

FY25 COLLECTION DEVELOPMENT POLICY



CITRUS COVE ELEMENTARY

FY25 Collection Development Policy

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Signature Page

Citrus Cove Elementary
FY25 Collection Development Policy

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Purpose of Collection Development Policy

The Collection Development Policy is designed to support the Library's Mission statement and serves as a guide for the selection, acquisition, maintenance, and retention of materials by establishing roles, responsibilities, and a process for addressing Library user concerns.

As our student population changes, the Media Center will focus on a variety of different subjects and topics to add to the growing collection. The collection development policy is annually evaluated and revised as necessary to provide guidance for implementing changes in the collection and to follow all new policies implemented. We will strive to create an environment that is appealing to all students and that will help support learning and reading for pleasure.

Background Statement & School Community

Citrus Cove Elementary is a choice STEAM school. We also offer an enrichment program that gives every student the opportunity to explore their interests while developing the child as a whole. The academies happen one or more times per year. During this time, grades three through five divide into groups based on interest, not age or academic readiness. Kindergarten through grade two follow a rotation model and expose students to different areas of art, science, engineering, technology, and performing arts. We have a very active PTO that supports the needs of our students and staff. This year, PTO was able to help with our book fair, which was a huge success. Citrus Cove has a variety of identified student groups. We are a gifted-infused center and those teachers are required to hold a gifted endorsement to meet the needs of that student population. We also are home to many students who are exceptional learners in other ways who strive for excellence in our inclusion after school programs. Culturally we have a very diverse population and, therefore, the library collection needs to be as diverse to meet the needs of ALL of our students, which include ESE and ELL. In addition, creating a collection that supports our STEAM program, with many science, technology, engineering, art, and math options is also a necessity.

School Mission Statement

Citrus Cove Elementary School is committed to equipping students with the tools they need for academic, personal and social achievement. Citrus Cove Elementary School enables every student to reach their highest potential by establishing a curriculum that meets or exceeds government standards for education; providing extracurricular programs that develop children's mental, physical and social skills, and partnering with parents and the community to create an environment geared to the success of all students.

Media Center Mission Statement

The Learning Commons (Media Center) strives to meet the needs of the students, families, community members, faculty, and staff by providing a place where all can discover, research, create, learn, and feel at-home. In this flexible environment, our mission is to create lifelong learners, readers, researchers, contributing members of society, and positive digital citizens. Our goal is for all students to be prepared for middle school, high school, and career/college. The Learning Commons offers a safe place where all people can have the freedom to learn, enjoy, and discover.

Responsibility for Collection Management & Development

The certified Media Specialist is responsible for the collection management and development. The Media Specialist follows the Collection Development Policy. The Collection Development Policy is designed to support the Library's Mission statement and serves as a guide for the selection, acquisition, maintenance, and retention of materials by establishing roles, responsibilities, and a process for addressing Library user concerns. The Media Center at Citrus Cove Elementary, reassesses and adapts its collections to reflect new and differing areas of interest and concern. The collection development policy is annually evaluated and revised as necessary to provide guidance for implementing changes in the collection.

Library Program

The library program at Citrus Cove Elementary is a fixed schedule and a part of the Fine Arts Wheel. Every class, K-5, is 30 minutes long. The lessons include STEAM activities that incorporate literature. Fifth grade students were selected to be part of the ITV News Crew for the school morning announcements. The Media specialist provided scripts and different tasks for the students to do in the ITV studio while recording daily shows for the school. This is just one of the many after school clubs that are held in the media center. In addition, the Media Specialist is also in charge of Battle of the Books. This year, we had dozens of students participate and our team was featured in the Grand Battle on the Education Network. As with all elementary school library programs, open media is a primary goal. Students are free to come down to the library at various times during the day. They can check out two books for two weeks. We have two new learning spaces in the media center. The Creation Station and Steam Station are breakout rooms that give students the opportunity to do hands-on activities. It's different from class to class based on the needs of the homeroom teacher. The Media Specialist is also the Business Partner Liaison, which leads to community outreach and works closely with the PTO. This year the school has 25 business partners. The Library also hosts annual book fairs for the students to partake in. We have an experienced Media Clerk that helps with library and collection updating/weeding duties.

