



Banyan Creek Elementary School

FY25 Collection Development Policy

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Educational Media Specialist

Signature Page

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Date Approved by Administration: May 2, 2024

Media Specialist Name: Raquel Robinson

Media Specialist Signature:

A handwritten signature in black ink, appearing to read 'Raquel Robinson', written over a horizontal line.

Principal Name: Gerald Riopelle

Principal Signature:

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Purpose of Collection Development Policy

The Collection Development Policy is designed to support the Library's Mission statement and serves as a guide for the selection, acquisition, maintenance, and retention of materials by establishing roles, responsibilities, and a process for addressing Library user concerns.

As our student population changes, the Media Center at Banyan Creek reassesses and adapts its collections to reflect new and differing areas of interest and concern. The collection development policy is annually evaluated and revised as necessary to provide guidance for implementing changes in the collection.

Background Statement & School Community

Banyan Creek is a Green School of Excellence located in Delray Beach, Florida. Our current FTE count is 899 students. We offer a gifted program for grades Kindergarten through Fifth grade and a Technology Choice program. The Banyan Creek Elementary School Media Center students that utilize the Media Center range from Kindergarten to Fifth grade. They represent culturally diverse ethnic and economic backgrounds. The Media Center also serves the faculty and staff at our school. In addition, the Media Center serves all county school libraries through Inter-Library Loans.

Below is the breakdown of our school population, according to the most current data in the School's Gold Report.

Free / Reduced Lunch

- 55% are on Free/Reduced Lunch
- 45% pay for their lunch

Diversity

- 38% Black
- 34% White
- 20% Hispanic
- 3% Asian
- 4% Mixed Race
- 1% American Indian

School Mission Statement

Banyan Creek elementary school is committed to providing a world-class education with excellence and equity to empower each student to reach his or her highest potential with the most effective staff to foster the knowledge, skills, and ethics required for responsible citizenship and productive careers.

Media Center Mission Statement

The Library Media Center is dedicated to supporting and enhancing the instructional program of BCES by providing students, staff, and parents access to information literacy skills necessary for the 21st Century. The Media Center staff is dedicated to providing and promoting various uses of resources in multiple formats that support and expands the instructional program of our school.

Responsibility for Collection Management & Development

Mrs. Robinson, who is a certified Media Specialist, is responsible for the collection management and its development. Books are acquired several times during the school year. Mrs. Robinson selects books according to what is in that year's collection development plan and also by state, county, teacher, student, administration, and community requests. We sometimes need to reassess and adapt our collections to reflect new and differing areas of interest and concern.

Library Program

The Banyan Creek Media Center is part of the five-day Fine Arts rotation wheel. We receive classes daily starting at 9:15 in the morning until 2:00 in the afternoon. From eight am until 9 am Mrs. Robinson is vetting instructional materials for the school in an effort to meet new State Laws (House bill 1467).

This year's instruction in Media started with the basics: how to use Destiny, how to locate books in Fiction, Non-Fiction, Picture Books, and Paperbacks using call numbers. Students also received coding lessons via www.code.org as well as coding activities with Wonder Robots: Dot, Dash, and Cue. We have also been working on robotic skills using Sphero and Cubelets. In addition, this past year the students at Banyan Creek also began color coding with the use of Evo Ozobots.

In Kindergarten and First grade, our focus has been on instilling a love for reading and exposing the students to all genres and authors. We focused on storytelling where students had to retell, sequence, and determine the theme of the story. In grades Two through Five we focused on a specific book that we read during the year. At the end of each Media session, students test their comprehension of the text they just read by doing a Lumio activity.

Goals and Objectives

Goal 1: Continue to expand our eBook collection throughout the school year.

- use data from a needs assessment to acquire eBooks from Mackin.
- purchase up-to-date eBooks that relate to the needs and interests of the student population in FY25
- Check the circulation data on books which subscriptions are about to expire. Repurchase books if the demand is still there.

