

FY25 COLLECTION DEVELOPMENT POLICY

Binks Forest Elementary

FY25 Collection Development Policy

Caroline Epstein, M.Ed

Educational Media Specialist

Signature Page

Binks Forest Elementary School
FY25 Collection Development Policy

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Media Specialist Name: Caroline Epstein

Media Specialist Signature: 

Principal Name: Michella Levy

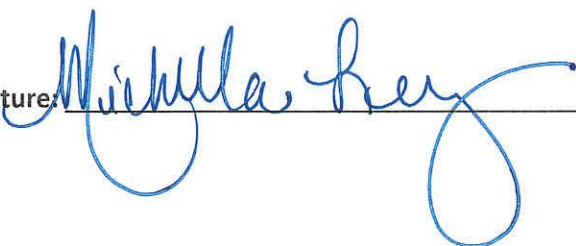
Principal Signature: 

Table of Contents

<u>Purpose Statement</u>	4
<u>Background Statement & School Community</u>	4
<u>School Mission Statement</u>	5
<u>Media Center Mission Statement</u>	5
<u>Responsibility for Collection Management Development</u>	5
<u>Library Program</u>	6
<u>Goals and Objectives</u>	7
<u>Budgeting and Funding</u>	9
<u>Scope of the Collection</u>	10
<u>Equipment</u>	11
<u>Collection Development</u>	11
<u>Selection Evaluation and Criteria</u>	11
<u>Analysis of the Collection</u>	14
<u>Gifts and Donations</u>	14
<u>Collection Maintenance</u>	15
<u>Lost or Damaged Library Materials</u>	15
<u>Strategic Focus – Weeding & Acquisitions</u>	15
<u>Reconsideration of Materials</u>	16
<u>Appendices</u>	17
<u>A - Library Bill of Rights</u>	17
<u>B - ALA Intellectual Freedom Statement</u>	17
<u>C - Board Policy 8.12</u>	17
<u>D - Board Policy 8.1205</u>	17
<u>E - Specific Material Objection Form</u>	17

Purpose of Collection Development Policy

Collection development refers to the process of building and maintaining the Media Center's entire materials collection, in both print and non-print formats. The collection development process includes the formulation of policy and procedures, budget allocations, needs assessment, selection, collection maintenance and evaluation, and resource sharing. The acquisition and maintenance of the Binks Forest Elementary Media Center materials collection is a primary function of the Media Center's mission.

Collection Development at Binks Forest is focused on providing quality materials and equipment for our patrons. Our goal is to meet the expectations, requirements and needs of our students and staff while at the same time expanding and enriching their curriculum and world views.

Background Statement & School Community

The students of the Binks Forest Elementary School Media Center range from grades kindergarten through fifth. They represent culturally diverse ethnic and economic backgrounds along with ESE, ESL and ASD students.

The Media Center also serves the faculty, staff members and all county school libraries.

According to the most recent Gold Report FY23 on the district website, below is the breakdown of our school population of 1,019 total students:

White- 52%

Black- 6%

Hispanic-33%

Asian 4%

Native American 0%

Mixed Race- 5%

Males- 53%

Females- 47%

Free and Reduced Lunch- 24%

We have 22 documented languages represented and 143 students that speak another language.

1) English 2) Spanish 3) Arabic 4) Haitian-Creole 5) Hebrew 6) French 7) Chinese, Zhongwen 8) Vietnamese 9) Albanian 10) Kanjobal 11) Russian 12) Serbian 13) Telugu 14) Dutch 15) Urdu 16) Kannada 17) Burmese 18) Gujarati 19) Marathi 20) Danish 21) Bengali, Bangla
22) Portuguese

School Mission Statement

Binks Forest Elementary prepares students with higher order thinking skills, responsible decision making and problem solving skills necessary to perform on or above grade level. Our school will foster a respect for diversity, and the character traits necessary to succeed in elementary school and beyond.

Media Center Mission Statement

Binks Forest Library Media Center is committed to working collaboratively with all stakeholders to provide a library media program that supports, complements and expands the instructional program of the school. The Media Center is the hub of the school providing services and materials for students and staff by bridging curriculum with resources. We provide a state of the art and creative learning environment where all students can experience a wide variety of literature. The Media Center is the center for all stories and voices where everyone is respected and celebrated. We believe all students will become literate and productive citizens of a global society.

