Barton Elementary School

FY25 Collection Development Policy

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Signature Page

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Purpose of Collection Development Policy

This collection development policy is a statement of the principles and guidelines used by The Barton Elementary School Library in the selection, acquisition, evaluation, and maintenance of library media center materials.

It will be used both in providing consistency among those responsible for developing the collection and in communicating the library media center's policies to faculty, students, and staff and other interested stakeholders of the school community.

It is understood that this document is fluid and changes in the curriculum, demographics, information 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, 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.

This goal supports the information needs of students as defined by the mission and goals of the:
- School District of Palm Beach County;
- ALA / AASL Standards for the 21st Century Learner;
- Partnership for 21st Century Skills;
- International Society for Technology in Education (ISTE) National Education Technology Standards (NETS)

The Library Media Center recognizes its responsibility to respond to the reading, reference and research needs of the student body and faculty in an age of information abundance. The electronic catalog of resources for the school and the district is maintained by the Department of K-12 Instructional Materials and Library Media Services and is available at all times to students, faculty and parents.

The library is open every day that students and/or faculty are in attendance. Summer hours will be provided when the budget is available. Research and reference materials are available at all times through the district-wide electronic subscription databases. Interlibrary loan is available through district membership / participation in SEFLIN.

Background Statement & School Community

The Barton Elementary School Media Center serves students from Pre-K to 5th grade in addition to the faculty, staff, and parents of that community of users. According to the Gold Report, Barton Elementary School has a culturally and ethnically diverse student population representing different economic backgrounds, which include Haitian, Hispanic, Indian, Caucasian, et. al.

Annual enrollment is approximately 1080 students with about 75% English Language Learners and 11% ESE students. Barton families speak many languages in addition to English, including: Spanish, Haitian Creole, Kanjobal, Mam, and Chuj. Currently, the library collection includes many titles in Spanish. We will continue to acquire more books in Spanish as well as Haitian Creole in order to better serve our diverse population.

Barton is an AVID School (Advancement Via Individual Determination) and focuses on the needs of students in order to prepare them for college and career readiness.

School Mission Statement

Barton Elementary School is committed to ensuring all learners reach their highest potential through an excellent and equitable collaborative community that prepares for college and career readiness.

Media Center Mission Statement

The mission of the Barton Elementary School Library Media Center is to equitably and effectively support the continued development of literacy and technology skills of our students while offering teachers relevant resources and collaborative teaching opportunities.

Responsibility for Collection Management & Development

The Library Media Specialist works with administrators, students, staff, the Barton community, and district/community stakeholders while developing the LMC collection.

Library Program

 At Barton Elementary School the library is open from 7:30 a.m. to 3:30 p.m. During FY 25, the library will be open from 7:30 a.m. to 3:30 p.m. Per administration, the Media Center operates on a fixed schedule and Media is included as a class on a 9 day Fine Arts rotation. Students are encouraged to access the Media Center before and after school in addition to during their Media Block.

Students engage in a variety of activities while at Media. Lessons to support literacy skills such as alphabetical order, vocabulary development, and much more are offered during these

times. Students also get to participate in hands-on activities and activities to develop their social skills such as group projects. Students also work to improve critical skills involving technology including research using district-provided databases.

The TV studio provides a new element to the library program. Currently, selected students participate in the creation and production of the school's daily morning news program. Additionally, students from a variety of grade levels participate in the creation of segments for the daily news.

Goals and Objectives

- Goal 1: Increase use of online resources by students
  - use data from a needs assessment to inform which district-provided computer programs would most effectively support classroom instruction
  - conduct lessons in which students use district-provided computer programs to improve both technology and literacy skills

- Goal 2: Increase collaboration between classroom teachers and media specialist/Media Center
  - use data from a needs assessment to inform the types of instruction with which teachers would like support
  - conduct lessons on research skills
  - project-based learning guided by teacher requests

- Goal 3: increase circulation and student engagement with books
  - monthly book features
  - survey students about personal interests
  - participate in SSYRA voting
  - participate in Battle of the Books
  - better labels throughout media center
  - school-wide reading incentives
  - monthly prizes for classes with highest rate of book returns
  - reading response displays
  - host family events centered around litera

Budget and Funding

The LMC is given a school-based operating budget at the beginning of every school year. The budget for the 2024 - 2025 school year is expected to be similar to the 2023-2024.

School-based Operating Budget	Budget FY24	FY25 Projected Budget
Account 551100 - Media Supplies	$759	$759
Account 553420 - Media Subscriptions (Periodicals-Newspapers)	$455	$455
Account 561100 - Library Books	$1366	$1366
Account 562230 - Media A/V Equipment	$607	$607
Account 564220 - Furn-Fix/Equip	$958	$958.
Fundraising/ Grants	Budget Amount	
Media Center Internal Account 5-1700.00	$258.45	$258.45
State Media Allocation	Budget Amount	
Account 556110 (program 3070) - Media Books	$2838	$2838

Approximate Purchasing Plan	
Purpose	**Amount**
books	$4204
supplies	$759
A/V materials	$607
Total:	**$5570**

Scope of the Collection

The collection development is focused on the interests of the students served as well as the curriculum of Barton Elementary School, which follows the guidelines of the School District of Palm Beach County, which in turn are governed by the Department of Education of the State of Florida. Per District policy 8.12(5) Management of Library Media Materials, the collection will be arranged according to the Dewey Decimal Classification System.

