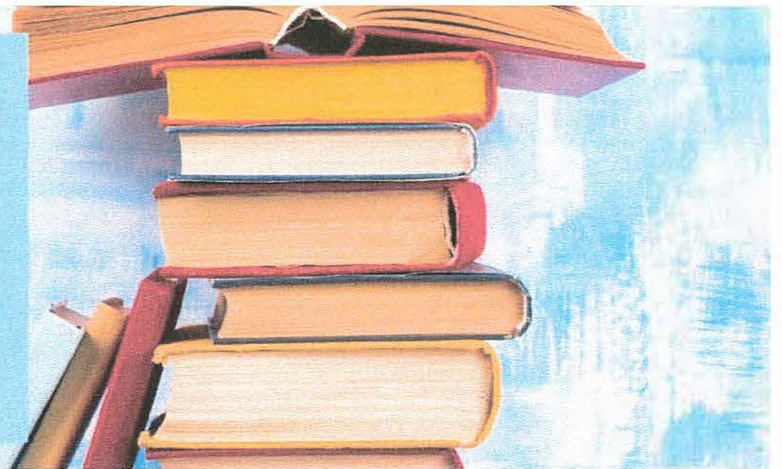# FY25 COLLECTION DEVELOPMENT POLICY

Cypress Trails Elementary

FY25 Collection Development Policy

Chelsie Blankenship

Certified Educational Media Specialist

E·STEM

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Purpose of Collection Development Policy

The purpose of this policy is to make data based decisions on how to enhance and improve the library collection to meet the needs of the diverse population of students and teachers at our school. This policy supports the needs of the school and district curriculum and school community. This plan serves as the guiding document for planning, programming, and purchasing decisions for the Media Center.

Background Statement & School Community

The users of Cypress Trails Elementary School Library Media Center come from grades kindergarten through grade 5 in addition to the faculty, staff and parents of that community of users. The school is a E-STEM/STEAM school, a Green School of Excellence, and a five-star school by the FLDOE.

Cypress Trails Elementary has a culturally and ethnically diverse student population representing different economic backgrounds, which include 20% African American, 42% Hispanic, 29% White, 3% Asian, 5% Mixed Race, 1% American Indian, 11% ELL and 68% on Free-reduced lunch. We serve 479 students in grades K-5.

Responsibility for Collection Management & Development

The Media Specialist at Cypress Trails Elementary is responsible for the management and development of the collection with the principal's approval. They seek stakeholder input from administration, faculty, and students through surveys and discussions, and parents and community members at SAC and PTO meeting discussions and updates.

Mission Statement

We strive to educate students and to assist them in realizing their full potential as responsible, productive, contributing members of society by providing an educational environment in which students are challenged, excellence is expected and differences are valued.

Media Center Mission Statement

The mission of Cypress Trails Media Center is to foster a love of reading and learning for students. We hope to engage the students in 21st century learning, skills, and knowledge, in order to guide them to become productive and respectable members of society. The

Media Center aims to provide a safe and welcoming environment for all students to feel comfortable expressing and seeing themselves represented in the library

Library Program

In FY25 the media program will most likely see 1st and 4th grade on the fine arts rotation and will continue seeing intervention 3rd and 4th grade groups in the morning.

Goals and Objectives

1. Increase book check out for students not on the fine arts rotation.
   a. This will be achieved by encouraging teachers to come once a month for an incentive from administration.
   b. Create a "lunch bunch" where students can come to the media center during their lunch as a reward.
2. Increase ebook circulation by doing more outreach to teachers and students.
   a. Do presentations during media center orientation.
   b. Review statistical check outs of ebooks and reward those students.
3. Increase Media Center volunteers and overall participation from teachers and students
   a. Advertise during Family Orientation
   b. Send home newsletters monthly with information relevant to the Media Center

Budget and Funding

The LMC is given a school-based operating budget at the beginning of every school year. The Elementary School administration uses a formula to disperse the appropriated funds. The budget for the 2024 - 2025 school year is expected to be similar to the 2023-2024. Money may be moved to a different account based on the needs of the Media Center. The regular budget will be used to purchase new books and supplies. The 3070 funds will be used to buy what is necessary after analysis of the collection. A book fair will be held in the Fall and Spring to raise extra money for the media center. T-Shirts will be made and sold as a fundraiser. Cypress Trails Library Media Center supplements the below accounts with a Media Internal account. The Media Internal account fund comes from monies raised through book fairs each year. These funds are to supplement the Media program: books, supplies, ink, AV materials, AV equipment, awards and incentives.

