FY25 COLLECTION DEVELOPMENT POLICY

FOREST HILL ELEMENTARY

FY25 Collection Development Policy

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Educational Media Specialist

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Date Drafted: 5/6/2024

Date Approved by Administration:

Media Specialist Name: MARIE GAVINO

Media Specialist Signature: _____

Principal Name: SCOTT MCNICHOLS

Principal Signature: _____

Table of Contents

Purpose of Collection Development Policy

The Collection Development Policy is designed to support the Library's Mission statement and serves as a guide for the selection, acquisition, evaluation, maintenance, and retention of materials by establishing roles, responsibilities, and a process for addressing Library users' concerns.

It will be used in providing consistency among those responsible for developing the collection and in communicating the library media center's policies to faculty, students, staff and other interested stockholders of the school community.

As our student population changes, the Media Center at Forest Hill elementary, reassesses and adapts its collections to reflect new and differing areas of interest and concern. 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 users of Forest Hill Elementary school Library Media Center come from grades kindergarten through fifth ranging from ages 5 to 11 years old. In addition, the faculty, staff, students and parents of the school community speak Spanish, English, Haitian with the majority speaking Spanish. The school offers a Spanish Dual Language program where students receive instruction in both languages. In addition, we are an AVID school, ASD and Gifted program to serve students with various learning abilities. According to the most recent 2023 demographic data from Gold Report, Forest Hill Elementary has a culturally and ethnically diverse student population representing different backgrounds, which includes 69% Hispanic, 18 % African American, 9% Caucasian, 3% Asian, and 1% of Mixed race. Based on that same report, the total student population at Forest Hill elementary is 903.

School Mission Statement

Forest Hill Elementary promises a collaborative community that nurtures a love for learning while uniquely and equitably celebrating all.

Media Center Mission Statement

The Forest Hill Elementary School Library Media Center is dedicated to designing and maintaining a successful library media program that supports, complements, and expands the instructional program .of the school by endorsing the following:

- Provide and promote extensive use of resources in multiple formats that are designed to meet the varying needs of all learners in all aspects of the curriculum.
- Provide a learning environment which promotes inquiry and stimulates intellectual curiosity.
- Encourage pleasure reading
- Develop diverse interests for the enjoyment of lifelong learning.
- Provide and promote instructional opportunities to prepare students to become independent users of libraries and information resources.

The successful self-aware learner should be able to:

- Identify, plan, and use resources
- Find and evaluate information
- Organize and maintain information
- Interpret and communicate information
- Use computers and technology to process information
- Use technology to present information
- Work with a variety of technology

Responsibility for Collection Management & Development

The ultimate responsibility for the development and maintenance of the library collection rests with the media specialist. The school principal is responsible for overseeing compliance with school district procedures for selecting school library media center materials. Stakeholders' input will be collected periodically via surveys, at meetings and in the comments box.

Library Program

The library is staffed with one media specialist, Marie Gavino, and one media clerk, Amparo Bordeaux. Ms. Gavino has been with the school for 12 years. Classes visit the library on a weekly rotation basis and the rotation lasts 6 weeks. Students attend Ms. Gavino's classes to learn how to access library books using the Destiny library management system, how to navigate computer search engines, how to conduct research and how to use various kinds of technology that will assist them in their current and future academic needs.

At Forest Hill elementary school, the library media specialist uses Blender as a tool to review the standards being taught to all grade levels in any given week and works with teachers to develop lessons that support classroom learning. Other programs used to teach include Teaching Books, School Library Connection, and World Book. The library operates every day that school is in session to ensure equitable access for all students to library media resources.

Goals and Objectives

Goal #1: Increase the average publication date of the Library Media collection.

- Host a book fair in Fall 2024 and in Spring 2025 to raise funds for new books.
- Weed and replace outdated materials with emphasis placed on the science, history and technology collections using the CREW method by December 2025.

Goal # 2: To support Forest Hill elementary school wide reading comprehension improvement plan for students.

- Apply for 2 grants to raise funds for books by February 2025.
- Purchase decodable books to support emergent readers by Spring 2025
- Purchase more Spanish language literature books to support the needs of ESOL students by Spring 2025.

Goal #3: Expand the Maker Space area in the media center to allow students to participate in project based learning and problem solving skills.

- Purchase additional STEM kits, iPads and supportive technology to implement the Maker Space program by February 2025.
- Purchase a subscription for lesson plans and projects for Maker Space by December 2024.