Goals and Objectives

Goal 1: Grow the MackinVia eBook Collection

- *use data from a needs assessment to inform MackinVia Ebook selections*
- *purchase up-to-date ebooks that relate to the needs and interests of the student population in FY25.*

Goal 2: Grow the amount of students who visit the library on a monthly basis.

- *Add new and exciting titles to the library using scholastic dollars from the book fair.*
- *Promote the library on the morning announcements and during Fine Arts during the school year of FY25.*

Goal 3: Create increased opportunities for collaboration between the Media Center and the teachers throughout the school year.

- *Attend meetings, send emails and share out resources that can be found in the Media Center during the school year of FY25.*
- *Promote the library and encourage teachers to visit more frequently.*

Budget and Funding

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

<i>School-based Operating Budget</i>	<i>Budget FY24</i>	<i>FY25 Projected Budget</i>
<i>Account 551100 - Media Supplies</i>	<i>\$1300</i>	<i>\$1600</i>
<i>Account 553420 - Media Subscriptions (Periodicals-Newspapers)</i>	<i>\$0</i>	<i>\$0</i>
<i>Account 561100 - Library Books</i>	<i>\$1300</i>	<i>\$1500</i>
<i>Account 562230 - Media A/V Equipment</i>	<i>\$600</i>	<i>\$600</i>
<i>Account 564220 - Furn-Fix/Equip</i>	<i>\$0</i>	<i>\$700</i>
<i>Fundraising/ Grants</i>	<i>Budget Amount</i>	
<i>Media Center Internal Account number for your grant(s) (get this from your bookkeeper)</i>	<i>\$4600</i>	<i>\$4000</i>
<i>State Media Allocation</i>	<i>Budget Amount</i>	
<i>Account 556110 (program 3070) - Media Books</i>	<i>\$1900</i>	<i>\$1900</i>

Purchasing Plan FY25

Approximate Purchasing Plan	
Purpose	Amount
eBooks	\$400
books	\$3600
supplies	\$1000
STEM	\$600
Total:	\$5600.00

Scope of the Collection

The collection consists of several areas. We have substantial Easy Reader and Picture Book sections. We also have a large variety of Fiction books and a Non-Fiction section that meets the needs of our diverse learners (but can always be improved with the most up-to-date material). (Our Fiction section includes many class sets of books that are kept in a separate room in addition to the books on the Fiction shelves.) The LMS also has a good selection of technology equipment for teacher and student-use. The Media Center has two open labs for student use. At this time, the Palm Beach County School District provides eBooks on Destiny, Florida Electronic Library, MackinVia, Tumblebooks, and Multicultural Books that help to support our students by providing 24/7 access to reading.

Through budget funds, we increased our book collection by 2000+ titles to provide options for all learners and to accommodate students' interests. Our goal for this school year is to increase in person checkout rates and to instill a love of reading in the student body. The materials in our Learning Commons reflect the School District's Policy 8.12 section 2 and will support both curriculum and pleasure reading for all students. Per the District policy the collection of books will be arranged in standard Dewey order. Within the Standard Dewey order by the end of the school year the media center's books will also be broken down into genres to help students more easily locate books of interest and those that meet their needs. This will help with freedom of educational exploration.

Equipment

In our backroom we have a laminator, colored printer and copy machine for staff to use. We have an ITV production studio in the media center, which contains multiple cameras, microphones, audio equipment and a telecaster. We have an ipad car with tablets that students can use. We have a large smartboard and screen projector used for displaying information. We have an electronic globe for students to use for studying Geography. We have an ID printer to reissue IDs for students. The Media Center also contains computers.

Collection Development

The goal of our collection development is a work in progress and is a detailed process. The collection should provide quality materials and equipment throughout the Media Center. The goal is to ensure the collection has information sources in adequate quantity and variety to support students academic and personal interest needs. With the input of the students, teachers, administration and parents we hope to meet the needs of every child at Citrus Cove Elementary and to create desire for kids to want to read.