Goal 2: Replacement of Age Sensitive Books

- Purchase up-to-date books in the categories listed below. Books will be replaced on an ongoing basis in age sensitive areas.
 - 320-329 78% aged Political Science
 - 361-369 94% aged Social Problems & Social Services
 - 370-379 100% aged Education
 - 380-389 96% aged Commerce, Communications & Transportation
 - 520-529 92% aged Astronomy and Allied Sciences
 - 570-579 94% aged Life Sciences/Biology
 - 610-619 93% aged Medical Science
 - 910-919 98% aged Geography, Maps and Atlases

Goal 3: Time set aside for Administrative Tasks

- Materials Needing to be Vetted for Instruction
 - Set aside a daily time block where instructional materials can be vetted for instruction for both teachers and administration.
- Materials Seeking Approval for Purchases
 - Set aside a weekly time block where instructional materials can be vetted for purchases for both teachers and administration.
- Management of the Collection
 - Set aside specific days in the month that the media specialist can work on the upkeep and development of the library's book collection.

Budget and Funding

The library media center is given a school-based operating budget at the beginning of each school year. This year our budget was \$3,233. These monies were used to purchase materials for the teacher's workroom, supplies for the school, books and eBooks. In addition to the operating budget, we received an additional \$11,000 grant from our PTA. PTA funds were used to purchase 24 Chromebooks to have a class set for the media center, and we also purchased a class set (18) Evo Ozobots. We also received \$2,177 in State Categorical Funds (3070), which we used 100 percent of it on print books. Lastly, we received a menu of items we could choose

for our Destiny funding. Our school chose to purchase four Chromebooks as we were gathering enough Chromebooks to make a class set for the media center.

With 899 students as of April 24, 2024, that equates to \$18.25 per student.

2024-2025 (FY25) projected budget amounts

<i>School-based Operating Budget</i>	<i>Budget FY24</i>	<i>FY25 Projected Budget</i>
<i>Account 551100 - Media Supplies</i>	\$1,992.24	\$670
<i>Account 553420 - Media Subscriptions (Periodicals- Newspapers)</i>	\$0	\$402
<i>Account 561100 - Library Books</i>	\$1,240.76	\$1,206
<i>Account 562230 - Media A/V Equipment</i>	\$0	\$670
<i>Account 564220 - Furniture-Fix/Equip</i>	\$0	\$536
<i>Fundraising/ Grants (PTA)</i>	\$11,000	\$4,000
<i>Media Center Internal Account number for your grant(s) (get this from your bookkeeper)</i>	\$1,500	\$1,500
<i>State Media Allocation Account 556110 (program 3070) - Media Books</i>	\$2,177	\$2,000

Purchasing Plan FY25

Approximate Purchasing Plan	
Purpose	Amount
Books from State Funds (3070)	\$2,000
Ebooks from Operating Budget	\$1,000
Books from Operating Budget	\$684
Supplies from Operating Budget	\$1,500
STEM (PTA) *if we get grant	\$2,000
Total:	\$7,184

Scope of the Collection

The collection development is focused on the curriculum of Banyan Creek Elementary School, which follows the guidelines of the School District of Palm Beach County, which in turn is governed by the Department of Education of the State of Florida.

According to best practices for school libraries in the United States, the print and non-print collection at Banyan Creek Elementary School is arranged by the Dewey Decimal Classification System. When purchasing materials, we not only look for items that support the curriculum, we also acquire materials for pleasure reading as per [School Board Policy 8.12](#). Additional resources are provided by district-wide subscriptions to electronic information databases.

The library media collection includes all the resources available in the school library media center along with all those that students, faculty, and administrators can access through interlibrary loans. We use a collection analysis yearly so that it can provide the interested stakeholders with comprehensive information to direct short-term purchases and long-range planning. We also analyze this data to examine the quantity and quality of our collection and identify its strengths and weaknesses.

There are ...

- 16,940 print books
- 823 eBooks
- 6,205 print books that support Diversity
- 5,754 print books that support Social and Emotional Learning
- 127 native language books

The average age of the collection is as follows...

- Fiction Books - 2011
- Nonfiction Books - 2009
- Digital Books - 2016
- Entire Collection - 2008

This year over 767 books were weeded based on relevance to the curriculum, the physical condition of the book, and the interest of our students and teachers. The media specialist determines if the weeded books should be replaced. This determination depends on the historical use of the books, the need, the interest, and whether the book will enhance the media collection.