Budget and Funding

The FHES Library Media Center supplements its operating budget with fundraising events like the scholastic Book Fair. These funds are used for supplies, books, materials and technological equipment to operate the library. The media center is provided an operating budget by the school district each fiscal year. The budget for FY 2024-2025 is expected to be about the same as the FY 2023-2024 budget which is displayed below:

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

School-based Operating Budget	Budget FY24	FY25 Projected Budget
Account 551100 - Media Supplies	$607	$ 610
Account 553420 - Media Subscriptions (Periodicals-Newspapers)	$400	$ 415
Account 561100 - Library Books	$1202	$1210
Account 562230 - Media A/V Equipment	$534	$ 540
Account 564220 - Furn-Fix/Equip	$660	$ 660
Fundraising/ Grants	**Budget Amount**	
Media Center Internal Account number for your grant(s) (get this from your bookkeeper)	$2500	$2500
State Media Allocation	**Budget Amount**	
Account 556110 (program 3070) - Media Books	$2245	$2245

Purchasing Plan FY25

Approximate Purchasing Plan	
Purpose	**Amount**
Supplies for the production room	$600
Books acquisition	$3400
Supplies for students	$500
Maker Space	$540
Die Cut machine	$1000
Furniture	$660
Total:	**$6,700**

Scope of the Collection

The collection development is focused on the curriculum of Forest Hill Elementary school which follows the guidelines of the school district of PBC which in turn are governed by the department of education of the state of Florida.

According to best practices for school libraries and also per school board policy, the print and non-print collection at Forest Hill elementary school is arranged by the Dewey Decimal Classification System. Additionally, to facilitate the school-wide Reading Counts initiative, those books are further designated by reading Lexile and housed in a section opposite that of the Dewey Decimal classified books. Additional resources are provided by district wide subscriptions to electronic information databases such as Gale Research and PebbleGo and eBooks that expand our collection and provide 24/7 access for students.The selection of materials will support both the curriculum and the personal needs and interests of students (per school board policy 8.12), 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. Circulating items include books, eBooks, videos, and books on tape. Below is a snapshot of the library media center statistics.

Equipment

The FHES Library houses over 11,000 books and currently owns **1 DELL** chromebook for circulation, 1 main station desktop dedicated for regular instruction, **1 DELL** chromebook for the clerk, and **1 DELL**

chromebook for the Media specialist, 2 desktop for the TV studio, 1 Tricaster drive and monitor devices for morning announcements, 3 cameras, and a chromebooks cart for students use. 1 Fujifilmm poster printer and 1 Canon color printer.

Collection Development

The acquisition and maintenance of the Library Media Center materials collection is a primary function of the library media staff. Collection development and management refers to the process of building and maintaining the library's entire materials collection, in print, non-print and electronic formats so that they're available to every student at the time of need to support and enrich the students' educational experience. The media specialist is responsible for the collection development process with the input of the school community and stakeholders. Including the selection, collection maintenance, evaluation, de-selection and resource sharing in the media center.

Selection and Evaluation Criteria

Materials considered for purchase are selected on the basis of the criteria established in SDPBC 8.21 (6.d). The Library Media Center materials are judged as a whole, considering the author's intent rather than focusing solely upon individual pages, phrases, pictures or incidents taken out of context. In addition, materials about political theories and ideologies, religion, public issues and controversial topics are directed toward maintaining a balanced representation with various opinions.

Media Center materials reflect sensitivity to the achievements, needs, and rights of men and women of various ethnic groups and other cultures. The materials are evaluated according to their aesthetic, literary value, appropriateness to student age, emotional maturity and relevance to the curriculum. Other factors that are considered in the final decision to purchase new materials include students' interests, the need and value to collection as a whole and their educational significance.

The library media specialist will use the following professional and unbiased reviewing sources when selecting materials for the media center:

- School Library Journal
- Booklist
- The Children Book Review
- The Horn Book Guide.

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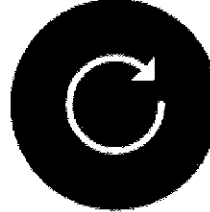
The School District Library Media Services provides support to school library media center personnel and establishes uniform policies and procedures for school library media centers throughout the District. These services include, but are not limited to:

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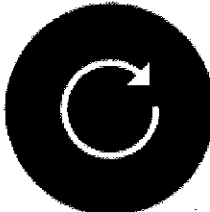- Providing guidance and training to school library media staff in program planning, curriculum development, budget, technology, collection maintenance, facility use and media production;
- Participating in inter-departmental curriculum development, facility planning, personnel staffing, and task forces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

Items in the Collection 11, 851	Items per Student 14.6	Percent of Fiction Titles in the Collection 24%	Percent of nonfiction in the collection 42%
Library media resources are curated to include both recently published works and classics that both rightfully impact the average age of the collection.	Average Age of the Collection 2005	Aged Titles 65%	Newer than 5 Years 10%
Library media resources should be representative of the school.		Skills for Lifelong Learning (SLL) library media resources can contribute to character development.	
Percentage of Diverse Titles in Collection 33%	Percentage of Diverse Titles Average Age 2005	SLL Titles in Collection 32%	SLL Titles Average Age 2007

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	# of Titles
Classification		
Computer Science, Information & General Works	2012	37
Philosophy & Psychology	2009	69
Religion	2004	28
Social Sciences	2001	797
Language	2000	201
Science	2005	1,834
Technology	2004	642
Arts & Recreation	2009	674
Literature	2000	163
History & Geography	2004	579
	2004	**5,024**

Gifts and Donations

Gifts to the library media center are encouraged. However, the library Media Specialist reserves the right to add such items to the school's library or classroom collections only if it has been determined that they meet the SDPBC 8.12 selection policy. Such materials will meet the same criteria and processes as new books. Gifts that aren't deemed appropriate for the school collection may be disposed of at the discretion of the Library Media Specialist who can consult if needed with the department of Library Media Services for guidance.

