

FY25 COLLECTION DEVELOPMENT POLICY

Forest Park Elementary

FY25 Collection Development Policy

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Signature Page

Forest Park Elementary
FY25 Collection Development Policy

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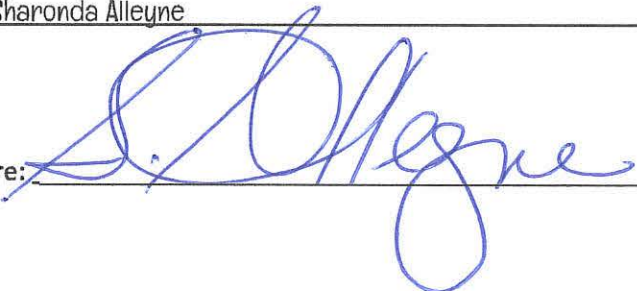
Principal Signature: 

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Purpose of Collection Development Policy

The Collection Development Policy outlines the scope of the library collection, budget allocations, library activities, goals, and objectives. It provides a framework to help library staff create a library environment that represents the diversity of the school community. The policy aims to create a library environment that fosters inquiry and encourages critical thinking. It aligns with district educational objectives and state regulations.

Background Statement & School Community

Forest Park Elementary is a Title 1 school with a diverse student population from grades K–5. The school follows the International Baccalaureate PYP curriculum, which promotes an inclusive and equitable learning environment. This curriculum emphasizes inquiry-based learning and encourages students to become informed global citizens.

Based on the most recent Gold Report, more than half of our students speak a language other than English as their first language. This diversity creates a unique learning environment that encourages cultural understanding and collaboration.

School Mission Statement

Forest Park Elementary School aims to develop active, inquiring and knowledgeable lifelong learners who achieve high standards and who make a difference through intercultural understanding and respect.

Media Center Mission Statement

The mission statement of the media center is to provide a library environment that supports academic achievements, and fosters inquiry, exploration, collaboration, and critical thinking. The library seeks to build a community of readers who cultivate an appreciation for literature and lifelong learning.

Responsibility for Collection Management & Development

The certified media specialist is responsible for managing and developing the collection. The school librarian oversees the acquisition, organization, and maintenance of the library's print and digital collections, including e-books, audiobooks, and other forms of media. The media specialist addresses inquiries related to the library collection, implements circulation policies, and organizes the collections for student and staff use. Library staff works closely with administration, faculty, students, and parents to ensure library collections remain relevant and comply with school board policies and state legislation.

Library Program

Library programs align with state common core standards and international best practices to reinforce classroom instruction and help students develop 21st-century skills. Kindergarten through grade 5 have scheduled library periods as part of their Fine Arts rotation. In addition to story times, book talks, reader's theater, and other literacy activities, students receive content-based instruction in library skills, research skills, information literacy, and digital literacy. These skills are built upon as the students progress through the grades.

Library Standards and Guidelines:

- CPALMS-Library Skills/Information Literacy
- READS: Florida's K–12 Integrated Library Media Reading Guidelines
- FINDS: Florida's Library Media Research Model
- SDPBC TechSafe Lessons (District Policy 8.123)
- English Language Arts (B.E.S.T.)
- Florida State Statutes, Chapter 1003
- National School Library Standards for Learners (AASL)
- International Society of Technology Education (ISTE)
- International Baccalaureate approach to learning skills (ATL)

Promotional Literacy programs:

- Author Visits: Virtual and In-Person
- SSYRA Challenge: I Read Them All
- SDPBC Battle of the Books
- BOOK-IT/Pizza Hut Reading Incentive
- STEM-Make & Discover
- National Library Card Sign-Up Month (Partnership with Boynton Beach City Library)
- Hispanic Heritage Month (State statute)
- International Dot Day
- Constitution Day (State statute)
- Founding Fathers/Freedom Week (State statute)
- Talk Like a Pirate Day
- National Bullying Prevention Month
- Red Ribbon Week
- TechSafe/Digital Citizenship Week
- Read for the Record (Partnership with the PB Literacy Coalition and Boynton Beach City Hall)
- Native American Heritage Month
- Holocaust Education Week (State statute)
- National STEM Day
- Veterans Day (State statute)
- Computer Science Education Week/Makerspace
- Holidays Around the World
- Martin Luther King Jr. Day
- Celebrate Literacy Week, Florida/Book Fair
- 100th Day of School
- Black History Month (State statute)
- World Read Aloud Day
- Groundhog Day
- Presidents Day
- Random Acts of Kindness Week
- Women's History Month (State statute)
- Read Across America (Partnership with Boynton Beach City Hall)
- School Library Month
- National Poetry Month
- National Library Week (Partnership with Boynton Beach City Library)
- D.E.A.R Day (Drop Everything and Read)

- Earth Day
- Children's Day/Book Day | El día de los niños/libros
- Haitian Heritage Month
- Star Wars Day
- Cinco de Mayo
- Memorial Day (State statute)

Goals and Objectives

These goals and objectives actively guide the decision-making process and facilitate the successful implementation of the collection development plan.

