

FY25 COLLECTION DEVELOPMENT POLICY

Del Prado Elementary School

FY25 Collection Development Policy

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Del Prado Elementary School
FY25 Collection Development Policy

Date Drafted: 2/8/24

Date Approved by Administration: 5/10/24

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Principal Signature: 

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Purpose of Collection Development Policy

The mission of Del Prado Elementary Library Media Center is to support the students with both text and technology. It strives to assist all students in developing a lifelong love of reading while utilizing the information to become caring, respectful global citizens. Our priority is to offer titles and subject areas in the form of print, digital, and electronic formats. The collection development process is reevaluated annually and includes designing the policy and procedures, budget allocations, needs assessment, collection maintenance and and evaluation and selection and de-selection of materials.

Background Statement & School Community

Del Prado Elementary School serves 710 students from Kindergarten through 5th grade. As per the annual GOLD Report, our school has a diverse population with 56% white, 3% black, 30% Hispanic, and 11% other. We are an elementary school that teaches the gifted education curriculum, with nearly half our students qualifying for the gifted program. ESOL students make up 14% of our population, while 12% are in our ESE program. Currently, 26% of Del Prado's students qualify for the free and reduced lunch program.

Mission Statement

Del Prado Elementary School will educate our students to be caring, self-motivated, resourceful, and creative. Our students will attain individual excellence and skills mastery enabling them to adapt, and meet the demands to succeed throughout their educational career and beyond.

Media Center Mission Statement

Responsibility for Collection Management & Development

The mission of Del Prado Elementary School is to educate our students to become independent, caring, self-motivated, resourceful, and creative. Del Prado Media Center is dedicated to prepare students by using the latest technology available to achieve academic success. The library Media Center is dedicated to designing and maintaining a library media program that supports, compliments, and expands the instructional program of the school. It assists users in becoming peaceful, global citizens who are information literate, read for pleasure, and are life-long learners.

Del Prado's teachers and parents, in cooperative partnership, are committed to fostering and enhancing our children's unique talents and creativity to develop independent, respectful, involved citizens. We have the courage to be different, willingness to adapt, and the ability to be creative in the pursuit of excellence. Del Prado sets the standards for excellence in elementary education for forging partnerships based on trust and understanding.

Library Program

Del Prado's annual Media Center program and activities include:

1. Our Media Center operates on a fixed schedule that is part of the 5-day Fine Arts SPecials rotation.
2. Del Prado participates in the Sunshine State Young Readers program prompted by the FLorida Association in Media Education(FAME). Battle of the Books is an after school club.
3. Our Media center is responsible for producing our school news show, WPAW. Our 5th grade students operate the newsroom and perform the show daily for our school.
4. Del Prado Media Center hosts two Scholastic Book Fairs. The second Book Fair will correspond the Del Prado's Multicultural Night.
5. The Media Center is also responsible for presenting Character Education monthly pillars which align to State Standards and Statute.
6. The Media Center also hosts the Teachers of Tomorrow club.
7. Our Media Center celebrates Literacy Day with various daily events for the week.
8. Our Media Center supports and reviews Science Standards from Fairgame Review across grade levels.
9. Maker Space developed and materials will continually be added.
10. Couch seating and proper signage added to the Media Center.

Goals and Objectives

GOAL 1: To increase the overall average publication date of the Del Prado Elementary Library Media Collection.

Objective 1: To weed and replace outdated materials, focusing on the science, history, and technology collection.

Objective 2: To weed materials based upon the significance to the reader, focusing on items that have never circulated or have not circulated for long periods of time.

GOAL 2: To support the students' 21st Century literacy skills through the incorporation of technology.

Objective 1: To teach all students how to access and check out ebooks using MackinVia.

Objective 2: To utilize Chromebooks and Gale with students in meaningful ways to

access library materials, conduct research, and extend learning.

GOAL 3: Grow the MackinVia eBook Collection

Objective 1: Use data from the needs assessment to inform MackinVia eBook selections

Objective 2: To purchase up-to-date eBooks that relate to the needs and interests of the student population.

Budget and Funding

Our Media Center budget is supported through annual district funding. We receive additional funding through the State Allocation Money as well as the profits from the two Scholastic Book Fairs.

