

Beacon Cove

FY25 Collection Development Policy

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Certified Educational Media Specialist

Beacon Cove
FY25 Collection Development Policy

Date Drafted: April 19, 2024

Date Approved by Administration: April 22, 2024

Media Specialist Name: Michele Martino

Media Specialist Signature:  _____

Principal Name: Pamela Buckman

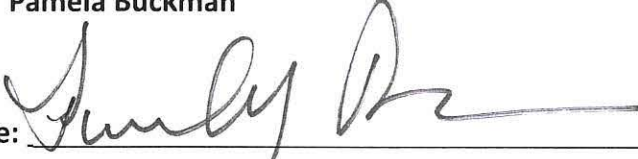
Principal Signature:  _____

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Purpose of Collection Development Policy

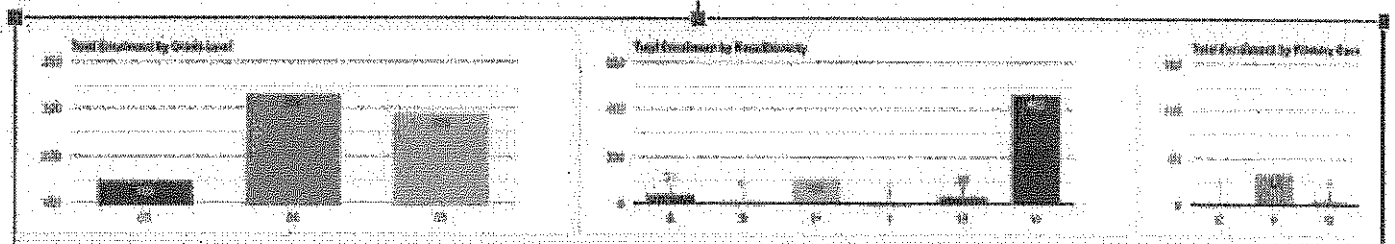
The Collection Development Policy is designed to support the Library's Mission statement and serves as a guide for the selection, acquisition, maintenance, and retention of materials by establishing roles, responsibilities, and a process for addressing Library user concerns. As our student population changes, the Media Center at Beacon Cove, 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

The users of Beacon Cove Library Media Center come from the students in Grades 3 through Grades 5 in addition to the faculty, staff, and parents. According to the Gold Report, Beacon Cove has a culturally and ethnically diverse population representing different economic backgrounds which include 73% White, 6% Black, 17% Hispanic, 6% Asian, 5% Mixed Race.

In addition, the Beacon Cove Library Media Center supports the curricular needs of the ELL, ESE, and Gifted populations.

LOC	GROUP	SUB GRP	LEVEL	DATE	TOTAL %	TOTAL	WHITE %	WHITE	BLACK %	BLACK	HISPANIC %	HISPANIC	MALE %	MALE	FEMALE %	FEMALE	SORT (A)
2541	DEMOGRAPHIC	ALL STUDENTS	ALL	OCT 23	100%	642	73%	467	1%	6	17%	109	47%	302	53%	340	



School Mission Statement

Beacon Cove 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

Beacon Cove is committed to working collaboratively with all stakeholders to provide a world class, inspirational and creative learning environment. All students can achieve their utmost potential and a love of literacy through a challenging and motivating curriculum while supporting and enriching the classrooms. We believe all students will become literate and productive citizens of a global society.

Responsibility for Collection Management & Development

The Library Media Specialist is responsible for the on-going maintenance of a quality collection which includes procurement of new materials and discard of ineffective items. Teachers, administration and the school library media advisory committee assist in the re-evaluation and systematic deleting of materials and equipment to ensure that the collection remains responsive to user needs, changing curriculum, and advancing technology.

The Media Specialist has the responsibility of coordinating the collection development program. The Media Center with the Library Media Committee will be actively involved to insure that the collection meets the needs of the school. The Media Specialist will attend (in person/Virtually) meetings, exhibits, conferences and workshops to obtain information on new equipment, materials and latest practices related to the Florida Standards and student achievement. The staff and students are encouraged to participate in the selection process by emailing or providing written requests at any time for specific items that they would like to have in the Media Center. A materials and equipment needs assessment will be conducted each year.

