

FY25 COLLECTION DEVELOPMENT POLICY

Cholee Lake Elementary

FY25 Collection Development Policy

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Cholee Lake Elementary
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Purpose of Collection Development Policy

This collection development policy guides our regular procedures, as well as new decisions made in our library media center at Cholee Lake Elementary.

Background Statement & School Community

Cholee Lake Elementary School is located in central Palm Beach County, west of Jog Road on Dillman Road. It was built in 2001 and opened in 2002. The school consists of two stories with 20 portable classrooms. It is a Title I school, with over 1000 students pre-kindergarten through fifth grade, and 100% of students on free or reduced lunch. Currently at Cholee Lake 74% of students are hispanic, 16% are black, 7% are white, 1% are Asian, and less than 1% are American Indian. 60% of students are English Language Learners. Cholee Lake Elementary has a 50/50 Spanish-English dual language program in kindergarten through fifth grade. It has two all-day pre-kindergarten classes. The school focuses on science, reading, and math.

School Mission Statement

To increase academic achievement for all students, while providing behavioral and social-emotional support for the well-being of the whole child to inspire lifelong learning.

Media Center Mission Statement

The Media Center of Cholee Lake Elementary will provide reading opportunities to all students in order to encourage a love and appreciation of books and reading. Through technology use and information resources, it will also support the student development of information literacy.

Responsibility for Collection Management & Development

The media specialist is in charge of collection management and development. The media clerk assists in managing and organizing books, as the primary job of the media clerk is to check in and out, shelve, and organize library materials. Before new materials are added the media specialist seeks stakeholder input from administration, faculty, students, parents, and others from the district in the community by posting them to the stakeholder website for public comment.

Library Program

The Media Center is located on the first floor of the main building. Media class is on the fine arts wheel for kindergarten through fifth grade. There is one Media Clerk and one full-time Library Media Specialist. Media lessons focus on using the library, information literacy, and reading standards as well. Students also visit, on average, 3 Scholastic Book Fairs each year in the Media Center, as well as several virtual author visits.

Goals and Objectives

Goal 1: Continue to update the non-fiction section.

- *Use data from the Titlewave analysis to inform non-fiction book selections.*
- *Purchase as many 2024 and 2025 non-fiction books as possible in the categories with the oldest average age.*

Goal 2: Add signage to the most popular non-fiction areas.

- *Document the top 20 most popular non-fiction areas based on circulation.*
- *Create uniform signs for each of these areas and secure them to the shelves.*

Goal 3: Have artwork completed in the library

- *Have the art teacher finish the wall mural.*
- *Select someone to paint faces on the biography shelf.*

Budget and Funding

School-based Operating Budget	Budget FY24	FY25 Projected Budget
<i>Account 551100 - Media Supplies</i>	\$1226	\$ 665
<i>Account 553420 - Media Subscriptions (Periodicals-Newspapers)</i>	\$0	\$399
<i>Account 561100 - Library Books</i>	\$1378	\$1197
<i>Account 562230 - Media A/V Equipment</i>	\$249.90	\$532
<i>Account 564220 - Furn-Fix/Equip</i>	\$0	\$665
Fundraising/ Grants	Budget Amount	
<i>Account 5-1700.00 Media Center Internal Account</i>	\$224	\$300
State Media Allocation	Budget Amount	
<i>Account 556110 (program 3070) - Media Books</i>	\$2398	\$2398

Purchasing Plan FY25

Approximate Purchasing Plan	
Purpose	Amount
Non-Fiction Books	\$5000
Fiction Books	\$6000 (Scholastic)
Supplies	\$1300
Furniture/Signage	\$750
AV Equipment (mostly for TV studio)	\$550
Total:	\$13,600

Scope of the Collection

The collection contains a wide variety of materials that are appropriate for different interests, ability levels, and learning styles. The majority of the collection consists of hardcover books, but there are also many paperback and ebook copies of numerous titles. Most materials are in English, but there is still an incredible selection of Spanish books, as Cholee Lake has a sizable Spanish-speaking population, as well as a Spanish-English dual-language program. The School District of Palm Beach County provides the school with a vast collection of databases and eBooks that the students also have access to all year. In accordance with School Board Policy 8.12, the library materials support both curriculum and pleasure reading. Additionally, according to district policy, the collection is organized in standard Dewey order (Section 8 Management of Library Media Instructional Materials.)