2024-2025 (FY25) projected budget amounts

School Based Operating Budget	FY24 Budget	FY25 Projected Budget
Account 55110 - Media Supplies	$248	$362
Account 553420 - Media Subscriptions	$148	$217
Account 561100 - Media Books	$446	$652
Account 562230 - Media A/V Equipment	$199	$290
Account 564220- Furniture	$0	$362
Fundraising/ Grants (Book Fair)	Profit: $4,837	Goal: $5,000
Media Center Internal Account number (get this from your bookkeeper)	$423	$123
State Media Allocation		
Account 556110 (program 3070) - Media Books	$1,566	$1,570

Purchasing Plan FY25

Purpose	Amount
Book Fair Rewards Purchases with Scholastic Dollars • Novel Effect Subscription- $500 • Books- $2,365 • Furniture- $830 • Incentives- $90 • Resources- $262	$4,837
Account 55110 - Media Supplies	$362
Account 553420 - Media Subscriptions	$0
Account 561100 - Media Books	$652
	$217
	$290
Account 562230 - Media A/V Equipment	$0
Account 564220- Furniture	$362
Total:	$ 6,720

Scope of the Collection

The collection development is focused on the curriculum of Cypress Trails 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.

According to best practices for school libraries in the United States, the print and non- print collection at Cypress Trails Elementary School is arranged by the Dewey Decimal Classification System. Additional resources are provided by district-wide subscriptions to electronic information databases. Through affiliation with the public library system, the Cypress Trails Elementary School library is able to extend its collection to provide any major resource needed by a patron.

District databases of e-books and electronic resources include Gale, World Book, Tumble Books, MackinVIA, and Teaching Books.

Books in the media center will be chosen based on State Law and School Board policy. Books will be age appropriate and books will have 2 or more positive reviews. Books with certain content for mature students will be placed on a shelf for 4th-5th grade students only, based on the list provided by Library Media Services and guidance from the district. All books will support curriculum and/or pleasure reading in compliance with School Board policy 8.12.

Collection Development

Collection development is the process of providing quality library materials and equipment for the library media center and program. The goal of collection development is to ensure the collection has a variety of fictional and informational resources and reading materials to accurately reflect the population of the students based on their academic and emotional needs and interests. The items in the collection must have educational merit, be historically accurate and be culturally relevant. The media specialist will review and improve the development of the collection on a yearly basis based on the needs of students, teachers, parents, and with guidance from administration.

Selection and Evaluation Criteria

All materials will be vetted and reviewed by the media specialist using such platforms as School Library Journal, Booklist, Horn Book, and Center for the Children's Book to review books, resources, websites, and technology platforms. Materials must be current, relevant, and age and developmentally appropriate for elementary students, with a separate section available to grades 4-5 only. Reading levels may range from elementary to high school, but the content in the books and resources must be carefully selected to reflect diversity and non-bias content. District and Library Media Services supported reading lists and recommendations will be used for guided selection. The data gained from collection analysis reports through Destiny, Follett, and MackinVIA will also be used to choose materials to replenish areas of deficit. The media specialist will select materials based on the guidelines outlined in School Board Policy 8.12, which can be found in the Appendix.

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.

14,307 Items in the Collection	**26.3** Items per Student	**39%** Fiction Titles in the Collection	**32%** 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.	**2004** Average Age of the Collection	**49%** Aged Titles	**5%** Newer than 5 Years
Library media resources should be representative of the school.		Social-Emotional Learning (SLL) library media resources can contribute to character development.	
29% Representative Titles in Collection	**2003** Representative Titles Average Age	**31%** 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	92	2010
Philosophy & Psychology	64	2000
Religion	27	1997
Social Sciences	718	1999
Language	73	1999
Science	1,566	2003
Technology	742	2007
Arts & Recreation	373	1995
Literature	494	2005
History & Geography	4,609	2004
Biography	662	2002
Easy	3,291	2002
General Fiction	5,587	2004
Graphic Novels	409	2012

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 material simply because they were donated. All gifts and donations must follow the same processes as new book orders.

Collection Maintenance

The Media Specialist will analyze the data and the collection each year at the beginning, middle and end of the year. The Cypress Trails collection requires more weeding next year. We will add updated information in our collection based on the needs determined by the weeding process. In addition, we will reorganize the collection to make it more accessible to our students and staff. Weeding is concluded in 1 section per year every three years from Easy, Fiction, and Non-Fiction. In FY23, we weeded 1,827 titles due to the condition, appearance, and age of the books in general of the whole library. This brought the average age from 2002 to 2004. 49% of the titles are currently considered aged.

Strategic Focus – Weeding and Acquisitions

School Year	Strategic Focus
2023-2024	**Selection Priorities** • Non-Fiction (the most out-dated sections) • Spanish • French/Creole
	Inventory/ Weeding Priorities- Inventory "Easy" Section • General Weed of the whole library before school started because the Media Center was not used for a few years due to Covid and it was my first year at this school. • Mid year weed based on aged titles • Weed class sets and small group sets from Destiny • Inventory "Easy" because it was the smallest
2024-2025	**Selection Priorities** • Holiday Books • Popular Series and Authors • SSYRA Titles • General Variety of new books
	Inventory/ Weeding Priorities- Inventory "Non-Fiction" Section • Weed 700's • Weed 200's • Weed 300's
2025-2026	**Selection Priorities** • Graphic Arts, Music, Painting, Sports- 700s • Religions, The Bible, History- 200s • Commerce, communication, transportation, customs, etiquette, folklore, social problems, education- 300's
	Inventory/ Weeding Priorities- Inventory "Fiction" Section • Weed based on CREW Guidelines.

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)