

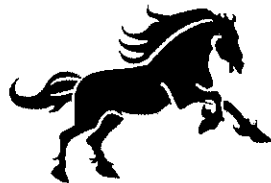
FY25 COLLECTION DEVELOPMENT POLICY

Equestrian Trails Elementary

FY25 Collection Development Policy

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**Educational Media Specialist PK - 12
English For Speakers of Other Languages
Gifted Endorsement
Elementary Education K-6
Reading Endorsement**



Signature Page

Equestrian Trails Elementary
FY25 Collection Development Policy

Date Drafted: April 9th, 2024

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Purpose of Collection Development Policy

The purpose of this Collection development Policy is to set forth the principles and guidelines in its selection, acquisition, evaluation, and maintenance of materials. It will be used in providing consistency among those responsible for developing the collection and in communicating the Media Center's policies to faculty, students, staff, and other interested members of our school community. It is understood that as the programs and information needs of the school change, so too, the Collection Development Policy will change to meet these needs.

Background Statement & School Community

Equestrian Trails Elementary is located in Wellington and serves the community of Olympia and surrounding areas. This school contains Pre-K through Fifth grade. Equestrian Trails Elementary has a culturally and ethnically diverse student population representing different economic backgrounds, which include 46 percent White, 22 Hispanic, 15 percent Asian, 12 percent Black, and 5 percent other groups with 846 students. ETES is a Choice STEM school available for all students regardless of their attendance boundary, with limited access.

School Mission Statement

It is our mission at ETES that all stakeholders will work together as an innovative, professional learning community to provide our students with an exceptional STEM Education, while supporting their academic, social and emotional well-being.

Media Center Mission Statement

The Library Media Center supports the philosophy, mission and the program objectives of Equestrian Trails Elementary School by designing and maintaining a library media program that supports, complements, and expands the STEM instructional program of the school by providing a comprehensive collection of print and non-print resources. The Media Specialist and staff foster an environment conducive to learning and supports the curriculum needs of the students.

Responsibility for Collection Management & Development

The Media Specialist will be responsible for the collection management and the development of the Collection Development Plan. It is with considerations and guidance of administration, faculty, students, parents and district stakeholders to give input on decisions made by the Media Specialist.

Library Program

The Library is open throughout each day that students are in attendance to ensure equitable access for all students. The Media Center is part of the Fine Arts Schedule and is on a fixed schedule of six, 40 minute classes daily. Currently there is one Media Specialist and one Media Clerk at all times in the Media Center to assist students with their reading needs. In addition to the fixed schedule, students are able to come and check out books throughout the school day. The Department of Instructional Materials and Library Media Services oversees Media lesson plans with emphasis on supporting Media Literacy and District Standards embedded in Language Arts. Equestrian Trails is a Choice STEM school therefore Science, Technology and Engineering are also incorporated into Media lessons.

Goals and Objectives

Goal 1: Continue to show student growth in reading and increase reading proficiency for all students across all grade levels with a Focus on STEM.

- Continue to purchase quality STEM literature with the newest books of interest including fiction and nonfiction.
- Foster a love for reading by introducing and promoting the yearly Sunshine State Books.
- Host Book Fairs that invite students and families to find books of interest.
- Allow students to record book talks that promote quality literature that others may be inspired to read.
- Provide after school tutoring for students not meeting grade level expectations in reading.

Goal 2: To increase the number of culturally diverse books.

- Use current data from the Gold Report to increase the bilingual section of our library to meet the needs of our culturally diverse students.
- Confer with Follett School Solutions on creating and purchasing a list of bilingual books meeting the district's requirement.
- Obtain suggestions from teachers and students on specific areas of interest when purchasing bilingual books.

Goal 3: Accelerate student learning through Project based STEM learning activities using innovative and differentiated approaches.

- Create Lessons that focus on Reading, Science and Technology.
- Utilize available Google applications through the portal to present information.
- Teach students how to use Google Applications such as Google Drive, Google Docs, Google Slides, Google Classroom etc.for learning purposes.
- Teach lessons on how to use resources through the portal such as: Destiny, My Capstone Library, MackinVia, PebbleGo, Gale, Worldbook, Typing Club, National Geographic For Kids, etc.
- Include the use of the Smart Board and Lumio activities.
- Teach students how to research and how to outline and include that information when creating digital artifacts.

Budget and Funding

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

School-based Operating Budget	Budget FY24	FY25 Projected Budget
<i>Account 551100 - Media Supplies</i>	\$608.00	\$600.00
<i>Account 553420 - Media Subscriptions (Periodicals-Newspapers)</i>	\$371.00	\$370.00
<i>Account 561100 - Library Books</i>	\$2,138.00	\$2,200.00
<i>Account 562230 - Media A/V Equipment</i>	\$495.00	\$400.00
<i>Account 564220 - Furn-Fix/Equip</i>	\$619.00	\$600.00
<i>Fundraising/ Grants</i>	\$7,000.00	\$7,000.00
<i>Media Center Internal Account number for your grant(s) (get this from your bookkeeper)</i>	\$8,027.09	\$8,027.09
State Media Allocation	Budget Amount	
<i>Account 556110 (program 3070) - Media Books</i>	\$5001.50	\$5001.50

Purchasing Plan FY25

Purpose	Amount
Library Books	\$3500.00
Library Supplies (Bulletin Board Paper, Laminating Film etc)	\$1000.00
Chromebooks	\$1200.00
New Color Poster Printer &	\$3,000.00
Total:	\$8,700.00

Scope of the Collection

According to best practices for school libraries, both print and nonprint materials will support both curriculum and reading for pleasure as per School Board Policy School Board Policy 8.12 and also per policy the collection will be arranged by the Dewey Decimal System.