Goal 1: Improve the nonfiction collection age by adding more recently published books.

- Regularly evaluate and identify outdated or less popular titles and replace them with newer and more relevant ones.
- Use the CREW method to assess the collection.
- Engage students in nonfiction walkthroughs to generate interest in that section.

Goal 2: Increase STEM-based activities

- Provide students with various opportunities to explore, create, invent, build, and develop a passion for STEM careers.
- Pair SSYRA read-aloud sessions with STEM-based books and activities.
- Attend professional development and conference sessions geared toward STEM education.

Goal 3: Collaborate with classroom teachers to inspire each student in an equity-embedded school system, as outlined in the school district's mission statement.

- Implement co-curricular lessons that promote inquiry-based learning.
- Provide various opportunities for students to conduct research, ask meaningful questions, challenge themselves, collaborate, and evaluate information.
- Use library read-aloud sessions to introduce characters who share the IB PYP profile attributes.

Budget and Funding

Funding for the Media Center comes from the school-based annual operating budget and the state library's 3070 program. Scholastic spring book fair profits supplement the media center's budget as a fundraising source. Book fair profits go towards book replacement, reading incentives, and STEM/maker space products.

2024-2025 (FY25) projected budget amounts

<i>School-based Operating Budget</i>	<i>Budget FY24</i>	<i>FY25 Projected Budget</i>
<i>Account 551100 - Media Supplies</i>	<i>\$1,582.75</i>	<i>\$1,791.79</i>
<i>Account 553420 - Media Subscriptions</i>	<i>\$0</i>	<i>\$0</i>

<i>(Periodicals-Newspapers)</i>		
<i>Account 561100 - Library Books</i>	<i>\$512.25</i>	<i>\$516.21</i>
<i>Account 562230 - Media A/V Equipment</i>	<i>\$0</i>	<i>\$0</i>
<i>Account 564220 - Furn-Fix/Equip</i>	<i>\$0</i>	<i>\$0</i>
Fundraising/ Grants	Budget Amount	
<i>Media Center Internal Account 5-1700.01</i>	<i>\$75.37</i>	<i>\$789.27</i>
<i>(Book Fair /Grant(s))</i>		
State Media Allocation	Budget Amount	
<i>Account 556110 (program 3070) - Media Books</i>	<i>1,550.00</i>	<i>\$1,550.00</i>

Purchasing Plan FY25

Approximate Purchasing Plan	
Purpose	Approximate Amount
Books/eBooks	\$2, 200
Supplies	\$1,700
STEM/Makerspace	\$600
CCTV equipment	\$0
Total:	\$4,500

Scope of the Collection

Library media collections include print and digital materials. The selection of materials in the school library depends on several factors, including grade level, educational requirements, and the interests of the school community. The library staff carefully selects relevant, current, and engaging resources to support academic achievements and exploration. Following School Board Policy 8.12, the media center strives to provide students with resources that promote critical thinking and inspire them to explore new interests and ideas.

Students, teachers, and stakeholders can access library resources through the Destiny title on the district portal. In addition, the district provides various databases and eBooks platforms through its portal, which is accessible 24/7.

The print collection in the media center consists of three main sections: Easy/everyone, fiction, and nonfiction.

- Easy/everyone books are shelved alphabetically by the author's last name.
- The fiction collection is organized alphabetically by the author's last name. This section has two subsections: book series and intermediate readers (grades 4+).
- The nonfiction collection is organized in standard Dewey order. This section includes biographies, a professional collection, and Spanish and Haitian Creole books.

Equipment

There are four rooms within the media center: a CCTV studio/control room, a Ben Carson reading room, a teacher resource room, and a workroom/office.

Equipment available for students to use:

- 21 Desktop Computers
- 10 Chromebooks on a mobile cart (borrowed from the CCLC Department)
- 8 Apple iPads
- One Portable Green Screen Backdrop

Equipment available for staff/teachers to use in the staff workroom:

- Sharp Copier
- GBC Laminator
- VariQuest Poster Maker 3600
- Canon Pro-4000S
- Canon Desktop Printer
- Cover One (Book Repair Machine)
- Follett Destiny VersaScan
- SMART Board
- Dell laptop (school property; return at the end of the school year)

The school media specialist manages the CCTV studio with the support of the school's ITSA and the Education Network. The school media specialist is also responsible for overseeing the morning announcements and supervising the students who co-host the show with a member of the administrative staff.

The school media specialist is not in charge of the teacher resource room. The SSCC is responsible for managing and curating its collection.

The school media specialist does not maintain the Ben Carson Foundation reading room. Two reading resource teachers are responsible for managing and curating its collection. Students and staff have access to the Ben Carson reading room.

Collection Development

The Collection Development Plan is a strategic and systematic approach to selecting, deselecting, and maintaining library resources. It reflects the library's mission, budget, academic and personal interest needs, and the school board's guidelines for selecting and evaluating collections. School media specialists work closely with administration, teachers, parents, and other stakeholders to ensure the school library maintains a rich collection of print and nonprint materials.