This year the role of the Media Specialist is to see that all books and materials used in the library and classrooms are Vetted for age and content appropriateness for our student population. The results are uploaded to the school district website for all stakeholders to view.

Library Program

Beacon Cove Library has one full time certified Media Specialist and no Media Clerk. Our Media Center is on the Fine Arts wheel. The Media Center has seven instructional classes a day (30 min. each) All classes meet over an 8-day rotation. Each class visits the Media Center 2 days in a row. Day1 is for book check and Day 2 is for Instruction. The Media Center is open from 7:30-2:15. The library is open throughout each day that students are in attendance to ensure equitable access for all students to library media resources. The school administration and faculty are aware that recent research documents improvement in student learning gains when the library media center is available to the student at the point of need. At Beacon Cove, the library media specialist uses ALA Standards and Benchmarks as well as P.B.C. curriculum guidelines as sources to review the standards being taught at a grade-level in any given week and works with the classroom teacher to develop compatible lessons that support classroom learning.

SUNSHINE STATE YOUNG READER AWARDS/ BATTLE OF THE BOOKS

Beacon Cove Intermediate School registers and participates in the SSYRA/Battle of the Books program each year. Students in grades 3-5 are encouraged to read the 15 Sunshine State Young Reader books.. Students who read 15 books and write a book summary for each title are invited to our Get "REAL" Ceremony to receive their Reading certificate and dog tag. In the 2024-2025 school year, students will be able to add 15 Non-Fiction titles to the list of SSYRA books. For a total of 30 books. There will be prizes awarded for reading 5, 10, 15 and 25 books. Students who read any/all 15 books from the Fiction or Nonfiction list will be awarded a Silver dog tag and certificate at the Get Real Ceremony at the end of the month in which they complete the task. Students who continue to read 10 more books, completing 25 total, will be awarded a Gold dog tag and certificate at the Get Real Ceremony at the end of each month. Students have all year to read 15 and 25 SSYRA books, including Nonfiction titles and write a summary of each book. (Note: Reading Counts quizzes will not be available FY25). Beginning in October, an after school Battle of the Books Club will be initiated for students who wish to participate.

Summer Reading

Beacon Cove encourages summer reading for all grades 3-5. Students are given a Pelican

Summary sheet before they leave for summer break. They must read 3-6 books, complete a summary of each and return the sheet in August. When the students return to school, they will be invited to our Summer Reading Ice Cream Party in September.

Goals and Objectives FY25

Goal 1: To support the students' 21st Century Literacy skills with technology.

- 1. To teach all students to use Destiny to locate and check out books in the Media Center.**
- 2. To teach all students how to access and check out ebooks using MackinVia.**
- 3. To utilize chromebooks with students in meaningful ways to access library materials, conduct research and extend learning.**

Goal 2: Increase overall publication date of the collection.

- 1. Continue to weed and replace outdated materials. Use Titlewise analysis to fulfill book needs**
- 2. Weed materials that have low circulation and are worn out.**

Goal 3: Increase participation in library incentive programs: Sunshine State Young Readers Program and Battle of the Books.

- 1. Order SSYRA books and promote them before the end of the FY24 school year.**
- 2. Add FY25 SSYRA books to the summer reading list.**
- 3. Display reading certificates and dog tags to students.**
- 4. Encourage teachers to help students to participate in the program.**

Budget and Funding

Funding sources for the LibraryMedia Center budget includes State Allocated Funds, Book Fairs, PTO and Adopt -a-Class donations.

The annual Media Center budget is divided into several categories and is spent where it is needed: Supplies ,books, ebooks, AV equipment, digital tools and computer hardware.

The LMC is given a school-based operating budget at the beginning of every school year. Beacon Cove administration uses a formula to disperse the appropriated funds. The budget for the 2024-2025 school year is expected to be similar to the 2023-2024.

In the FY25 projected budget amounts replace the amounts with your actual ones.

