

Everglades Elementary

FY25 Collection Development Policy

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Everglades Elementary
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. This policy is a statement of the guidelines used by the Media Center for the selection, acquisition, maintenance, retention, and evaluation of materials by establishing roles, responsibilities, and a process for addressing library user concerns.

The process includes the formulation of policy and procedures, budget allocations, needs assessments, selection, collection maintenance and evaluation, de-selection and resource sharing.

The policy supports the information needs of students as defined by the mission and goals of the School District of Palm Beach County, the AASL National Standards for School Libraries, and the International Society for Technology in Education (ISTE) Standards for Students.

As our student population changes, the Media Center reassesses and adapts its collection to support our diverse population and the needs of the curriculum by reflecting new and differing areas of interest. 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 school community of Everglades Elementary School Library Media Center is composed of students from grades kindergarten through fifth grade, in addition to the parents of that community of users, and faculty and staff.

Everglades Elementary has a culturally and ethnically diverse student population representing different economic backgrounds. The PBCSD Principal and Principal Supervisor Dashboard lists enrollment as 864 students as of 5/21/24. According to The Gold Report dated 3/23, the student community is 36% White, 26% Black, 26% Hispanic, 8% Asian, and 4% Mixed Race. 52% of students are male and 48% are female. 37% of students are considered Free/Reduced Lunch students. 5% of students require ELL services and 37% of students receive ESE services, including Gifted instruction. Everglades Elementary is an AVID Showcase school and a School District of Palm Beach Country Ron Clark Academy program Pilot School.

School Mission Statement

Everglades Elementary is committed to providing a safe, positive, and nurturing environment educating all students to successfully advance intellectually, socially and emotionally. Everglades Elementary strives to prepare students to become high school and college graduates, as well as contributing members of our world.

Media Center Mission Statement

The mission of the Library Media Center is to provide the tools and materials necessary for students to achieve their educational and personal goals through encouraging inquiry, a love of literature, and informational literacy in a welcoming and inclusive environment.

Responsibility for Collection Management & Development

The media specialist is responsible for the process of choosing materials for the media center collection, in partnership with administration, teachers, students, parents, and stakeholders. A Google Forms Materials Wish List is open and available year round to gather information regarding materials to be added to our collection.

Library Program

The Everglades Elementary Library Media Center is dedicated to designing and maintaining a library media program that supports, complements, and expands the instructional program of the school.

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. In addition to books, the media center provides additional focuses in the area of databases, electronic books, and digital resources.

The media center is open throughout each day that students are in attendance to ensure equitable access for all students to library media resources. Students visit the media center through fine arts following a fixed six day instructional schedule. One class each grade level (in Kindergarten through 5th grade) visits the media center each day. The media specialist serves each Everglades Elementary student throughout the school year.

In addition to literacy initiatives and read alouds, students engage in technology based lessons, research projects, STEM activities, and art-integrated lessons. The Sunshine State Reader program is promoted to encourage reading and 4th and 5th grade students are invited to participate in the District's Battle of the Books.

Goals and Objectives

Goal 1 : Increase inclusiveness of and accuracy in the library collection in FY25

- Objective 1: Use data from Titlewave to grow the number of diverse/underrepresented titles to at least 25% of collection
- Objective 2: Weed the library to remove out of date or low circulating titles, bringing the average date of materials up to at least 2010
- Objective 3: Promote library displays that include characters and/or authors from diverse populations, with diverse points of view

Goal 2: Increase circulation data in FY25

- Objective 1: Plan and implement school wide reading challenges and/or reward program throughout the school year
- Objective 2: Plan and implement monthly Book Clubs for grade 3
- Objective 3: Grow Battle of the Books membership to at least 50 students by

promoting Sunshine State titles

Goal 3: Grow family involvement in literacy in FY25 through library programming

- Objective 1: Plan and implement at least two family events in the media center to get families into the library
- Objective 2: Advertise family event to obtain at least 5% of family involvement
- Objective 3: Raise awareness to families about the materials available in our media center

Budget and Funding

Everglades Elementary Media Center is provided an operating budget each school year to support the library program. The district uses a formula to calculate each year's budget which causes fluctuation in the budget funding for each source. FY24 budget is noted below along with a projection of what FY25's budget may be.

School Based Operating Budget	FY24 Budget	FY25 Projected Budget
<i>Account 55110 - Media Supplies</i>	\$648	\$650
<i>Account 553420 - Media Subscriptions</i>	\$379	\$400
<i>Account 561100 - Library Books</i>	\$1,137	\$1,100
<i>Account 562230 - Media A/V Equipment</i>	\$505	\$500
<i>Account 564220 - Furn-Fix/Equip</i>	\$632	\$200
Fundraising/ Grants	Budget Amount	
<i>Media Center Internal Account 5-1700.00</i>	\$9,106	\$9,000
State Media Allocation	Budget Amount	
<i>Account 556110 (program 3070) - Media Books</i>	\$2,123	\$2,000

Purchasing Plan FY25

Approximate Purchasing Plan	
Purpose	Amount
Educational programs (Breakout EDU, Book Taco)	\$250
Books	\$2,000
Supplies	\$500
STEM	\$500
Staff materials to support instruction	\$250
Furniture/storage refresh	\$10,000
Total:	\$13,500

Scope of the Collection

The collection development is focused on the curriculum of Everglades 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. As per School Board Policy 8.12, the collection includes titles to support students reading for pleasure and building a love of literacy.

