Collection Development Plan Clifford O. Taylor/ Kirklane Elementary

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FY25 Collection Development Policy

Aarika Stacey-Hill

Certified Educational Media Specialist

Clifford O. Taylor/Kirklane Elementary School
FY25 Collection Development Policy

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Date Approved by Administration: _5/1/2024_

Media Specialist Name: Aarika Stacey-Hill

Media Specialist Signature: _Aarika Sty-Hill_

Principal Name: Orlando Mastrapa

Principal Signature: _____

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Purpose of Collection Development Policy

SDPBC Policy 8.12 (6.a) stipulates: "Each school shall, in conjunction with the "Library Bill of Rights" (www.ala.org/ala/oif/statementspols/statementsif/librarybillrig hts. htm) of the American Library Association (ALA) and District policy, establish procedures for the evaluation, selection, management, and disposal of library media materials in conformance with this policy and Policy 8.1205 and shall record such in the school's collection development policy." This collection development policy is used by the COTKES Media Center in the selection, acquisition, evaluation, and maintenance of the library media center materials. Furthermore, it effectively communicates the philosophy and purpose of the library media center's policies to faculty, students, staff and other members of the school community. If the needs of the Clifford O. Taylor/Kirklane Elementary Media Center change due to changes in curriculum, demographics, or informational needs, this document may be updated to include those changes.

Background Statement & School Community

Clifford O. Taylor Kirklane Elementary School has an enrollment of approximately 1,316 students. We are a title one school with 94% of students receiving free or reduced lunch. We also have a large ELL population with 47% of our students speaking another language. Our student demographics include: 78% Hispanic, 13% Black, 5% White, 2% Asian, and 1% Multiracial. We are a Spanish Dual Language and a Gifted Center. We have two Pre Kindergarten Units serving students ages four to five. We also have an ASD/IND program for self-contained ese services. We are a community school and many of our students walk and ride their bikes to school each day.

School Mission Statement

The mission of Clifford O. Taylor/Kirklane Elementary School and the School District of Palm Beach County is to educate, affirm, and inspire each student in an equity-embedded school system.

Media Center Mission Statement

It is our mission to stimulate intellectual curiosity by utilizing our curated collection and technology to inspire every student to be a lifelong learner.

Responsibility for Collection Management & Development

The certified Library Media Specialist is responsible for the development and management of the collection.The media specialist uses the available data to make informed decisions on what types of media and books are needed to be purchased. Decisions are made based on circulation rates, as well as the need to replace and update books that have been weeded due to age, accuracy and condition. Teachers, students and parents are able to request the addition of materials that are not currently available for check out. All new acquisitions are vetted by the media specialist, who then posts them to allow all stakeholders the ability to review the materials before the purchase is made.

Library Program

Library Program Our Library Media Center has been incorporated as part of the Related Arts Team on our campus. All students attend the Library for 30 minutes each day based on a Nine Day Related Arts Rotation for Grades Kindergarten through Fifth. The library is open every morning from 7:30 until 7:55 am for morning checkout for all students. The library also hosts a morning news crew that reports on a variety of topics that is then broadcast live throughout the school. The Media Specialist is on hand to assist teachers and students with book selections and inquiries. The COTKE library is a hub for happenings that occur on campus for both students and faculty throughout the school year.

Goals and Objectives

Goal 1: To increase the overall average publication date of the Clifford O. Taylor/Kirklane Library Media Collection by 5 years. 2008<2013
- Purchase new high-interest titles
- Purchase new diverse titles.
- Weed out older, non-circulating titles.

Goal 2: To support the students' 21st Century literacy skills through the incorporation of technology.
- Teach all students to use Destiny to locate and check out books in the media center.
- Teach all students how to access and check out eBooks using MackinVia.
- Utilize Chromebooks and Google Suite Apps with students in meaningful ways to access library materials, conduct research, and extend learning.
- Incorporate the use of SMART board technology into media center lessons.

Goal 3: Increase circulation of previously uncirculated items.
- Create targeted displays that feature only previously uncirculated items.
- Promote uncirculated items to teachers in alignment with the curriculum they teach.
- Book talk titles individually with students, especially prominent readers.

Budget and Funding

1. 6202 Funds: These are the funds which the media program has at the beginning of the year in order to purchase books, supplies, AV equipment, furniture & magazines in order to support the media program.

2. Media Internal Account: Funds raised through fundraisers such as book fairs and bookmark sales, as well as those acquired from students for lost & damaged items.

3. 3070 Funds: These are the funds allocated from the state for the selection of new books.

4. 8430 Funds: These are the funds which allow our school to select a new piece of hardware from a list of items in order to support the library media program.

