



# FY25 COLLECTION DEVELOPMENT POLICY

## **Galaxy E3 Elementary School**

440 NW 4th Avenue, Boynton Beach, FL. 33435

## **FY25 Collection Development Policy**

**Ms. Jayme Merrill**

Certified Educational Media Specialist

**Signature Page**

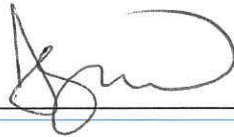
**Galaxy E3 Elementary School**  
FY25 Collection Development Policy

Date Drafted: **4/30/2024**

Date Approved by Administration:

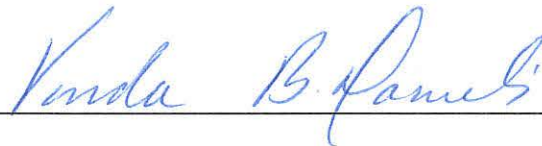
**Media Specialist Name:** Jayme Merrill

**Media Specialist Signature:** \_\_\_\_\_



**Principal Name:** Mrs. Vonda Daniels

**Principal Signature:** \_\_\_\_\_



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## Purpose of Collection Development Policy

This collection development policy is a statement of the principles and guidelines used by the Galaxy E3 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 stakeholders of the school community.

## Background Statement & School Community

### A. DEMOGRAPHIC

#### ALL STUDENTS

GRADE LEVEL	TIME FRAME Month - Yr	Total		WHITE		BLACK		HISPANIC		ASIAN		AMERICAN INDIAN		MIXED RACE		MALE		FEMALE	
		%	N	%	N	%	N	%	N	%	N	%	N	%	N	%	N	%	N
ALL	MAR 18	100%	618	5%	28	80%	492	12%	77	1%	7	0%	1	2%	13	52%	322	48%	296
ALL	MAR 19	100%	610	5%	29	76%	463	14%	87	1%	9	0%	3	3%	19	51%	311	49%	299
ALL	MAR 20	100%	606	5%	28	76%	458	15%	90	2%	10	0%	3	3%	17	53%	320	47%	286
ALL	MAR 21	100%	574	5%	31	76%	434	14%	81	2%	10	0%	2	3%	16	49%	283	51%	291
ALL	MAR 22	100%	586	5%	30	77%	450	14%	83	1%	6	0%	0	3%	17	51%	300	49%	286
ALL	MAR 23	100%	573	7%	42	77%	442	13%	77	1%	4	0%	1	1%	7	50%	287	50%	286
ALL	OCT 18	100%	594	4%	26	79%	467	13%	80	1%	7	0%	2	2%	12	52%	309	48%	285
ALL	OCT 19	100%	614	5%	28	75%	461	15%	92	2%	11	0%	3	3%	19	52%	322	48%	292
ALL	OCT 20	100%	572	6%	32	75%	430	15%	83	2%	9	0%	2	3%	16	51%	290	49%	282
ALL	OCT 21	100%	579	5%	30	76%	438	15%	85	1%	7	0%	1	3%	18	50%	292	50%	287
ALL	OCT 22	100%	576	6%	32	78%	447	14%	83	1%	4	0%	0	2%	10	50%	288	50%	288

#### ELL - English Language Learners

GRADE LEVEL	TIME FRAME Month - Yr	Total		WHITE		BLACK		HISPANIC		ASIAN		AMERICAN INDIAN		MIXED RACE		MALE		FEMALE	
		%	N	%	N	%	N	%	N	%	N	%	N	%	N	%	N	%	N
ALL	MAR 18	20%	124	7%	2	18%	90	38%	29					0%	0	22%	71	18%	53
ALL	MAR 19	18%	108	3%	1	16%	73	32%	28					0%	0	20%	61	16%	47
ALL	MAR 20	20%	122	7%	2	18%	81	37%	33	50%	5			0%	0	21%	68	19%	54
ALL	MAR 21	20%	114	6%	2	19%	81	32%	26	40%	4			0%	0	20%	57	20%	57
ALL	MAR 22	24%	141	7%	2	21%	94	49%	41					0%	0	23%	70	25%	71
ALL	MAR 23	22%	128	17%	7	20%	90	38%	29							22%	63	23%	65
ALL	OCT 18	17%	103	4%	1	15%	69	34%	27					0%	0	19%	60	15%	43
ALL	OCT 19	20%	125	14%	4	18%	83	35%	32	45%	5			0%	0	20%	66	20%	59

Galaxy has a choice program E3-Energy, Environment, and Engineering. The E3 Energy, Environment, and Engineering provides access to a natural scrub area where students learn about indigenous plants and animals as well as exotics and invasive species. Based on the LEED green building designation, it's a natural fit for a program based in

Energy, Environment Science, and Engineering or otherwise known as the E3 curriculum. The first trimester curriculum is focused on energy, the second trimester is focused on environmental science, and the third trimester concentrates on engineering. Galaxy Elementary has a Wonderment Center where students discover through multimedia scientific wall stations, which features an interactive museum atmosphere

### **School Mission Statement**

Galaxy Elementary ensures a true partnership with its families by encouraging them to participate in their child's education through regular communication with teachers, attendance at school events and meetings, and by supporting education in the home by providing examples of the importance of education in their child's lives. Parents are encouraged to model and practice appropriate social-emotional skills that will support their child at home and school and notify the school of any hardships so that we can provide supportive resources and personnel. Through this partnership, we are sure to prepare our children for a bright future!

