



# Orange County Public Schools

**Date:** January 26, 2023

**To:** All Principals

**From:** Allison Kibbey, Director  
Curriculum and Digital Learning

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Curriculum and Digital Learning

**Recipients:** Assistant Principals, Media Specialists, Teachers

**Subject:** Classroom Library Lists – January 2023 Update

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Pursuant to Fla. Admin. Code R. [6A-7.0713](#) (House Bill 1467), all school websites must include listings of library materials and reading lists. This requirement became effective as of January 18, 2023. The Fla. Admin. Code has defined “library media center” as “any collection of books, ebooks, periodicals, and videos maintained and accessible on the site of a school, including classrooms.” The Rule previously only applied to elementary schools, but now applies to elementary and secondary schools.

Should classroom teachers choose to continue offering a collection of books, ebooks, periodicals, and videos in their classroom, outside of state adopted resources, they must provide the following information on a Google Sheet by Wednesday, May 31, 2023. Classroom teachers are responsible for creating and maintaining the accuracy of their individual classroom library lists in the below prescribed format:

1. Identify the type of material maintained in the classroom library by category, such as books, ebooks, periodicals and videos; and
2. List, at a minimum, the following information;
  1. The title and author for books and ebooks;
  2. The name or title for periodicals and videos; and
  3. The title for any other material maintained in the classroom library.
3. Books and ebooks must be searchable by, at a minimum, author and title. All other materials must be searchable by, at a minimum, title.

To aid in the process of compliance with this law, a Google Drive folder structure has been shared with every school principal and media specialist in which to house classroom library lists. A school-based designee should share this folder with any teacher choosing to offer a classroom library. Once created by teachers, classroom library lists, in the prescribed Google Sheet format, should be added to the school’s provided Google Drive folder. Links to each school’s classroom library lists folder will be placed on school websites by the district office.

The Rule does not specify the procedure that must be used to create the classroom library list. The Google Sheet may be created manually by entering the required information for each title, or through the use of any resource that allows the teacher to capture the required information in the Google Sheet format.

A suggested procedure for creating classroom library lists is outlined below, although teachers may use any application to create the classroom library list so long as it is a Google Sheet and includes the required



information. Teachers are encouraged to follow the [how-to guide](#) or watch the [how-to video](#) to familiarize themselves with this process.

1. Check out a Teacher iPad from Swivl Kit from the Media Center.
2. Open the ISBN Scan - OCR/BarcodeScanner App.
3. Scan the ISBN/UPC (barcode) of each material in the classroom library.
4. Upon scanning all materials, share title, author, and ISBN code as a CSV file to the appropriate Google Drive folder.

Optional, virtual question and answer sessions about the classroom library lists requirements will be available to media specialists on the following days and times:

<b>Date</b>	<b>Time</b>	<b>Microsoft Teams Link</b>
January 30, 2023	1:30 PM – 2:30 PM	<a href="#">Join</a>
January 31, 2023	8:30 AM – 9:30 AM	<a href="#">Join</a>
February 3, 2023	10:30 AM – 11:30 AM	<a href="#">Join</a>

For additional questions or information, please contact the [Instructional Technology and Library Media team member](#) supporting your learning community and school.