

FY25 Collection Development Policy



Diamond View Elementary

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Michelle Martello

Educational Media Specialist

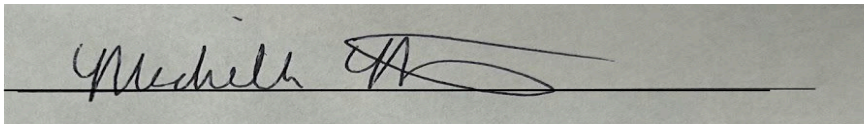
Diamond View Elementary
FY25 Collection Development Policy

Date Drafted: 5/10/2024

Date Approved by Administration: 05/10/2024

Media Specialist Name: Michelle Martello

Media Specialist Signature:

A rectangular box containing a handwritten signature in black ink that reads "Michelle Martello". The signature is written over a horizontal line.

Principal Name: Carolyn Seal

Principal Signature:

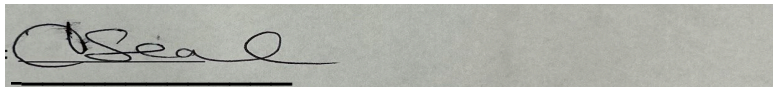
A rectangular box containing a handwritten signature in black ink that reads "Carolyn Seal". The signature is written over a horizontal line.

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Purpose of Collection Development Policy

This plan aims to ensure that all students have sufficient resources, books, and accurate representations of themselves in books within the school's library. The library collection and reports confirm that books are circulated, weeded, and accounted for appropriately within the Media Center.

We will use the information from the following Titlewave Report to make decisions in the Library when purchasing or weeding books: [DVE TitleWise Report FY24](#) . Adhering to the FY 2025 Development Collection Plan; We aim to ensure "universal access to the best possible resources for every learner regardless of his/her learning style and abilities." The tenets set forth in the American Library Association pertaining to Intellectual Freedom and the Right to Read will be followed.

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/librarybillrights.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."

Background Statement & School Community

Diamond View Elementary School is a STEM Certified School serving students in grades pre-k through 5 and has a population of about 800 students. About 70% of students qualify for free or reduced lunch. We serve a diverse population of students with many English Language Learner students with varying educational backgrounds and needs. We have two afterschool programs and host many clubs, events, and other activities for our students and school community.

Diamond View School Community is represented on the [Gold Report DVE](#) to help us determine our goals and next steps for the following year. Additionally, the Principal's DashBoard information listed below has also enabled us to reflect on our school community and demographics when deciding on book selections for the following school year.

The total number of students enrolled is 766

Black students- 35%

Hispanic student-43%

White-15%

Other- 7%

ELL(English Language Learner) students-37%

Students with Disabilities- 23%

FRL (Free/Reduced Lunch)- 69%

School Mission Statement

Diamond View will guide our students to successful learning by helping them make the best choices, find solutions to problems, accentuate the positives in life, and communicate appropriately with people. In a unified effort with parents and the community, we will provide the necessary tools and motivation to help our students realize their own visions and to make each vision a reality.

Media Center Mission Statement

Diamond View Elementary School strives to ensure that all students have access to a high-quality education. The students are allowed to solve real-world problems and inquire about their world through meaningful learning experiences. We have resources, such as books and up-to-date technology, readily available for our students to succeed. Different programs and instructional strategies are incorporated to attend to the diverse needs of Diamond View's community of learners. We are always striving to improve our student's experiences within the school's Media Center.

Responsibility for Collection Management & Development

Collection development is the process of obtaining and maintaining the resources available in the library to meet the needs and interests of our student population. The Media Specialist is charged with leading this process with the input of administration, teachers, students, and parents. The goal of collection development is to ensure the resources in the library are of adequate quality and quantity to support the academic and personal growth and interests of our students.

Library Program

The Media Center is on a fixed schedule on the fine arts wheel. Students rotate through the Media Center every seven days for 35-minute sessions. Students participate in an interactive read aloud each visit and are able to borrow books. One of the areas that Diamond View focuses on as a school includes instructional practices related to STEM. In doing this, the school hopes to help promote problem-solving and 21st-Century Thinking. Our school library continues to update and maintain books and activities that promote STEM. The STEM activities will be implemented into the Library's MakerSpace and have ties to literacy.

We use our TV Production Studios to implement a live daily morning news show. We also use the equipment to live stream school events.

The Media Center also instructs students in research projects and chooses books based on individual interests. As a Media Specialist, it is a priority to help students develop a love of reading as themed events will help celebrate literacy year-round. We participated in Read for the Record with guest readers from PBSO, and football

players and cheerleaders from Santaluces High School.

This year, our “Believe in Your Shelf” themed Literacy Week was a successful celebration that promoted the meaning and importance of developing literacy skills. Our “Read Across America Day” had a “Books Always Win” theme with guest readers from The Education Foundation to kick off our school-wide March Book Madness event. We continue to work with AVID students from Tradewinds Middle School, and they come to Diamond View once a week to buddy read with our students. We also had a successful kickoff event for our Olympic themed Summer Reading Challenge. Next year, we look forward to continuing to celebrate literacy with our students.

