Boca Raton Elementary

FY25 Collection Development Policy

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Educational Media Specialist

Signature Page

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Purpose of Collection Development Policy

Collection Development plans are the backbone of a successful Library Media Program. The plan serves as a blueprint for what materials the media specialist will collect, the processes in place regarding selecting new library media center materials, the criteria for the deselection of materials (weeding), and the goals for the media center.

Background Statement & School Community

The users of the Boca Raton Elementary Media Center come from students in Grades Kindergarten through Fifth grade. In addition to our students, the faculty and staff also use the Library Media Center facilities.

Boca Raton Elementary has an enrollment of 345 students. We have a technology choice program at our school. 82% of our student population participate in the Free or Reduced Lunch Program. We are a diverse school. Our student body is 32% White, 36% Black, 21% Hispanics, 3% Asian, 1% American Indian, and 2% Multiracial.

Boca Raton Elementary has a technology choice program. The media center supports the technology choice program by providing lessons on coding using the Code.org elementary curriculum, teaching keyboarding skills, and instruction on creating Google Slides presentations.

School Mission Statement

Boca Raton Elementary is committed to providing a world class education with excellence and equity to empower each student to reach his or her highest potential.

Media Center Mission Statement

The mission of the Boca Raton Elementary Library Media Center is to provide students and teachers access to information and resources, so that the children, served by our school, become stronger readers, researchers, information managers and responsible users of technology, while growing as independent self-directed learners.

Responsibility for Collection Management & Development

The media specialist is in charge of collection management and development. The media specialist procures new items with the input of teachers, students, parents, and district stakeholders. Our media center development goal is to build a current collection of quality materials that supports the needs of our school community. Once the media specialist develops a list of items for purchase, the list is posted on a book order submission form and there is a two week wait period for public comment and review before items are purchased.

Library Program

Media is on the fine arts wheel. I see one class from each grade level (K-5) everyday.   Each class lasts thirty minutes. In the beginning of the year, students learn about using Destiny to find materials in the media center. Students also learn about Digital Citizenship and safe online practices. I work collaboratively with the teachers in the school. I plan my lessons around the science scope and sequence for each grade level and support the science instruction in the classroom. I incorporate STEM activities around fiction and nonfiction texts .

Other programming that takes place in the media center includes participating in the Sunshine State Young Readers program, using Code.org to learn the basics of computer programming, and producing the BRES News Morning Announcements in our TV production studio. Through the media center many literacy initiatives are also promoted throughout the year like: Celebrate Literacy Week, Children's Book Week, International Dot Day, and Read for the Record.

Goals and Objectives

Goal 1: Update Media Center collection average by four publication years

In April 2024 our average publication date was 2005. By May of 2024, our average publication date will be 2009.

- Have a school fundraiser to increase funding for new books.
- Coordinate with PTA to provide funds for the media center.
- Use Titlewave analysis to target books for weeding and sections to be updated.

Goal 2: The media center will support the school improvement goal of increasing the overall percentage of student achievement on the 3rd grade ELA progress monitoring by 21%, bringing it to 50%.

The media center will do this by increasing circulation by 15%. On April 3, 2024 circulation was 2,935 by April 3, 2025 circulation will be 3,376.

Strategies to increase circulation and student reading include:

- Monthly reading challenges/ themes
- Incentives when students return books and check out a new book.
- Students come on the morning announcements and speak about the books they have read. (It's a Page Turner segment)

Goal 3: To support our technology choice program, the media center will incorporate technology literacy instruction.

- Instruction on using Destiny for searching for book titles and MackinVia for eBook checkout.
- Instruction on using Google Suite. Students in grades 3-5 will create a digital presentation (FY 25).
- Increase use of Smart Panel in instruction and Lumio.
- Increase Coding opportunities. (Code.org lessons)
- Instruction on using Adobe Express

Budget and Funding

The media center is given a school-based operating budget at the beginning of every school year. The Boca Raton Elementary School administration uses a formula to disperse the appropriated funds. The budget for the FY25 school year is expected to be similar to FY24.

School-based Operating Budget	Budget FY24	FY25 Projected Budget
Account 551100 - Media Supplies	$500	$500
Account 553420 - Media Subscriptions (Periodicals-Newspapers)	$120	$120
Account 561100 - Library Books	$378	$350
Account 562230 - Media A/V Equipment	$168	$150
Account 564220 - Furn-Fix/Equip	$210	$200
Fundraising/ Grants	Budget Amount	
Media Center Internal Account number for your grant (5-1700)	$1180	$1,100
State Media Allocation	Budget Amount	
Account 556110 (program 3070) - Media Books	$813	$800

Purchasing Plan FY25

Approximate Purchasing Plan	
Purpose	**Amount**
SSYRA and SSYRA jr. books	$800
Nonfiction books in Science, Social Science and Language	$500
Supplies (Laminating film, bulletin board paper, toner for the media center)	$300
Laminator Repair	$200
STEM Materials	$200
Dynamic Shelving Displays	$200
Total:	**$2,200**

Scope of the Collection

The collection development is focused on the curriculum of Boca Raton 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 and non-print collection at Boca Raton Elementary is arranged by the Dewey Decimal Classification System (per district policy the collection will be arranged in Dewey order section 5 Management of Library Media Instructional Materials).

