1: To increase the overall average publication date of the Marsh Pointe Elementary Library Media Collection.

- To weed and replace outdated materials, focusing on the science, history, and technology collection.
- To weed materials based on their significance to the reader, focusing on items that have never circulated or have not circulated for long periods.

Goal 2: Grow the MackinVia eBook Collection

- Use data from the needs assessment to inform MackinVia eBook selections
- To purchase up-to-date eBooks that relate to the needs and interests of the student population
- Present eBook tastings for students to try out different genres and to introduce the MackinVia platform

Goal 3: Refresh the Library Media Space within the next 3 years

- Contact Furniture companies to evaluate the space
- Work with PTO on a payment plan.
 - Year 1 (2025-2026): Provide shelving on the exterior of the library; update the circulation desk
 - Year 2 (2026-2027): Provide shelving and displays for the interior portion of the library
 - Year 3 (2027-2028): Provide new and updated tables and chairs for the student and staff community
- Donate current furniture to a school library in need.

Budget and Funding

The Marsh Pointe Elementary Library Media Center is given a school-based operating budget at the beginning of every school year. The Marsh Pointe Elementary School administration uses a formula to disperse the appropriated funds. The budget for the FY26 school year is expected to be similar to the FY25 school year.

<i>School-based Operating Budget</i>	<i>Budget FY25</i>	<i>FY26 Projected Budget</i>
<i>Account 551100 - Media Supplies</i>	<i>\$506.92</i>	<i>\$506.92</i>
<i>Account 553420 - Media Subscriptions (Periodicals-Newspapers)</i>	<i>\$350</i>	<i>\$350</i>
<i>Account 561100 - Library Books</i>	<i>\$1050</i>	<i>\$1050</i>
<i>Account 562230 - Media A/V Equipment</i>	<i>\$467</i>	<i>\$467</i>
<i>Account 564220 - Furn-Fix/Equip</i>	<i>\$584</i>	<i>\$584</i>
<i>Fundraising/ Grants</i>	<i>Budget Amount</i>	
<i>Media Center Internal Account number for your grant(s) (get this from your bookkeeper)</i>	<i>\$35786.38</i>	<i>\$35786.38</i>
<i>State Media Allocation</i>	<i>Budget Amount</i>	
<i>Account 561100 (program 3070) - Media Books</i>	<i>\$2451</i>	<i>\$2451</i>

Purchasing Plan FY26

Approximate Purchasing Plan	
Purpose	Amount
supplies for grade level presentation and incentives	\$800
books	\$8000
supplies	\$1000
STEM	\$1000
Media Center Repurpose Project-Phase 1	\$35,000
Total:	\$45,800

Scope of the Collection

The collection development is focused on the curriculum and pleasure reading of Marsh Pointe Elementary School, which follows the guidelines of the School District of Palm Beach County, (as per [School Board Policy 8.12](#) see **Section 5 d**) which in turn are governed by the Department of Education of the State of Florida. According to best practices for school libraries in the United States, the print and nonprint collection at Marsh Pointe Elementary School is arranged by the Dewey Decimal Classification System (see **Section 8 Management of Library Media Instructional Materials**). Additional resources are provided by district-wide subscriptions to electronic information databases.

The library/media center's priorities are to:

- Serve as an extension of the classroom to ensure that information skills are taught and learned within the context of the classroom curriculum
- Offer a wide range of resources, technologies, and services to meet students' learning and information needs
- Provide an open schedule for students and teachers throughout the day to research information sources, to read for pleasure, and to meet and work with other students and teachers
- Facilitate the learning process by providing students and teachers with training needed to effectively use the resources
- Through the provisions of adequate staff, appropriate facilities, furnishings, equipment, and supplies, create an environment in which resources are made readily accessible

- Develop and maintain a quality collection consisting of books, audio-visual materials, and other cutting edge information technologies that may emerge
- Provide access to other resources through cooperative agreements with other libraries, electronic access to the Internet, online services, and offsite library catalogs and databases

The library /media program provides learning and teaching resources that are adequate in quality, quantity and variety to support the school's instructional program. The term "collection" includes all the information resources available through the library /media center. These materials support the curriculum and meet the personal, informational and recreational needs and interests of students as per School Board Policy 8.12(2) [School Board Policy 8.12](#) . To achieve these purposes, the collection includes a wide range of subjects, meets many levels of student abilities, and represents diverse points of view. In addition to providing information, the collection also includes items that portray the creative artistry, insight and vision of the human mind and materials that contribute to the development of both cognitive and affective attributes in students.

To accommodate varying learning styles and to enrich learning for all, a variety of Information formats are essential. These formats (visual, auditory, verbal, non-verbal, concrete, and abstract) are delivered through various technologies and media including print and non-print sources.

The Marsh Pointe Elementary collection includes, but is not limited to, print and e-books (Fiction, Non-Fiction, Biographies, Middle Grades, Graphic Novels, and Spanish Language),

DVDs and equipment and technology for classroom use. Through the Portal, all patrons have access to online databases, purchased through the school district. They also have access to online research tools and databases purchased at the school level. All digital resources and e-books are available 24/7 to all patrons.

