



# FY25 Collection Development Policy

Coral Reef  
Elementary School

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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 Coral Reef Elementary School media center 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.

## **Background Statement & School Community**

The Coral Reef Elementary School media center serves approximately 940 students in Kindergarten through Fifth Grade in addition to the faculty, staff, and parents of that community of users.

According to the most recent Gold Report, Coral Reef Elementary has a culturally and ethnically diverse student population representing different economic backgrounds, which include: 47% White, 11% Black, 32% Hispanic, 5% Asian, 0% American Indian, and 4% Mixed Race. Approximately 36% of the students are eligible for free and reduced lunch.

## **School Mission Statement**

Coral Reef Elementary, along with the School District of Palm Beach County is committed to providing a world-class education with excellence and equity to empower each student to reach his or her highest potential with the most effective staff to foster the knowledge, skills, and ethics required for responsible citizenship and productive careers.

## **Library Media Center Mission Statement**

The Coral Reef Library Media Center is dedicated to designing and maintaining a library media program that supports, complements, and expands the instructional program of the school. The library media staff will: provide and promote extensive use of resources in multiple formats that are designed to meet the varying needs of all learners in all aspects of the curriculum, provide a learning environment which promotes inquiry; stimulates intellectual curiosity, and encourages pleasure reading, and provides and promotes instruction to prepare students to become independent users of libraries and information resources.

## **Responsibility for Collection Management & Development**

Palm Beach County Schools, through the professional library media staff at Coral Reef Elementary School, shall provide a wide range of learning resources at varying levels of difficulty, with diversity of appeal and the presentation of different points of view, in English and in Spanish, to meet the needs of the students and teachers.

Selection decisions are the responsibility of the Library Media Specialist with input from all staff members, students, parents, under the ultimate authority of the principal and the school board.

## **Library Program**

The library media center is open throughout the day that students are in attendance to ensure equitable access for all students to library resources. Students in grades K-5 visit the Media Center weekly as part of their Fine Arts rotation, once every 5-6 days. Students are also welcome to come check out books at any time throughout the school day with their teacher's permission.

Foremost among national standards for school library media center programs is the need to work collaboratively with teachers to develop meaningful information literacy lesson plans that integrate into classroom learning. At Coral Reef Elementary School, the library media specialist uses Blender as a mechanism to review the standards being taught at each grade-level.

Media lesson plans are designed to be collaborative lessons with emphasis on supporting the Information and Media Literacy Standards embedded in Language Arts, including library skills, digital citizenship, and research & information literacy. Additional lessons may include district, state, and national initiatives, including: the SSYRA Program, the SSYRA Jr. Program, Hour of Code, International Dot Day, TechSafe lessons, Jumpstart's Read for the Record, Celebrate Literacy Week, World Read Aloud Day, and etc.

## Goals and Objectives

1. Improve the age of the Everybody collection by at least two years.
  - Pull reports and weed materials with aged copyright dates that are not circulating.
  - Purchase new materials for the Everybody section with more recent copyright dates.
2. Improve participation in the Battle of the Books for students in grades 3-5.
  - Use of book trailers and book talks during media classes to get students excited to read them.
  - Hold a SSYRA book club after school to review books to prepare for BOB.
3. Add new biographies to the 92's collection.
  - Primary focus will be on certain groups that classes have biography projects, such as Black History Month, Women's History Month, Florida Leaders, and etc.
  - Purchase new biography books with more recent copyright dates. Purchase multiple copies of each book due to the number of classes doing projects.

## Budget and Funding

The Coral Reef Elementary Library Media Center is given a school-based operating budget at the beginning of every school year. The administrator uses a formula in order to disperse the appropriated funds. It is expected that the budget will be similar to the FY24 school year.

<b>School Based Operating Budget</b>	<b>FY24 Budget</b>	<b>FY25 Projected Budget</b>
Account 55110 - Media Supplies	\$874	\$874
Account 553420 - Media Subscriptions	\$0	\$0
Account 561100 - Media Books	\$2,983	\$2,983
Account 562230 - Media A/V Equipment	\$0	\$0
<b>Fundraising/ Grants</b>	<b>Budget Amount</b>	<b>Projected Budget</b>
Account 51700- Media Internal	\$8,000	\$8,000
<b>State Media Allocation</b>	<b>Budget Amount</b>	<b>Projected Budget</b>
Account 556110 (program 3070) - Media Books	\$2,448	\$2,448

## Purchasing Plan 2024-2025

<b>Approximate Purchasing Plan</b>	
<b>Purpose</b>	<b>Amount</b>
Books	\$10,000
Supplies	\$2,000
STEAM	\$1,000
Awards & Rewards	\$500
<b>Total:</b>	<b>\$13,500</b>

### Scope of the Collection

The collection development is focused on the curriculum of Coral Reef 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. Materials support both the curriculum and pleasure reading as per School Board Policy 8.12.