Additional materials included are district-wide subscriptions to electronic databases such as Destiny, My Capstone Library, National Geographic For Kids, MackinVia, PebbleGo, Gale, World Book and Typing Club. Students will have access to these resources through their portals 24/7 in school and at home. All resources will support STEM education at Equestrian Trails Elementary.

Equipment

The library has a computer lab with approximately 40 chromebooks/computers with internet for student use. There are 2 projectors, 2 Aver Document Cameras, and a large Smartboard. In addition, the News Studio is located in the Media Center containing the following equipment: 2 digital cameras, a Macbook Computer, Tricaster, Sound Equipment and microphones. A Teacher Work Room is also located in the Media Center with 3 copy machines, available for teachers and parents. Other equipment includes: a poster maker, 2 accucut machines, a binding machine, an electric hole punch, and a laminating machine.

Collection Development

The Collection Development Policy is the procedure of providing quality materials and equipment for the library media center. Please note that this document changes from year to year based on the curriculum, demographics, information needs or programs of the school and will require updates to the collection and its governing policies. Further, the objective of collection development is to make sure the collection has

information sources in sufficient quantity and diversity to enhance student's academic and personal interest needs. The Media specialist leads this process with the input of administration, teachers, students, parents, and stakeholders.

Selection and Evaluation Criteria

The selection of print and nonprint material is focused on the STEM curriculum of Equestrian Trails Elementary, 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. The collection development process includes the formulation of policy and procedures, budget allocations, needs assessments, selection, collection maintenance and evaluation, de-selection and resource sharing. Reviewing tools used for the consideration of library materials are the School Library Journal, Horn Book, Booklist, and the Children's Catalog or Center for the Children's Books.

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







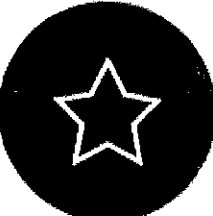




The School District Library Media Services provides support to school library media center personnel and establishes uniform policies and procedures for school library media centers throughout the district. These services include, but are not limited to:

- 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 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, 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.

			
16,687 Items in the Collection	20 Items per Student	30% Fiction Titles in the Collection	38% 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	70% Aged Titles	5% 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.	
			
5,966 Representative Titles in Collection	2004 Representative Titles Average Age	5,799 SLL Titles in Collection	2005 ALL 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	Average Age Year	# of Titles
Computer Science, Information & General Works	2005	78
Philosophy & Psychology	2000	68
Religion	2001	105
Social Sciences	2001	1115
Language	2001	105
Science	2003	1865
Technology	2003	719
Arts & Recreation	2008	937
Literature	2003	354
History & Geography	2003	1049
Biography	2004	1093
Easy	2002	3934
General Fiction	2007	5076
Graphic Novels	2002	97

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

Per Florida Statute governing instructional materials, instructional materials in the library Media Center must be inventoried annually as per Board Policy 8.12 (8). To facilitate the circulation and inventory process, Destiny Library Manager software has been made available to all schools. In 2022 a full inventory was completed on all areas of the library. In 2023, inventory was completed on the Fiction section of the Library.. In 2024, inventory was completed on the Easy Section of the Library. Next year in 2025 an inventory will be completed on the Nonfiction section of the library.

Lost or Damaged Library Materials

Equestrian Trails Elementary requires that any student who loses or damages District property, including library books and textbooks, be asked to pay to replace or fix the damaged item 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"?

Strategic Focus – Weeding and Acquisitions

School Year	Strategic Focus
FY25	Selection Priorities <ul style="list-style-type: none"> ● Increase the number of STEM books. ● Increase nonfiction and fiction books on various reading levels. ● Increase the number of bilingual books on cultures relevant to our school.
	Inventory/ Weeding Priorities <ul style="list-style-type: none"> ● Inventory Nonfiction including Biographies Section ● Weed biography and nonfiction books that are severely torn and damaged. ● Weed outdated books .
FY26	Selection Priorities <ul style="list-style-type: none"> ● Increase the number of Fictional Graphic Novels. ● Increase the number of STEM Fictional Books. ● Increase the number of Bilingual books relevant to our school.
	Inventory/ Weeding Priorities <ul style="list-style-type: none"> ● Inventory Fiction Section ● Weed Fiction books that are severely torn or damaged. ● Weed outdated books.
FY27	Selection Priorities <ul style="list-style-type: none"> ● Increase the number of Easy Fiction books. ● Increase the number of Easy Fiction STEM books. ● Increase the number of Bilingual books relevant to our school.
	Inventory/ Weeding Priorities <ul style="list-style-type: none"> ● Inventory the Easy Fiction Section. ● Weed Easy Fiction books that are severely torn or damaged. ● Weed outdated books.

Reconsideration of Materials

Reconsideration of Materials

In the event of a challenge by a citizen of Palm Beach County personnel at Equestrians Elementary School will follow SDPBC Board Policy 8.1205 on Challenged materials. The form PBSD 1113 will need to be completed for a book challenge and then proceed according to the Policy.

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)