FY25 COLLECTION DEVELOPMENT POLICY

Frontier Elementary School

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Katherine Kirby

Educational Media Specialist

Signature Page

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Date Drafted: May 28, 2024

Date Approved by Administration: May 29, 2024

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Principal Name: _____Susan Groth_____

Principal Signature: _____*Susan Groth*_____

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Purpose of Collection Development Policy

This collection development policy is a statement of the principles and guideline used by the Frontier Elementary School Media Center in the selection, acquisition, evaluation, and maintenance of library media center materials.

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

Background Statement & School Community

The users of Frontier Elementary School Library Media Center come from grades Kindergarten through fifth grade in addition to the faculty, staff and parents of that community of users.

According to the Gold Report, Frontier Elementary has a culturally and ethnically diverse student population representing different economic backgrounds, which include 51% Whites, 10% Black, 31% Hispanic, 3% Asian, and 4% Other. Students requiring ELL services are 7% and ESE is 19%. Total number of students is 687.

School Mission Statement

Frontier Elementary School believes it is necessary for students to become self-directed, lifelong learners who can draw on a variety of knowledge bases to solve real-world problems. Students must be able to access various types of available resources, including utilizing the most up-to-date technology. Alternative strategies and programs will be incorporated into all areas of the curriculum, supporting all types of learning styles and student needs.

Media Center Mission Statement

The mission of the Library Media Center is to support the mission of Frontier Elementary by providing the tools and material necessary for accomplishing their educational and personal goals.

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

 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; stimulate intellectual curiosity; encourage pleasure reading, develop diverse interests for the enjoyment of life-long learning, and; provide and promote instruction to prepare students to become independent users of libraries and information resources.

Responsibility for Collection Management & 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, audio visual and electronic formats so that they are available to every student at the time of need to support and enrich the student's educational experience.

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.

Library Program

This school year, students will focus more on selecting books on their reading level and enjoy listening to read-alouds which focus on animals and the environment. This will support our school's Choice Program: EASA (Environmental and Animal Sciences Academy.)

Goals and Objectives

- ❖ Encourage students to check-out and read EASA topic books.

- ❖ Have two book fairs each year to purchase books for the Media Center.
- ❖ Select and display books for different awareness month topics as well as for different genres to encourage students to read a broader selection of books throughout the year.

Budget and Funding

School-based Operating Budget	Budget FY24	FY25 Projected Budget
Account 551100 - Media Supplies	$2000	$2000
Account 561100 - Library Books	$1052	$1052
Account 562230 - Media A/V Equipment	$500	$500
Fundraising/ Grants	Budget Amount	
Media Center Internal Account number for Scholastic book fair)	$2500	$2500
State Media Allocation	Budget Amount	
Account 556110 (program 3070) - Media Books	$1500	$1500

Purchasing Plan FY25

Purpose	Amount
books	$6500
supplies	$500
STEM (teachers and principal requested NO STEM this year)	$00
Total:	**$7000**

Scope of the Collection

The collection development is focused on the curriculum of Frontier 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.

According to best practices for school libraries in the United States, the print and non-print collection at Frontier Elementary School is arranged by the Dewey Decimal Classification System. Additional resources are provided by district-wide subscriptions to electronic information databases.

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

The library media collection includes all the resources available in the school library media center along with all those that students, faculty and administrators can access through interlibrary loan. Three types of collection maps can provide the staff and advisory committee with comprehensive information to direct short-term purchases and long-range planning. Collection mapping is the process of examining the quantity and quality of your collection and identifying its strengths and weaknesses. A collection map is a visual supplement to the automated catalog system that graphically displays the breadth and depth of the collection.

Materials will support both curriculum and pleasure reading as per <u>School Board Policy 8.12</u>

Equipment

Teachers have access to a workroom with an Ellison Die Cut machine, laminator, copiers and paper cutters.

There is also a book room for teachers looking to borrow leveled books to accommodate students' various needs.

Collection Development

The goal of collection development is to ensure the collection has information sources in adequate quantity and variety to support student's academic and personal interest needs. As a Choice Program school, our goal is to add quality books to support our Environmental and Animal Science Academy. The media specialist leads this process with the input of administration, teachers, students, parents, and stakeholders.