The library/media center's priorities are to:

• Serve as an extension of the classroom to ensure that information skills are taught and learned within the context of the classroom curriculum
• Offer a wide range of resources, technologies, and services to meet students' learning and information needs
• Facilitate the learning process by providing students and teachers with training needed to effectively use the resources
• Create an environment in which resources are made readily available through the provisions of adequate staff, furnishings, equipment, and supplies,
• Develop and maintain a quality collection consisting of books, periodicals, audio-visual materials, ebooks, and online databases and resources
• Provide access to other resources through district-wide subscriptions to electronic information databases,
 cooperative agreements with other libraries, and offsite library catalogs and databases.

The library/media program provides learning and teaching resources that are adequate in quality, quantity and variety to support the school's instructional program. The term "collection" includes all the information resources available through the library /media center. These materials

support the curriculum and meet the personal, informational and recreational needs and interests of students as per School Board Policy 8.12(2). To achieve these purposes, the collection includes a wide range of subjects, materials at many levels to reflect the range of students' abilities, and represents diverse points of view. In addition to providing information, the collection also includes items that portray the creative artistry, insight and vision of the human mind and materials that contribute to the development of empathy, self-reflection, and reading for pleasure.

The BES collection includes, but is not limited to print and e-books (Fiction, Non-Fiction, Biographies, Graphic Novels, and books in Spanish and Haitian Creole). The collection is arranged in standard Dewey order (see Section 8 Management of Library Media Instructional Materials). Through the Portal, all patrons have access to online databases, purchased through the school district. All digital resources and e-books are available 24 /7 to all patrons.

Equipment

The Media Center houses a teacher resource room that includes die-cut supplies, a poster maker, 25" thermal laminating machine, and a 12" cold laminating machine. In addition to these materials, there is a TV production studio with up-to-date equipment.

Collection Development

Collection Development is the process of providing quality materials and equipment for use in the Library Media Center by the students and staff of Barton Elementary School. The media specialist works with administrators, staff, students, parents, and other stakeholders in this process. The goal of collection development is to ensure access to a wide variety of informational and fiction texts based on students' academic needs and personal interests.

Selection and Evaluation Criteria

Barton Elementary Library materials are selected for a reason. The materials are evaluated according to their aesthetic, literary and social value, appropriateness to student age and emotional maturity and relevance to the curriculum.

Barton Elementary Library materials reflect sensitivity to the achievements, needs, and rights of men and women, various ethnic groups, and other cultures.

The selection of library materials about political theories and ideologies, religion, public issues and controversial topics is directed toward maintaining a balanced representation with various opinions.

Library media center materials are judged as a whole, considering the author's/producer's intent rather than focusing solely upon individual pages, phrases, pictures or incidents taken out of context.

Other factors that are considered in the final decision to purchase new materials include their educational significance; need and value to the collection as a whole; and their relationship to the interests of students and curriculum course of study.

Electronic database subscriptions and online curricular software that are made available to the Barton Elementary School Library users on the school district's wide area network (WAN) are selected using a similar educational criteria to that established for the materials in a school except availability and compatibility of technology hardware and software platforms are reviewed and resolved. In addition, the WAN maintains software that complies with the federally legislated Children's Internet Protection Act [CIPA] designed to protect children from obscene or adult-content material.

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 monitoring categorical and capital budgets allocated for library programs, and
- 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.

14.097 Items in the Collection	**13.3** Items per Student	**54%** Fiction Titles in the Collection	**46%** Percent of nonfiction in the collection
Library media resources are curated to include both recently published works and classics that both rightfully impact the average age of the collection.	**2005** Average Age of the Collection	**53%** Aged Titles	**16%** Newer than 5 Years
Library media resources should be representative of the school.		Skills for Lifelong Learning (SLL) library media resources can contribute to character development.	
34% Representative Titles in Collection	**2003** Representative Titles Average Age	**32%** SLL Titles in Collection	**2007** SLL Titles Average Age

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	36	2008
Philosophy & Psychology	40	2000
Religion	39	1994
Social Sciences	776	1999
Language	258	1999
Science	1506	2009
Technology	498	2008
Arts & Recreation	1311	2014
Literature	252	1996
History & Geography	1028	1997
Biography	632	2002
Easy	3923	2004
General Fiction	3642	2007
Graphic Novels	923	2019

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 simply because they were donated. All gifts and donations must follow the same processes as new book orders.

Collection Maintenance

Inventory will be completed on a three-year rotation as per Board Policy 8.12 (5).

Lost or Damaged Library Materials

Students are responsible for the books they borrow from the library. Students will be charged $5 for a lost or damaged paperback book and $10 for a lost or damaged hardcover book.

Strategic Focus – Weeding and Acquisitions

School Year	Strategic Focus
FY25	**Selection Priorities** ● Easy ● 0-99 ● 300s/400s
	Inventory Priorities ● Easy ● 0-99 ● 300s/400s
	Weeding Priorities ● 700s/800s ● 100s/200s ● Fiction
FY26	**Selection Priorities** ● 700s/800s ● 100s/200s ● Fiction
	Inventory Priorities ● 700s/800s ● 100s/200s ● Fiction
	Weeding Priorities ● 500s/600s ● Fiction ● 900s
FY27	**Selection Priorities** ● 500s/600s ● Fiction ● 900s
	Inventory Priorities ● 500s/600s ● Fiction ● 900s
	Weeding Priorities ● Easy ● 0-99 ● 300s/400s

Reconsideration of Materials

Barton Elementary School will follow Policy 8.1205. Please see Appendix D and Appendix E.

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)