2024-2025 (FY25) projected budget amounts

School Based Operating Budget	Budget FY24	FY25 Projected Budget
<i>Account 55110 - Media Supplies</i>	\$1,888.52	\$2,191
<i>Account 553420 - Media Subscriptions</i>	\$356	\$0
<i>Account 561100 - Media Books</i>	\$1753	\$1753
<i>Account 562230 - Media A/V Equipment</i>	\$0	\$0
Fundraising/ Grants	\$0	\$0
<i>Media Center Internal Account number (get this from your bookkeeper)</i>	\$2500	\$3,000
State Media Allocation	Budget Amount	
<i>Account 556110 (program 3070) - Media Books</i>	\$1403	\$1403

Purchasing Plan 2024-2025

Approximate Purchasing Plan	
Purpose	Amount
updating books	\$3,500
media supplies	\$1,000
update furniture/decor	\$8,000
Makerspace/STEM	\$1,000
Total:	\$13,500

Scope of the Collection

Collection DEvelopment is driven by the Curriculum of Del PRado Elementary School which follows the guidelines of the Palm Beach County School District, which, in turn, are governed by the Department of Education of the State of Florida (District Policy 8.12(5)). Furthermore, special emphasis is given to our gifted education classes. Del Prado Media Center follows best practices and is arranged by the Dewey Decimal Classification System (see Appendix A).

The collection includes databases and ebooks provided by the Department of Library Media Services at the School District of Palm Beach County. These databases and eBooks expand DPES's collection and provide 24/7 access for students. The eBooks provided by the Department of Library Media Services include Tumblebooks, Gale eBooks, and a shared collection in MackinVia.

Some gentrified sections were created to include: graphic novels, adventure, mystery, fantasy, historical fiction, and sports.

Equipment

Del Prado Media center has a teacher work room that includes four copiers, a laminating machine, a Criket, an Ellison maker, and a poster maker. WPAW is recorded in Del Prado's TV production studio.

Collection Development

Collection Development is the process of providing quality materials and equipment for the Media Center. Our school will continue to collect information resources that support staff and students' academic and personal needs. The state allocations and district budget monies will be used to provide a variety of electronic and physical materials. The process of Collection Development is lead by the Media Specialist, Lauren Diamond, along with administration, parents, and stakeholders.

Selection and Evaluation Criteria

In accordance with School District of Palm Beach County Board Policy 8.12 - Selection of Library Media Center Materials (see Appendix C), Del Prado Elementary School Media Center utilizes the following professional reviewing sources to aide in the selection of library media center materials. Critical analysis is in place in the selection of materials. Del Prado Elementary School Media Center only uses reviews from professional reviewing sources such as:

- School Library Journal
- Booklist
- Horn Book Guide
- Center for the Children's Book
- Kirkus Reviews
- Publisher's Weekly
- School Library Connection
- ALA Youth Media Awards

Reviews from Amazon, Goodreads, Common Sencse Media, and thelike will not be considered when selecting library center materials.

District-Wide “Procedures for Selecting and Developing Library Collections”

Who Makes the Selection:

1. Each book made available to students through this School District’s library media centers must be selected by a school district employee who holds a valid educational media specialist certificate, regardless of whether the book is purchased, donated, or otherwise made available to students.
2. Further, employees holding a valid educational media specialist certificate must also have completed the required Florida Department of Education training currently available as incorporated in State Board of Education Rule 6A-7.0715. The training must be completed annually.
3. In addition, the person selecting the books is employed at that school location or if a qualified person is not employed at the school, by another District employee with these qualifications.
4. For resources needing additional review by District Library Media Services, school-based certified library media specialists or principal designee will use PBSD 2671 to solicit additional input.
5. Consultation with stakeholders is required, which is accomplished by the following, after a media specialist review:
 - a. Any community stakeholders may provide consultation on selections via the list of LMS Selections for the current school year at Active Book Orders.
 - b. On the date of the requested purchase or acceptance of library media center materials, the District will provide an email or text notice to current members of the Board’s Academic Advisory Committee (Board Policy 1.097). The message will state that there are new materials under consideration, the link to find the list of materials, the request that the list be reviewed, and the deadline(s) for submitting questions or comments.
 - c. The members will be asked to provide comments to the District email address below and to send the information to persons in the community who are not committee members. In addition, there will be a standing item on this committee’s agenda for all meetings relating to input on the new materials under consideration.
 - d. Stakeholders with questions, comments, or concerns are directed to the following email address, librarymediaservices@palmbeachschools.org, to send their feedback for review by the District Library Media Services for consideration.
 - e. Selections may be purchased or accepted 72 hours after posting for book fair materials and two weeks after posting for all other purchases or donations. If a concern is raised about any item on an order, that order may be discussed at an Academic Advisory Committee meeting or reviewed and considered by District staff.