School-based Operating Budget	Budget FY24	FY25 Projected Budget
Account 551100 - Media Supplies	\$584	\$600
Account 553420 - Media Subscriptions (Periodicals-Newspapers)	\$356	\$ 300
Account 561100 - Library Books	\$1052	\$ 1100
Account 562230 - Media A/V Equipment	\$466	\$450
Account 564220 - Furn-Fix/Equip	\$188	\$200
Fundraising/ Grants	Budget Amount	
Media Center Internal Account number for your grant(s) (get this from your bookkeeper)	5.1700.00	\$6000.
	5.1700.01	\$3207.
State Media Allocation	Budget Amount	\$1608
Account 556110 (program 3070) - Media Books	1403	\$1600

Purchasing Plan FY25

Approximate Purchasing Plan	
Purpose	Amount
Rewards	1000
books	5000
supplies	700
STEM	300
Total:	\$7000

Scope of the Collection

Collection development at Beacon Cove is influenced by the school’s curriculum, which follows the guidelines set forth by the School District of Palm Beach County (SDPBC), which in turn is governed by the Department of Education of the State of Florida.

The collection includes databases and ebooks provided by the Department of Library Media Services at the School District of Palm Beach County. These databases and eBooks expand Beacon Cove’s collection and provide 24/7 access for students.

Per the Palm Beach County School District Board Policy 8.12 (see Appendix A), all collections are arranged by the Dewey Decimal Classification System.

The databases included in the collection are World Book, PebbleGo, Gale inContext Elementary, SIRS Discoverer, and Teaching Books.

The eBooks provided by the Department of Library Media Services include Tumbleboooks, Gale eBooks, and a shared collection in MackinVia.

Library materials at Beacon Cove will support both curriculum and pleasure reading as per School Board Policy 8.12 (see Section 2 d) Per District Policy, the collection will be arranged in standard Dewey order. (see Section 5 Management of Library Media Instructional Materials.

Beacon Cove Interim School Library Collection

Grades 3-5, 600 Students

April 4, 2021

Prepared by:
Beacon Cove Interim School
Library Media Specialist
201-363-5433

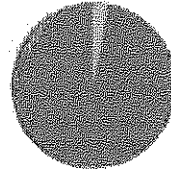
Items in collection	Average age	Items per student
13,640	2006	22.5
88.4% Recognized Call Numbers 98.1% Recognized Publication Years 66.1% Held in Title Key	QUAL: A/A	QUAL: B/B

Print, Audiovisual & Digital

Resource-rich school libraries play a key role in promoting both information literacy and reading for information and inspiration.

Physical vs. digital resources

99%
Print



1%
Digital

AVG. AGE: 2007

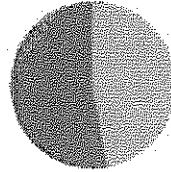
AVG. AGE: 2017

Fiction & Nonfiction

Reading comprehension requires more than just decoding and knowing the meanings of words — background knowledge is essential.

Literary vs. informational text

53%
Fiction



47%
Nonfiction

AVG. AGE: 2007

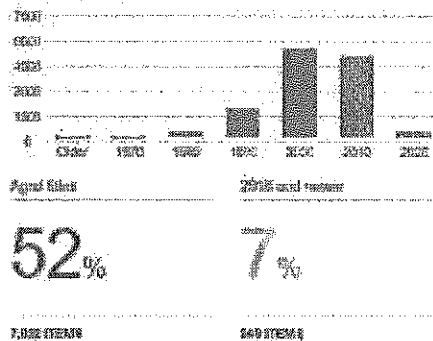
AVG. AGE: 2007

Compare recommended balance by Dewey 7

Collection by Dewey classification

Classification	Item Count	Age Classification	Item Count
Computer Software, Internet and E-Resources	2074	932	
Philosophy & Psychology	3029	54	
Religion	2004	23	
Social Sciences	2125	94	
Language	2028	193	
Science	2187	235	
Technology	2037	145	
Arts & Recreation	2120	119	
Literature	2050	142	
History & Geography	2034	1,101	
	2187	4,708	

Collection by year



Equipment

Beacon Cove offers a variety of materials and equipment for teacher and staff to use in the Media Center, TV Studio and workroom.

The TV Production has its own room located off the Media Center. Equipment consists of laptops, monitors, switchers, lighting, portable camcorders and tripods, Apple computer, Osmo Gimbal, and a precision 3450 camera.