Responsibility for Collection Management & Development

The responsibilities of collection management and development falls mainly on the Library Media Specialist with the collaboration of the stakeholders including students, faculty, administration, parents and district stakeholders. All stakeholders can request materials and books provided they meet state guidelines at any time.

The purpose of the collection development policy is to guide the selection, acquisition and weeding of library media materials to support teaching and learning at Binks Forest. The goal of the collection development policy is to ensure that students and teachers have access to an organized and centrally managed collection of instructional materials and technologies necessary to support instruction.

This document is fluid reflecting any changes in the curriculum, demographics, state statutes or programs of the school updating the collection and its governing policies. 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.

One of the primary goals of collection development emphasizes efforts to build a current collection that supports our school community. Factors to consider are age of collection and books that need to be weeded, curriculum needs and student interests.

Library Program

The Binks Forest Media Center is part of a fixed schedule on the Fine Arts wheel. Students receive direct instruction during their library time in addition to checking out books. 43 oversized classes are instructed within a seven or eight day rotation. Due to lack of funding for the fine arts department, most classes have one and a half homerooms resulting in large class sizes that range from 28-35 students per fine arts class. Grades K, 1 and 2 are on a single day rotation which provides frequent visits to the library enabling students to check out more books. Grades 3, 4 and 5 are on a two day rotation.

The aftermath of the pandemic and new communities have led to tremendous population growth in our area resulting in a large increase in student enrollment. While the growth in population continues to rise, the increase in staff has not. With that said, my greatest challenge this year was teaching 43 overcrowded classes across six grade levels while maintaining a library media program, vetting instructional materials for over 70 teachers and following new state protocol for ordering materials. Thanks to my extremely supportive administration, I am on a fixed schedule 75% of the time which provides time within my day to complete the tasks now required by my position.

The Media Center opens daily 7:30 am to 8:30 am for students to check out books, take reading counts tests, code, partake in community projects, etc... During this time, we are also assisting teachers with lessons, pulling books, making posters, pulling supplies/materials and more.

This year's focus in the Media Center was celebrating all cultures and groups of humanity. Focusing on the positives and accomplishments of various groups aids in creating an environment of awareness and respect. Books were carefully selected to provide mirrors, windows and doors for students. In addition, on the morning announcements, I made it a point to explain the various holidays celebrated around the year by our community.

The Media Center promoted the Sunshine State Young Reader Award winning books. In regards to incentives for students to read the SSYRA list, the Media Center provided necklaces with brag tags for each book. Working in conjunction with the ELA teachers, students earned an SSYRA reading tag once they read the book and passed the Reading Counts test. Students had the possibility of earning 15 tags and having their name listed on the morning announcements celebration page.

The Media Center also hosted the school Battle of the Books for grades 3-5 where more than 40 teams with 200 students participated. The Battle of the

Books after school club was sponsored by our library media specialist Mrs. Epstein. We celebrated our top three teams in grades 3, 4 and 5 with a VIP Private Make Your Own Ice Cream Sundae Party.

This year, we celebrated our avid readers. Students who read 1,000,000 words were interviewed for the morning announcements and their names were listed on the morning announcements celebration page.

Binks always participated in any event that encouraged students to read. During Literacy Week in January, Mrs. Epstein planned school wide events which included a variety of reading activities, dress up days and fun activities throughout the week.

In addition, Binks Forest participated in Read Across America, International Dot Day, Hour of Code, Read for the Record and Global Read Aloud Day. All events were promoted on the morning news and provided further enrichment with a variety of videos and music.

The Media Center also collaborated with numerous grade levels on projects including US Symbols and Coming to America nonfiction research with Pebble Go for second grade. March Book Madness with fifth grade, reading genres with fourth grade and more.

And for the grand finale, all of this is documented and shared on Twitter @EpsteinCaroline for the community.