Criteria for Selection:

1. The primary objective of the library media center" is to "implement, enrich, and support the educational program of the school. The library media center shall provide a wide range of materials on all levels of difficulty, with diversity of appeal, and with the representation of different points of view."
2. Book selections must meet the criteria in s. 1006.40(3) (d)."¹
3. In developing library media center collections consultation with reputable, professionally recognized reviewing periodicals is required These periodicals are print or non-print media including video footage that has been favorably reviewed by two or more professional sources, such as a School Library Journal, Horn Book, Booklist, Association for Library Service to Children, Kirkus, Young Adult Library Services Association, and/or Children's Catalog.
4. Additionally," In the selection of ...library media, and other reading material used in the public school system, the standards used to determine the propriety of the material shall include:
 - a. The age of the students who normally could be expected to have access to the material.
 - b. The educational purpose to be served by the material. Priority shall be given to the selection of materials that align with the state academic standards as provided for in s. 1003.41 and include the instructional objectives contained within the curriculum frameworks for career and technical education and adult and adult general education adopted by rule of the State Board of Education under s. 1004.92.
 - c. The degree to which the material would be supplemented and explained by mature classroom instruction as part of a normal classroom instructional program.
 - d. The consideration of the broad racial, ethnic, socioeconomic, and cultural diversity of the students of this state."
5. Further, schools shall:
 - a. "Choose materials that address the reading levels, special curricular needs and programs of your school/district."
 - b. Evaluate school academic organizational needs to include, but not be

¹ This Statute states that the materials must be: "1. Free of pornography and material prohibited under s. 847.012 [harmful to minors]. 2. Suited to student needs and their ability to comprehend the material presented and 3. Appropriate for the grade level and age group for which the materials are used or made available." The District shall rely on any State Board of Education Rules, to determine what is age appropriate.

See SBE Rule 6A-7.0715, in the Library Media Training, for a description of what constitutes Materials Prohibited by Fla. Stat. § 847.012 (harmful to minors). Sexual conduct is defined in Fla. Stat. § 847.001(19).

SBE Rule 6A-7.0715, in the training for media specialists, "it must be clear that a book depicting nudity, sexual conduct, or sexual excitement does not meet the tenets of "Harmful to minors" (s. 847.001, F.S.), which are: (a) Predominantly appeals to a prurient, shameful, or morbid interest; (b) Is patently offensive to prevailing standards in the adult community as a whole with respect to what is suitable material or conduct for minors; and (c) Taken as a whole, is without serious literary, artistic, political, or scientific value for minors.

limited to:

School mission and vision; School performance or improvement plan; Specialized curriculum needs such as those for career or technical courses; School population needs such as exceptional student education (ESE), gifted and English language learners (ELL); and material to supplement the state-approved, district-adopted core curriculum.

- c. Factors to consider for any material include avoiding unsolicited theories that may lead to student indoctrination.
6. Library media center collections, including classroom libraries, will be based on reader interest, support of state academic standards and aligned curriculum, and the academic needs of students and faculty.
7. Selection should include: "consider titles from state standards booklists such as the ELA B.E.S.T. Sample texts and the Civic Literacy Reading List, and that selection "should consider the consultation of crowd-sourced reviews."
8. Subject to the required statutory criteria stated above, the following additional selection criteria may be considered if not contrary to and are consistent with Florida law requirements stated above:
 - a. A choice of materials that support the instructional program and promote reading shall be available to students and professional staff to allow for varying achievement levels, interests, and teaching/learning styles. Each school shall, in conjunction with the "Library Bill of Rights" (<https://www.ala.org/advocacy/intfreedom/librarybill>) of the American Library Association ("ALA"), State Statute, 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 plan.
 - b. The "Library Bill of Rights" referenced herein is to be used as a suggested guideline. To the extent that there are inconsistencies between the guidelines in the "Library Bill of Rights" and State Statute, or District policy, State Statute and District policy shall take precedence and shall govern the selection, retention and disposition criteria of library media materials for library media centers and classrooms.
 - c. Selection of materials shall also be consistent with the provisions in the School Board's collective bargaining agreement with CTA relating to academic freedom and responsibilities--Article II, Section K--to the extent those provisions are applicable.
 - d. The materials selected for schools are intended to support instruction, promote reading, further the pursuit of knowledge through research and exploration, and provide information literacy experiences of educational significance for class groups, individual students, teachers and administrators. Within budgetary constraints, the intent is to provide an adequate number and range of library media materials and resources in a variety of formats that are appropriate, timely, and essential to the attainment of specified educational objectives subject to District policy and State law. Library media materials are to represent the diverse cultures, ethnic groups, languages, and religious beliefs of the community and are free of bias, stereotypes, distortions, and prejudices.
 - e. Within budgetary constraints, collections shall contain a comprehensive

collection of materials and equipment, in a variety of media formats that are accessible to students during the school day, to:

- i. Promote the development of lifelong reading habits and information literacy skills in students;
 - ii. Provide a broad background of information resources in areas of knowledge;
 - iii. Support the general educational goals of the District and the objectives of specific courses, including materials that represent diverse points of view in order that young citizens may develop, under guidance, the practice of critical analysis of media and intellectual integrity in forming judgments;
 - iv. Meet the personal needs and interests of students, including materials that: nurture the development of recreational reading/listening/ viewing, cultural appreciation, and aesthetic values; represent the many religious, racial, ethnic, linguistic, and cultural groups in our society and reflect their contributions to the heritage and culture of our civilization; foster respect for the diverse roles available to women and men in today's society; and provide access to materials in heritage language as stipulated by the META agreement.
 - v. Support the professional needs of teachers and administrators; and
 - vi. Introduce new instructional technologies into the learning environment.
- f. Other criteria that may be used in the selection process, again if not contrary to and are consistent with Florida law requirements, include:
- i. **EDUCATIONAL SIGNIFICANCE** -- Material is valuable to an individual course of study or to the library media collection; the degree to which the material would be supplemented and explained by mature classroom instruction.
 - ii. **APPROPRIATENESS** -- Material is geared to the age, maturity, diverse interests, and learning levels of students for whom it is intended. Reading levels and Lexiles are considered to provide a range of material that challenges the student and guides their selection process.
 - iii. **ACCURACY** -- Nonfiction information is correct, recent, and objective.
 - iv. **LITERARY MERIT** -- Fiction that has a noteworthy plot, setting, characterization, style, and theme.
 - v. **SCOPE** -- Content is covered adequately to achieve its intended purpose.
 - vi. **AUTHORITY** -- The author, editor, or producer has a superior reputation for producing materials of this nature.
 - vii. **SPECIAL FEATURES** -- The item has maps, charts, graphs, glossaries, and/or other learning aids that support the content, are unique or are valuable.
 - viii. **TRANSLATION INTEGRITY** -- Material translated from one language to another maintains the stylistic characteristics of the original.

- ix. ARRANGEMENT -- Concepts are presented in a logical sequence and in a way that assures learning.
- x. TREATMENT -- Typeset, visuals, style, and/or medium capture and hold the student's attention.
- xi. TECHNICAL QUALITY -- Sound is clear and audible; visuals project clearly.
- xii. AESTHETIC QUALITY -- Material is superior to similar items in attractiveness and presentation of content.
- xiii. POTENTIAL DEMAND -- Item has particular timeliness or popular appeal.
- xiv. DURABILITY -- Material has the potential for frequent use or is of a nature that it will be considered consumable.
- xv. COPYRIGHT -- Library media materials used in a school shall be procured and used in accordance with federal, state, and District copyright laws, rules, and policies as referenced in School Board Policy 8.121.
- xvi. GRAPHIC NOVELS AND PERIODICALS -- In addition to the above criteria, all pictures are to be reviewed for appropriateness prior to placing the graphic novel or periodicals into circulation.

Removal of Materials:

1. Library Media Materials are subject to regular removal or discontinuance of books based on, at a minimum, physical condition, rate of recent circulation, alignment to state academic standards and relevance to curriculum, out-of date content, and required removal as stated within School Board 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. This Policy states the basis for asserting objections as well as the process for asserting them, starting with an informal writing stating the objection to the school and if dissatisfied with the result, filing with the school a formal objection with the form on the District's website, and, then an appeal process to the Superintendent and the School Board.
2. In addition to regular review, removal, or discontinuance by a school library media specialist, the Superintendent or designee, even without an Objection or challenge, has the authority to remove library media materials based on statutory considerations. The basis for the removal shall be documented.

Oversight for Compliance:

1. School principals are responsible for overseeing compliance with school district procedures for selecting school library media center materials at the school to which they are assigned and notifying parents of the process for objecting to the use of specific materials.
2. Support toward compliance is available when the assigned school library media specialist(s) attend professional development/training hosted by the District Library Media Services.

3. Annually, the District requires using the selection criteria and the removal criteria referenced in these procedures to have library media specialists evaluate their collection in order to write a School Collection Development Plan to enhance their individual library programs that align to the District required components. They will share that plan with both their principal and District Library Media Services. Once the plan is approved, the school will post the school's plan on the school website. District Library Media Services will offer annual training on this process.