According to best practices for school libraries in the United States, the print and non-print collection at Coral Reef Elementary School is arranged by the Dewey Decimal Classification System. Additional resources are provided by district-wide subscriptions to electronic information databases and eBooks that provide 24/7 access for students that extends our collection.

The library media collection includes all the resources available in the school library media center along with all those that students, faculty and administrators can access through interlibrary loan.

### Equipment

Various types of equipment are available for both student and teacher/staff use in our media center. We have chromebooks and iPads that are used with students during their media classes. Teachers have access to iPads, video cameras, and cd players. There is a TV Studio housed in one of the back rooms in the media center.

## **Collection Development**

Collection Development is the process of providing quality materials and equipment for the library media center. The goal of collection development is to ensure the collection has information sources in adequate quantity and variety to support student's academic and personal interest needs. The media specialist is charged with leading this process with the input of administration, teachers, students, parents, and stakeholders.

## **Selection and Evaluation Criteria**

Materials considered for purchase are selected on the basis of the criteria established in SDPBC 8.12.

Media Center materials are carefully evaluated prior to purchase. The materials are evaluated according to their aesthetic, literary and social value, appropriateness to student age and emotional maturity and relevance to the curriculum. Professional reviewing sources used for selection may include: School Library Journal, Kirkus Reviews, ALA Booklist, and etc.

Furthermore, our materials reflect many cultures and ethnic groups. Materials that contain political theories and ideologies, religion, public issues and controversial topics have 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.

Other factors that are considered in the final decision to purchase new materials include their educational significance; need and value to the collection as a whole; and their relationship to the interests of students and curriculum course of study.

## **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 to the curriculum. The data below is a snapshot of the collection based on a Titlewise Analysis.

			
<b>11,590</b> Items in the Collection	<b>11.4</b> Items per Student	<b>55%</b> Fiction Titles in the Collection	<b>43 %</b> 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.			
	<b>2010</b> Average Age of the Collection	<b>41%</b> Aged Titles	<b>19%</b> 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.	
			
<b>28%</b> Representative Titles in Collection	<b>2008</b> Representative Titles Average Age	<b>35%</b> SLL Titles in Collection	<b>2010</b> 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.

### Collection by nonfiction classification

[All Dewey Classes](#)
[Age-Sensitive Areas](#)

Classification	Avg. Age	Items
<a href="#">Computer Science, Information &amp; General Works</a>	2015	23
<a href="#">Philosophy &amp; Psychology</a>	2012	16
<a href="#">Religion</a>	2002	30
<a href="#">Social Sciences</a>	2004	358
<a href="#">Language</a>	2002	54
<a href="#">Science</a>	2009	1,197
<a href="#">Technology</a>	2012	490
<a href="#">Arts &amp; Recreation</a>	2016	1,419
<a href="#">Literature</a>	2003	145
<a href="#">History &amp; Geography</a>	2007	619
<a href="#">Biography</a>	2009	585
	<b>2010</b>	<b>4,936</b>

[Dig into the Dewey divisions by 10s »](#)

### Fiction

Classification	Avg. Age	Items
<a href="#">Easy</a>	2007	2,372
<a href="#">General Fiction</a>	2010	4,031
	<b>2009</b>	<b>6,403</b>

## Gifts and Donations

Gifts to the library media center are encouraged. However, the Library Media Specialist reserves the right to add such items to the school's library or classroom collections only if they 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

Inventory will be completed on a three-year rotation as per Board Policy 8.12(8). Here is the inventory schedule for the next three years: FY25- Everybody, FY26- Fiction, and FY27- Nonfiction.

## Lost or Damaged Materials

Coral Reef 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."

## Strategic Focus – Weeding and Acquisitions

School Year	Strategic Focus
2024-2025	<b>Selection Priorities</b> <ul style="list-style-type: none"> <li>Everybody</li> </ul>
	<b>Inventory/ Weeding Priorities</b> <ul style="list-style-type: none"> <li>Everybody</li> <li>Equipment</li> </ul>
2025-2026	<b>Selection Priorities</b> <ul style="list-style-type: none"> <li>Fiction</li> </ul>
	<b>Inventory/ Weeding Priorities</b> <ul style="list-style-type: none"> <li>Fiction</li> <li>Professional</li> </ul>
2026-2027	<b>Selection Priorities</b> <ul style="list-style-type: none"> <li>Nonfiction</li> </ul>
	<b>Inventory/ Weeding Priorities</b> <ul style="list-style-type: none"> <li>Nonfiction</li> <li>References</li> <li>Biographies</li> </ul>

## **Reconsideration of Materials**

See School Board Policy 8.1205-Challenge Procedures for Instructional Materials and PBSB 1113- Citizen's Request for Reconsideration of Instructional Materials for more information in the Appendix of this document.

## **Annual Evaluation and Revision of Collection Development Plan**

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)