Goals and Objectives

- **Goal 1: Continue to fill in gaps by purchasing books that complement and complete collections in FY25.**
 - Using Titlewave as a basis of analysis, continue to purchase books that help develop a robust collection.
 - Book tasting for students to try out different genres.
 - Complete student interest forms and surveys.
- **Goal 2: Expand digital research lesson plans that provide a more hands-on approach to teaching real-world research skills in FY24.**
 - Collaborate with classroom teachers on projects that correlate with their standards and my research goals.
 - Provide more digital experiences for upper-level classes with more rigorous assignments including Gale Database for research projects

- **Goal 3: Expand digital creativity for upper elementary students that provide a more hands-on approach to a blending of curriculum, standards and student interests.**
 - Use Adobe Express with middle grades to create collages/posts to reflect and show the mastering of standards

 - Use Adobe Express with upper grades to create videos for submission to the Jim Harbin Festival held at FAME each year.

 - Incorporate student creations into the morning announcements based relevancy and real world purpose.

Budget and Funding

The LMC is given a school-based operating budget at the beginning of every school year. Please see below. The Binks Forest Elementary School administration uses a formula to disperse the appropriated funds. The budget for the 2023- 2024 school year is expected to be similar to the 2022-2023.

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

School-based Operating Budget	Budget FY24	FY25 Projected Budget
<i>Account 551100 - Media Supplies</i>	\$722.12	\$500
<i>Account 553420 - Media Subscriptions (Periodicals-Newspapers)</i>	\$59.95	\$200
<i>Account 561100 - Library Books</i>	\$1,928.31	\$3,000
<i>Account 562230 - Media A/V Equipment</i>	0	\$700
<i>Account 564220 - Furn-Fix/Equip</i>	0	\$300
Fundraising/ Grants	Budget Amount	
<i>Media Center Internal Account number for your grant(s) (get this from your bookkeeper)</i>	0	\$2,500
State Media Allocation	Budget Amount	
<i>Account 556110 (program 3070) - Media Books</i>	\$2,862.01	\$3,000

Purchasing Plan FY25

Approximate Purchasing Plan	
Purpose	Amount
Books	\$10,000.00
Supplies	\$1,000.00
MakerSpace	\$500
Technology	\$2,000.00
Subscriptions	\$350.00
Total:	\$13,850

Scope of the Collection

The collection development is focused on the curriculum of Binks Forest 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. According to best practices for school libraries in the United States, the print, non-print collection/ebooks at Binks Forest Elementary School is arranged by the Dewey Decimal Classification System (per District policy- see Section 5 Management of Library Media Instructional Materials). Additional resources are provided by district-wide subscriptions to electronic information databases.

Special emphasis is given to our STEAM books to support our STEAM program. The collection will include the hard-ware and/or equipment necessary to view, listen to, or manipulate information in the collection. Emphasis will be placed on collecting and updating materials in the 500's and 600's as needed to support the science focus of the curriculum. The library media collection includes all the resources available in the school library media center along with all those that students, faculty and administrators can access through interlibrary loan.

Students have 24/7 access to District provided databases and eBooks including MackinVia, Gale Research and Pebble Go, all of which are located in their student portals. Materials at Binks Forest support both curriculum and pleasure reading as per School Board Policy 8.12 .

Equipment

The Binks Forest Elementary Media Center currently has 36 laptops for student use in the Media Center only. Six have been provided through state funding, the remainder were purchased by media center fundraising funds generated over many years. The Media Center also has a variety of STEAM gadgets including Ozobot and more.

The TV Studio is currently closed until the fall of 2025 when our population resumes normalcy. However, currently in storage, we are housing two cameras, V-Brick, Apple laptop, screens, keyboards and furniture needed to produce the news.

Collection Development

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Collection Development at Binks Forest is focused on providing quality materials and equipment for our patrons. Our goal is to meet the expectations, requirements and needs of our students and staff while at the same time expanding and enriching the curriculum and personal interest needs.

