

FY25 COLLECTION DEVELOPMENT POLICY

Freedom Shores Elementary

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Signature Page

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Table of Contents

| | |
|---|----|
| <u>Purpose Statement</u> | 4 |
| <u>Background Statement & School Community</u> | 4 |
| <u>School Mission Statement</u> | 4 |
| <u>Media Center Mission Statement</u> | 4 |
| <u>Responsibility for Collection Management Development</u> | 4 |
| <u>Library Program</u> | 4 |
| <u>Goals and Objectives</u> | 5 |
| <u>Budgeting and Funding</u> | 7 |
| <u>Scope of the Collection</u> | 8 |
| <u>Equipment</u> | 8 |
| <u>Collection Development</u> | 8 |
| <u>Selection Evaluation and Criteria</u> | 9 |
| <u>Analysis of the Collection</u> | 10 |
| <u>Gifts and Donations</u> | 11 |
| <u>Collection Maintenance</u> | 11 |
| <u>Lost or Damaged Library Materials</u> | 12 |
| <u>Strategic Focus – Weeding & Acquisitions</u> | 12 |
| <u>Reconsideration of Materials</u> | 12 |
| <u>Appendices</u> | 14 |
| <u>A - Library Bill of Rights</u> | 14 |
| <u>B - ALA Intellectual Freedom Statement</u> | 14 |
| <u>C - Board Policy 8.12</u> | 14 |
| <u>D - Board Policy 8.1205</u> | 14 |
| <u>E - Specific Material Objection Form</u> | 14 |

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, maintenance, and retention of materials by establishing roles, responsibilities, and a process for addressing Library user concerns.

As our student population changes, the Media Center at Freedom Shores 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

Freedom Shores Elementary is a Dual Language school in the School District of Palm Beach County. The current enrollment is 717 students, consisting of 17% White, 32% Black, 43% Hispanic, and 2.6% Asian and 4% Other. 52% of the student population is male and 47% is female. Approximately 83.09% of the student population qualifies for Free or Reduced Lunch Program. Besides students, the School Library Media Center serves its faculty, parents and community. (Source: School Data Processor and Assistant Principal).

School Mission Statement

It is our mission at Freedom Shores to provide opportunities for students to achieve their personal best, become responsible and productive citizens, and embrace lifelong learning in a safe and positive environment. We believe all children can learn and excel with developmentally appropriate materials, practices, and strategies. We believe all children deserve a quality education that not only meets, but exceeds standards.

Media Center Mission Statement

The Freedom Shores Library Media Center is devoted to designing and retaining a library media program that supports, complements, and expands the academic program of the school. It endeavors to help all individuals in becoming compelling clients of innovation, thoughts and data while giving a climate that energizes a long lasting adoration for pursuing and getting ready understudies for school, vocation and life. In that capacity, the library media staff energizes scholarly interest and gives guidance to plan understudies to become free clients of library materials, including mechanical assets. Our Media Center Staff will provide and urge the broad utilization of assets in various configurations that are intended to meet the differing needs of all students in all parts of the educational plan.

Responsibility for Collection Management & Development

The ongoing upkeep of a high-quality collection is within the purview of the library media specialist, who is also in charge of purchasing new materials and getting rid of outdated ones. To make sure that the collection stays responsive to user demands, changing curriculum, and emerging technology, teachers, administration, and the school library media advisory committee participate in the systematic examination and deletion of resources and equipment.

Library Program

The Library Media Program at Freedom Shores Elementary School runs on a fixed Fine Arts Schedule. Special initiatives that are supported by the Library Program include participation in the Hispanic Heritage Month, Dot Day, Read for the Record, Barnes and Noble Night, Scholastic Book Fair, African American History Month, Women's History Month, April is for Authors, Haitian Heritage Month, Asian Heritage Month, Celebrate Literacy Week, Florida!, TechSafe Curriculum and an annual author visit.

Goals and Objectives

Media Program Goals FY25

1. Complete inventory of the whole collection's books and weed them. Start the process of classifying and categorizing novels according to genre.

Each section (Easy, Fiction, & Nonfiction) should be weeded and inventoried.

In order to calculate the requirements assessment, upload collection statistics to Follett. Buy fiction category spine label stickers (mystery, fantasy, suspense, etc.) and start marking the whole Fiction area.

2. Encourage the growth of students who are able to utilize technology as a tool for both research and the creation of creative media projects.

Teach and demonstrate how to utilize devices like computers, iPads, cameras, and a variety of software packages for thorough research, secure communication, and expressive presentations (such as Pear Deck, Adobe Spark, Book Creator, Google Applications, coding, Digital Citizenship, World Book, etc.).

FY26 Goals:

Continue to fill up the collection's holes by buying books that go along with and complete it. Completely classifying all fiction books according to category, then moving the books. Continue to buy books that contribute to building a strong collection using Follett as a foundation of analysis. Complete categorizing all fiction books, then rearrange them according to category.

