



Date: December 8, 2022
To: Elementary School 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

Pursuant to Fla. Admin. Code R. [6A-7.0713](#) (House Bill 1467), elementary school websites must include listings of library materials and reading lists. This requirement became effective as of November 22, 2022. The FAC has defined “library media center” as “any collection of books, ebooks, periodicals, and videos maintained and accessible on the site of an elementary school, ***including classrooms***.” The Rule does not apply to secondary schools.

Classroom teachers who offer a collection of books, ebooks, periodicals, and videos in their classroom, outside of state adopted resources, must provide the following information on a Google Sheet by Friday, March 10, 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 elementary 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. 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:

Date	Time	Microsoft Teams Link
December 12, 2022	9:00 AM – 10:00 AM	Join
December 13, 2022	11:00 AM – 12:00 PM	Join
December 15, 2022	1:15 PM – 2:15 PM	Join

Optional, virtual question and answer sessions about the classroom library lists requirements will be available to instructional leaders during the Instructional Leadership Insititute on the following days and times:

Date	Time	Microsoft Teams Link
January 9, 2023	1:00 PM – 1:50 PM	Join
January 10, 2023	12:00 PM – 12:50 PM	Join

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