



The Broward County, Florida, Program

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GAUL WAS DIVIDED INTO THREE PARTS, but Florida is divided into 67 counties. Each of these counties has a school system under one superintendent and a single school board. Broward County, with 90,000 pupils in 102 public schools, is one of the larger school systems in the state.

The Materials Center concept of the library has been a vital part of the philosophy of schools in Broward County for a number of years. To us, the connotation of the term "library" encompasses all types of instructional materials, making our libraries resource centers for all areas of the curriculum. The school library, in addition to books, magazines and vertical file materials, includes filmstrips, slides, recordings, flat pictures, maps, globes, models, realia, microfilm and single-concept films that can be organized and made available to all students and teachers.

In 1947, a need was felt to have a county center that would provide additional instructional materials which each school could not have in its own collection. At that time, the County Materials Center was started with a few films and professional books. This Center has grown until it now contains a large professional library of books, journals and curriculum materials; a film library of over 2,400 reels; some filmstrips, slides and recordings to supplement those in the collection of the individual schools; a collection of mounted and framed art prints; and a collection of science models for elementary school use. The collection of materials in the County Materials Center is used extensively by teachers in all schools. This use is evidenced by the circulation figures for the 1966-67 school year: 29,156 film book-ings and 5,100 professional books circulated.

These figures do not include the many films circulated for preview by county staff and teachers or the many users of professional jour-
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nals, both current issues and back issues on microfilm. A factor that contributes greatly to the successful circulation of materials from the county center is the daily delivery service to all schools. This inter-school delivery service is operated by the Maintenance Department using three trucks that run on a regular daily schedule to all schools for delivery of all school mail from county offices. The Materials Center also circulates all materials through this service. Schools order materials by written request forms, call in their requests, or come in person to the Center to pick up materials.

A processing laboratory is an important part of this Center. It catalogs and processes library books for all schools and handles all non-book materials purchased for schools through ESEA, Title II funds. In order to realize the quantity of work done for the schools by this service it is necessary to look at the statistical records. During 1966-67, 92,802 books and 6,528 pieces of A-V material were processed. This processing includes handling of the original orders as sent in by the school, receiving the material and checking the packing slips and invoices, ordering printed catalog cards or preparing them, and cataloging and preparing the book itself for circulation. When the school receives the books or other materials the librarian only needs to file the cards and place the material in circulation.

Two years ago a new service was added to the County Materials Center, a graphics laboratory. This laboratory contains several kinds of equipment for making transparencies. Facilities include drawing boards, lettering sets, bulletin typewriters for making the originals, and dry-mounting presses for mounting pictures and laminating materials. A Line-O-Scribe machine for lettering signs has proved to be very popular with teachers and librarians. Facilities for printing and developing film along with the services of a photographic technician have encouraged teachers to make their own slides and filmstrips. A tape duplicator that makes four copies at one time has been a boon to many teachers, particularly in the foreign language area. The librarians and teachers can use these facilities to prepare their own instructional materials or the staff of the Center can provide these services for them.

In Florida, textbooks are furnished by the state, and in Broward County, they are distributed by a textbook manager who is a member of the business division of the school system. The special area supervisors are responsible for working with the principals and teach-

ers in making the textbook selections. The County Materials Center has no responsibility for handling textbooks.

The staff at the county level has more than doubled over the last few years. The service began twenty years ago with one supervisor of instructional materials who had responsibility for the library and audio-visual services. The professional staff now consists of a supervisor of instructional materials, a consultant in elementary library services, two audio-visual librarians, and a coordinator of the processing laboratory. They all work under the director of learning resources who also supervises the educational television division. Auxiliary services to operate the Materials Center and serve the professional staff consist of two secretaries, four film library clerks, a photography technician and twelve clerk-typists in the processing laboratory.

The county staff listed above attempts to serve a variety of needs. The supervisor of instructional materials is responsible for the services of the County Materials Center; helps to direct the work of the other professional staff members as they work with the schools; is coordinator of ESEA, Title II and of NDEA, Title III; and works with school architects in planning new buildings.

New trends in instruction found in Broward County Schools, such as non-graded schools, team teaching, use of instructional television, and foreign language at the elementary level have made greater demands on the resource centers both at the school and county levels. Increased use of these resources points up the importance of the library as a learning laboratory and the need for students and teachers to be skilled in library use. Greater use has also increased the responsibilities of the media specialists on the county staff in working with librarians and teachers in the schools and with other county supervisory personnel and administrators.