The Workroom has 3 laminators, various size paper trimmers, electric and manual hole punchers, Ellison die-cut machine and templates, 2 typewriters, electric pencil sharpeners, electric and manual

staplers, and 2 poster printer machines. The Media Center has a Smartboard and 2 computers at the circulation desk with a printer.

Collection Development

Collection development refers to the process of building and maintaining the Media Center's entire materials and equipment collection(both print and non-print formats). The collection development process includes the making of policy and procedures, budget allocations, needs assessment, selection, collection maintenance and evaluation, and resource sharing. The acquisition and maintenance of Beacon Cove's Media Center materials is a primary function of the Media Center's mission.

The primary goal of the Media Center's collection development efforts is to build a collection that supports the needs of the school community. This goal reinforces Palm Beach County School District and Beacon Cove's School missions. The Media Center recognizes its responsibility to respond to the research needs of the student body and faculty. It will do this through its commitment to provide access services including online database searching and document delivery. With the understanding that no Media Center can supply materials to satisfy all of the needs of its users, Beacon Cove Media Center will utilize the database of all school collections available for inter-library loan.

Selection and Evaluation Criteria

Any books added to Beacon Cove's Collection in the Media Center will be selected and vetted by a certified Media Specialist and will follow all of the policies and procedures of the Palm Beach County School Board and the State of Florida. These policies and procedures are explained below.

Beacon Cove follows Palm Beach County School Board Policy 8.12.

Materials considered for purchase are selected on the basis of the following criteria:

Examination by a certified library media professional

Recommendation by a faculty member

A favorable review in a reputable, unbiased, professionally prepared selection tool, including but not limited to:

- BookList
- School Library Journal
- BookTalk
- Book Report
- Bulletin for the Center for Children's Books
- Kirkus Reviews
- Senior High School Library Catalog
- Books for Secondary School Libraries
- Online-Offline
- Book Links
- T.H.E. Journal

- Titlewave

Award winning materials included but not limited to the following awards:

- The Newbery Award
- The Caldecott Award
- The Alex Award
- The Pulitzer Prize for Literature
- The Nobel Prize for Literature
- Sunshine State Young Reader's Award Nominees
- Florida Reading Association Children's Book Award Nominees
- Educational Significance
- Need and value to the collection/curriculum
- Quality of the writing/production
- Readability level
- Organization and presentation of content
- Relationship to the course of study and curriculum
- Reputation of the publisher/producer
- Reputation and significance of the author/producer, et al
- Timeliness or permanence
- Quality of format
- Degree of potential user appeal
- TCC

Electronic database subscriptions and online curricular software that are made available to Beacon Cove Library Media Center 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 and 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.

Who Makes the Selection

1. Each book made available to students through this School District’s library media centers must be selected by a school district employee who holds a valid educational media specialist certificate, regardless of whether the book is purchased, donated, or otherwise made available to students.

2. In Here Further, employees holding a valid educational media specialist certificate must also have completed the required Florida Department of Education training once it is available and by law must be developed by January 1, 2023.

3. In addition, the person selecting the books is employed at that school location or if a qualified person is not employed at the school, by another District employee with these qualifications.

4. For resources needing additional review by District Library Media Services, school-based certified library media specialists or principal designee will use PBSD 2671 to solicit additional input.

5. Consultation with stakeholders is required which is accomplished by the following:

a. Any community stakeholders may provide consultation on selections via the list of LMS Selections for the current school year at Active Book Orders.

b. On the date of the requested purchase or acceptance of library media center materials, the District will provide an email or text notice to current members of the Board's Academic Advisory Committee (Policy 1.097) that there are new materials under consideration, the link to find the list of materials, and the deadline(s) for submitting questions or comments.

c. Stakeholders with questions or concerns are directed to the following email address: librarymediaservices@palmbeachschools.org, for sending their feedback to be reviewed by the District Library Media Services for consideration.

d. Selections may be purchased or accepted 72 hours after posting for book fair materials and two weeks after posting for all other purchases or donations.

Criteria for Selection

1. All book selections must meet these criteria:

a. Free of pornography and material prohibited under Florida Statute 847.012 [harmful to minors].
b. Suited to student needs and their ability to comprehend the material presented.
c. The content is to be appropriate for the grade level and age group for which the materials are used or made available. The District shall rely on any State Board of Education Rules, if they exist, to determine what is age appropriate.

