FY25 COLLECTION DEVELOPMENT POLICY

Belle Glade Elementary

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Shanika Small

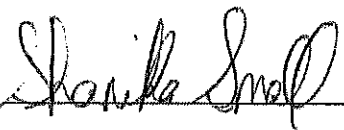Educational Media Specialist

Signature Page

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FY25 Collection Development Policy

Date Drafted: May 10, 2024

Date Approved by Administration: **May 10, 2024**

Media Specialist Name: Shanika Small

Media Specialist Signature: _Shanika Small_

Principal Name: Robera Walker Thompson

Principal Signature: _Robera W._

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Purpose of Collection Development Policy

SDPBC Policy 8.12 (6.a) stipulates: "Each school shall, in conjunction with the "Library Bill of Rights" (http://www.ala.org/ala/issuesadvocacy/intfreedom/librarybill/index.cfm) of the American Library Association (ALA) 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 policy." This collection development policy is a statement of the principles and guidelines used by the Belle Glade Elementary School Library Media Center 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 stockholders 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 Library 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, age 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; - American Association of School Libraries (AASL) Standards Framework for Learners; - International Society for Technology in Education (ISTE) National Education Technology Standards (NETS) The Library Media Specialist recognizes the 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 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. The Library Media Center of Belle Glade Elementary School provides ongoing services 4 that transcend the tenure of any single individual. To this end, the Media Committee at the school oversees reviews and records issues and policies pertinent to the overall program of the library media center in order to facilitate a continuum of services.

Background Statement & School Community
Belle Glade Elementary also supports the Advancement Via Individual Determination (AVID) Program. AVID is a college readiness program designed to help students develop the skills they need to be successful in college. The program places special emphasis on growing writing, critical thinking, teamwork organization and reading skills. According to Palm Beach County's Public School Showcase, Belle Glade Elementary has a culturally and ethnically diverse student population representing different economic backgrounds students (Free/Reduced Lunch)., 94% economically disadvantaged students. The cultural and ethnic diversity consists of 39.6%

Hispanic, 63.3% Black, 3.7% white, Asian are less than 1% other.

FSA data for Belle Glade Elementary can be accessed at http://schoolgrades.fldoe.org/

School Mission Statement

Belle Glade Elementary foresees the best practices we facilitate will create a highly successful school center and provide a lifelong foundation for student academic success beyond our doors and into the community.

Media Center Mission Statement

Belle Glade Elementary is dedicated to creating a library media program that supports, complements, and expands the instructional program of the school. The library media staff will:

- provide and promote the use of resources in multiple languages and formats to meet the needs of all learners.
- establish a welcoming learning environment which promotes inquiry.
- stimulate intellectual curiosity.
- encourages pleasure reading.
- motivates students to become lifetime readers with diverse interests in a global society.
- promote instruction to prepare students to become independent users of libraries and information resources.

Responsibility for Collection Management & Development

Library Program The Library Media Center is dedicated to designing and maintaining a library media program that supports, complements, and expands the instructional program of the school. The library program's curriculum is based on the Florida State Standards, ISTE and the AASL Standards Framework. The library media specialist works with classroom teachers to develop compatible lessons that support classroom learning 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.

Library Program

At Belle Glade Elementary, the Media Specialist services K – 5th grade classes on a scheduled class model of 30 minutes rotation. The library media center is open Monday – Friday 8:00 – 3:00 pm. Students are encouraged to visit the Library Media Center throughout the day and parents are encouraged to accompany their children to the library media center during after school hours. The media program provides and promotes inquiry and extensive use of resources in multiple formats that are designed to meet the varying needs of all learners in all aspects of the curriculum The media

program also develops diverse interests to encourage students to effectively collaborate, curate, explore and engage in safe, legal and ethical behavior while sharing information with a global community.

Goals and Objectives

Goal 1: To increase the circulation statistics for students in grades 1-5 by at least 15%.

Goal 2: To incorporate technology that enriches the school's curriculum.

Goal 3: To increase usage of District online databases.

ONGOING GOAL Goal 1: To increase the overall publication date of the nonfiction collection by weeding and replacing outdated materials.

Goal 2: To update technology equipment.

Goal 3: To have at least 50% of all students checking out at least 1 book every week to read

Budget and Funding

Belle Glade Elementary is given a school-based operating budget at the beginning of each school year. Administrators use a formula in order to disperse the appropriate funds. It is expected that the budget for 2024 will be similar to the school year of 2025.

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	$413	$ 850
Account 553420 - Media Subscriptions (Periodicals-Newspapers)	$248	$ 350
Account 561100 - Library Books	$744	$ 1,044
Account 562230 - Media A/V Equipment	$331	$ 550
Account 564220 - Furn-Fix/Equip	$413	$ 620
Fundraising/ Grants	**Budget Amount**	
Media Center Internal Account number for your grant(s) (get this from your bookkeeper)	$2500	$ 3414
State Media Allocation	**Budget Amount**	
Account 556110 (program 3070) - Media Books	$1403	$ 1503

Purchasing Plan FY25

Purpose	Amount
Assists students in locating books in their lexile range in English/Spanish for Fiction and Nonfiction books	$750
Provide motivational rewards and supplies.	$50
Provide equipment to be used in highly effective instruction to enhance Curriculum.	approximate $ 650
Total:	**$ 1,450**

