

***FY25 COLLECTION
DEVELOPMENT POLICY***

BENOIST FARMS ELEMENTARY

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**Benoist Farms Elementary School
FY25 Collection Development Policy**

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Purpose of Collection Development Policy

The purpose of a collection development is to guide the selection, acquisition and weeding of library media materials to support teaching and learning at Benoist Farms Elementary School. The goal of the Collection Development Policy is to ensure that all students and teachers have access to an organized and managed collection of instructional materials and the technologies necessary to support those materials. The Collection Development process includes the formulation of procedures, policies, needs assessments, budget allocations, collection maintenance and evaluation.

Background Statement & School Community

Benoist Farms Elementary has a multi-ethnic population of 498 students from predominantly economically disadvantaged communities. The ethnic composition of the student body is 60% Black, 30% Hispanic, 7% White and 3% Mixed Race. The percentage of students designated as English Language Learners (ELL) is 24%. The percentage of students receiving free or reduced lunch is 97%. The three main languages spoken within the school's community are English, Spanish and Creole. We have several ESE units and Pre-K.

School Mission Statement

All staff members at Benoist Farms Elementary will use the standards to collaboratively plan for instruction and to meet the needs of ALL students. All staff members believe that ALL students at Benoist Farms Elementary CAN learn.

Media Center Mission Statement

The media center collection will provide materials that support and enrich the instructional program. Materials will reflect a wide range of interests on varying levels of difficulty and diversity of appeal consistent with our school population. The professional needs of teachers and staff will be addressed through supporting their instruction with materials and technology. The media center will provide an environment of a safe, inviting, nurturing and helpful learning vessel.

- *Provide and promote use of resources in multiple formats designed to meet the needs of varied learners in all areas of the curriculum.*
- *Provide a welcoming environment that promotes inquiry, and curiosity.*
- *Motivate students to read to learn and for pleasure.*

- *Develop diverse interests for the enjoyment of life-long learning.*
- *Provide and promote instruction to prepare students to become independent users of the libraries and informational resources.*
- *Provide and promote how to use multiple sources that are available district and school level for research*

Responsibility for Collection Management & Development

The responsibility of the selection of instructional materials rests with the certified school library media specialist. In coordinating the process, the media specialist will consult with administration, faculty and others in the school community and district. Based on data collected from the age, content and areas (found in Destiny and Titlewave) that need focus, solely influences what is needed for Benoist Farms Elementary. In addition, administrators and staff influence the collection by meeting their educational needs in the classroom. Teacher and administrators submit requests along with initiatives that grade levels focus on. Students also help to determine the direction of what to purchase based on requests. Lastly, the district and outside stakeholders present concerns that are forwarded to the media specialist to be aware of, implement and address based on the individual school.

Library Program

Benoist Farms Elementary library program is part of the Fine Arts Wheel. It consists of a 4 day rotation schedule from 8:15 AM to 2 PM daily with 6-8 classes per day and PLC at the end of each day. The library program includes collaboration with teachers to support classroom learning, support of Tech Safe Curriculum, Scholastic Book Fair, and many special events throughout the year.

Goals and Objectives

Goal 1- Grow the book collection from the weeded books

Purchase new nonfiction books

Purchase new fiction books

Purchase updated biographies of interest

Goal 2- Continue to weed the aged collection.

Continue to weed nonfiction

Continue to weed fiction

Continue to weed biographies

Goal 3- Continue to increase circulation data

Plan for more time for students to check-out

Plan to make sure students are checking out books for breaks/holidays

Plan for more teachers to circulate library books in classroom libraries

Budget and Funding

School-based Operating Budget	Budget FY24	FY25 Projected Budget
<i>Account 551100 - Media Supplies</i>	\$500	\$500
<i>Account 553420 - Media Subscriptions (Periodicals-Newspapers)</i>	0	0
<i>Account 561100 - Library Books</i>	\$750	\$750
<i>Account 562230 - Media A/V Equipment</i>	\$500	\$500
<i>Account 564220 - Furn-Fix/Equip</i>	\$350	\$350
<i>Fundraising/ Grants</i>	\$500	\$500
<i>Media Center Internal Account number for your grant(s) (get this from your bookkeeper)</i>	\$1,200	\$1,200
State Media Allocation	Budget Amount	
<i>Account 556110 (program 3070) - Media Books</i>	\$1,138	\$1,138

Purchasing Plan FY25

Approximate Purchasing Plan	
Purpose	Amount
Books	\$750
Supplies	\$500
Educational Games	\$300
Media Equipment	\$1,000
Total:	\$2,550

Scope of the Collection

The collection development is focused on the curriculum at Benoist Farms Elementary School, which follows the curriculum and guidelines supplied by the School District of Palm Beach County Florida, which in turn is governed by the the Florida Department of Education and the governor. Best practices suggests strongly to have the media center set up utilizing the Dewey Decimal System to classify the books. The additional materials that are provided by the district are provided as digital resources and electronic databases that go beyond the classroom.

Benoist Farms media collection refers to all of the informational resources available through the media center for teachers and students to use. All materials selected for this collection support the district supported curriculum and meet the personal informational and recreational needs of the students and teachers at Benoist Farms Elementary.

Equipment

Housed in the media center is a Smart Board, a laptop cart, 2 copy machines for teachers to use, a laminator and a Poster Maker.