The collection is viewable through Destiny and includes fiction and informational print books, and e-books available through students' Mackinvia tile on their portal to support standards-based learning. The collection includes informational books aligned with and supporting science and social studies standards as well as STEM programs.

According to best practices for school libraries in the United States and per District policy, the print and non-print collection at Everglades Elementary School is arranged by the Dewey Decimal Classification System. Additional resources, including ebooks, are provided by district-wide subscriptions to electronic information databases, which are available 24 hours a day, 7 days a week. Everglades Elementary School strictly adheres to School Board Policy 8.12 stating that resource acquisitions support both the district curriculum as well as provide reading material to encourage pleasure reading of all students.

Through affiliation with the public library system, the Everglades Elementary School library is able to extend its collection to provide any major resource needed by a patron.

Equipment

The Media Center workroom is equipped with materials to assist staff with curriculum support and classroom instruction. Two laminators, one Variquest poster maker, a Variquest shape cutter, two copy machines, bulletin board paper in various colors, a spiral book binder, electric stapler, two paper cutters, and other office supplies are available for staff usage.

Collection Development

Collection development is an ongoing process of selecting and purchasing quality print and electronic materials which enable our media center to support our student population's academic and personal reading needs. Our media center also strives to include quality materials that support the instructional needs of our students and align with our state's standards. The goal of our collection development is to ensure our media center includes materials that represent our student demographic and meet the needs of our diverse learners. The media specialist is responsible for the process of choosing materials for the media center collection, in partnership with administration, teachers, students, parents, and stakeholders.

Selection and Evaluation Criteria

Materials for the Everglades Elementary Library are selected using a variety of criteria. As per School Board Policy 8.12: materials are considered for their instructional value in accordance with the State curriculum. Materials are selected to give students a variety of choices in their selections, including materials that support the diverse school population, materials that support state standards, and materials that promote reading for pleasure. Materials are selected based on reviews in professional journals such as School Library Journal and The Horn Book as well as their literary merit, appropriateness, and accuracy.

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:

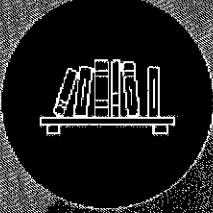
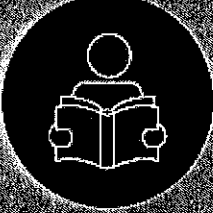
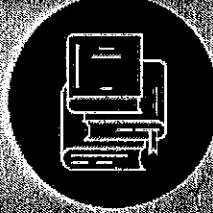

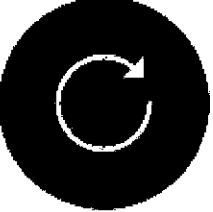


- Maintaining a professional library collection to assist with recertification and knowledge acquisition on education-related topics;
- Managing the online catalog including the library inventory and circulation software;
- Selecting and making accessible online information databases for reference and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

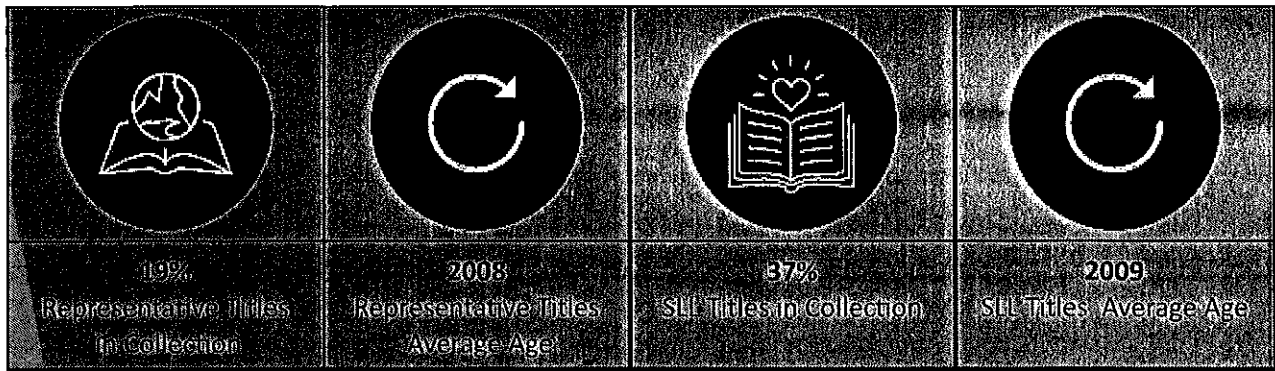
- Providing guidance and training to school library media staff in program planning, curriculum development, budget, technology, collection maintenance, facility use and media production;
- Participating in inter-departmental curriculum development, facility planning, personnel staffing, and task forces 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.