Scope of the Collection

The collection development is guided by the curriculum and guidelines of the School District of Palm Beach County, which in turn are governed by the State of Florida's Department of Education. According to best practices for school libraries in the United States, the print and nonprint collection at Belle Glade Elementary is arranged by the Dewey Decimal Classification System. Additional resources are provided by district-wide subscriptions to electronic information databases. Through affiliation with the public library system and interlibrary loan, the Belle Glade Elementary School library is able to extend its collection to provide any major resource needed by a patron. The collection of the Library Media Center is geared towards meeting the curricular needs of the students as well as pleasure reading. Materials are organized according to the Dewey Decimal Classification System. The major collection areas of the LMC are Fiction, Biographies, Easy Reading, Reference, Professional Development, Audio/Visuals, eBooks, Spanish Materials, and Nonfiction. The collection includes hardcover and paperback books, multiple copies of materials based on student favorites, award winners, and famed authors. Selected collection to support STEM program District and school provided eBooks that provide 24-hour access. DVDs and CDs periodicals District provided databases that provide 24-hour access. mobile devices i.e., iPads, eReaders, laptops, and chromebooks. 7 Fiction Nonfiction Follett's TitleWise analyses of Belle Glade Elementary's collection can be viewed below. Fiction & Nonfiction Reading comprehension requires more than just decoding and knowing the meanings of words — background knowledge is essential

Equipment

The use of a SmartBoard,CCTV and audio enchantment are equipment available for teacher/staff use in your media center and workroom areas.

Collection Development

This collection development policy is a statement of the principles and guidelines used by the Bell Glade Elementary Media Center 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 stockholders of the school community. 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, age and access to the collection.

Selection and Evaluation Criteria

The media specialist is responsible for coordinating the collection development program. This information is located on the School District's website at

https://go.boarddocs.com/fl/palmbeach/Board.nsf/goto?open&id=AVGML85BB817#

Additionally, the media specialist will attend Library Media Services & EMA meetings, exhibits, and conferences to discover new books, materials, and latest practices related to the school libraries, curriculum, and student enrichment. When selecting instructional materials, the needs of the school based on the curriculum and of the existing collection are given first consideration. In assessing the needs of the collection it is necessary to: 1) Conduct an inventory of the collection to determine replacements, missing items, and other needs. 2) Review the Florida State Standards to determine the adequacy of current library media materials and keep an on-going topic list of areas needing additional resources. 3) Involve staff and students in identifying needs by survey teachers at the conclusion of a research project to determine adequacy and relevance of materials or surveying students & staff periodically to determine what type materials they would like to see added to the collection, such as informational materials, curricular materials, and pleasure reading materials.

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.
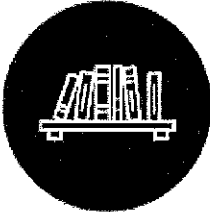
District Resources And Services

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:
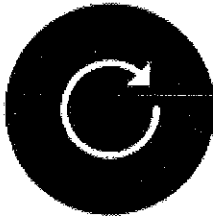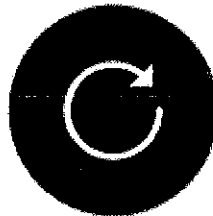
- Maintaining a professional library collection to assist with recertification and knowledge acquisition on education-related topics;
- Managing the online catalog including the library inventory and circulation software;
- Selecting and making accessible online information databases for reference and 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.

12,501	18.5	16%	32%
Items in the Collection	Items per Student	Fiction Titles in the Collection	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.	**2001** Average Age of the Collection	**56%** Aged Titles	**3%** 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	**2000** Representative Titles Average Age	**30%** SLL Titles in Collection	**2002** 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	30	2009
Philosophy & Psychology	50	2004
Religion	10	2009
Social Sciences	1153	1995
Language	633	2008
Science	1,170	2007
Technology	186	2009
Arts & Recreation	290	2006

Literature	290	2005
History & Geography	4,050	2003
Biography	555	2000
Easy	2,820	1997
General Fiction	1958	2005
Graphic Novels	280	2002

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

Per Florida Statute governing Instructional Materials, instructional material stored in the library media center must be inventoried annually.

Lost or Damaged Library Materials
While the school library media center at Belle Glade Elementary works to eliminate barriers that inhibit students from accessing and using reading, reference, and research materials, the responsibilities of students, parents and teachers for lost or damaged Instructional Materials is outlined in SDPBC Policy 8.1225. Students, parents and teachers are held accountable for lost or damaged materials. Fines for late materials are discouraged in elementary and middle school where lessons on borrowing, self-responsibility, civic duty, and the purpose of libraries are ongoing. Per Florida Statute governing Instructional Materials, instructional material stored in the library media center must be inventoried annually. To facilitate the circulation and inventory process, Destiny Library Manager Software has been made available to all schools

Strategic Focus – Weeding and Acquisitions

FY25 **Fiction**	**Selection Priorities** • Equipment • Paperbacks, Spanish, Bilingual • Nonfiction, Reference and Professional
	Inventory Priorities • Nonfiction p p y
	Weeding Priorities • Weed one Dewey area • Lack authenticity • Are in poor physical condition
FY26 **Non-Fiction**	**Selection Priorities** • Easy • Biography • Resource Room
	Inventory Priorities • Spanish/Reference
	Weeding Priorities • Contain outdated subject content • Are in poor physical condition • Lack authenticity
FY27	**Selection Priorities** • Easy/Fiction • Nonfiction, reference • Equipment
	Inventory Priorities • Fiction/Easy
	Weeding Priorities • Contain outdated subject content • Are in poor physical condition • Lack authenticity

Reconsideration of Materials

In the event of a challenge by a citizen of Palm Beach County, personnel at Belle Glade Elementary school will follow SDPBC Policy 8.1205 – More information can be found on the School District's Board Policy web page under Policy 8.1205 - Objection Procedures for Instructional Materials & Library Media Material at

http://www.boarddocs.com/fl/palmbeach/Board.nsf/goto?open&id=AVGML85BB817

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)