

Media Handbook Changes

Changes reflect updates in policies and statutes as well as feedback from media personnel. All blue words are hyperlinks to the named document including policies, statutes, and local forms. These will be updated as needed.

Page	Changes made
Cover	Updated names
5	Added, “instill a love of reading”
6	Added, “curating” to responsibilities, altered media center to media “specialist”
7	Altered sentence structure for better readability. School admin are now responsible for all textbook deliveries.
9	Added, “Develop a plan for weeding, inventory, and collection development”
10	Added, “according to district policy” Added “If no reviews are found, contact the assigned district media specialist for support.” Added Learning Ally-This is an electronic media source for students with print disabilities. It is a program supported by FDOE. Added, “placed on an elementary reading list” similar to statute language.
11	Altered, Guidelines for Book Collection Development Plan to mirror state language in our training.
15	Added language about cleaning out storage closets regularly. Added language about media software maintaining records of discarded materials.
16	Updated discard procedures to align with new media software. We also added specific language about removing books from the shelf first before removing them in the system.
17	Updates to donation procedures. In order to maintain the state guidelines for adding books to our media collections, all donations will have to be approved by a committee either at the school or district level depending on the type of donation.
18	Deleted most language around the how to barcode books as it is irrelevant for the purpose of the handbook. Added a procedure to allow interlibrary loans as long as State training media specialists are overseeing these loans.
18-19	Added a procedure for collecting accurate inventory. Eliminated steps for the BOY procedures. These are done within the software system.
20	Updated EOY Procedures-Running reports from the media software
21	Added language directing media specialists to their school’s media channel where we can share school reports.
22	Added, “E-Books require the same vetting as other library books.”
23	Removed Audio Visual Policy as that no longer exists. Added Policy 6152 regarding fees.
28	Remove flow charts and add textbook procedure infographics, add ordering and receiving infographic, book purchasing committee form
29	Added, Collection development must be planned and supported with analysis of the overall collection with special consideration to age of material, condition, usage, school initiatives, and curriculum.”
29-31	Removed flow charts