Equipment

The Marsh Pointe Media Center provides a workroom area equipped with 3 copy machines, a laminator, a poster maker and a cutout maker for teacher/staff use. In addition, the Media Center houses our TV production room which broadcasts the WMPE Morning News live every morning.

Collection Development

Collection Development is a process of selecting quality and appropriate resources for the library media center. The ultimate goal of collection development is to provide materials that support academic needs, as well as the personal interests, of the students and stakeholders of the school library. Therefore, the library media center is an extension of the classroom. It is the job of the Certified Media

Specialist to ensure this happens with the input from administrators, teachers, students, parents and stakeholders.

Media Center materials are selected for a reason. The materials are evaluated according to their aesthetic, literary and social value, appropriateness to student age and emotional maturity and relevance to the curriculum.

Media Center materials reflect sensitivity to the achievements, needs, and rights of men and women, various ethnic groups, and other cultures.

Selection and Evaluation Criteria

The selection of materials undergoes a critical process. In accordance with the School District of Palm Beach County Board Policy 8.12 - Selection of Library Media Center Materials (see Appendix C), Marsh Pointe Elementary School Media Center uses the following professional reviewing sources to aid in the selection of library media center materials.

- School Library Journal - <https://www.slj.com/section/reviews>
- Booklist - <https://www.booklistonline.com/>
- Horn Book Guide - <https://www.hornbookguide.com/site/>
- * Center for the Children's Book - <https://bccb.ischool.illinois.edu/>
- Kirkus Reviews - <https://www.kirkusreviews.com/>
- Publisher's Weekly - <https://www.publishersweekly.com/pw/reviews/index.html>
- School Library Connection - <https://schoollibraryconnection.com/About>
- ALA Youth Media Awards - <https://www.ala.org/news/mediapresscenter/presskits/youthmediaawards/alayouthmediaawards>

Marsh Pointe Elementary School Media Center only uses reviews from professional reviewing sources. Reviews from Amazon, Goodreads, Common Sense Media, and the like will not be considered when selecting library media center materials.

District-Wide "Procedures for Selecting and Developing Library Collections"

[School Board Policy 8.12](#) sets out the procedures for selecting and developing library collections. These procedures are followed District-wide.

District Resources And Services

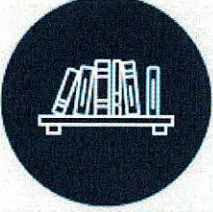



The School District Library Media Services provides support to school library media center personnel and establishes uniform policies and procedures for school library media centers throughout the District. These services include, but are not limited to:

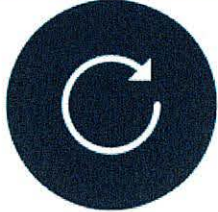
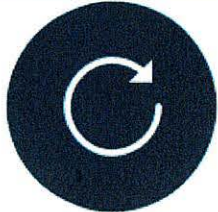


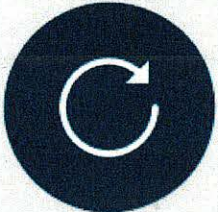


- Maintaining a professional library collection to assist with recertification and knowledge acquisition on education-related topics;
- Managing the online catalog including the library inventory and circulation software;
- Selecting and making accessible online information databases for reference and research;
- Providing guidance and training to school library media staff in program planning, curriculum development, budget, technology, collection maintenance, facility use and media production;
- Participating in inter-departmental curriculum development, facility planning, personnel staffing, and task forces at the administrative level;
- Managing technical services for acquiring and processing resources for schools;
- Distributing to schools and monitoring categorical and capital budgets allocated for library programs, and
- Fostering a global range of services that facilitate the transformation of school-based library activities to meet the changing needs of an information society.

The School District Library Media Services works in collaboration with other District departments including the Department of Educational Technology to provide selected electronic information, the technology to access it, and the training needed to search and find specific facts efficiently and effectively.

Collection Analysis

The collection is developed for and influenced by students, their interests, academic needs, and alignment with the curriculum. The data below is a snapshot of the collection based on a Titlewise Analysis.

			
10,827 Items in the Collection	11.1 Items per Student	28% Fiction Titles in the Collection	39% Percent of nonfiction in the collection

Library media resources are curated to include recently published works and classics that rightfully impact the average age of the collection.			
	2011 Average Age of the Collection	46% Aged Titles	16% Newer than 5 Years
Library media resources should be representative of the school.		Skills for Lifelong Learning (SLL) library media resources can contribute to character development.	
			
29% Representative Titles in Collection	2010 Representative Titles Average Age	36% SLL Titles in Collection	2012 SLL Titles Average Age

Collection Analysis By Category

This section provides a detailed look at the current library collection by classification and genre. It was gathered from Follett Destiny, the library management system, and Titlewave, the vendor's ordering and analysis tool.