Goals and Objectives

Goal 1: Work with the media clerk and administration to arrange for greater access (increase of 60 minutes per day) to the media center measured by the hours of availability for checkout and book return/or open media time by December 2024.

- *have an open return/checkout time in the morning during arrival*
- *work with aftercare and Brilliant Starz to arrange a rotation in the media center after school so classes can return/checkout books*
- *set up a self-checkout station and train afterschool staff in browsing/checkout procedures so the library can still operate when the media specialist and clerk are out for meetings or club*

Goal 2: Reorganize our biography section to enable students to easily find books about people they know and introduce them to a greater variety of books in these categories in order to increase circulation by May 2025 as evidenced by Destiny reports.

- *genrefy books into categories such as: musicians, athletes, scientists, etc.*
- *move relevant books from the 000's-800's into the genrefied biographies section to help students locate the books more easily.*

Goal 3: Increase the access to and use of technology in the media center by purchasing more devices so we have at least 10 new devices that can be used for research, video production, and editing by classes and clubs.

- *Utilize our \$10,000 WaveMakers grant to purchase more ipads and Macbooks*
- *Train students in video creation and production using ipads and Macbooks*
- *Start an afterschool Video Production Club*

Budget and Funding

1. The District provides each school funds to operate the media center
2. District money provides updated computers and services
3. State money is allotted for books and equipment
4. Grants will be applied for, as they are available for filling specific needs of the Library/Media Program. In addition to the resources for funding sources that the district provides, we seek out grants and funding opportunities often.
5. Internal Account funds are contingent on Book Fair sales and reimbursements from lost books
6. Our school works with individuals and organizations in our local community to obtain funding and donations for special projects.

<i>School-based Operating Budget</i>	<i>Budget FY24</i>	<i>FY25 Projected Budget</i>
<i>Account 551100 - Media Supplies</i>	<i>\$578</i>	<i>\$549</i>
<i>Account 553420 - Media Subscriptions (Periodicals-Newspapers)</i>	<i>\$347</i>	<i>\$0</i>
<i>Account 561100 - Library Books</i>	<i>\$1041</i>	<i>\$988</i>
<i>Account 562230 - Media A/V Equipment</i>	<i>\$463</i>	<i>\$1317</i>
<i>Account 564220 - Furn-Fix/Equip</i>	<i>\$578</i>	<i>\$0</i>
<i>Fundraising/ Grants</i>	<i>Budget Amount</i>	
<i>Media Center Internal Account - 5-1700.00</i>	<i>\$6169.33</i>	<i>\$6240.73</i>
<i>Laura Bush Grant - 6-4413.00</i>	<i>\$5000</i>	<i>\$0</i>
<i>Dollar General Literacy Grant - 6-4414.00</i>	<i>\$3000</i>	<i>\$0</i>
<i>Wave Makers STEM Grant - TBD</i>	<i>\$0</i>	<i>\$10,000</i>
<i>State Media Allocation</i>	<i>Budget Amount</i>	
<i>Account 556110 (program 3070) - Media Books</i>	<i>\$1917.83</i>	<i>\$1918</i>

Purchasing Plan FY25

Approximate Purchasing Plan	
Purpose	Amount
Books	\$3000
Supplies	\$1000
STEM	\$5000
Events	\$500
Periodicals	\$200
Total:	\$9700

Scope of the Collection

The collection development is influenced by the curriculum and interest of students at Diamond View, which follows the guidelines of the School District of Palm Beach County ([School Board Policy 8.12 \(see Section 5 d\)](#)), which in turn are governed by the Department of Education of the State of Florida. Per District policy, the entire print collection at Diamond View is currently arranged in standard Dewey order. There is also a collection of professional development books.

The current average age of the nonfiction collection is 13 years, with the oldest section being 20 years (300s). Over 4,400 books make up the nonfiction collection, including almost 600 graphic novels. Shelves are arranged in standard Dewey order. Through affiliation with the public library system, the library is able to extend its collection to provide any major resource needed by a patron. Additionally, students, faculty, and administrators can access materials through interlibrary loan within the SDPBC. The average circulation per student is 15 books.

Students have access to electronic databases and subscription services that the district provides such as Mackinvia, and PebbleGo.

Electronic database subscriptions and online curricular software that are made available to Diamond View Elementary School Library Media Center users on the School District's wide area network (WAN) are selected using similar educational criteria to that established for the materials in a school. Availability and compatibility of technology hardware and software platforms are reviewed and resolved. In addition, the WAN maintains software that complies with the federally legislated Children's Internet Protection Act [CIPA], designed to protect children from obscene or adult-content material.

Equipment

The media center now has an updated TV production studio that is available for teacher and staff use.