Equipment

The Library Media Center at Banyan Creek has several forms of media that the students can utilize when they have media classes. In the 2024 school year we added 32 Chromebooks and a laptop cart for the use of media classes. We also added a class set (18) of Evo Ozobots where students are learning how to color code. In addition to this we have Cubelets which are magnetic robotic blocks, Dash and Dot Wonder Robots and Sphero Bots where students can do block style coding. We have a TV Production room that includes a TriCaster, Sound Board, two high-definition Canon camcorders, four GVM studio lights and two conference microphones. The TV Morning News is 100% ran by students.

For staff we added a new poster printer this year and a book binding machine. In addition to this, teachers have access to 365 die cuts, a Cricut machine, and basic office supplies like an electric stapler, electric pencil sharpener and an electric whole puncher.

Collection Development

This collection development policy is a statement of the principles and guidelines used by the Banyan Creek Library Media Center in the selection, acquisition, evaluation, and maintenance of Library Media Center materials.

It is understood that this document is fluid and changes in the curriculum, demographics, informational needs or programs of the school will mandate updates to the collection and its governing policies.

The acquisition and maintenance of the Library Media Center materials collection is a primary function of the library media staff. Collection development and management refers to the process of building and maintaining the library's entire materials collection; in print, non-print, audio-visual, and electronic formats so that they are available to every student at the time of need to support and enrich the student's educational experience.

The collection development process includes the formulation of policy and procedures, budget allocations, needs assessments, selection, collection maintenance and evaluation, and de-selection and resource sharing.

The primary goal of the Media Center's collection development efforts is to build a current collection that supports the needs of the curriculum and the school community and maintains the recommended boundaries for size of collection, average age of collection and access to the collection.

Selection and Evaluation Criteria

The media specialist is responsible for coordinating the collection development plan. The media specialist chooses materials that support the instructional program and promote reading. Library materials must be suited to students needs and their ability to comprehend the material presented. Library materials must be appropriate for the grade level and age group for which the material is used. The library media specialist shall evaluate and select print and non-print materials by using professional reviews like School Library Journal, Booklist, Publishers Weekly and or Kirkus Reviews.

District-Wide “Procedures for Selecting and Developing Library Collections”

[School Board Policy 8.12](#) sets out the procedures for selecting and developing library collections. These procedures are followed district-wide.

District Resources and Services

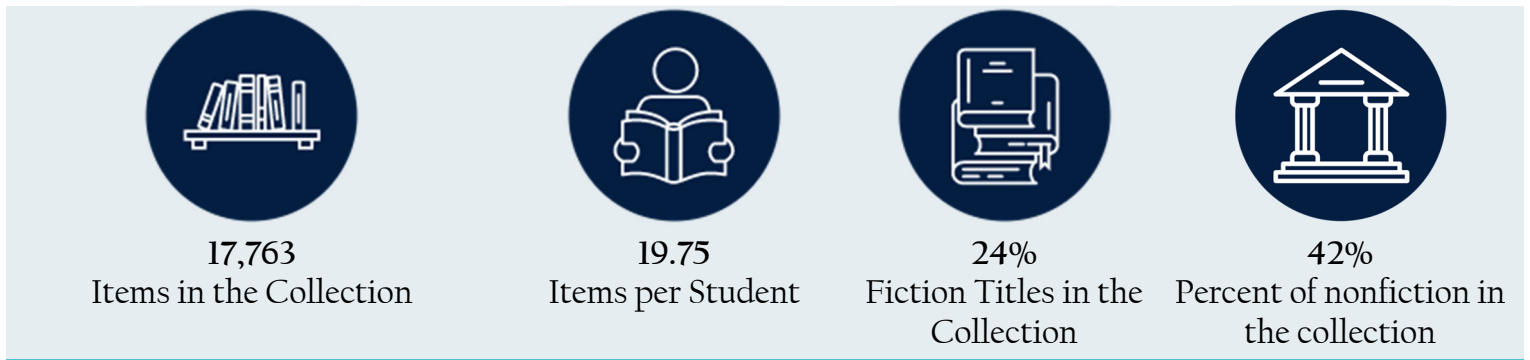
The School District Library Media Services provides support to school library media center personnel and establishes uniform policies and procedures for school library media centers throughout the district. These services include, but are not limited to:

- Maintaining a professional library collection to assist with recertification and knowledge acquisition on education-related topics;
- Managing the online catalog including the library inventory and circulation software;
- Selecting and making accessible online information databases for reference and research;
- Providing guidance and training to school library media staff in program planning, curriculum development, budget, technology, collection maintenance, facility use and media production;
- Participating in inter-departmental curriculum development, facility planning, personnel staffing, and task forces at the administrative level;
- Managing technical services for acquiring and processing resources for schools;
- Distributing to schools and monitor categorical and capital budgets allocated for library programs
- Fostering a global range of services that facilitate the transformation of school-based library activities to meet the changing needs of an information society.

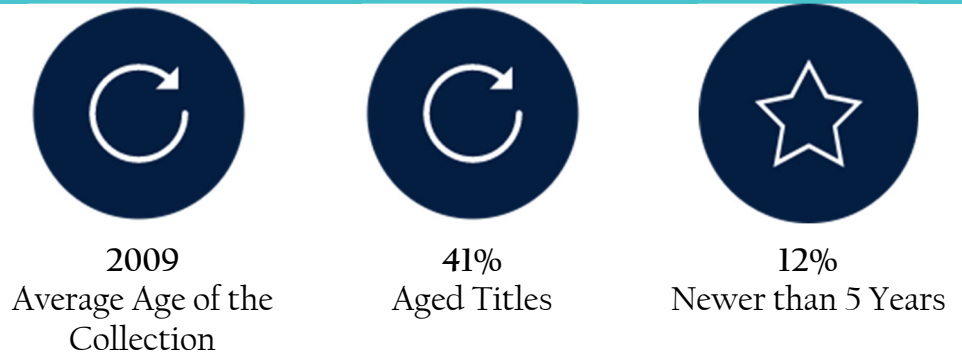
The School District Library Media Services works in collaboration with other district departments including the Department of Educational Technology to provide selected electronic information, the technology to access it, and the training needed to search and find specific facts efficiently and effectively.

Collection Analysis

The collection is developed for and influenced by students, their interests, academic needs, and alignment with the curriculum. The data below is a snapshot of the collection based on a Titlewise Analysis.



Library media resources are curated to include both recently published works and classics that both rightfully impact the average age of the collection.



Library media resources should be representative of the school.

Social-Emotional Learning (SLL) library media resources can contribute to character development.



Collection Analysis by Category

The information collected in this section provides a detailed look at the current library collection by classification and genre. The information was gathered from Follett Destiny, the library management system, and Titlewave, the vendor's ordering and analysis tool.

Section	# Of Titles	Average Age (year)
Computer Science, Information & General Works	127	2012
Philosophy & Psychology	70	2013
Religion	81	2011
Social Sciences	1,095	2007
Language	128	2007
Science	1,778	2010
Technology	1,142	2010
Arts & Recreation	972	2013
Literature	504	2004
History & Geography	1,582	2008
Biography	1,268	2008
Easy	4,183	2006
General Fiction	4,216	2011
Graphic Novels	617	2016

Gifts and Donations

Any books gifted or donated to the school must meet the same selection criteria as all other materials. No materials will be added to the collection if they are out-of-date or age-inappropriate material simply because they were donated. All gifts and donations must follow the same processes as new book orders.

Collection Maintenance

The Library Media Specialist is responsible for the ongoing maintenance of a quality collection which includes an annual inventory. In accordance to [Board Policy 8.12 \(8\)](#) we are required to inventory at least one-third of our collection but Banyan Creek Elementary School typically inventories all of its collection each year.

Our Library Media Center has several sections. We have a Picture Book Area that we call the Everyone Section instead of Easy Books. A Non-Fiction (Dewey) Area, which includes Folklore, Poetry and Graphic Novels. A Biography Section and a Reference Section. Lastly, we have chapter books divided into two sections; Fiction Primary for Grades 1-5 and an Intermediate Section strictly for grades 4-5. Intermediate books have a small orange dot next to the barcode as well as on the top of the spine to help in the shelving and checkout process of these books.