Selection and Evaluation Criteria

The Library Media Specialist is responsible for the on-going selection and evaluation of the current collection. The quality of the collection, which includes procurement of new materials and discarding of ineffective items must follow all school board policies and be in the best interest of the stakeholders. The Media specialist refers to various sources such as School Library Journal to obtain reviews on new purchases. One popular criteria for weeding is found in the CREW Manual, which helps with keeping the collection up to date. Teachers, administration and the school library media advisory committee assist in the re-evaluation and systematic deleting of materials and equipment to ensure that the collection remains responsive to user needs, changing curriculum and advancing technology.

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:



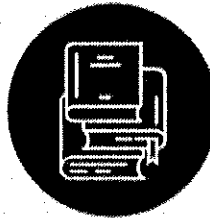

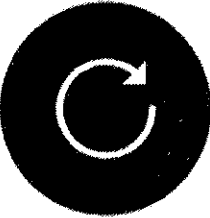
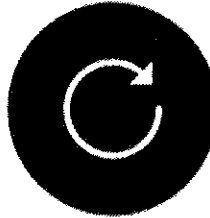
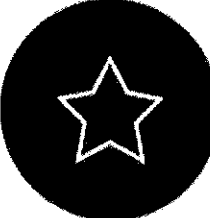
- Maintaining a professional library collection to assist with recertification and knowledge acquisition on education-related topics;




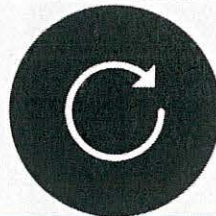
- Managing the online catalog including the library inventory and circulation software;
- Selecting and making accessible online information databases for reference and research;
- Providing guidance and training to school library media staff in program planning, curriculum development, budget, technology, 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.

			
13,445 Items in the Collection	13.5 Items per Student	54% Fiction Titles in the Collection	22% 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.			
	2012 Average Age of the Collection	28% Aged Titles	17% 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	2011 Representative Titles Average Age	42% SLL Titles in Collection	2012 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	71	2017
Philosophy & Psychology	31	2014
Religion	8	2011
Social Sciences	171	2009
Language	85	2013
Science	715	2012
Technology	247	2012
Arts & Recreation	1273	2019
Literature	55	2009
History & Geography	332	2010
Biography	494	2013
Easy	2396	2008
General Fiction	7290	2011
Graphic Novels	1117	2019

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. Citrus Cove Elementary School typically inventories part of its collection each year on a rotational basis, every 3 years where it is evaluated thoroughly.

Weeding of materials and resources is essential for the maintenance of a healthy reading, research and reference library media collection. Weeding is a form of quality control of the collection in which outdated, inaccurate and worn-out materials and equipment are discarded from the electronic catalog and physically removed from the collection. In coordinating this process, the library media specialist will follow objective criteria for removing materials and equipment from the media center, which include obsolescence, physical age and condition, and general inapplicability for continued inclusion in the existing collection.

Lost or Damaged Library Materials

The school follows school Board Policy 2.21B(9), which states "If a student loses or damages District property, including books and textbooks loaned to said student, said student shall be required to pay for, replace or repair said district property. Usually, we charge a flat rate per book. However, we do make exceptions based on specific cases. For instance, if a book is due to be weeded soon or already had major damage we do not charge the student. There are no late fees at Citrus Cove Elementary. Students are charged full price for lost or broken computers.

Strategic Focus – Weeding and Acquisitions

School Year	Strategic Focus
FY25	Selection Priorities <ul style="list-style-type: none"> ● Nonfiction ● eBooks ● Graphic Novels
	Inventory/ Weeding Priorities <ul style="list-style-type: none"> ● Nonfiction ● Easy Readers ● Fiction
FY26	Selection Priorities <ul style="list-style-type: none"> ● eBooks ● Nonfiction ● Easy readers
	Inventory/ Weeding Priorities <ul style="list-style-type: none"> ● Easy Readers ● Fiction ● Nonfiction
FY27	Selection Priorities <ul style="list-style-type: none"> ● Fiction (Series Completion) ● Spanish/Creole texts ● Graphic Novels
	Inventory/ Weeding Priorities <ul style="list-style-type: none"> ● Fiction ● Nonfiction ● Easy Readers

Reconsideration of Materials

For challenged materials Citrus Cove Elementary will follow all the school board policies and Florida Laws regarding challenged materials. Included is the Board Policy 8.125 and Specific Materials Objection Form, which can also be found in the appendix.

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)