Materials that are outdated, age inappropriate and in poor condition will not be accepted just because it's a donation.

In acknowledging gifts to the library, the Media Specialist may write a letter indicating how many and what kind of materials were donated but she cannot place any monetary value on donated materials. Also she cannot state in the letter that donated materials are new even if the owner has just purchased and never read the book.

Collection Maintenance

Per Florida Statute governing Instructional Materials, instructional material stored in the Library Media Center must be inventoried annually. To facilitate the circulation and inventory process, Destiny Library Manager software has been made available to all schools. Forest Hill elementary School typically inventory part of its collection each year on a rotational basis, every 3 years as per school board policy 8.12 (8).

Inventory Rotation Plan:

2024 - Fiction

2025 - Non Fiction

2026 - Easy and Biography

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 outdated, inaccurate and worn-out materials and equipment are discarded from the electronic catalog and physically removed from the collection and sent to Library Media Services for proper disposal. Weeded materials that are obsolete or contain misinformation will be discarded to prevent sharing inaccurate information and won't be distributed to teachers for their classroom libraries.

The Library Media Specialist is responsible for the on-going maintenance of a quality collection which includes procurement of new materials and discarding 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, the changing curriculum and advancing technology.

In coordinating this process, the library media specialist will follow objective criteria for removing materials and equipment from the media center, which include obsolescence, physical age and condition, and general inapplicability for continued inclusion in the existing collection.

CIRCULATION PROCEDURES

Destiny Library Manager software can generate various reports on circulation and average of collection. These reports can be one indicator of the success of a library media program. The circulation policy of Forest Hill elementary library media center is as follow:

Students K-2 : Maximum check out 2 books

- Loan period 10 days
- Renewable
- No fines for late return

Students 3-5th: Maximum check out 3 books (additional books are allowed with parents or teachers consent)

- Loan period 10 days
- Renewable
- No fines for late return

Staff: Maximum check out none

- Loan period 30 days
- Renewable
- No fines for late return

Lost or Damaged Library Materials

While the school library media center at Forest Hill works to eliminate barriers that inhibit students from accessing and using reading, reference and research materials. The responsibility of students, parents and teachers for lost or damaged instructional materials is outlined in SDPBC Policy 8.125. 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. Students, parents and teachers are held accountable for lost or damaged materials. Every effort is made to collect outstanding books, however fines and overdue can be forgiven on a case by case basis.

Strategic Focus – Weeding and Acquisitions

School Year	Strategic Focus
FY25	**Selection Priorities** • Non Fiction (Spanish sports, science, leisure) • Decodables series • Non Fiction (English sports, drawing and cooking)
	Inventory/ Weeding Priorities • History • Science • Professional reference
FY26	**Selection Priorities** • Non Fiction (inventors, birds and reptiles) • Non Fiction (Farm and Ocean animals)
	Inventory/ Weeding Priorities • Easy Picture • Biography
FY27	**Selection Priorities** • Fiction (Spanish folktales and graphic novels) • Fiction Easy in series
	Inventory/ Weeding Priorities • Literature • Science

Reconsideration of Materials

In the event of a challenge by a citizen of Palm Beach County, personnel at Forest Hill Elementary School will follow SDPBC policy 8.125 on Challenged Procedures for Instructional materials. See attached appendices with links to the school board policy.

Annual Evaluation and Revision of CDP
This collection development plan will be reviewed each school year.

<div align="center">**Appendices**</div>

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)

Library Bill of Rights

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.

II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.

VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

VII. All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; January 29, 2019.

Inclusion of "age" reaffirmed January 23, 1996.

Although the Articles of the *Library Bill of Rights* are unambiguous statements of basic principles that should govern the service of all libraries, questions do arise concerning application of these principles to specific library practices. See the documents designated by the Intellectual Freedom Committee as <u>Interpretations of the Library Bill of Rights</u>.

Intellectual Freedom Statement

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove or limit access to reading materials, to censor content in schools, to label "controversial" views, to distribute lists of "objectionable" books or authors, and to purge libraries. These actions apparently arise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to counter threats to safety or national security, as well as to avoid the subversion of politics and the corruption of morals. We, as individuals devoted to reading and as librarians and publishers responsible for disseminating ideas, wish to assert the public interest in the preservation of the freedom to read.