

# FAQ - New Legislations: Reading Lists, Use of Outside Media and Library Collections

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# FAQ - New Legislations: Reading Lists, Use of Outside Media and Library Collections

## Overview Video

Please watch this short [video](#) to gain a better understanding of the purpose of these practices.

## New Legislation

Q. What new bills should I be aware of?

[HB 7](#) - Individual Freedom

[HB 1557](#) - Parental Rights in Education

[HB 1467](#) - K-12 Education (instructional materials, reading lists, school libraries)

Q. Where can I find Florida Statutes related to instructional materials?

A. Florida statutes relating to instructional materials can be found on the [FLDOE Instructional Materials site](#).

## Reading Lists and Classroom Libraries

HB 1467 states that required/recommended reading lists must be selected by a certified media specialists. Elementary schools must also publish their **required** reading lists online.

Q. How do I document that the certified media specialist has approved the required/remommended reading list?

A. Email the list to the school's certified media specialist for review and approval at least two weeks prior to being used. Follow up communication should be documented in emails and archived for future reference.

If this list will be used for classroom instruction, it must also be submitted for approval using the [Justification for Use of Outside Media](#) form , unless it is already included on a district-created curriculum resource guide (pacing guide, scope and sequence, etc.).

Q. How do Elementary Schools post their **required** reading lists?

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- A. HB 1467 requires Elementary schools to post their **required** reading lists on their website.

The elementary school teacher should complete their school's Elementary **Required** Reading List google form, available through their school media specialist.

The media specialist should post generated Google Sheet on the Schools Library's Website.

Instructions for Media Specialists can be found [here](#).

- Q. Can I still have my classroom library and who needs to approve these materials?

- A. Yes, you can still have a classroom library. These items are optional for students to choose to read from. They do not need approval but should follow the same guidelines for [selecting school library material](#).

However, If a set of books is pulled out to create a required/recommended reading list, this list must be reviewed and approved by a certified school media specialist.

If this list will be used for classroom instruction, it must also be submitted for approval using the [Justification for Use of Outside Media](#) form , unless it is already included on a district-created curriculum resource guide (pacing guide, scope and sequence, etc.).

HB 1467 requires **Elementary** schools post their **required** reading lists on their website.

The teacher should complete their school's Elementary **Required** Reading List google form, available through the school media specialist.

The generated Google Sheet should be posted on the School's Library website

- Q. Do the SSYRA Jr, SSYRA 3-5, SSYRA 6-8, FTR 9-12 lists need to be approved as a recommended reading list?

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- A. Yes, these are recommended lists that will need to be selected and approved by the school's certified media specialist. If a school does not have a certified media specialist, the Coordinator of Media Specialists will select and approve the school's lists.

HB 1467 requires **Elementary** schools post their **required** reading lists on their website.

If these will be **required** reading, the list should be submitted to the school's Elementary **Required** Reading List google form, available through the school media specialist.

The generated Google Sheet should be posted on the School's Library website.

Q. Does a library book or other library materials that will be used in the classroom instruction have to be approved through the [Justification for Use of Outside Media](#) form?

- A. Yes, if it will be used as a part of instruction.

Q. Do AP/IB required/recommended reading lists have to be approved by a certified media specialist?

- A. Yes, these are recommended lists that will need to be selected and approved by the school's certified media specialist. If a school does not have a certified media specialist, the Coordinator of Media Specialists will select and approve the school's lists.

## **Use of Outside Media (Novel studies, websites, movies, etc.)**

Q. How early should I submit the Justification for Use of Outside Media form for approval?

- A. It is recommended that the forms are submitted at least two weeks before the media will be used.

Q. Do I need to get approval for **any** media outside of the adopted curriculum that I plan to use in my classroom instruction?

- A. Yes, you need to submit the [Justification for Use of Outside Media](#) form for any material you plan to use as a part of classroom instruction for approval or denial, unless it is

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already included on a district-created curriculum resource guide (pacing guide, scope and sequence, etc.).

Q. Can I submit all media to be used for a lesson/unit on one [Justification for Use of Outside Media](#) form?

A. Yes, you can submit all media you plan to use for a lesson/unit on one form.

Q. Can a department or grade level team submit one [Justification for Use of Outside Media](#) form for all members of that department or grade level?

A. Yes, one person can submit one [Justification for Use of Outside Media](#) form for all members of that department or grade level.

Q. I want to do a novel study with my class. What do I need to do to get approval?

A. Complete and submit the [Justification for Use of Outside Media](#) form online. The form will be sent to the designated school administrator for approval or denial.