The School Collection Development Plan will include the School Mission Statement, Library Mission Statement, Purpose of the Collection Development Plan, School Community Description, Description of Your Library Program, Budget and Funding, Scope of Collection, Collection Development, Gifts and Donations, Collection Maintenance, Challenged Materials, and Goals and Objectives.

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:

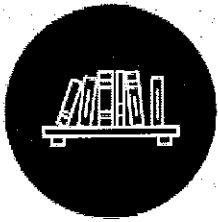

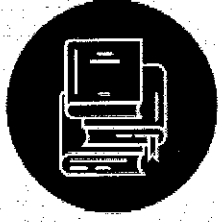




- Maintaining a professional library collection to assist with recertification and knowledge acquisition on education-related topics;
- Managing the online catalog including the library inventory and circulation software;
- Selecting and making accessible online information databases for reference and 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


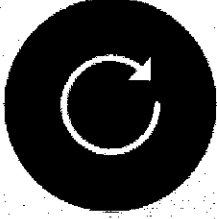
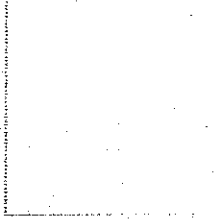

- Fostering a global range of services that facilitate the transformation of school-based library activities to meet the changing needs of an information society.

The School District Library Media Services works in collaboration with other district departments including the Department of Educational Technology to provide selected electronic information, 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.

			
9,800 Items in the Collection	11.0 Items per Student	27% Fiction Titles in the Collection	39% 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	2009 Aged Titles	2006 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.	

			
28% Representative Titles in Collection	2005 Representative Titles Average Age	34% SLL Titles in Collection	2008 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	47	2009
Philosophy & Psychology	42	2008
Religion	23	1987
Social Sciences	493	1998
Language	45	1990
Science	1,383	2006
Technology	538	2004
Arts & Recreation	730	2013
Literature	113	2000
History & Geography	403	2005
Biography	400	2001
Easy	1,778	2006
General Fiction	2,698	2009
Graphic Novels	459	1997

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

Inventory will be completed on a three-year rotation as per Board Policy 8.12 (8). Del Prado's rotation plan by year consists of updating new fiction titles, weeding irrelevant books, updating easy titles, updating non-fiction title. The Media Center's collection is clearly identified by shelf labels: Fiction, Non - Fiction, Graphic Novels, Mystery, Adventure, Science Fiction, Historical Fiction, and Sports. These books also have genre stickers on their spine. Early Readers are located on two separate shelves and organized in easy to find bins.

Lost or Damaged Library Materials

Del Prado's policy regarding lost or damaged materials: fines for lost or damaged materials to replace the books. There will not be a graduation hold placed on student accounts if fines and fees are left unpaid.

Strategic Focus – Weeding and Acquisitions

School Year	Strategic Focus
2024-2025	Selection Priorities <ul style="list-style-type: none"> • update new fiction titles • update leveled readers
	Inventory/ Weeding Priorities <ul style="list-style-type: none"> • Weed irrelevant books • Weed easy section books • Inventory easy books
2025-2026	Selection Priorities <ul style="list-style-type: none"> • Update new easy titles • Update non-fiction titles
	Inventory/ Weeding Priorities <ul style="list-style-type: none"> • Weed outdated books • Weed non-fiction books • Inventory non-fiction
2026-2027	Selection Priorities <ul style="list-style-type: none"> • Create a large print book section • Update genre sections (fantasy, historical fiction, mystery, adventure, science fiction, sports)

<p>Inventory/ Weeding Priorities</p> <ul style="list-style-type: none"> • Weed genre sections (fantasy, historical fiction, mystery, adventure, science fiction, sports) • Inventory fiction genre sections (fantasy, historical fiction, mystery, adventure, science fiction, sports) 	
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Reconsideration of Materials

While the library recognizes the right of any individual to challenge available materials, the library does not add or withdraw, at the request of any individual or group, materials which have been

chosen or excluded on the basis of stated selected criteria. In the event of a challenge by a citizen of Palm Beach County, personnel at Del Prado Elementary School will follow SDPBC Policy 8.1205 (Appendix D) – Objecton Procedures for Instructional Materials, Library Media Materials, and Supplemental Classroom Materials, including Reading Lists. Any person wishing to make a challenge will fill out the Specific Material Objecton Form linked in Appendix E.

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)