

## Revisions to Media Handbook

### Post Board Workshop for

February 20, 2024 Board Meeting

All revisions made to the Media Handbook are made in collaboration with district personnel and are based on new legislation, existing Florida Statutes, and School Board policies and procedures. The pages with changes in the strikethrough documents are the following:

(Cover page) – Update Board Members (Corrected Spelling)

- add Effective and Adoption date February 20, 2024

Pages 2-4-Table of Contents updated to reflect new page numbers and organization

Page 6– Added Vision Statement

- updated formatting

Page 7- Updated formatting

- Removed statute notation

- Updated language in 3<sup>rd</sup> paragraph

- Removed As the teacher, the... in the 5<sup>th</sup> paragraph

- Removed language in the 6<sup>th</sup> paragraph

- Updated language in the 7<sup>th</sup> paragraph

- Added 8<sup>th</sup> paragraph

Page 8– Added Online Public Access Catalog for (OPAC) acronym

- Added 5 paragraphs to District Media Duties to include challenge process, card catalog management, assisting school media centers that do not have media specialists.

- removed paragraph about assisting all school based media personnel because the assistance is now specifically noted in previous paragraphs.

Page 9- Omit Framework for 21<sup>st</sup> Century Learning

Pages 9-10- Add READS- Florida's K-12 Integrated Library Media Reading Guidelines with hyperlinks to resources and BOLDED the acronym for READS.

Pages 10-12- Omit AASL Standards Framework for Learners and American Library Association Library Bill of Rights

Pages 12-44- Omitted Section 2 Policies and Guidelines Placed in new section with hyperlinks to source material

Pages 45-47- Renamed to Media Responsibilities

- Updated formatting

- Added new introduction sentence

- Removed Research Findings section and summarized in new parts with headings for better organization.

- Removed Evaluation Criteria and added new section called General Collection Selection Criteria that includes FLDOE language to mirror state expectations set in the required state training.

Page 47- added FLDOE Collection Development Process

- Added Selection of Books Section

Page 48-Guidelines for Evaluating library Book Collections remained the same from previous edition.

- Added Collection Analysis section

Pages 48-50- Removed Old Purchasing Procedures and updated language to include new requirements.

Page 51- Added new sections; District Allocation, Book Fairs, Publishers' Catalog and Sales

Representatives, and Book Previews are Prohibited

Page 52- Strikethrough old legislation

Page 53- Removed old legislation material

Pages 54-55- Added to Discard Procedures for Property to include sending a copy of Property Transfer forms to District Office.

- New Heading for Discarding Media Center Books, added language to clarify deletion vs. discard in the Alexandria System.

Page 55- Clarified that all donated books must be vetted before entering circulation.

Page 56- Removed forms or organizing materials that are not used in our school system.

Page 57- Added section on Interlibrary Loans clarifying that only staff may borrow books from other schools.

- Removed language regarding deleting books

- Added new language about the importance of maintaining accurate inventory and the time required to do so.

- Removed Media Activities naming it Media Responsibilities

- Removed Media Availability as a heading and Opening and Closing Dates

- Added Media Beginning of the year section.

Page 58-Updated Beginning Circulation Procedures

- Removed Closing Procedures Heading and renamed to End of the year procedures

- Removed suggested guidelines language

Pages 58-59- Updated language in End of Year Procedures section: Discard instead of delete, download and save instead of print. Removing graduating class is now an end of year task not either Beginning of the year or end of the year.

- Removed "Procedures" from Book Fairs heading

- Added and their administration

- Added new section to ensure Book Fair are in compliance with legislation and board decisions.

- Removed unnecessary setup procedures not relevant to the district handbook

Page 60- Added Classroom Library Vetting section and Public Records Requests

- Altered Section State and National Library Celebrations.

- Added FLDOE State Literacy Week

- Added Reading Encouragement Programs

Pages 61-62- Eliminated section on Sunshine State Young Readers Award outside the scope of District Handbook

Page 63- Added "E-Books and Students with Accommodations"

- Updated the language to promote professional growth available beyond the district.

Pages 64-66- New Section, "Policies, Statutes, and Rules" all hyperlinks to original sources to maintain most recent language moving forward.

Page 67- Instructional Materials Program completely updated to contain summary of legislation and parts of the FLDOE training program.

Page 68- Copyrighted Materials is the same as before although at the end of the handbook.

Page 69- Appendix now links to the web-based objection form, and property transfer form

Page 70-72- remain the same