Use the ECSD parent [letter template](#) to send home a parental information and opt out Letter study **at least 7** days before the unit begins.

Q. Does a library book or other library materials that will be used in the classroom have to be approved through the [Justification for Use of Outside Media Form](#)?

A. Yes, if it will be used as a part of instruction.

## School Library Collections

Q. Who can add books to a school's library collection available for students?

A. A certified media specialist who has also completed Florida Department of Education training. Training will be available by January 1, 2023.

Certified school media specialists may add books to the school's

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library collection for student circulation once they have completed the ECSD Collection Development Training. Once the FLDOE training is available, certified media specialists must receive this training to be able to continue adding books for student circulation.

School libraries may order/add replacement copies of titles they ALREADY have available in their collection for student circulation.

Orders will also be presented to the school's Library Advisory Council for input before orders are placed.

IF a school does not have a qualified person to create the orders, the Coordinator of Media Services will work with the school's administration to create their orders.

Q. How should schools communicate their School Library Collection Development plans?

- A. The school media specialist will work with their administration to complete the ECSD School Library Collection Development Plan template, save it as a PDF, and link it from the school library's website. The school library website should be linked from the school's homepage.

Templates will be available once the ECSD School Board approves and adopts the updated School Library Collection Development policy.

Q. The ECSD Collection Development policy states that "professional reviews" should be referenced when selecting book. Where can "professional reviews" be found?

- A. Most book vendors have full text reviews with the titles they have available (Follett Titlewave, Mackin, Rainbow Books, etc.)

Professional book reviews can also be found in our Gale Resources, linked in the Core App Dashboard. Choose the "Books and Authors" database, search for the title, click on the title, click on the Reviews button.

Q. HB 1467 also requires community stakeholder input for school library collections. How does a school gather community input for school library collections?

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- A. The ECSD collection development policy states that consideration is given to requests from users of the collection (administrators, faculty, parents, students.)

HB 1467 also requires community stakeholder input.

To meet this requirement, all materials being added to the school library for student circulation will also be presented to each school's Library Advisory Council (LAC) for input. This includes, but is not limited to orders, donations, purchases off a book fair, and purchases through subscription services such as Junior Library Guild.

Q. Does input from the Library Advisory Council also mean approval?

- A. Input does not imply approval. If there is a title that a member of the LAC does not feel should be ordered and an agreement cannot be reached during the meeting, the concern should be noted in the minutes. The person with the objection may choose to complete a Request for Reconsideration of Educational Media form.

## **Library Advisory Councils (LAC)**

Q. Who should be on the school's Library Advisory Council?

- A. Each school's Library Advisory Council must be composed of at least:

The school's media specialist, two teachers, one parent and one community member. Students and administrators may also be a member of the LAC.

Q. How often should the LAC meet?

- A. Each school's LAC must meet at least three times per year, but may meet as often as needed.

Q. How should the LAC meeting agendas and minutes be maintained?

- A. The agendas and minutes should be posted on the schools library's website.

Q. Do books being added to the professional library collection have to be presented to the LAC?

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A. No, only books for student circulation must be presented to the LAC.

Q. Does a title that is being ordered to replace the copy of a title currently in the school's library collection have to be present to the LAC?

A. No, replacement copies for titles already in a school's library collection do not need to be presented to the LAC.

## Subscriptions to Digital Databases and Collections

Q. Do articles found in Newsela, Gale Databases or other digital databases have to be selected by a certified media specialist?

A. No, HB 1467 is specific to library books.

However, if these items are going to be used in classroom instruction they still need to be submitted for approval via the [Justification for Use of Outside Media](#) form, unless it is already included on a district created curriculum resource guide (pacing guide, scope and sequence, etc.)

Q. Do books accessed through myON have to be selected by a certified media specialist?

A. No, HB 1467 is specific to library books.

However, if a required/recommended list of books is created in myON then the list needs to be approved by a certified media specialist.

If these titles are going to be used in classroom instruction they need to be submitted for approval via the [Justification for Use of Outside Media](#) form, unless it is already included on a district created curriculum resource guide (pacing guide, scope and sequence, etc.)

HB 1467 requires **Elementary** schools post their **required** reading lists on their website.



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The elementary school teacher should complete their school's Elementary **Required** Reading List google form, available through the school media specialist.

The generated Google Sheet should be posted on the School's Library website

Q. Will students still have access to the West Florida Public Library's e-book collection?

- A. Parents/guardians must opt-in for their student's to have access to the WFPL e-book collection.