The elementary consultant and the audio-visual librarians work with the school librarians, individual teachers, and faculty groups in improving the effective use of all types of instructional materials. Continuous in-service activities for librarians, administrators, and teachers are planned as needed to implement the growth of the instructional program. This in-service educational program has included a series of workshops to acquaint teachers with new equipment and media and with effective ways of using the new materials in instruction. Area coordinators and general supervisors work with the library and audio-visual consultants in these workshops.

Each school in the system has at least one full-time certified li-

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brarian. Elementary schools with over 950 pupils, of which there are ten, have two librarians each. The secondary schools are presently on a formula of one full-time librarian or media specialist for each 750 pupils or one hour ($\frac{1}{2}$ unit) of service for each 150 pupils. There are plans to increase this service at all levels to one full-time unit for each 500 pupils. Where there is more than one person in a school, the positions are filled by staff with complementary competencies in the media field. In addition to the professional staff, each secondary school has a library clerk and plans are being made to add clerks in elementary schools as funds are available.

With over 150 professional media specialists working in the system, a very active county association has evolved. The county staff works with this group in promoting professional growth and participation in the activities of the Florida Association of School Librarians and the Florida Audio-Visual Association. Memberships and participation in the American Library Association and the Department of Audio-Visual Instruction are encouraged and promoted. The school system is cooperative in granting professional leave for attendance at both state and national professional meetings.

The elementary library program has been extended to serve students and teachers in the summer enrichment program. This summer program offers many opportunities for reading guidance. The academic reading program is made available along with the regular summer library activities which include both public and non-public school children in the community. Eighteen elementary schools in culturally deprived areas which are a long distance from the public library have after-school library programs. These school libraries are open two hours, four afternoons per week. A librarian and teacher-tutor are available to assist pupils with homework assignments, research work, and to give guidance and supervision in reading. Storytelling, story-reading, and book talks are a part of the extended library program. On occasion, resource persons from the community come in to present puppet shows and special story hours. Book, filmstrip, and record collections have been strengthened in these schools. Both the summer and after-school elementary programs are coordinated by the elementary library consultant, assisted by one of the audio-visual librarians.

Broward County schools operate with the philosophy that the first consideration in the selection of instructional materials is the need of the individual student. A written selection policy has been adopted and, since there is a professional librarian in each school, the matter

of specific selection is the responsibility of this librarian and the teachers in the individual school. The county staff is available for consultant services to librarians and teachers in the selection of materials for school purchase. The only selection of materials by the county staff is that involved in orders for new schools, for the selection must be made before the school staff is employed in order to have the basic collection ready when the school opens. The county staff is also responsible for the final selection of materials such as films and professional material for the County Materials Center collection. This is done after teachers and subject area supervisors have evaluated the materials.

As in all large school systems, it is necessary to coordinate the ordering of certain materials and supplies. This coordination is done by the county supervisory staff. An annual discount bid is taken for the purchase of the major portion of the library books. Bids are also taken for the purchase of magazines and certain kinds of library supplies. The orders for the materials along with orders for all other instructional materials are cleared through the office of the Supervisor of Instructional Materials. In monthly meetings with the librarians, the county staff works cooperatively on the administrative problems of operating the school materials centers. Help is given in organization of materials and services, selection of materials, working with students and teachers, and other in-service training as the need arises. County level supervisors in other areas are invited to these meetings at various times to serve as resource people. State department consultants are used as often as possible and other professional consultants are brought in from time to time. In addition to these monthly meetings, the county staff plans one full-day workshop for all media personnel during the pre-school planning period.

In a fast-growing school system the growth itself causes problems in the materials area. Problems of not enough staff, overcrowded quarters, and shortage of materials are continuous from year to year and never seem to find permanent solutions. Long-range plans include bringing library quarters in all schools up to the ALA Standards. By using some funds from Titles I and II, ESEA, a demonstration center is being established at one elementary school. This library will be set up to meet all ALA Standards and reach beyond these goals in materials, personnel and services. It will serve to demonstrate how a materials center can function to support the instructional program in a more effective way than has yet been seen in Broward

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County. Librarians, teachers, principals and parents will be invited to visit this demonstration center and see what can be done in other schools as they are brought up to this standard.

Supervision of the library program in Broward County is considered a part of the over-all instructional supervisory program, as is shown by the fact that it began many years ago at the very beginning of the total program of supervision, and has continued to grow proportionally with other areas of instructional supervision.