Teach pupils the new system so they can find the books they're looking for easily.

Increase the number of digital research lesson plans and offer a more practical method of imparting practical research skills.

Work together with classroom instructors on initiatives that connect to both my research objectives and their standards.

Give advanced courses additional opportunities to engage with technology so they can complete more challenging tasks.

Budget goals

Goal 1: Invest collected cash from Scholastic Book Fairs and other sources in print books and eBooks to help our school-wide initiative to raise reading test results in Florida.

Look into books, eBooks, and other resources that will directly affect student progress.

Purchase the materials that will have the greatest beneficial impact on kids' learning progress.

Goal 2: Purchase makerspace equipment and technology that supports our school's overall objectives and raises student participation using categorical monies and proceeds from Scholastic Book Fairs.

For the acquisition of more Makerspace tools and equipment to rotately use in the media center, utilize the available funds or submit a grant request or the current budget.

Budget and Funding

The funding sources that are available include: Media Budget, Media Subscriptions, Media Books, Media Audio-Visual, Media Equipment, Internal Media, Scholastic Book Fairs profits. Categorical Funds for Library Media Centers from the State of Florida are used to acquire books to develop the FSES Media Center Book Collection based on its unique needs, special programs, such as Dual Language, and student demographics.

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> | <i>\$1358.00</i> | <i>\$1358.00</i> |
| <i>Account 553420 - Media Subscriptions (Periodicals-Newspapers)</i> | <i>\$291.00</i> | <i>\$291.00</i> |
| <i>Account 561100 - Library Books</i> | <i>\$873.00</i> | <i>\$873.00</i> |
| <i>Account 562230 - Media A/V Equipment</i> | <i>0</i> | <i>\$</i> |
| <i>Account 564220 - Furn-Fix/Equip</i> | <i>0</i> | <i>\$</i> |
| Fundraising/ Grants | Budget Amount | |
| <i>Media Center Internal Account number for your grant(s) (get this from your bookkeeper)</i> | <i>\$5140.14</i> | <i>\$3,000</i> |
| State Media Allocation | Budget Amount | |
| <i>Account 556110 (program 3070) - Media Books</i> | <i>\$1710.00</i> | <i>\$1710</i> |

Purchasing Plan FY25

| Approximate Purchasing Plan | |
|-----------------------------|------------------|
| Purpose | Amount |
| Books | \$2583.00 |
| Supplies | \$1358.00 |
| STEM | \$3000.00 |
| | |
| | |
| | |
| Total: | \$6941.00 |

Scope of the Collection

The collection development of FSES Media Center is influenced by the Library Bill of Rights (see Appendix) and guidelines of the School District of Palm Beach County (see Appendix), which, in turn, are governed by the Department of Education of the State of Florida. The state of Florida follows the Florida Standards, which also influences the collection. It is further influenced by the Freedom Shores Elementary School Mission, school demographics, unique needs and special programs, such as the Dual Language program.

Equipment

The equipment available to use through our media program are an Epson Color Poster printer, Laminator, and a 3D printer. We also have a computer lab and a TV production room.

Collection Development

A key component of the library media center's purpose is the purchase and upkeep of its collection of items. The process of creating and managing the library's whole collection of items, including print and non-print, is referred to as collection development. Following district rules and procedures, budgetary constraints, requirements analysis, selection, collection upkeep and assessment, and resource sharing are all part of the collection creation process. It is the process of giving students high-quality supplies and tools, with the aim of ensuring that the collection has enough diversity and amount of information sources to meet students' demands for both academic and extracurricular activities. The Library Bill of Rights (appendix) serves as a broad framework for the creation of collections. The selection, retention, and disposal criteria of instructional materials for library media centers and classrooms are governed by district policy, which takes precedence over the Library Bill of Rights guidelines in cases where they conflict (see Appendix 8.1 and 8.125).

Selection and Evaluation Criteria

Every book that is made available to students through this School District's library media centers is selected by a district employee who holds a current credential as an educational media expert and has finished the Florida Department of Education's required training by January 1, 2024, regardless of whether the book is purchased, donated, or made available in any other way. Moreover, the person selecting the books is a district employee who works at this particular school or, in the case that a qualified person is not employed here, by another district employee who satisfies these criteria. A certified library media expert is stationed in our school, who can use resources like the School Library Journal to examine materials further for District Library Media Services.

PBSD 2671 will be used by the principal designee or certified library media specialists working in schools to get more input about materials that need further examination by District Library Media Services. It is essential to consult with stakeholders, and this is accomplished through: Any stakeholders in the community can provide guidance on possibilities by accessing the Active Book Orders list of LMS options for the current school year. On the date of the requested purchase or acceptance of library media center materials, the District will send out an email or text message to current members of the Board's Academic Advisory Committee informing them that new materials are under consideration. The notification will also include the link to the list of materials, as well as the deadline for submitting questions or comments. That's compliant with Policy 1.097.