Additional resources are provided by district wide subscriptions to electronic databases through MackinVia. Students have 24-hour access to our media center through Destiny and MackinVia where our e-book collection and databases can be accessed. Interlibrary loan is available to the students, faculty, and administration. Interlibrary loan gives our school community access to every book available in the Palm Beach County School Media system.

The media center supports and encourages reading for pleasure by promoting the Sunshine Young Reader Award Books. We have at least 4 copies of the grade 3- 5 titles and at least one copy of the K-2 titles. Pleasure reading is also encouraged with monthly reading challenges and student reading incentives. Throughout the year there is a focus on STEM in the media center. The media center houses the Picture Perfect STEM series for K-2 and 3-5. Using these materials, I am able to pair a fiction and nonfiction text around a science topic and incorporate a hands on activity.

The Media Center at Boca Raton Elementary provides materials that will support both curriculum and pleasure reading as per School Board Policy 8.12 (see Section 2 d).
School Board Policy 8.1**2**

Equipment

The media center houses our TV production studio, a computer lab, and a Chromebook cart with 22 Chromebooks. In the workroom attached to the media center there are two laminators and a poster maker printer.

Collection Development

Collection development is the undertaking of providing quality materials and equipment for the library media center. The goal of collection development is to ensure the collection has information sources (print and electronic sources) in adequate quantity and variety to support student's academic and personal interest needs. Fiction and nonfiction books will be available for students in grades k-5. The media specialist is charged with leading this process with the input of school administration, teachers, students, parents, and stakeholders. Our media center development goal is to build a current collection of quality materials that supports the needs of our school community.

Selection and Evaluation Criteria

A critical thinking process is in place for making selection decisions in the media center at Boca Raton Elementary School. This process is grounded in School Board Policy. Media Center materials are evaluated as to their aesthetic, literary and social value, appropriateness to student age and emotional maturity and relevance to the curriculum. Media Center materials reflect sensitivity to the achievements, needs, and rights of men and women, various ethnic groups, and other cultures. The selection of media center materials about political theories and ideologies, religion, public issues, and controversial topics is directed toward maintaining a balanced representation with various opinions. Media center materials are judged as a whole, considering the author's/ producer's intent, rather than focusing solely upon individual pages, phrases, pictures, or incidents taken out of context. To assure the above criteria are being met professional reviewing sources are consulted before purchasing items for the media center. Materials selected for the media center should have 3 positive professional reviews. If a parent has an issue with any library materials, they have the right to request for consideration of materials by completing form PBSD 1113.

Reputable, unbiased, professional reviewing sources used for selection include:

- Booklist
- Book Report
- Kirkus Reviews

- Horn Book Magazine
- Publishers Weekly
- School Library Journal

- Caldecott and Newbery Award
- Coretta Scott King Award
- Elementary School Library Collection
- Book Links
- School Library Media Quarterly

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 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, 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.

9,136 Items in the Collection	**22.7** Items per Student	**37%** Fiction Titles in the Collection	**63 %** Percent of nonfiction in the collection
Library media resources are curated to include both recently published works and classics that both rightfully impact the average age of the collection.	**2005** Average Age of the Collection	**62%** Aged Titles	**13%** 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.	
11% Representative Titles in Collection	**2008** Representative Titles Average Age	**39%** 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	15	2016
Philosophy & Psychology	52	2003
Religion	19	2005
Social Sciences	559	1999
Language	21	2002
Science	973	2002
Technology	419	2002
Arts & Recreation	866	2013
Literature	131	2000
History & Geography	484	2003
Biography	556	2003
Easy	2474	2003
General Fiction	2079	2010
Graphic Novels	614	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 Board Policy 8.12 (8)

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

FY 25 Non Fiction books

FY 26 Biography, Spanish Language, and Reference.

FY 27 Easy Book section and Fiction

Lost or Damaged Library Materials

Boca Raton Elementary School follows 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.
However, If students have extenuating circumstances they can ask for their debt to be forgiven.

Strategic Focus – Weeding and Acquisitions

School Year	Strategic Focus
FY25	**Selection Priorities** ● Purchasing SSYRA and SSYRA jr. titles ● Social Science (nonfiction) ● Science (nonfiction)
	Inventory/ Weeding Priorities ● Nonfiction ● Literature ● Science
FY26	**Selection Priorities** ● Purchasing SSYRA and SSYRA jr. titles ● Science ● Social Science
	Inventory/ Weeding Priorities ● Biography ● Reference ● Spanish language books
FY27	**Selection Priorities** ● Purchasing SSYRA and SSYRA jr. titles ● Biographies ● Graphic Novels
	Inventory/ Weeding Priorities ● Easy Books ● Fiction ● Philosophy & Psychology

Reconsideration of Materials

The Media Center at Boca Raton Elementary School does not add or withdraw at the request of any individual or group. Items in the media center have been selected based on guidelines outlined by the School District of Palm Beach County Board Policy 8.125.

If a parent or member of the community has a concern with any library materials, they have the right to request for consideration of materials by completing form PBSD 1113, which is in the appendix. Board Policy 8.1205

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)

Boca Raton Elementary FY25 Collection Development Plan

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