Selection and Evaluation Criteria

Materials considered for purchase are selected on the basis of the criteria established in SDPBC 8.21 (6.d):

a. " In conjunction with the selection criteria above, library media specialists, teachers and administrators at each school location shall evaluate and select print and non-print materials for the library media center and classroom using several of the criteria outlined below, as appropriate for the media type. However, in accordance with Fla. Stat. § 847.012, criteria "xvi" and "xvii" below (relating to obscenity and copyright) must be two of the criteria used in the evaluation of all materials.

   i. PROFESSIONAL REVIEWS.-- Print or non-print media including video footage that have been favorably reviewed by two or more professional sources such as a *School Library Journal, Horn Book, Booklist, and/or Children's Catalog.*

   ii. EDUCATIONAL SIGNIFICANCE.-- Material is valuable to an individual course of study or to the library media collection; the degree to which the material would be supplemented and explained by mature classroom instruction.

   iii. APPROPRIATENESS.-- Material is geared to the age, maturity, diverse interests, and learning levels of students for whom it is intended. Reading levels and lexiles are considered to provide a range of material that challenges the student and guides their selection process.

   iv. ACCURACY.-- Nonfiction information is correct, recent, and objective.

   v. LITERARY MERIT.-- Fiction that has a noteworthy plot, setting, characterization, style and theme.

   vi. SCOPE.-- Content is covered adequately to achieve its intended purpose.

   vii. AUTHORITY.-- The author, editor, or producer has a superior reputation for producing materials of this nature.

   viii. SPECIAL FEATURES.-- The item has maps, charts, graphs, glossaries, and/or other learning aids that support the content, are unique or are valuable.

   ix. TRANSLATION INTEGRITY.-- Material translated from one language to another maintains the stylistic characteristics of the original.

   x. ARRANGEMENT.-- Concepts are presented in a logical sequence and in a way that assures learning.

   xi. TREATMENT.-- Typeset, visuals, style, and/or medium captures and holds the student's attention.

   xii. TECHNICAL QUALITY.-- Sound is clear and audible; visuals project clearly.

xiii. AESTHETIC QUALITY.-- Material is superior to similar items in attractiveness and presentation of content.

xiv. POTENTIAL DEMAND.-- Item has particular timeliness or popular appeal.

xv. DURABILITY.-- Material has the potential for frequent use or is of a nature that it will be considered consumable.

xvi. OBSCENITY.-- No books or other material containing hard-core pornography or otherwise prohibited by Fla. Stat. § 847.012 shall be used.

xvii. [COPYRIGHT.--Supplemental instructional materials and library media materials used in a school shall be procured and used in accordance with federal, state and District copyright laws, rules, and policies as referenced in School Board Policy 8.121.]*"

Other reputable, unbiased, professional reviewing sources used for selection include:

-Book Talk
-Book Report
-Bulletin for the Center for Children's Books
-Kirkus Reviews
-Junior High School Library Catalog
-Senior High School Library Catalog
-Books for Secondary School Libraries
-Online-Offline
-Book Links
-T.H.E. Journal
-Home PC

Frontier Elementary School's Media Center materials are carefully selected for a reason. The materials are evaluated according to their aesthetic, literary and social value, appropriateness to student age and emotional maturity and relevance to the curriculum.

Media Center materials reflect sensitivity to the achievements, needs, and rights of men and women, various ethnic groups, and other cultures.

The selection of media center materials about political theories and ideologies, religion, public issues and controversial topics is directed toward maintaining a balanced representation with various opinions.

Media center materials are judged as a whole, considering the author's/producer's intent rather than focusing solely upon individual pages, phrases, pictures or incidents taken out of context.

Other factors that are considered in the final decision to purchase new materials include their educational significance; need and value to the collection as a whole; and their relationship to the interests of students and curriculum course of study.

Electronic database subscriptions and online curricular software that are made available to Frontier Elementary School Library Media Center users on the school districts wide area network (WAN) are selected using a similar educational criteria to that established for the materials in a school except availability and compatibility of technology hardware and software platforms are reviewed and resolved. In addition, the WAN maintains software that complies with the federally legislated Children's Internet Protection Act [CIPA] designed to protect children from obscene or adult-content material.

Policy 8.12 - Selection of Library Media Center Materials

https://go.boarddocs.com/fl/palmbeach/Board.nsf/goto?open&id=AVGLQ8572CB6

1. **Adequate Library Media Materials**.-- Library media materials for the school's Library Media Center, including print, non-print, serials [periodicals], electronic resources, computer software, video images, films, and instructional television programs, represent fundamental resources selected for schools to support instruction, promote reading, further the pursuit of knowledge through research and exploration, and provide information literacy experiences of educational significance for class groups, individual students, teachers and administrators. It is the shared responsibility of the State, District, and school, within budgetary constraints, to provide an adequate number and range of library media materials and resources in a variety of formats that are appropriate, timely, and essential to the attainment of specified educational objectives subject to District policy. It is also the responsibility of the State and District and school to provide library media materials that represent the diverse cultures, ethnic groups, languages and religious beliefs of the community and that are free of bias, stereotypes, distortions, and prejudices.