2. In developing library media center collections consultation of reputable, professionally recognized reviewing periodicals is required, if available, after a documented diligent search.

3. These periodicals are print or non-print media including video footage that have been favorably reviewed by two or more professional sources, if available, after a documented diligent search, such as a School Library Journal, Horn Book, Booklist, Association for Library & Service to Children, Kirkus, Young Adult Library Services Association, and/or Children's Catalog.

4. Library media center collections will be based on reader interest, support of state academic standards and aligned curriculum, and the academic needs of students and faculty.

5. Subject to the required statutory criteria stated above, additional selection criteria apply:

a. A choice of materials that support the instructional program and promote reading shall be available to students and professional staff to allow for varying achievement levels, interests, and teaching/learning styles. Each school shall, in conjunction with the "Library Bill of Rights" (<https://www.ala.org/advocacy/intfreedom/librarybill>) of the American Library Association ("ALA"), State Statute, and District policy, establish procedures for the evaluation, selection, management, and disposal of library media materials in conformance with this policy and Policy 8.1205 and shall record such in the school's collection development plan.

b. The "Library Bill of Rights" referenced herein is to be used as a suggested guideline. To the extent that there are inconsistencies between the guidelines in the "Library Bill of Rights" and State Statute, or District policy, State Statute and District policy shall take precedence and shall govern the selection, retention and disposition criteria of library media materials for library media centers and classrooms.

c. Selection of materials shall also be consistent with the provisions in the School Board's collective bargaining agreement with CTA relating to academic freedom and responsibilities--Article II, Section K--to the extent those provisions are applicable.

d. Moreover, consistent with Fla. Stat. § 1006.28 (2) (a) 2, library media materials must be suited to student needs and their ability to comprehend the material presented.

e. Any library media material containing pornography or otherwise prohibited by Fla Stat. § 847.012 as harmful to minors may not be used or made available within any public school.

f. The materials selected for schools are intended to support instruction, promote reading, further the pursuit of knowledge through research and exploration, and provide information literacy experiences of educational significance for class groups, individual students, teachers and administrators. Within budgetary constraints, the intent is to provide an adequate number and range of library media materials and resources in a variety of formats that are appropriate, timely, and essential to the attainment of specified educational objectives subject to District policy. Library media materials are to represent the diverse cultures, ethnic groups, languages and religious beliefs of the community and that are free of bias, stereotypes, distortions, and prejudices.

g. Within budgetary constraints, collections shall contain a comprehensive collection of materials and equipment, in a variety of media formats that are accessible to students during the school day, to:

- i. Promote the development of lifelong reading habits and information literacy skills in students;
- ii. Provide a broad background of information resources in areas of knowledge;
- iii. Support the general educational goals of the District and the objectives of specific courses, including materials that represent diverse points of view in order that young citizens may develop, under guidance, the practice of critical analysis of media and intellectual integrity in forming judgments;
- iv. Meet the personal needs and interests of students, including materials that: nurture the development of recreational reading/listening/ viewing, cultural appreciation, and aesthetic values; represent the many religious, racial, ethnic, linguistic, and cultural groups in our society and reflect their contributions to the heritage and culture of our civilization; foster respect for the diverse roles available to women and men in today's society; and provide access to materials in heritage language as stipulated by the META agreement.

- v. Support the professional needs of teachers and administrators; and
- vi. Introduce new instructional technologies into the learning environment.

h. Other criteria to consider in the selection process include:

i. EDUCATIONAL SIGNIFICANCE. -- Material is valuable to an individual course of study or to the library media collection; the degree to which the material would be supplemented and explained by mature classroom instruction.

ii. APPROPRIATENESS. -- Material is geared to the age, maturity, diverse interests, and learning levels of students for whom it is intended. Reading levels and Lexiles are considered to provide a range of material that challenges the student and guides their selection process.

iii. ACCURACY. -- Nonfiction information is correct, recent, and objective

iv. LITERARY MERIT. -- Fiction that has a noteworthy plot, setting, characterization, style and theme.

v. SCOPE. -- Content is covered adequately to achieve its intended purpose.

vi. AUTHORITY. -- The author, editor, or producer has a superior reputation for producing materials of this nature.