Selection and Evaluation Criteria

Nonfiction Book Selection Guidelines

The vendor or publisher is of repute
Meets the required state statutes
Student and teacher requests
Florida Standards content topics
Textbook and instructional program correlations
Reputable bibliographies

Fiction Book Selection Guideline

2 or more reviews through professional review sites including:

Database of Award-Winning Children's Literature

American Library Association Website

Publisher's Weekly Website, children's section

Kirkus Reviews

School Library Journal

Booklist

Horn Book

Sunshine State Young Reader's Award Book List

Reputable vendors/publishers

Meets the required state statutes

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

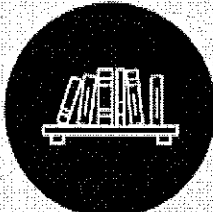
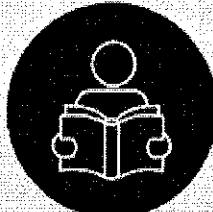
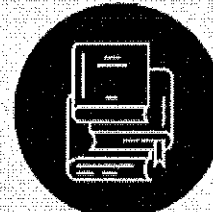

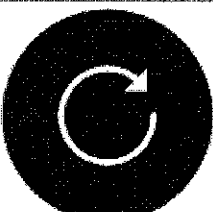

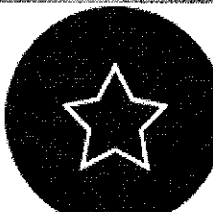
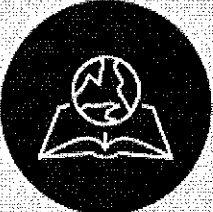
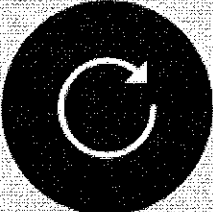

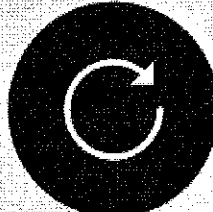
The School District Library Media Services provides support to school library media center personnel and establishes uniform policies and procedures for school library media centers throughout the District. These services include, but are not limited to:

- 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.

			
19,247 Items in the Collection	16.9 Items per Student	32% 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.			
	2006 Average Age of the Collection	57% Aged Titles	9% 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.	
			
31% Representative Titles in Collection	2005 Representative Titles Average Age	34% SLL Titles in Collection	2008 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	90	2010
Philosophy & Psychology	106	2000
Religion	83	2008
Social Sciences	994	2000
Language	128	2000
Science	2,029	2000
Technology	859	2006
Arts & Recreation	1,048	2011
Literature	267	2002
History & Geography	941	2004
Biography	1,358	2005
Easy	3,837	2004
General Fiction	6,102	2010
Graphic Novels	230	2016

Gifts and Donations

Any books gifted or donated to the school must meet the same selection criteria as all other materials. No materials will be added to the collection if they are out-of-date or age-inappropriate 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 \(8\)](#).

2022/24- Fiction (This section has letter dividers on the shelves to identify letters A-Z)

2024/25- Everyone

2025/26- Nonfiction (The nonfiction section is subdivided into smaller sections with the use of shelf signs.

Lost or Damaged Library Materials

Students who lose or damage a book are expected to replace or pay for a replacement copy. [School Board Policy 2.21B\(9\)](#) 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" Late books are not charged a fine of any kind.

Strategic Focus – Weeding and Acquisitions

School Year	Strategic Focus
FY25	Selection Priorities <ul style="list-style-type: none"> ● Nonfiction ● Fiction ● Easy
	Inventory/ Weeding Priorities <ul style="list-style-type: none"> ● Nonfiction ● Fiction ● Easy
FY26	Selection Priorities <ul style="list-style-type: none"> ● Fiction ● Easy ● Nonfiction
	Inventory/ Weeding Priorities <ul style="list-style-type: none"> ● Fiction ● Easy ● Nonfiction
FY27	Selection Priorities <ul style="list-style-type: none"> ● Easy ● Nonfiction ● Fiction
	Inventory/ Weeding Priorities <ul style="list-style-type: none"> ● Easy ● Nonfiction ● Fiction

Reconsideration of Materials

All materials, print and nonprint, shall meet the purchasing requirements as outlined in this document. The Media Center does not add or withdraw, at the request of any individual or group, material, which has been chosen or excluded on the basis of stated selection criteria. The Media Center follows the guidelines established by the School District of Palm Beach County Administrative Directive Board Policy 8.12 and 8.1205 including any challenged materials.

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)