2. **Purpose**.-- The Board believes that the selection of library media materials are within its jurisdiction pursuant to relevant statutory and constitutional laws. The library media center, within budgetary constraints, shall contain a comprehensive collection of materials and equipment, in a variety of media formats that are accessible to students during the school day, to:
   a. Promote the development of lifelong reading habits and information literacy skills in students;
   b. Provide a broad background of information resources in areas of knowledge;
   c. Support the general educational goals of the District and the objectives of specific courses, including materials that represent diverse points of view in order that young citizens may develop, under guidance, the practice of critical analysis of media and intellectual integrity in forming judgments;
   d. Meet the personal needs and interests of students, 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; foster respect for the diverse roles available to women and men in today's society; and provide access to materials in heritage language as stipulated by the META agreement.
   e. Support the professional needs of teachers and administrators; and
   f. Introduce new instructional technologies into the learning environment.

3. **Choice**.-- Library media materials are available to students and staff as optional resources and are usually not mandatory reading as is the case with textbook instructional materials.
   a. Library media that is sensitive or mature may not be appropriate for all readers in a school but remains a part of the collection to address the needs of some of the reading community if it meets the selection criteria of the school. Educators and library media specialists should be sensitive to the reading level, belief system, interest level and maturity level of students when helping make selections for individuals, reading aloud to groups, or when having whole class participation in a reading project. If a parent or adult student states a reasonable objection to library reading material assigned to a class, comparable instruction will be made available for the student through an alternate reading assignment without penalty.

4. **Use of Library Media Materials Allocation.--** School principals are responsible for ensuring that operating budget and state categorical funds are used to purchase library media materials that reinforce instruction and stimulate leisure reading for the students enrolled at the grade level(s) for which the materials are designed and to effectively communicate to parents the manner in which materials are used to implement the curriculum of the school under Fla. Stat. § 1006.40.

5. **Management of Library Media Materials**.-- Following practice and precedent, the school library media centers in Palm Beach County will arrange media and materials according to the Dewey Decimal Classification System. Library media materials acquired with funds from the General Appropriation Act of the State of Florida are to be cataloged and inventoried as part of the library media collection. Library media materials may be inventoried in one to three year cycles.

6. **Selection Criteria**

a. Materials for use in school media centers or classroom library collections shall be carefully selected. A choice of materials that support the instructional program and promote reading shall be available to students and professional staff to allow for varying achievement levels, interests, and teaching/learning styles. Each school shall, in conjunction with the "Library Bill of Rights" (www.ala.org/advocacy/sites/ala.org.advocacy/files/content/intfreedom/librarybill/lbor.pdf) of the American Library Association ("ALA") and District policy, establish procedures for the evaluation, selection, management, and disposal of library media materials in conformance with this policy and Policy 8.1205 and shall record such in the school's collection development plan.

b. The "Library Bill of Rights" referenced herein is to be used as a suggested guideline. To the extent that there are inconsistencies between the guidelines in the "Library Bill of Rights" and District policy, District policy shall take precedence and shall govern the selection, retention and disposition criteria of library media materials for library media centers and classrooms.

c. Selection of materials shall also be consistent with the provisions in the School Board's collective bargaining agreement with CTA relating to academic freedom and responsibilities--Article II, Section K--to the extent those provisions are applicable.

d. Moreover, consistent with Fla. Stat. § 1006.28 (2) (a) 2, library media materials must be suited to student needs and their ability to comprehend the material presented, and be appropriate for the grade level and age group for which the material is used.

e. In conjunction with the selection criteria above, library media specialists, teachers and administrators at each school location shall evaluate and select print and non-print materials for the library media center using several of the criteria outlined below, as appropriate for the media type. Any library media material containing pornography or otherwise prohibited by Fla Stat. § 847.012 as harmful to minors may not be used or made available within any public school.

f. Additional criteria used in evaluating all materials include:

　　i. PROFESSIONAL REVIEWS. -- Print or non-print media including video footage that have been favorably reviewed by two or more professional sources such as a School Library Journal, Horn Book, Booklist, and/or Children's Catalog.