### **Media Center Mission Statement**

The mission of the Galaxy E3 Library Media program is to provide all students, faculty, and staff the tools necessary to be effective users of information. Instruction and educational resources will be provided to ensure that all students acquire the information necessary for the 21st Century.

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:

1. 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;
2. provide a learning environment which promotes inquiry; stimulate intellectual curiosity; encourage pleasure reading, develop diverse interests for the enjoyment of life-long learning, and;
3. provide and promote instruction to prepare students to become independent users of libraries and information resources.

The successful, self-aware learner should be able to:

1. identify, plan, and use resources;
2. find and evaluate information;
3. organize and maintain information;
4. interpret and communicate information;
5. use computers and technology to process information;

6. use technology to present information;
7. work with a variety of technologies.

### **Responsibility for Collection Management & Development**

Ms. Merrill, who is a certified Media Specialist, is responsible for the collection management and its development. Books are acquired several times during the school year. Ms. Merrill selects books according to what is in that year's collection development plan and also by state, county, teacher, student, administration, and community requests.

### **Library Program**

Galaxy Elementary School Media Center students utilize the Media Center in thirty minute blocks ranging from Kindergarten to Fifth grade and follow standards based curriculum. The Media Center serves the faculty and staff from our school and the district through trainings, meetings, research collaborations, etc. The Media Center serves all county school libraries through Inter-Library Loans. The media center specialist helps cover homeroom classrooms while teachers are at professional learning collaboration meetings every morning. The media specialist is also responsible for the morning announcements team and slideshow visible on the Galaxy news channel. New responsibilities of the library program include vetting student materials that are used within the classrooms. The media specialist ~~aides in morning and afternoon bus duty. There is no flex schedule for the library material~~ check out process.

### **Goals and Objectives**

#### **Goal 1: Management of the Collection**

- Set aside specific days in the month that the media specialist can work on the upkeep and development of the library's book collection.
- Genre classification/sublocations within Destiny Manager
- Paperback collection inventoried in Destiny Manager

#### **Goal 2: Time set aside for Administrative Tasks**

- Materials Needing to be Vetted for Instruction
- Set aside specific days in the month that teachers and administrators can submit resources to be vetted. Materials Seeking Approval for Purchases
- Set aside specific days in the month that teachers and administrators can submit for items to be purchased.

#### **Goal 3: Fundraising/Purchasing Support for Additional Resources to Be Added to the Library**

- Host a book fair/use proceeds for more collection materials
- Attend PTA meetings- maximize Media account budget
- Look into Grants applicable to our School

**Budget and Funding**

The library media center is given a school-based operating budget at the beginning of each school year. This year our budget was. These monies were used to purchase supplies for the school and books. We also received \$1560.00 in State Categorical Funds (3070), which we used 100 percent of it on print books. Lastly, we received a menu of items we could choose for our Destiny funding. Our school chose to purchase an updated Apple Laptop for the Media Center. The school administration uses a formula to disperse the appropriated funds. The budget for the FY25 school year is expected to be similar to FY24.

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

<b>School-based Operating Budget</b>	<b>Budget FY24</b>	<b>FY25 Projected Budget</b>
<i>Account 551100 - Media Supplies</i>	<i>\$718.00</i>	<i>\$700.00</i>
<i>Account 553420 - Media Subscriptions (Periodicals-Newspapers)</i>	<i>\$0.00</i>	<i>\$0.00</i>
<i>Account 561100 - Library Books</i>	<i>\$772.00</i>	<i>\$770.00</i>
<i>Account 562230 - Media A/V Equipment</i>	<i>\$343.00</i>	<i>\$340.00</i>
<i>Account 564220 - Furn-Fix/Equip</i>	<i>\$429.00</i>	<i>\$420.00</i>
<b>Fundraising/ Grants</b>	<b>Budget Amount</b>	
<i>Media Center Internal Account number for your grant(s) (get this from your bookkeeper)</i>	<i>0.00</i>	<i>\$300.00</i>
<b>State Media Allocation</b>	<b>Budget Amount</b>	
<i>Account 556110 (program 3070) - Media Books</i>	<i>\$1552.00</i>	<i>\$1550.00</i>