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

School-based Operating Budget	Budget FY24	FY25 Projected Budget
Account 551100 - Media Supplies	$878	$909
Account 553420 - Media Subscriptions (Periodicals-Newspapers)	$545	$545
Account 561100 - Library Books	$1580	$1636
Account 562230 - Media A/V Equipment	$702	$727
Account 564220 - Furn-Fix/Equip	$878	$909
Fundraising/ Grants	Budget Amount	
Account 5-1700.00 - internal account (fundraising/Grants	$10,215	$6327+$6000 book fair= $12,327
State Media Allocation	Budget Amount	Budget Amount
Account 556110 (program 3070) - Media Books	$3040	$3165

Purchasing Plan FY25

Approximate Purchasing Plan	
Purpose	**Amount**
Books	$10,000
av materials- headphones, mics, batteries for mics	$727
General supplies(bulletin board paper, ink, toner, card stock, tape etc.)	$1500
STEM supplies for makerspace	$1500
3d printer	$2000
Total:	**$15,727**

Scope of the Collection

Our collection development is focused on the acquisition of materials that which support both curriculum and pleasure reading as per School Board Policy 8.1**2** (see Section 5 d) The curriculum of Clifford O Taylor Kirklane Elementary,follows the guidelines of the School District of Palm Beach County, which in turn is governed by the Department of Education of the State of Florida. Per district policy, the print and nonprint collection at Clifford O Kirklane Elementary School are arranged by the Dewey Decimal Classification System. Additional resources are provided by district-wide subscriptions to electronic information databases through MackinVia. Students have access 24/7 to our library and their library record through Destiny. We have an extensive collection of books in Spanish as well as a smaller selection in Creole. Students are encouraged to utilize resources on their student portal to support their research efforts as aligned with their classroom Learning Goals. These resources such as World Book include a plethora of information which can be translated into a variety of languages as well as read aloud for maximum information dissemination.

Equipment

The Library Media Center has various equipment available for use by students, faculty and staff. In the production room, teachers and staff have access to a copy machine, comb-binding machine, three paper cutters, electric stapler, electric hole punch, and two Cricut Air 3 machines. The library media center also has two laminating machines and a poster maker. Teachers can request posters to be made and can drop off materials for laminating by the library Media Clerk. Students have access to a chromebook cart and printer. There is also a CCTV studio and control room which house two video cameras, a green screen, microphones, and a switchboard with tricaster system. This is used by the WCOT news crew for the purpose of morning announcements.

Collection Development

Collection development is the process of acquiring high-quality materials and equipment for the library media center. This process requires making sure that the collection has materials that both support the curriculum and appeal to students' interests. The media specialist develops and maintains the media center's collection with input from administration, teachers, students, parents and stakeholders being taken into consideration in order to best serve the needs of the school.

Selection and Evaluation Criteria

School Board policy regarding the selection and evaluation criteria is followed, as such all materials are vetted by a certified library media specialist who uses professional reviews of all reading materials to aid in the selection of appropriate material.

Professional reviewing sources used for selection include:

- Kirkus Reviews
- BookTalk
- Booklist
- Book Report
- Association for Library Service to Children
- Book Links
- T.H.E. Journal

In addition to the use of reviewing tools, books and materials are checked to make sure that they are age appropriate in accordance with state law. Selected materials must also support state standards and aligned curriculum, appeal to readers' interests and meet the academic needs of both students and teachers.

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.

13,503 Items in the Collection	**10.3** Items per Student	**32%** Fiction Titles in the Collection	**68%** 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.	**2008** Average Age of the Collection	**64%** 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.	
31% Representative Titles in Collection	**2007** Representative Titles Average Age	**31%** SLL Titles in Collection	**2009** 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	2014
Philosophy & Psychology	77	2016
Religion	19	2012
Social Sciences	930	2003
Language	93	2007
Science	1,963	2009
Technology	787	2008
Arts & Recreation	899	2011
Literature	305	1977
History & Geography	895	2007
Biography	739	2005
Easy	3,365	2007
General Fiction	2,859	2010
Graphic Novels	419	2015

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

As per SDPBC Board Policy 8.12 (8) the Clifford O. Taylor/Kirklane Elementary School media center inventories its' collection each year on a rotational three-year cycle as outlined below.

- Year 1 Easy Section &Biographies

- Year 2 Fiction Section, Equipment, DVD's, Professional & Special Collections

- Year 3 Non-Fiction & Reference Sections

This is Year 2 of the three-year cycle.

Lost or Damaged Library Materials

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"?] Therefore, any student who loses or otherwise damages a book or other material that belongs to the Library Media Center will be required to pay the replacement cost for the lost or damaged item.

Strategic Focus – Weeding and Acquisitions

School Year	Strategic Focus
FY25	**Selection Priorities** ● Easy readers-english ● Easy readers-spanish ● board books
	Inventory/ Weeding Priorities ● Fiction ● intermediate section ● beginning chapter books
FY26	**Selection Priorities** ● Fiction ● intermediate section ● beginning chapter books
	Inventory/ Weeding Priorities ● Nonfiction ● graphic novels ● any books with substantial wear
FY27	**Selection Priorities** ● Nonfiction ● High-interestGraphic Novels ● ebooks
	Inventory/ Weeding Priorities ● Easy Readers ● spanish easy readers ● board books

Reconsideration of Materials

In the event a teacher, parent, student or other stakeholder has an objection to any instructional materials, library media materials, supplemental classroom materials or reading lists Board Policy 8.1205 will be followed (appendix D) In accordance with that policy Form PBSD 1113 (appendix E) will be filed by the objecting party.

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)