Equipment

The Media Center has a computer lab available for use as well as a TV production studio for morning announcements. Students all have their own laptop to use during the school year, and they are able to bring them to Media class when needed for a lesson or activity.

Collection Development

Collection Development is how quality materials and equipment are provided for the library media center. The purpose is to make sure that the best materials are provided for the particular student needs in a school. The media specialist is in charge of this process but makes sure to consult administration, teachers, students, parents, and stakeholders for input.

Selection and Evaluation Criteria

The certified media specialist will select books made available to students, but will only purchase them after uploading new titles to the stakeholder website for two weeks and gaining administrative approval. Books will be free of pornographic content and that which is not suited for the needs of elementary students or their ability to understand. The media specialist will consult professional reviews for new titles, if available. The media specialist will select books that support classroom instruction and research, as well as those that promote reader excitement and interest, as a primary goal is to cultivate lifelong readers. According to board policy, the following are also criteria for selecting materials: educational significance, appropriateness, accuracy, literary merit, scope, authority, special features, translation integrity, treatment, technical and aesthetic quality, potential demand, durability, and copyright.

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

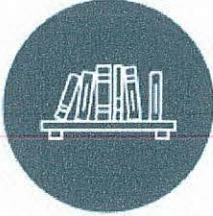

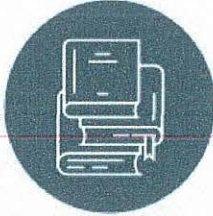

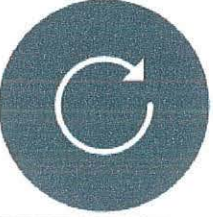
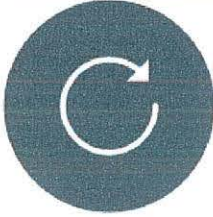


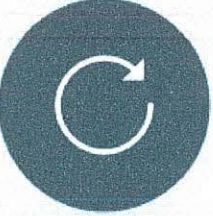


The School District Library Media Services provides support to school library media center personnel and establishes uniform policies and procedures for school library media centers throughout the District. These services include, but are not limited to:

- 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.

			
19,711 Items in the Collection	15.7 Items per Student	27% Fiction Titles in the Collection	44% 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	12% 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.	
			
33% Representative Titles in Collection	2004 Representative Titles Average Age	32% SLL Titles in Collection	2005 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	99	2014
Philosophy & Psychology	181	2012
Religion	106	2007
Social Sciences	1414	2003
Language	317	2003
Science	2906	2010
Technology	1016	2008
Arts & Recreation	1173	2013
Literature	325	2001
History & Geography	1206	2007
Biography	846	2004
Easy	3985	2005
General Fiction	5231	2006
Graphic Novels	249	2017

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. To facilitate the circulation and inventory process, Destiny Library Manager software has been made available to all schools. Cholee Lake Elementary School typically inventories part of its collection each year on a rotational basis, every 3 years. In FY 2024 all sections were inventoried. FY 2025 we will inventory the "Fiction" and "Non-Fiction" sections. The "Everyone" section will be inventoried in FY 2025. The "Biography" and "Professional" sections will be inventoried in FY 2026.

Lost or Damaged Library Materials

According to School Board Policy 2.21B(9), "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." Fines may sometimes be lowered, according to a student's personal circumstances and/or the age and wear of a book.

Strategic Focus – Weeding and Acquisitions

School Year	Strategic Focus
FY25	Selection Priorities <ul style="list-style-type: none"> ● 400s ● 800s ● 200s
	Inventory Priorities <ul style="list-style-type: none"> ● Fiction ● Non-Fiction
	Weeding Priorities <ul style="list-style-type: none"> ● Fiction ● Non-Fiction
FY26	Selection Priorities <ul style="list-style-type: none"> ● 500-569 ● 600s
	Inventory Priorities <ul style="list-style-type: none"> ● Easy
	Weeding Priorities <ul style="list-style-type: none"> ● Easy
FY27	Selection Priorities <ul style="list-style-type: none"> ● 000s ● 700s
	Inventory Priorities <ul style="list-style-type: none"> ● Biography ● Professional
	Weeding Priorities <ul style="list-style-type: none"> ● Biography ● Professional

Reconsideration of Materials

Cholee Lake follows Policy 8.1205 when reconsidering library materials. An objection can be made on the Specific Materials Objection form. The policy and the form are both found in the appendix to this document.

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)