Collection Development

Collection development is the process of obtaining and maintaining the resources available in the library to meet the needs and interests of our student population. The Media Specialist is charged with leading this process with the input of administration, teachers, students, and parents. The goal of collection development is to ensure the resources in the library are of adequate quality and quantity to support the academic and personal growth and interests of our students.

Selection and Evaluation Criteria

The Media Specialist is charged with leading this process with the input of teachers, students, and parents.

CRITERIA FOR SELECTING SCHOOL MEDIA/LIBRARY MATERIALS

Materials considered for purchase are selected on the basis of the criteria established in SDPBC 8.12. Some of the reputable, unbiased, professional reviewing sources used for selection include: School Library Journal, reviews on Mackin, Book List, Kirkus Reviews. As stated in the policy, we will obtain two positive professional reviews and maintain a record of them before we post to the stakeholder website for purchasing.

Diamond View Elementary School's Media Center materials are carefully selected for a reason. The materials are evaluated according to their aesthetic, literary, and social value, appropriateness to student age, and emotional maturity and relevance to the curriculum. Media center materials reflect sensitivity to the achievements, needs, and rights of men and women, various ethnic groups, and other cultures. The selection of media center materials about political theories and ideologies, religion, public issues, and controversial topics are directed toward maintaining a balanced representation of various opinions. Media center materials are judged as a whole considering the author's/producer's intent rather than focusing solely on 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. Electronic database subscriptions and online curricular software that are made available to Diamond View Elementary School Library Media Center users on the School District's wide area network (WAN) are considered by making sure they go in

line with School Board Policies. Diamond View will consider researching more approved databases to use or purchase that can help with instructional practices.

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.

			
9,114 Items in the Collection	11.5 Items per Student	54% Fiction Titles in the Collection	46 % 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.			
	2011 Average Age of the Collection	38% Aged Titles	22% 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.	
			
22% Representative Titles in Collection	2011 Representative Titles Average Age	37% 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	29	2016
Philosophy & Psychology	55	2015
Religion	14	2018
Social Sciences	701	2004
Language	63	2008
Science	1045	2010
Technology	403	2012
Arts & Recreation	821	2017
Literature	72	2007
History & Geography	477	2008
Biography	472	2009
Easy	2264	2011
General Fiction	2621	2012
Graphic Novels	575	2018

Gifts and Donations

The Media Center accepts gifts and donations with the understanding that those that are given and do not meet specifically the criteria in accordance with the School Board Policy 8.12 may not be taken. Additionally, out-of-date or age-inappropriate material will not be added to the collection because it was donated or free. For donations to the school library, donors may receive a letter of acknowledgment for the donations. Donated materials will be subject to the same requirements of approval as those that are specifically purchased for the Library through District funding. All gifts and donations must follow the same processes as new book orders.

Collection Maintenance

Our school's Collection Inventory of the Media Center will be done on a three-year rotation as per [Board Policy 8.12 \(8\)](#) and as seen in the chart below. The current inventory of Fiction was completed for 2024. While completing our school's yearly inventory, we will weed about 5% of our collection or what is necessary. Doing this will help to ensure that books published with current dates and appropriate information are available to our students. Books that do not meet specific requirements, such as specified dates of publication, will need to be addressed. The Titlewave Analysis will serve as a good resource as it suggests weeded books up for consideration. All books that do not meet specific criteria will not be placed in the classroom once weeded. Additionally, as materials are returned and discharged, those that are damaged beyond repair will be removed from the catalog.

ADDITIONAL CRITERIA FOR WEEDING LIBRARY MATERIALS: excess number of copies, physical condition beyond repair, brittle paper, faded, yellowed, cover scratched or warped, binding ragged, poor format – small print, poor quality pictures, poor content, material not suitable for the elementary students and faculty, and/or material outdated by ten to twenty years.

Lost or Damaged Library Materials

Diamond View charges fines for lost/damaged materials in accordance with [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. We attempt to find the best price of the book to be replaced. Fines collected are added to the internal media account and used to purchase replacements of the same or similar books.

Strategic Focus – Weeding and Acquisitions

School Year	Strategic Focus
FY25	Selection Priorities <ul style="list-style-type: none"> ● Fiction ● Easy ● Non-Fiction
	Inventory/ Weeding Priorities <ul style="list-style-type: none"> ● Easy ● Non-Fiction ● Fiction
FY26	Selection Priorities <ul style="list-style-type: none"> ● Easy ● Non-Fiction ● Fiction
	Inventory/ Weeding Priorities <ul style="list-style-type: none"> ● Non-Fiction ● Fiction ● Easy
FY27	Selection Priorities <ul style="list-style-type: none"> ● Non-fiction ● Fiction ● Easy
	Inventory/ Weeding Priorities <ul style="list-style-type: none"> ● Fiction ● Easy ● Non-fiction

Reconsideration of Materials

In the event of a challenge by a citizen of Palm Beach County, personnel at Diamond View Elementary School will follow [Board Policy 8.1205](#) Specific Materials Objection form.

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)