This document outlines the principles that guide the selection, acquisition, evaluation, and maintenance of print and electronic resources. This plan serves as a guideline for addressing concerns about the appropriateness of library resources.

Selection and Evaluation Criteria

The certified media specialist selects and evaluates materials for purchase following the standards and guidelines outlined in the School District Policy 8.12. This policy conforms to the relevant state laws and regulations, the ALA Library Bill of Rights, and our library mission. Library staff prioritizes resources that support academic achievements, fill gaps in collections, and appeal to students' interests.

When purchasing books for the media center, print forms, such as hardcover, bindings, and prebound, are considered the preferred options because of their sturdiness and durability. Many readers will enjoy the books for a long time because they are less likely to get damaged or worn out with frequent use. As part of the selection process, the media specialist consults authoritative professional selection tools and award lists to meet the needs of school boards and states. These include but are not limited to:

- ALA Youth Media Awards
- School Library Journal Book
- Booklist

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:











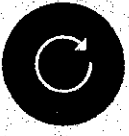
- Maintaining a professional library collection to assist with recertification and knowledge acquisition on education-related topics;
- Managing the online catalog including the library inventory and circulation software;
- Selecting and making accessible online information databases for reference and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

			
7,068 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.			
	1999 Average Age of the Collection	74% Aged Titles	8% 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.	
			
39% Representative Titles in Collection	1999 Representative Titles Average Age	32% SLL Titles in Collection	2002 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	18	1999
Philosophy & Psychology	59	1996
Religion	66	2002
Social Sciences	602	1996
Language	154	2000
Science	562	1999
Technology	231	1999
Arts & Recreation	291	2010
Literature	115	1995
History & Geography	577	1997
Biography	607	1997
Easy	1,861	1999
General Fiction	1,259	2001
Graphic Novels	145	2017

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

Collection maintenance is an essential part of collection development. The process assists in identifying gaps in the collection and making informed decisions about acquisitions and budget allocations. A well-maintained collection allows libraries to keep track of their resources and ensure that all items are in good condition and easily accessible. Methods used for collection, maintenance, and inventory include:

- Regular shelf checks to ensure items are in their designated locations
- Periodic weeding of outdated or damaged materials
- Perform physical inventories to ensure collection records are accurate.

According to Board Policy 8.12(5), library media specialists must inventory 1/3 of the collection annually. The following is the media center's three-year inventory rotation plan.

- FY25: Easy/Everyone Collection
- FY26: Fiction Collection
- FY27: Nonfiction Collection

The primary objective of maintaining a collection is to improve the reader's overall browsing experience. Library staff organize the media center collections intuitively and user-friendly, making it easy for students to find the information they need. For instance, the book series has blue tape on their spines to set them apart from the other chapter books in the collection. The graphic novel collection is organized separately in a mobile cart.

Lost or Damaged Library Materials

Forest Park Elementary does not charge late fees for book checkout; however, students accumulate fines for damaged and lost books per School Board Policy 2.21B(9). To prevent students from losing library books, library staff provide students with checkout receipts and weekly due date reminders to keep track of what they borrowed. Outstanding fines are transferred through SIS when students leave Forest Park Elementary.

Strategic Focus – Weeding and Acquisitions

Unweeded collections are cluttered, unappealing, and outdated. The weeding process partly guides the media center's purchasing decisions.

School Year	Strategic Focus
FY25	Selection Priorities <ul style="list-style-type: none"> ● SSYRA titles (current list) ● Nonfiction and Graphic novel (new releases) ● STEM resources and Wonderbook tiles
	Inventory/ Weeding Priorities <ul style="list-style-type: none"> ● Easy/Everyone collection ● Fiction collection ● Nonfiction collection
FY26	Selection Priorities <ul style="list-style-type: none"> ● SSYRA titles (current list) ● Graphic novel (recent and replacement)

	<ul style="list-style-type: none"> ● STEM resources/Wonderbook tiles
FY27	<p>Inventory/ Weeding Priorities</p> <ul style="list-style-type: none"> ● Fiction collection ● Nonfiction collection ● Easy/Everyone collection
	<p>Selection Priorities</p> <ul style="list-style-type: none"> ● SSYRA titles (current list) ● Easy/Everyone (recent and replacement) ● STEM resources and Wonderbook tiles
	<p>Inventory/ Weeding Priorities</p> <ul style="list-style-type: none"> ● Nonfiction collection ● Easy/Everyone collection ● Fiction collection

Reconsideration of Materials

Forest Park Elementary Media Center staff will adhere to the school district selection policy 8.1205 when addressing objection procedures for specific library media center materials. Stakeholders must fill out the Specific Material Objection form and follow the steps outlined in these documents (see appendices). The school district has implemented this process to ensure that decisions regarding material selection align with school board policies and all applicable state statutes, laws, and regulations.

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)