



Orange County Public Schools

Date: December 1, 2022

To: All Principals

From: Allison Kibbey, Director
Curriculum and Digital Learning
Maurice Draggon, Senior Director
Curriculum and Digital Learning

Recipients: Assistant Principals, Media Specialists

Subject: Collection Development Plans for Media Centers

Collection Development Plans (CDP) help school media centers create standards-based library programs, a balanced and cohesive collection that meets the needs of all stakeholders, and fosters intentional and strategic use of state funding. While voluntary, CDPs support the decisions media specialists make by analyzing school data and setting goals for the continual improvement of the collection.

To address state statutes about the materials in media centers, the district offered 18 workshops in both virtual and face-to-face formats throughout September. Participants were provided with a standardized template and time to complete sections of the plan during the offered trainings.

Under state statutes, school principals are responsible for overseeing compliance with school district procedures for selecting school library materials. Guidance for completion can be found in the [slide deck](#) used during the workshops, or by reaching out to the [ITLM Support Person](#) for your learning community.

To meet statute requirements, media specialists or designated staff members should:

- Meet with the principal to discuss CDP and acquire the principal's signature.
- Submit the signed document by December 16, by emailing it to their [ITLM Support Person](#).
- Share the CDP with community stakeholders through a brief presentation at a PTA/PTO or SAC meeting.

To provide transparency and stakeholder access, completed Collection Development Plans should be posted to school websites under the Media Center tab before purchasing begins in January.

To support schools that do not employ a certified media specialist, the [ITLM Support Person](#) for your Learning Community will provide support to your media clerk or designated staff member. Please contact your [ITLM Support Person](#) with their name. Your [ITLM Support Person](#) will serve as the certified media specialist of record to sign the completed Collection Development Plan and will review purchases made after the January FDOE training, as required by the new legislation.

If you have any questions, please contact Allison Kibbey, Director, at Allison.Kibbey@ocps.net.