Collection Development

Collection Development is an ongoing process of providing current, quality materials and equipment for the library media center. The goal of collection development is to ensure the collection has information sources in adequate quantity and variety to support both student and staff's academic needs and personal interests. Stakeholder input from faculty, students, administration, and the community is considered when developing the collection.

Selection and Evaluation Criteria

The vendor or publisher is reputable and approved by the district.

Nonfiction Book Selection Guidelines

- Students and teachers requests
- Florida Standards - Curriculum-based requests
- Textbook and Instructional materials and their correlations
- Reputable Biographies and Individuals that support the community, state, nation
- Books that meet the FLDOE HB 1467 Guidelines

Fiction Book Selection Guidelines

- 2 or more reviews through Follett title search
- Textbook and instructional program correlations
- American Library Association Website (<https://www.ala.org/>)
- Publisher's Weekly Website, children's section

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

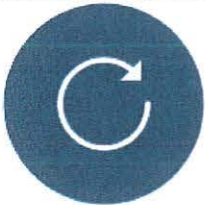
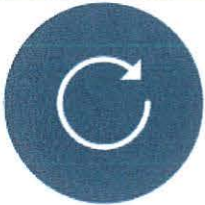


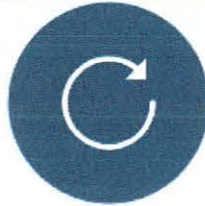

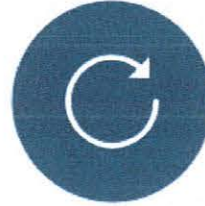
The School District Library Media Services provides support to school library media center personnel and establishes uniform policies and procedures for school library media centers throughout the District. These services include, but are not limited to:

- 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.

			
9,296 Items in the Collection	14.2 Items per Student	17% Fiction Titles in the Collection	34% 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	73% Aged Titles	5% 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.	
			
26% 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	27	2002
Philosophy & Psychology	50	2005
Religion	22	2001
Social Sciences	714	1998
Language	51	1999
Science	825	2004
Technology	348	2003
Arts & Recreation	476	2010
Literature	175	1999
History & Geography	464	2001
Biography	539	2001
Easy	3,497	1998
General Fiction	1,542	2008
Graphic Novels	150	2015

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

Weeding of library materials is essential for maintaining a relevant, up to date, academically useful library collection. Weeding is defined as quality control of the collection in which outdated, inaccurate and worn out materials and obsolete equipment are eliminated. The library media specialist is responsible for the ongoing process of maintaining a quality collection by following objective criteria for removing materials and equipment from the media center. Criteria include: obsolescence, physical age, condition and relevancy. Materials weeded from the collection are disposed of according to School District Library Media Services procedures and guidelines.

Inventory will be completed on a three year rotation per PBCSD Board Policy 8.12 (8).

2022- 2023 Fiction was completed

2023-2024- Non Fiction was completed

2024–2025 Easy Section will be completed and 92

Lost or Damaged Library Materials

We do not charge fees for late materials or fines but for lost/damaged 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. We do hold the students responsible for lost or damaged books.

Strategic Focus – Weeding and Acquisitions

FY25	Selection Priorities <ul style="list-style-type: none"> ● Priority 1 Need to add more current Biographies ● Priority 2 Need to update the 500 section ● Priority 3 Need to update 700 and 800
	Inventory Priorities <ul style="list-style-type: none"> ● Priority 1- Easy Readers ● Priority 2 Biographies ● Priority 3 Fiction
	Weeding Priorities <ul style="list-style-type: none"> ● Priority 1 Easy Reader ● Priority 2 Biographies ● Priority 3 Fiction

FY26	Selection Priorities <ul style="list-style-type: none"> ● Priority 1 Need to add more Fiction ● Priority 2 Need to update 900/ Countries and States ● Priority 3 Need to add Graphic Novels
	Inventory Priorities <ul style="list-style-type: none"> ● Priority 1 Fiction ● Priority 2 Non Fiction ● Priority 3 Biographies
	Weeding Priorities <ul style="list-style-type: none"> ● Priority 1 Fiction ● Priority 2 Non Fiction ● Priority 3 Easy readers
FY27	Selection Priorities <ul style="list-style-type: none"> ● Priority 1 Update 600 ● Priority 2 Update Reference ● Priority 3 Update 800
	Inventory Priorities <ul style="list-style-type: none"> ● Priority 1 Easy ● Priority 2 Non Fiction ● Priority 3 Fiction
	Weeding Priorities <ul style="list-style-type: none"> ● Priority 1 Easy readers ● Priority 2 Non Fiction ● Priority 3 Fiction

Reconsideration of Materials

While the library recognizes the right of any individual to challenge available materials in the Benoist Farms Elementary School Media Center, the library will not add or withdraw materials at the request of any individual or group. Any person wishing to make a challenge must complete a Specific Material Objection Form (linked in Appendix E). In the event of a challenge of collection holdings or instructional materials by a citizen of Palm Beach County, Benoist Farms Elementary School will follow SDPBC Policy 8.1205 (see Appendix D).

The status of any challenged materials will remain unchanged (the materials will remain in the collection) pending the findings of the school and/or district-level committees.

Annual Evaluation and Revision of Collection Development Plan

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)