vii. SPECIAL FEATURES. -- The item has maps, charts, graphs, glossaries, and/or other learning aids that support the content, are unique or are valuable.

viii. TRANSLATION INTEGRITY. -- Material translated from one language to another maintains the stylistic characteristics of the original. ARRANGEMENT. -- Concepts are presented in a logical sequence and in a way that assures learning.

ix. TREATMENT. -- Typeset, visuals, style, and/or medium captures and holds the student's attention.

x. TECHNICAL QUALITY. -- Sound is clear and audible; visuals project clearly.

xi. AESTHETIC QUALITY. -- Material is superior to similar items in attractiveness and presentation of content.

xii. POTENTIAL DEMAND. -- Item has particular timeliness or popular appeal.

xiv. DURABILITY. -- Material has the potential for frequent use or is of a nature that it will be considered consumable.

xv. COPYRIGHT. -- Library media materials used in a school shall be procured and used in accordance with federal, state and District copyright laws, rules, and policies as referenced in School Board Policy 8.121.

xvi. GRAPHIC NOVELS AND PERIODICALS. -- In addition to the above criteria, all pictures are to be reviewed for appropriateness prior to placing the graphic novel or periodicals into circulation.

Removal of Materials

1. Library Media Materials are subject to regular removal or discontinuance of books based on, at a minimum, physical condition, rate of recent circulation, alignment to state academic standards and relevance to curriculum, out-of-date content, and required removal pursuant to School Board Policy 8.1205 Objection Procedures for Library Media Materials.

2. In addition to regular review, removal, or discontinuance by a school library media specialist, the Superintendent or designee, even without an Objection or challenge, has the authority to remove library media materials based on statutory considerations. The basis for the removal shall be documented. 3. The District will restrict access to school library media and reading list materials from students in grade Kindergarten through Grade Three if such materials instruct on sexual orientation or gender identity because HB 1557 (2022) prohibits such instruction.

Oversight for Compliance

1. School principals are responsible for overseeing compliance with school district procedures for selecting school library media center materials at the school to which they are assigned.

2. Support toward compliance is available when the assigned school library media specialist(s) attend professional development/training hosted by the District Library Media Services.

3. Annually, the District requires using the selection criteria and the removal criteria referenced in these procedures to have library media specialists evaluate their collection in order to write a School Collection Development Plan to enhance their individual library programs that align to the District required components. They will share that plan with both their principal and District Library Media Services. Once the plan is approved, the school will post the school's plan on the school website. District Library Media Services will offer annual training on this process.

4. The School Collection Development Plan will include: School Mission Statement, Library Mission Statement, Purpose of the Collection Development Plan, School Community Description, Description of Your Library Program, Budget and Funding, Scope of Collection, Collection Development, Gifts and Donations, Collection Maintenance, Challenged Materials, and Goals and Objectives.

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:

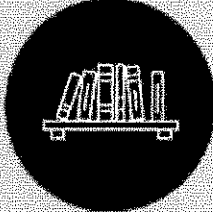
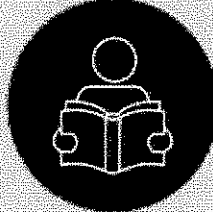
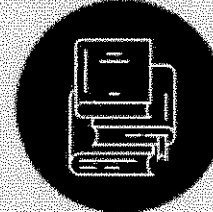
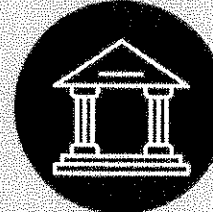
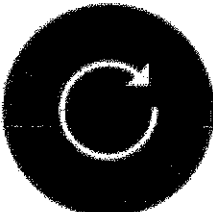
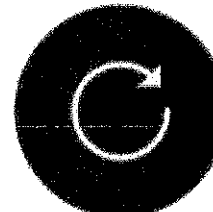
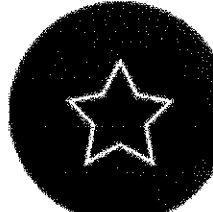
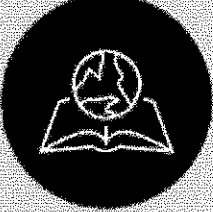
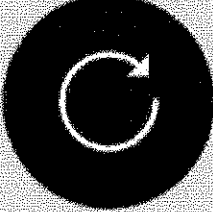

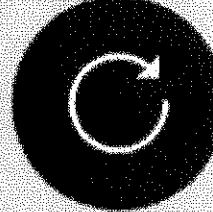
- **Maintaining a professional library collection to assist with recertification and knowledge acquisition on education-related topics;**
- **Managing the online catalog including the library inventory and circulation software;**
- **Selecting and making accessible online information databases for reference 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, 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 to the curriculum. The data below is a snapshot of the collection based on Titlewise Analysis.

