



HOW TO AUDIT YOUR SCHOOL DISTRICT LIBRARY

The following guide provides a step-by-step process for evaluating and identifying library materials in your school or district libraries that may violate Florida statutes. These steps can be performed by an individual or a group.

We strongly encourage conducting thorough research on the titles included in our resource **Books To Monitor: Explicit Books Found In Public School Libraries** to ensure you have firsthand knowledge of the materials you plan to challenge.

Note: This strategy is only for sexually explicit books and should not be used to challenge books on gender ideology.

ACTION STEPS FOR CONDUCTING AUDIT

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STEP 1: CREATE AN EXCEL SPREADSHEET



Create an Excel spreadsheet with columns for the author, book title, rating and the school or district's name (see example below). Browse the provided book reviews to identify titles you want to check for in your child's school or district libraries. When you find books that you believe are a potential violation of Florida law, record the information for those books on your spreadsheet. This is the list of books you will look for in your school or district's online library catalog.

Example:

	A	B	C	D	E
1	Title	Author	Rating	Book Report Links	Status
2	10 Things I Can See from Here	Carrie Mac	3	10 Things I Can See from Here	
3	100 Questions You'd Never Ask Your Parents	Elisabeth Henderson &	3	100 Questions You'd Never Ask Your Parents	
4	101 Ways to Dance	Kathy Stinson	3	101 Ways to Dance	
5	19 Love Songs	David Levithan	3	19 Love Songs	
6	33 Snowfish	Adam Rapp	3	33 Snowfish	
7	9 Days & 9 Nights	Katie Cotugno	3	9 Days & 9 Nights	
8	A Child Called "It"	David Pelzer	3	A Child Called "It"	
9	A Game of Thrones	George R.R. Martin	3	A Game of Thrones	
10	A Game of Thrones The Graphic Novel Volume 2	George R.R. Martin	3	A Game of Thrones The Graphic Novel Volume 2	
11	A Game of Thrones The Graphic Novel Volume 3	George R.R. Martin	3	A Game of Thrones The Graphic Novel Volume 3	
12	A Lesson in Vengeance	Victoria Lee	3	A Lesson in Vengeance	
13	A Quick & Easy Guide to Sex & Disability	A. Andrews	3	A Quick & Easy Guide to Sex & Disability	
14	Ace Voices	Eris Young	3	Ace Voices	
15	All My Rage	Sabaa Tahir	3	All My Rage	
16	All the Things We Do in the Dark	Sandra Mitchell	3	All the Things We Do in the Dark	
17	Allegedly: A Novel	Tiffany Jackson	3	Allegedly: A Novel	
18	Almost Perfect	Brian Katcher	3	Almost Perfect	
19	America	E.R. Frank	3	America	
20	Ask the Passengers	A.S. King	3	Ask the Passengers	

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2 STEP 2: LOCATE AND SEARCH YOUR DISTRICT'S ONLINE LIBRARY CATALOG

Once you have compiled your list of titles to review, the next step is to determine where to search for them within your local school district's online catalog.

Under **Florida Statute 1006.283(10)**, each district school board is required by law to provide public access to school library catalogs on its website. This access is available to all members of the public, not just parents with enrolled students.

While most districts follow a similar format, their library catalogs may be in different parts of their websites and may require a few extra clicks to find.

To locate your district's catalog:

- Go to your county school district's website.
- Look for a tab or link labeled **"Departments"** or **"Curriculum and Instruction."**
- Click on **"Library Media Services"** or **"Instructional Materials."**
- Find and click **"Library Catalog"** or **"Online Catalog."**
- Use the search bar to look up a title or author.

Common catalog systems:

Many Florida districts use **Follett Destiny Discover** to manage their school library collections. When you click on the catalog link, you may be redirected to the Destiny Discover site. Once there, select your school or district name and use the search feature to locate specific titles.

Note: Each district may configure its online catalog differently. If you cannot find the catalog or encounter a restricted link, contact your district's **Library Media Services Department** for direct access or simply by calling the district.

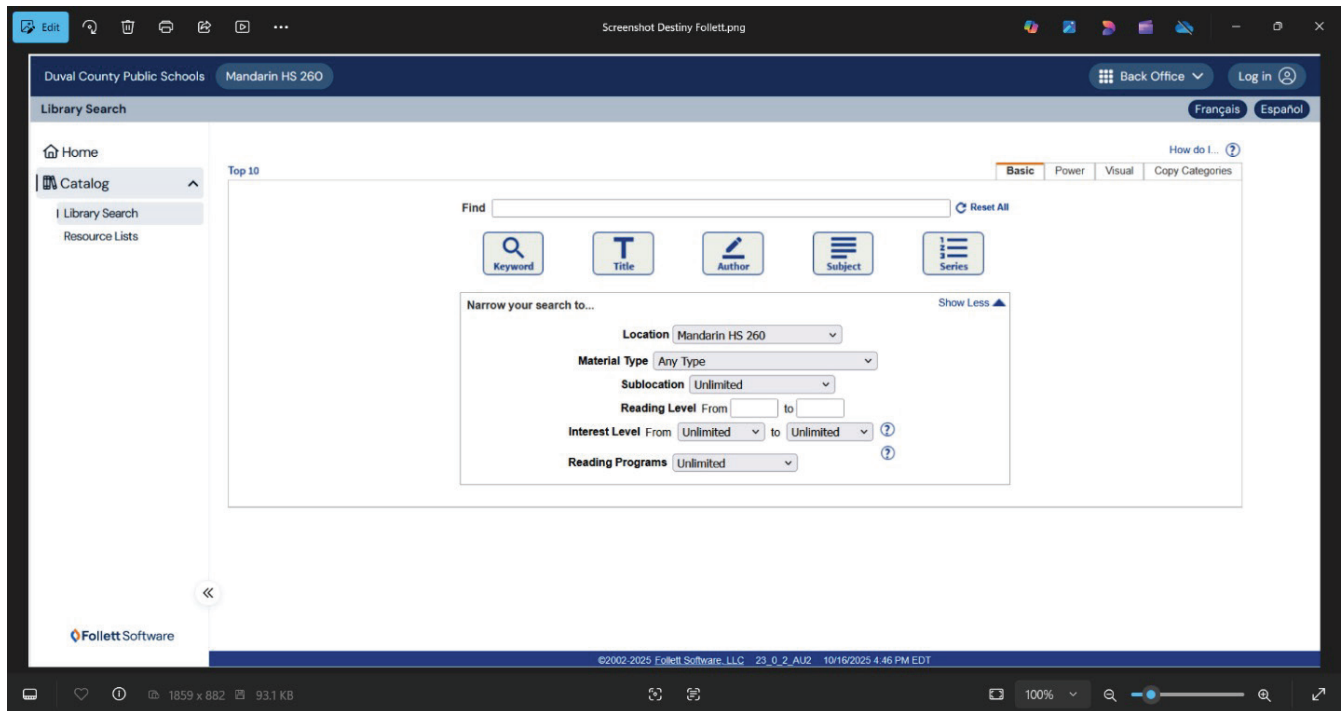
Here is one common example:

Select the campus you wish to audit:

The screenshot shows the Duval County Public Schools website. At the top is a dark blue header with "Duval County Public Schools" on the left and a "Log in" button on the right. Below the header is the "District Home" section. Under "District Home" is a "Sites Directory" box. Inside this box is a search bar labeled "Filter sites" with a magnifying glass icon. Below the search bar are three columns of links, each representing a category of schools. The first column is "Elementary Schools (95)" and lists schools like Abess Park ES 263, Alimacani ES 257, Anchor Academy ES 247, Arlington ES 46, Arlington Heights ES 240, Atlantic Beach ES 65, Axson, J. Allen, ES 141, Bartram Springs ES 161, Bayview ES 84, Beauclerc ES 230, and Biltmore ES 78. The second column is "Middle Schools (23)" and lists schools like Arlington MS 213, Butler, Eugene J., Young Men's and Young Women's Leadership Academies MS 156, Chaffee Trail MS 140, DuPont, Alfred I., MS 66, Fletcher, Duncan, MS 63, Fort Caroline MS 238, Gilbert, Matthew, MS 146, Highlands MS 244, Johnson, James W., MS 152, and Julia Landon College Prep #3031. The third column is "High Schools (19)" and lists schools like Anderson, Douglas, School of the Arts HS 107, Atlantic Coast HS 268, Englewood HS 90, First Coast HS 265, Fletcher, Duncan, HS 223, Jackson, Andrew, HS 35, Mandarin HS 260, Parker, Terry, HS 86, Paxon School For Advanced Studies HS 75, and Peterson, Frank H., Academies of Technology HS 787. Below these columns are two more sections: "District Schools (12)" with links to Alden Road Exceptional Student Center 252 and Baldwin MS/HS 38, and "District Warehouse (1)" with a link to District Textbook Warehouse Office 3179.

Elementary Schools (95)	Middle Schools (23)	High Schools (19)
Abess Park ES 263	Arlington MS 213	Anderson, Douglas, School of the Arts HS 107
Alimacani ES 257	Butler, Eugene J., Young Men's and Young Women's Leadership Academies MS 156	Atlantic Coast HS 268
Anchor Academy ES 247	Chaffee Trail MS 140	Englewood HS 90
Arlington ES 46	DuPont, Alfred I., MS 66	First Coast HS 265
Arlington Heights ES 240	Fletcher, Duncan, MS 63	Fletcher, Duncan, HS 223
Atlantic Beach ES 65	Fort Caroline MS 238	Jackson, Andrew, HS 35
Axson, J. Allen, ES 141	Gilbert, Matthew, MS 146	Mandarin HS 260
Bartram Springs ES 161	Highlands MS 244	Parker, Terry, HS 86
Bayview ES 84	Johnson, James W., MS 152	Paxon School For Advanced Studies HS 75
Beauclerc ES 230	Julia Landon College Prep #3031	Peterson, Frank H., Academies of Technology HS 787
Biltmore ES 78		
District Schools (12)	District Warehouse (1)	
Alden Road Exceptional Student Center 252	District Textbook Warehouse Office 3179	
Baldwin MS/HS 38		

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Notice the ability to change the location on this screen. To search the entire district rather than just the one campus you selected, click on the drop-down arrow to see if that is an option. Note that not all districts allow a search of the entire district requiring each campus to be searched individually.

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STEP 3: COMPILE LIST OF BOOKS IN DISTRICT TO CHALLENGE

Using the list of books you've recorded in your spreadsheet, search the online catalog for each title. Remember:

- You can search by title or author. If you have multiple titles from the same author, search by author and it will pull up all books by that author at once.
- If you find a book, put a check mark on your Excel spreadsheet in the school or district name column. If the book is NOT there, put an "X" in the column so you know you looked for it and didn't find it.



NEXT STEPS

Once your audit is complete, you will have a clear understanding of what your school library collection contains. If your audit reveals materials that you find inappropriate or concerning, please consult the [Book Objections Form Resource](#). There you will find detailed instructions for how to proceed with your findings, including proper documentation procedures and formal challenge protocols.