Lost or Damaged Library Materials

Here at Banyan Creek Elementary we do not charge late fees for late books. We do however charge fees for lost and damaged books. [School Board Policy 2.21B\(9\)](#) which states: "If a student loses or damages District property, including library books and textbooks loaned to said student, said student shall be required to pay for, replace or repair said district property". If a book is damaged and returned, we only charge a minimal fee for the book, no more than \$5. Our philosophy is that if the child is responsible enough to bring the book back and be truthful about what happened then he/she does not have to pay the full price of the book. Some situations are outside of the student's control and the media specialist has the discretion of waving fees for lost and or damaged books. Once a student leaves the school the fine is removed from Destiny and inputted into the SIS program.

Strategic Focus - Weeding and Acquisitions

School Year	Strategic Focus
FY25	Selection Priorities <ul style="list-style-type: none"> ● 910-919 Geography ● 610-619 Medicine ● Picture Books (ongoing)*
	Inventory/ Weeding Priorities <ul style="list-style-type: none"> ● 910-919 Geography ● 610-619 Medicine ● Picture Books (ongoing)*
FY26	Selection Priorities <ul style="list-style-type: none"> ● 570-579 Biology ● 520-529 Astronomy ● 380-389 Commerce & Transportation
	Inventory/ Weeding Priorities <ul style="list-style-type: none"> ● 570-579 Biology ● 520-529 Astronomy ● 380-389 Commerce & Transportation
FY27	Selection Priorities <ul style="list-style-type: none"> ● 370-379 Education ● 361-369 Social Services ● 320-329 Political Science
	Inventory/ Weeding Priorities <ul style="list-style-type: none"> ● 370-379 Education ● 361-369 Social Services ● 320-329 Political Science

* Our Picture Books are primarily used by our younger students. These books have been used and loved a lot. Many of them are in rough conditions and have to be weeded. This will be an ongoing process throughout the years.

Reconsideration of Materials

The Media Specialist at Banyan Creek will select its Library Media Center materials based upon the principles outlined in this Collection Development Policy and in accordance with [School Board Policy 8.12](#)- Selection of Library Media Center Materials.

Citizens may request reconsideration of materials contained in Banyan Creek's Library Media Center by filling out PBCSD form 1113. Reconsideration of materials will follow the [Board Policy 8.1205](#) - Objection Procedures for Instructional Materials, Library Media Materials, and Supplemental Classroom Materials, including Reading List.

Annual Evaluation and Revision of CDP

This collection development plan will be reviewed each school year.

Appendices

A: Library Bill of Rights

"Library Bill of Rights", American Library Association, June 30, 2006.

[Link](#) (Accessed March 20, 2024)

Document ID: 669fd6a3-8939-3e54-7577-996a0a3f8952

B: Intellectual Freedom Statement

"The Freedom to Read Statement", American Library Association, July 26, 2006.

[Link](#) (Accessed March 20, 2024)

Document ID: aaac95d4-2988-0024-6573-10a5ce6b21b2

C: Policy 8.12 - Selection of Library Media Center Materials, Classroom Library Materials, and Reading List Materials

School Board of Palm Beach County (November 14, 2023). Selection of Library Media Center Materials and Reading List Materials.

[Link](#) (Accessed March 20, 2024)

D: Policy 8.1205 - Objection Procedures for Specific Library Media Center, Classroom Library, Reading List, Supplemental or Instructional Materials That Have Not Gone Through the Board Adoption Process

School Board of Palm Beach County (November 14, 2023). Objection Procedures for Specific Library Media Center, Classroom Library, Reading List, Supplemental or Instructional Materials That Have Not Gone Through the Board Adoption Process.

[Link](#) (Accessed March 20, 2024)

E: Specific Material Objection Form

School Board of Palm Beach County (November 14, 2023). Specific Material Objection Form.

[Link](#) (Accessed March 20, 2024)