			
18,697 Items in the Collection	15.2 Items per Student	57% Fiction Titles in the Collection	43% 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.			
	2009 Average Age of the Collection	48% Aged Titles	8% Newer than 5 Years
Library media resources should be representative of the school.		Skills for lifelong learning (SLI) library media resources can contribute to character development.	



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	101	2010
Philosophy & Psychology	45	2012
Religion	39	2008
Social Sciences	913	2006
Language	120	2007
Science	1,235	2009
Technology	447	2009
Arts & Recreation	1,256	2012
Literature	240	2007
History & Geography	543	2009
Biography	643	2010
Easy	4,133	2006
General Fiction	3,806	2009
Graphic Novels	689	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 simply because they were donated. All gifts and donations must follow the same processes as new book orders.

Collection Maintenance

Weeding of materials and resources is essential for the maintenance of a healthy reading, research and reference library media collection. Weeding is a form of quality control of the collection in which obsolete, inaccurate and worn-out materials and equipment are discarded from the electronic catalog and packaged and physically removed from the collection and the school. The Library Media Specialist is responsible for the on-going maintenance of a quality collection, which includes procurement of new materials and discard of ineffective items. Teachers, administration and the school library media advisory committee assist in the re-evaluation and systematic deleting of materials and equipment to ensure that the collection remains responsive to user needs, changing curriculum and advancing technology.

School Board Policy 8.12 (5) dictates that an inventory of the Everglades Elementary collection must be regularly completed. The Everglades Elementary collection will be inventoried in the following order:

Spring 2023 - Nonfiction
Spring 2024 - Fiction
Spring 2025 - Easy

The purpose of each inventory is to weed out worn materials, outdated materials and inaccurate materials. All materials that are removed from the Everglades Elementary collection will be processed out of the Everglades Destiny system and disposed of according to the guidelines set forth by Library Media Service and the Department of Instructional Materials. Out of date materials will not be placed in classrooms.

Beginning reader chapter books are coded with an Early Reader sticker and placed on the shelf preceding chapter books. Seasonal books are displayed on a round bookcase by the circulation desk so they are easily accessible to students.

Lost or Damaged Library Materials

In order to maintain our library collection for the use and benefit of all Everglades' students, responsibility for materials that are lost or damaged falls to the student who borrowed said material for a specified amount of time. School Board Policy 2.21B(9) 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." Every attempt will be made to recover overdue library materials by printing and sending home a late notice to students' families at least once a month. Students are not assessed a late charge for overdue materials.

Strategic Focus – Weeding and Acquisitions

School Year	Strategic Focus
FY25	Selection Priorities <ul style="list-style-type: none"> ● Increase diverse titles by diverse authors ● Increase electronic books and databases ● Update favorites with currently published versions
	Inventory Priorities <ul style="list-style-type: none"> ● Increase popular titles requested by students ● Increase popular titles requested by staff ● Increase titles aligned to state/grade level standards
	Weeding Priorities <ul style="list-style-type: none"> ● Reduce outdated nonfiction titles ● Remove low circulated titles ● Remove culturally outdated titles
FY26	Selection Priorities <ul style="list-style-type: none"> ● Increase diverse titles by diverse authors ● Increase electronic books and databases ● Update favorites with currently published versions
	Inventory Priorities <ul style="list-style-type: none"> ● Increase popular titles requested by students ● Increase popular titles requested by staff ● Increase titles aligned to state/grade level standards
	Weeding Priorities <ul style="list-style-type: none"> ● Reduce outdated nonfiction titles ● Remove low circulated titles ● Remove culturally outdated titles
FY27	Selection Priorities <ul style="list-style-type: none"> ● Increase diverse titles by diverse authors ● Increase electronic books and databases ● Update favorites with currently published versions
	Inventory Priorities <ul style="list-style-type: none"> ● Increase popular titles requested by students ● Increase popular titles requested by staff ● Increase titles aligned to state/grade level standards
	Weeding Priorities <ul style="list-style-type: none"> ● Reduce outdated nonfiction titles ● Remove low circulated titles ● Remove culturally outdated titles

Reconsideration of Materials

In the event of a challenge by a citizen of Palm Beach County, personnel at Everglades Elementary School will follow SDPBC Board Policy 8.1205 – Challenge Procedures for Instructional Material. All challenges will be filed utilizing the Specific Material Objection Form. Board Policy 8.1205 and the Specific Material Objection Form are both linked in the appendix of this collection development plan.

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)