School's should send home opt in letter, click [here](#), and record the information in Destiny. Directions for recording information coming soon.

## Reconsideration of Educational Media (Challenges)

Q. What happens if a parent/guardian does not want **their** student to read a specific book or a certain type of book?

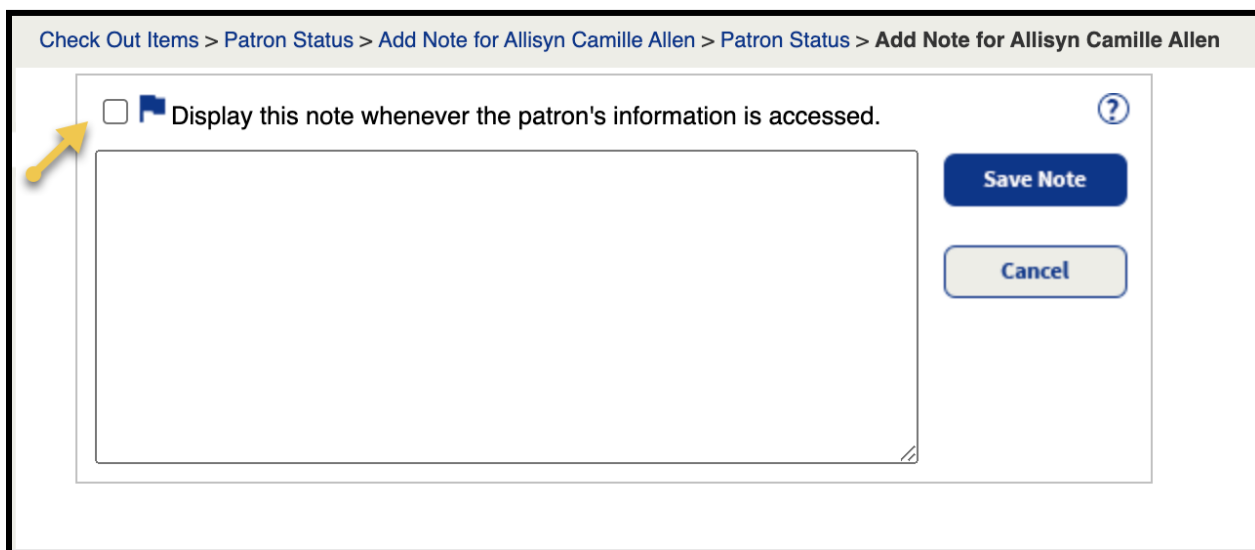
- A. The school's media specialist should have a conversation with the parent to make sure there is a clear understanding of the parent's request.

The request should be documented in Destiny on the Student's patron note section. **This information is private therefore DO NOT check "Display this note"**. The information included in the note should be communicated back to the parent and noted in Destiny.

A **separate** note should be entered "Check Out must be approved by the Media Clerk and/or Media Specialist." **This note will alert for approval therefore DO check "Display this note."**

The school should make sure everyone working at the circulation desk understands the notes and processes for approval.

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Q. What should schools do if a parent or community member does not believe a library book should be available in a school library?

- A. The school should follow the Challenge Policy linked on the [ECSD Media Services website](#).

This policy is being updated and reviewed for ECSD School Board Adoption and will be

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updated on the website once it approved.

## Book Fairs

Q. Can schools still have book fairs?

A. Yes, school's may still have book fairs.

Include the [statement](#) below when communicating with parents:

"The "xxx" Book Fair will be at "xxx" school on from "xx/xx/xxx - xx/xx/xxx". The materials available for purchase at the "xxx" Book Fair were not selected by the Escambia County School District. Parents may return or exchange any item they do not feel is appropriate for their student. We encourage parents to review their student's wish list and have a conversation about what they wish their student to purchase at the "xxx" book fair before sending money to purchase from the "xxx" Book Fair.

Additionally, schools are encouraged to review materials and pull any that are not appropriate during student only shopping times. These materials can be made available during parent events.

## Linked Documents and How to Guides

- [Bookfair Statement for Parents](#)
- [Novel Study Parent Letter Template](#)
- [Justification for Use of Outside Media Form](#)
- [Justification for Use of Outside Media How to Document - Teacher](#)
- Justification for Use of Outside Media Video Tutorial - Teacher
- [Justification for Use of Outside Media How to Document - Administrator](#)
- Justification for Use of Outside Media Video Tutorial - Administrator
- [West Florida Public Library E-Book Collection Opt In Letter for Parents](#)