



Calusa Elementary
FY25 Collection Development Policy

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Table of Contents

<u>Purpose Statement</u>	4
<u>Background Statement & School Community</u>	4
<u>School Mission Statement</u>	4
<u>Media Center Mission Statement</u>	4
<u>Responsibility for Collection Management Development</u>	4
<u>Library Program</u>	4
<u>Goals and Objectives</u>	4
<u>Budgeting and Funding</u>	4
<u>Scope of the Collection</u>	5
<u>Equipment</u>	5
<u>Collection Development</u>	6
<u>Selection Evaluation and Criteria</u>	7
<u>Analysis of the Collection</u>	8
<u>Gifts and Donations</u>	9
<u>Collection Maintenance</u>	10
<u>Strategic Focus – Weeding & Acquisitions</u>	10
<u>Reconsideration of Materials</u>	10
<u>Appendices</u>	11
<u>A - Library Bill of Rights</u>	11
<u>B - ALA Intellectual Freedom Statement</u>	11
<u>C - Board Policy 8.12</u>	11
<u>D - Board Policy 8.1205</u>	11
<u>E - Specific Material Objection Form</u>	11

Purpose of Collection Development Policy

This collection development policy is a statement of the principles and guidelines used by the Calusa Elementary School Media Center in its selection, acquisition, evaluation, and maintenance of materials. It will be used both in providing consistency among those responsible for developing the collection and in communicating the Media Center's policies to faculty, students, staff, and other interested members of our school community. It is understood that as the programs and information needs of the school change, so too, the collection development policy will change to meet these needs.

Background Statement & School Community

The students of Calusa Elementary School Media Center range from kindergarten through fifth grade. Our student population has a diverse ethnic and economic background, specifically 64.8% white, 23.1 % Hispanic, 6.9% black, and 6% other ethnically diverse students, with over 20% receiving free/reduced lunch. Calusa has a large gifted population, as well as ESE and ESOL students, which are served by the media center. The Media Center also serves faculty, staff, and families of the community.

School Mission Statement

Media Center Mission Statement

The mission of Calusa Elementary School Media Center is to assist in supporting the Palm Beach County School Board's commitment to "excellence in education and preparation of all our students with the knowledge, skills, and ethics required for responsible citizenship and productive employment." The Media Center supports the philosophy, mission, and program objectives of the school by providing a comprehensive collection of print and non-print resources. The Media Specialist and staff foster an environment conducive to learning and compatible with the curriculum needs of students.

The Media Specialist teaches classes as part of the Fine Arts Enrichment Program which supports the Language Arts, Media Literacy, Technology, and other benchmarks across the academic curriculum.

Goals and Objectives

Goal 1: To increase the overall average publication date of Calusa Elementary Library Media Collection. Objective 1: To weed and replace outdated materials, focusing on the science, history, and technology collection. Objective 2: To weed materials based upon the significance to the reader, focusing on items that have never circulated or have not circulated for long periods of time.

Goal 2: To support the students' 21st Century literacy skills through the incorporation of technology. Objective 1: To teach all students to use Destiny to locate and check out books in the Media Center. Objective 2: To teach all students how to access and check out ebooks using Mackin Via.

Budget and Funding

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>	<i>1151</i>	<i>1200</i>
<i>Account 553420 - Media Subscriptions (Periodicals-Newspapers)</i>	<i>0</i>	<i>0</i>
<i>Account 561100 - Library Books</i>	<i>1526</i>	<i>1600</i>
<i>Account 562230 - Media A/V Equipment</i>	<i>0</i>	<i>0</i>
<i>Account 564220 - Furn-Fix/Equip</i>	<i>0</i>	<i>0</i>
Fundraising/ Grants	\$6000	\$6000
<i>Media Center Internal Account number for your grant(s) (get this from your bookkeeper)</i>		
State Media Allocation	Budget Amount	
<i>Account 556110 (program 3070) - Media Books</i>	<i>\$2073</i>	<i>\$2073</i>

Purchasing Plan FY25 <<put your purchasing priorities for the FY25 school year in this table>>

Purpose	Amount
Books	1200
Supplies	1600
Total:	\$2800

Scope of the Collection

Collection development is determined by the curriculum of Calusa, which follows the guidelines of the Palm Beach County School District, which in turn is governed by the Department of Education of the State of Florida. Special emphasis will be given to the needs of early readers, reluctant readers, and our gifted, accelerated readers. The collection will also include special materials to accommodate students in the ESOL and ESE programs. Additional resources are provided by District Wide Subscriptions to electronic information databases. Materials will support both curriculum and pleasure reading as per School Board Policy 8.12 (see Section 2 d) and also that per District policy, the collection will be arranged in standard Dewey order (see Section 5 Management of Library Media Instructional materials)

Collection Development

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 Media Center materials collection 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 diverse needs of the school community. This goal reinforces the Palm Beach County School District and the Calusa Elementary 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. The main focus for our media center for FY25, with regards to collection and development, is to continue to inventory, weed, and replenish our fiction, non-fiction, ebooks, and biography sections to include up-to-date and timely information for our students.