Section	# of Titles	Average Age (year)
Computer Science, Information & General Works	30	2015
Philosophy & Psychology	16	2013
Religion	6	2007
Social Sciences	487	2005
Language	68	2008
Science	1376	2009
Technology	520	2009
Arts & Recreation	1067	2016

Literature	145	2006
History & Geography	551	2008
Biography	792	2012
Easy	2340	2009
General Fiction	2980	2013
Graphic Novels	549	2018

Gifts and Donations

Any books gifted or donated to the school must meet the same selection criteria as all other materials. No materials will be added to the collection if they are out-of-date or age-inappropriate simply because they were donated. All gifts and donations must follow the same processes as new book orders.

Collection Maintenance

Per Florida Statute governing Instructional Materials, instructional material stored in the Library Media Center must be inventoried annually. To facilitate the circulation and inventory process, Destiny Library Manager software has been made available to all schools. Marsh Pointe Elementary School typically inventories part of its collection each year on a rotational basis, every 3 years as per [Board Policy 8.12 \(8\)](#).

Areas to be inventoried in the next 3 years are as follows:

2025-2026

Nonfiction, Fiction, Spanish

2026-2027

Biography, Easy, AV and Professional

2074-2028

Nonfiction, Fiction, Spanish

The Nonfiction Section of the Media Center is organized according to the Dewey Decimal System. The Fiction section is arranged by genre and includes a 4th/5th grade shelf consisting of fiction and nonfiction books appropriate for this age group. A sticker system placed on the spine of the book is used to designate the types of genres and large print books.

The Library Media Specialist is responsible for the on-going maintenance of a quality collection which includes procurement of new materials and discarding of ineffective items. Teachers, administration and the school library media advisory committee assist in the re-evaluation and systematic deleting of

materials and equipment to ensure that the collection remains responsive to user needs, changing curriculum and advancing technology.

The Marsh Pointe Media program uses the following sublocations with corresponding spine label stickers:

	HOLOCAUST
ADVENTURE	HUMOR
ANIMAL STORIES	MIDDLE GRADE
BEGINCHAPT	MULTI CULTURAL
BIG BOOK	MYSTERY
BILINGUAL/HAITIAN	NEWBERRY
BILINGUAL/SPANISH	OFFICE
DVD	REALISTIC FICTION
E-MARSH	SCARY
EARLY CHAPTER BOOK	SCI-FI
FANTASY	SERIES
GLOBE	SPANISH
GRAPHIC NOVEL	SPORTS STORIES
HAITIAN	SSYRA
HISTORICAL FICTION	SSYRA JR.

Lost or Damaged Library Materials

Marsh Pointe's policy regarding lost or damaged books is in accordance with [School Board Policy 2.21B\(9\)](#) which states: "If a student loses or damages District property, including library books and

textbooks loaned to said student, said student shall be required to pay for, replace or repair said district property”.

Strategic Focus – Weeding and Acquisitions

School Year	Strategic Focus
FY26	Selection Priorities <ul style="list-style-type: none">• Easy• Biography• General Works
	Inventory/ Weeding Priorities <ul style="list-style-type: none">• Nonfiction• Fiction• Spanish
FY27	Selection Priorities <ul style="list-style-type: none">• Arts & Recreation• Science• Fiction
	Inventory/ Weeding Priorities <ul style="list-style-type: none">• Biography• Easy• AV/Professional
FY28	Selection Priorities <ul style="list-style-type: none">• Easy• Biography• General Works
	Inventory/ Weeding Priorities <ul style="list-style-type: none">• Nonfiction• Fiction• Spanish

Reconsideration of Materials

Any materials challenged at Marsh Pointe Elementary will follow the School District’s Challenge Policy as per [Board Policy 8.1205](#). The policy and the Specific Material Objection forms are linked in the appendix.

Annual Evaluation and Revision of CDP

This collection development plan will be reviewed each school year.

Appendices

A: Library Bill of Rights

"Library Bill of Rights", American Library Association, June 30, 2006.

[Link](#) (Accessed February 3, 2025)

Document ID: d03f6aae-7e51-46b3-afed-50fa0809f8ca

B: Intellectual Freedom Statement

"The Freedom to Read Statement", American Library Association, July 26, 2006.

[Link](#) (Accessed February 3, 2025)

Document ID: 24cc13f0-22e4-4c16-ba92-d68ee65b9e28

C: Policy 8.12 - Selection of Library Media Center Materials, Classroom Library Materials, and Reading List Materials

School Board of Palm Beach County (November 14, 2023). Selection of Library Media Center Materials and Reading List Materials.

[Link](#) (Accessed February 3, 2025)

D: Policy 8.1205 - Objection Procedures for Specific Library Media Center, Classroom Library, Reading List, Supplemental or Instructional Materials That Have Not Gone Through the Board Adoption Process

School Board of Palm Beach County (November 14, 2023). Objection Procedures for Specific Library Media Center, Classroom Library, Reading List, Supplemental or Instructional Materials That Have Not Gone Through the Board Adoption Process.

[Link](#) (Accessed April 21, 2025)

E: Specific Material Objection Form

School Board of Palm Beach County (November 14, 2023). Specific Material Objection Form.

[Link](#) (Accessed February 3, 2025)