　　ii. EDUCATIONAL SIGNIFICANCE. -- Material is valuable to an individual course of study or to the library media collection; the degree to which the material would be supplemented and explained by mature classroom instruction.

　　iii. APPROPRIATENESS. -- Material is geared to the age, maturity, diverse interests, and learning levels of students for whom it is intended. Reading levels and Lexile's are considered to provide a range of material that challenges the student and guides their selection process.

　　iv. ACCURACY. -- Nonfiction information is correct, recent, and objective.

　　v. LITERARY MERIT. -- Fiction that has a noteworthy plot, setting, characterization, style and theme.

　　vi. SCOPE. -- Content is covered adequately to achieve its intended purpose.

　　vii. AUTHORITY. -- The author, editor, or producer has a superior reputation for producing materials of this nature.

　　viii. SPECIAL FEATURES. -- The item has maps, charts, graphs, glossaries, and/or other learning aids that support the content, are unique or are valuable.

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　　xv. DURABILITY. -- Material has the potential for frequent use or is of a nature that it will be considered consumable.

　　xvi. OBSCENITY.-- No books or other material containing pornography or otherwise prohibited by Fla. Stat. § 847.012 as harmful to minors shall be used.

　　xvii. COPYRIGHT.-- Library media materials used in a school shall be procured and used in accordance with federal, state and District copyright laws, rules, and policies as referenced in School Board Policy 8.121.

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.

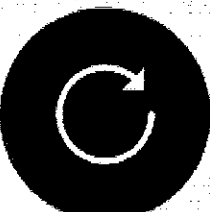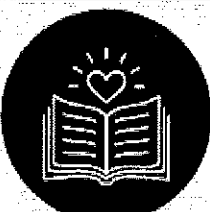**District Resources And Services**
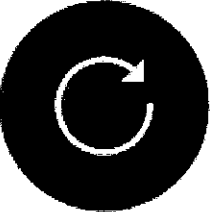
The School District Library Media Services provides support to school library media center personnel and establishes uniform policies and procedures for school library media centers throughout the District. These services include, but are not limited to:

- 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.

10,623 Items in the Collection	**15.4** Items per Student	**22%** Fiction Titles in the Collection	**37%** 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.	**2003** Average Age of the Collection	**60** Aged Titles	**10%** 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.	
Representative Titles in Collection	Representative Titles Average Age	**3,737** SLL Titles in Collection	**2004** 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.

Computer Science, Information & General Works	24	2004
Philosophy & Psychology	26	2003
Religion	55	1998
Social Sciences	812	1999
Language	60	2002
Science	1,690	2002
Technology	614	2005
Arts & Recreation	739	2010
Literature	260	1999
History & Geography	644	2003
Biography	725	2001
Easy	3,315	1999
General Fiction	2,880	2007
Graphic Novels	24	year

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

In accordance with district policy, yearly inventory will be completed on a three-year rotation as per Board Policy 8.12 (8).

Lost or Damaged Library Materials

While we welcome donations for lost or damaged books, if a student loses or damages a library book, the parent/guardian may request that the book be removed from the account without being charged.

Strategic Focus – Weeding and Acquisitions

FY25	**Selection Priorities** • Priority 1: drawing books • Priority 2 : updated computer/tech books • Priority 3
	Inventory Priorities • Priority 1 : non-fiction 601-800 • Priority 2 : non-fiction 801-999 • Priority 3
	Weeding Priorities • Priority 1: damaged non-fiction books • Priority 2: outdated non-fiction books • Priority 3
FY26	**Selection Priorities** • Priority 1 : career books • Priority 2 : graphic novels (age appropriate) • Priority 3
	Inventory Priorities • Priority 1 : easy fiction • Priority 2: fiction • Priority 3
	Weeding Priorities • Priority 1: damaged career • Priority 2: outdated graphic novels • Priority 3
FY27	**Selection Priorities** • Priority 1: new/updated favorite series • Priority 2 : new/updated country books • Priority 3 : new/updated biography of people students know
	Inventory Priorities • Priority 1: biography • Priority 2 : non-fiction 000-300 • Priority 3 : non-fiction 301-600
	Weeding Priorities • Priority 1: damaged series books • Priority 2: damaged/outdated country books

	• Priority 3 damaged/outdated biography books

Reconsideration of Materials

When books/materials are challenged, I will follow Policy 8.1205.

Board Policy 8.1205

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)