

## CHAPTER 4.00 - CURRICULUM AND INSTRUCTION

### EDUCATIONAL MEDIA MATERIALS SELECTION

4.22+

- I. Objectives of Selection - The primary objective of the school's educational media center is to implement, enrich, and support the educational program of the school. The center shall provide a wide range of materials on all levels of difficulty, with diversity of appeal, and the representation of different points of view.
- II. Criteria for Selection of Educational Materials
  - A. The standards to determine the propriety of the educational materials shall be pursuant to Florida Statutes.
  - B. Educational media materials shall be evaluated and selected to implement, enrich, and support the educational programs of District schools. Materials placed in media collections shall meet the criteria set forth in The Santa Rosa County Media Handbook, which is available in each media center and on the District's [Library Media Resources webpage](#).
  - C. Media (films, videotapes, software, print texts, etc.) from sources other than the District or a school media center collection must be approved by the principal. Request for Use of Educational Media from Outside Sources (63-11-60) forms are available at each school site and shall be used for requesting permission to use such materials. The content of the curriculum will determine the need for use of media.
  - D. Online media (web pages, online lessons, online interactive, etc.) are filtered through the district Content Filter and, as such, educators do not need to fill out the 63-11-60 request form for this media, though online content taught must be relevant to and consistent with district and state standards. If content is blocked by the filter, the educator should then use the request form.
- III. Procedures for Selection - Educational media owned by the Board is not normally made available to nonschool-related groups. Under exceptional circumstances, the Superintendent or designee may approve for loan education media materials and equipment from a school or the Professional Development Center.
  - A. Arrangements for use of media materials or equipment at a school site should be made with the principal at that site.

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- B. No charge is normally made for the occasional use of educational media. However, the borrowing group shall be responsible for any damage occurring during the use of the borrowed materials.

**STATUTORY AUTHORITY:** 1001.41, 1001.42, F.S.

**LAW(S) IMPLEMENTED:** 1001.43, 1006.28, 1006.34(2)(b), F.S.

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