Selection and Evaluation Criteria

Print materials will be selected according to school board policy 8.12, see Appendix. Electronic database subscriptions that are made available to the Library Media Center users on the school's network are selected using a similar criteria to that established for the selection of print materials except availability of technology hardware and software platforms must also be taken into consideration. The following guidelines will apply to all new electronic products being considered for access by our students: 1. The products must contain information for which there is a high demand in the library media center; whether this information is in the form of frequently used or other reference sources. 2. Reference sources selected for the selected data bases will support the library media center use across a variety of disciplines. 3. Compatibility of the database with existing school based software and hardware 4. Ability of product to substitute for print copy 5. Ease of use, including interface consistency 6. Offers increased access to information over the printed source 7. Frequency of updates to the product 8. Support the overall collection development policy of Lighthouse School Library Media Center 9. Effect on the available number of workstations 10. Time needed by individual users to effectively utilize the product

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:



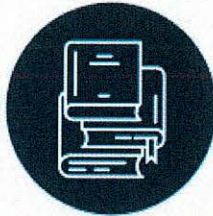





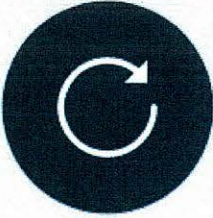

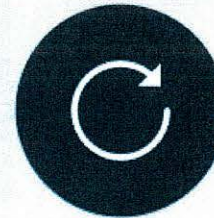
- Maintaining a professional library collection to assist with recertification and knowledge acquisition on education-related topics;
- Managing the online catalog including the library inventory and circulation software;
- Selecting and making accessible online information databases for reference and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

			
<<Items in Collection>> Items in the Collection 9310	<<Items per Student>> Items per Student 9232	<<Fiction (%)>>% Fiction Titles in the Collection 32%	<<Nonfiction (%)>> % Percent of nonfiction in the collection 37%
Library media resources are curated to include both recently published works and classics that both rightfully impact the average age of the collection.			
	<<Average Age>> Average Age of the Collection 2009	<<Aged Titles (%)>>% Aged Titles 40%	<<Newer Than 5 Yrs>>% Newer than 5 Years 14%
Library media resources should be representative of the school.		Skills for Lifelong Learning (SLL) library media resources can contribute to character development.	
			
<<Diverse Titles (%)>>% Representative Titles in Collection 36%	<<Diverse Titles (Average Age)>> Representative Titles Average Age 2010	<<SLL Titles (%)>> SLL Titles in Collection 36%	<<SLL Titles (Average Age)>> SLL Titles 2010 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.

Computer Science, Information & General Works	#54	year2014
Philosophy & Psychology	# 29	year2015
Religion	# 19	year2012
Social Sciences	# 457	year2024
Language	# 30	year1996
Science	#1046	year2010
Technology	# 442	year2012
Arts & Recreation	# 769	year2014
Literature	# 106	year1999
History & Geography	# 522	year2012
Biography	# 437	year2012
Easy	# 2258	year2006
General Fiction	# 3022	year2010
Graphic Novels	#	year

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

Lost or Damaged Library Materials

Calusa Media Center charges fees for late materials or fines 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"?

Strategic Focus – Weeding and Acquisitions

FY24	Selection Priorities <ul style="list-style-type: none">• Non Fiction
	Inventory /Weeding Priorities <ul style="list-style-type: none">• Fiction
FY25	Selection Priorities <ul style="list-style-type: none">Fiction
	Inventory/ Weeding Priorities <ul style="list-style-type: none">• Easy
FY26	Selection Priorities <ul style="list-style-type: none">• Easy
	Inventory/ Weeding Priorities <ul style="list-style-type: none">• NonFiction

Reconsideration of Materials

Reconsideration of Materials Please see the end of this Collection Development Policy for the full Challenge Procedure as outlined in: Title 6Gx50 ,Chapter 8. Curriculum and Instruction, Section 8.1205, Policy 8.1205 Challenge Procedures for Instructional Materials Appendix A LIBRARY BILL OF RIGHTS The American Library Association affirms that all libraries are forums for information and ideas and that the following basic policies should guide their services. IBooks and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation. II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval. III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment. IV. Libraries should cooperate with all persons and groups concerned with resisting the abridgment of free expression and free access to ideas. V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views. VI. Libraries that make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use. Adopted June 19, 1939. Amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; and January 23, 1980; inclusion of "age" reaffirmed January 23, 1996, by the ALA Council

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)