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

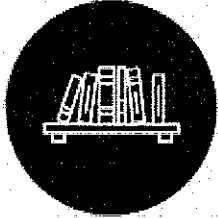
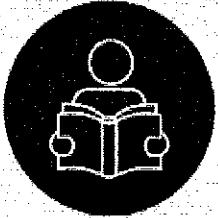
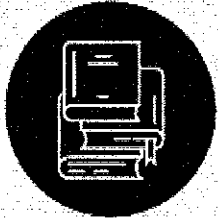



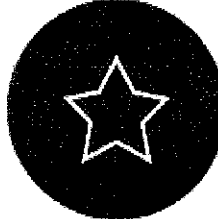
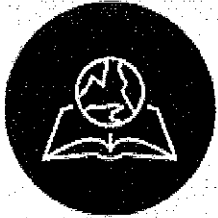
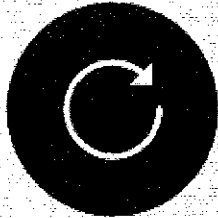
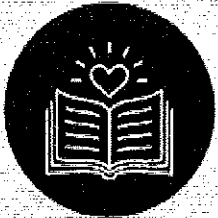
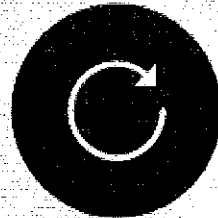
The School District Library Media Services provides support to school library media center personnel and establishes uniform policies and procedures for school library media centers throughout the District. These services include, but are not limited to:

- 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.

| | | | |
|--|---|---|---|
|  |  |  |  |
| 19,464 Items in the Collection | 18.7 Items per Student | 28% Fiction Titles in the Collection | 33% 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. |  |  |  |
| | 2002 Average Age of the Collection | 63% Aged Titles | 3% 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. | |
|  |  |  |  |
| 6,460 Representative Titles in Collection | 2002 Representative Titles Average Age | 6,065 SLL Titles in Collection | 2003 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 | 102 | 2007 |
| Philosophy & Psychology | 69 | 2002 |
| Religion | 82 | 2000 |
| Social Sciences | 1,240 | 1999 |
| Language | 300 | 2003 |
| Science | 1,632 | 2004 |
| Technology | 638 | 2005 |
| Arts & Recreation | 823 | 2008 |
| Literature | 439 | 1998 |
| History & Geography | 1,054 | 2003 |
| Biography | 1,184 | 2002 |
| Easy | 3,405 | 1999 |
| General Fiction | 5,387 | 2003 |

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

Inventory will be completed on a three-year rotation as per Board Policy 8.12 (5). Our rotation plan by year; Non-fiction (including Biographies) was completed in 2023, Fiction (including Easy) will be completed in 2025.

Lost or Damaged Library Materials

Every effort is made to collect outstanding books, especially when students move to new schools. However, obligations (fines, over dues) can be forgiven on a case-to-case basis. Fines for lost/damaged materials are added to SIS and follow students until graduation 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

Our Media center is in great need of weeding as it can be appreciated from the collection analysis and it will take a couple of years to complete this task. A healthy reading, research, and reference library media collection requires regular weeding of items and resources. Weeding is a kind of collection quality control in which worn-out, incorrect, and out-of-date objects are physically removed from the collection as well as deleted from the computerized catalog. The library media expert will oversee this procedure and adhere to the objective standards for removing items from the media center, such as obsolescence, physical age and condition, and general inapplicability for ongoing inclusion un the current collection.

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

Reconsideration of Materials

The community the library serves should have access to books and other library materials for their interest, knowledge, and enlightenment. Materials shouldn't be omitted because of where

they came from, who they were created by, or what they believed. Materials and information from different points of view on current and historical topics should be available in libraries. Materials shouldn't be banned or taken down due to party or theological opposition. In order to fulfill their duty to spread knowledge and enlightenment, libraries should oppose censorship. Libraries should work with all individuals and organizations devoted to preventing the restriction of free speech and access to information. No one should be refused access to a library because of their nationality, age, upbringing, or political beliefs. Our school will follow Policy 8.125 for Level of Education: Informal Complaint- Any grievance resulting from the use of a resource in a school must be filed in writing with the principal of the institution. The administrator and/or his/her designee, together with the relevant staff member(s), should meet with the complainant within five school days of receiving the complaint to explain: the school's selection processes for these items; the standards by which these materials were chosen; the place the material in issue plays in the curriculum of the school, the library's media center, or the classroom collection; and any other details considered necessary about the item's use. The official processes listed below must be followed if the complainant is not satisfied with the explanation and wants to make a formal complaint.

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)