			
13,640 Items in the Collection	22.5 Items per Student	53% Fiction Titles in the Collection	47% 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.			
	2006 Average Age of the Collection	52% Aged Titles	7% 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.	
			
35% Representative Titles in Collection	2005 Representative Titles Average Age	30% 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 Titlewise, the vendor's ordering and analysis tool.

Section	# of Titles	Average Age (year)
Computer Science, Information & General Works	113	2014
Philosophy & Psychology	#34	2009
Religion	# 33	2004
Social Sciences	# 741	2005
Language	# 110	2008
Science	# 738	2007
Technology	#746	2007
Arts & Recreation	# 969	2009
Literature	# 145	2005
History & Geography	# 1161	2004
Biography	# 1369	2005
Easy	# 38	2012
General Fiction	# 5395	2008
Graphic Novels	# 333	2011

Gifts and Donations

Gifts to the library media center are encouraged. However, the Library Media Specialist reserves the right to add such items to the school's library or classroom collections only if it has been determined that they meet SDPBC 8.12 selection policy. Such materials will meet the same criteria as resources which are purchased. Gifts that are not deemed age-appropriate or out-of-date for the school collection may be disposed of at the discretion of the Library Media Specialist who can consult if needed with the Media Center Committee assigned to provide oversight to the library media program. A librarian, regardless of education and training, is not considered by the Internal Revenue Service to

be qualified to place a value on gift books and other used materials unless the librarian is a certified appraiser of such materials. In acknowledging gifts, the library may write a letter indicating how much of what kind of material has been given (i.e., 10 trade paperbacks in excellent condition or 56 hardcover adult non-fiction books about animals) but the library cannot say how much such materials might be worth. Furthermore, material is considered used unless the library buys it directly even if the donor has not read the book, if they own it or just bought it and gave it to the library, it is considered used and should not be referenced in the letter as "new".

Collection Maintenance

Beacon Cove inventories its Library Media Collection annually on a 3 year rotational cycle: This is the first year of the New rotation.

Year 1: 2023-2024 Fiction

Year 2: 2024-2025 Nonfiction and Biographies

Year 3: 2025-2026 Professional

Beacon Cove will start (FY25) with Fiction and continue to weed the older books. Out-of-date material will not be placed in classrooms. These books will be marked weeded and sent with off- adoption materials to the warehouse in the Fall.

Lost or Damaged Library Materials

In accordance with 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".] Beacon Cove will not ask a parent/guardian/student to pay for books, however, if a parent/guardian/student voluntarily replaces or pays for a book then the Media Specialist will write a thank you note.

Strategic Focus – Weeding and Acquisitions

School Year	Strategic Focus
FY25	Selection Priorities <ul style="list-style-type: none"> ● Fiction ● Nonfiction ● Professional
	Inventory/ Weeding Priorities <ul style="list-style-type: none"> ● physical condition ● rate of circulation ● out of date content
FY26	Selection Priorities <ul style="list-style-type: none"> ● Fiction ● Nonfiction ● Professional and Biographies
	Inventory/ Weeding Priorities <ul style="list-style-type: none"> ● physical condition ● rate of circulation ● out of date content
FY27	Selection Priorities <ul style="list-style-type: none"> ● Fiction ● Diversity
	Inventory/ Weeding Priorities <ul style="list-style-type: none"> ● physical condition ● rate of circulation ● out of date content

Reconsideration of Materials

In the event of a challenge by a citizen of Palm BeachCountry, personnel at Beacon Cove will follow Board Policy 8.1205 -Challenge Procedures for Instructional Materials on all challenged materials. **(Appendix D and 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)