## Purchasing Plan FY25

Approximate Purchasing Plan	
Purpose	Amount
Books	2320.00
Supplies	1200.00
<b>Total:</b>	<b>\$3520.00</b>

### Scope of the Collection

The collection development is focused on the curriculum of Galaxy Elementary which follows the guidelines of the School District of Palm Beach County, which in turn are governed by the Department of Education of the State of Florida as well as supporting students reading for pleasure per [School Board Policy 8.12](#) (section 5d and section 8). According to best practices for school libraries in the United States, the print and non-print collection at Galaxy E3 is arranged by the Dewey Decimal Classification System. Additional resources are provided by the district-wide subscriptions to electronic information databases.

### Equipment

Breakdown of equipment available for use through your media program is as follows: Circulation desk computer with attached printer, eight chromebooks, and TV production equipment.

### Collection Development

The term "collection" refers to all the informational resources available through the library media center. The media specialist leads this process with the input of administration, teachers, students, parents, and stakeholders. All materials selected for the collection support the curriculum and meet the personal information and recreational needs and interests of the students. Informational resources will be collected in a variety of formats to meet the learning needs of all students. These formats include print, non-print and electronic. The collection will include the hardware and/or equipment necessary to view, listen to, or manipulate information in the collection. Emphasis will be placed on collecting and updating materials in the 500's and 600's as needed to support the science focus of the choice program curriculum.



## **Selection and Evaluation Criteria**

The media specialist is responsible for coordinating the collection development plan. The media specialist chooses materials that support the instructional program and promote reading. Library materials must be suited to students' needs and their ability to comprehend the material presented. Library materials must be appropriate for the grade level and age group for which the material is used. The library media specialist shall evaluate and select print and non-print materials by using professional reviews. All materials selected for the collection will be evaluated by the following criteria: appropriateness, accuracy, literary merit, scope, authority, reputation, special features, arrangement, pacing, treatment, technical quality, aesthetic quality, availability, durability, value to the collection and cost.

## **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**


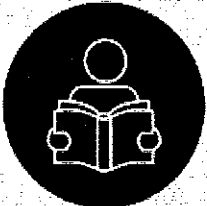
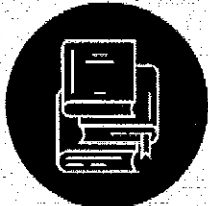


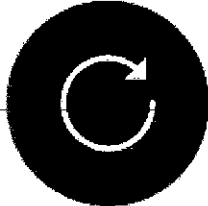

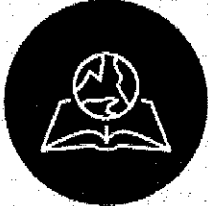
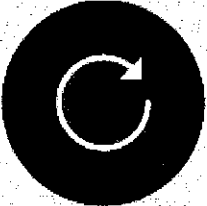

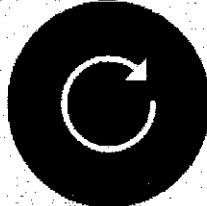
The School District Library Media Services provides support to school library media center personnel and establishes uniform policies and procedures for school library media centers throughout the District. These services include, but are not limited to:

- 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.

			
10,302	19.8	27%	39%
Items in the Collection	Items per Student	Fiction Titles in the Collection	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.			
	2008	38%	8%
Average Age of the Collection	3,910 ITEMS Aged Titles	790 ITEMS 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.	
			
37%	2007	37%	2007
Representative Titles in Collection	Representative Titles Average Age	SLL Titles in Collection	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	66	2011
Philosophy & Psychology	35	2011
Religion	33	2011
Social Sciences	762	2005
Language	49	2008
Science	1186	2010
Technology	475	2010
Arts & Recreation	528	2012
Literature	295	2005
History & Geography	611	2008
Biography	637	2009
Easy	2424	2006
General Fiction	2008	2736
Graphic Novels	n/a	n/a

### 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 refers to routinely reviewing the collection for quality, relevance, usefulness, diversity, and subject area gaps. This process usually involves inventory and weeding. Our Media

Specialist ensures print collections are relevant, up-to-date, appealing, and well-organized. Library media specialists must inventory all library collections every three years per Board Policy 8.12 (5). The three-year inventory rotation ensures that the online catalog accurately portrays the library's collection. Additionally, it helps staff identify missing, worn, and outdated materials.

The K-12 Instructional Materials and Library Media Services Departments manage the online catalog, district-wide databases, and e-books.

In Galaxy Elementary, Easy Fiction is located on its own shelf. Fiction chapter books are shelved in 1st-3rd Grade and 4/5th Grade sections with Genre Stickers. Kindergarten books are shelved on a blue rolling cart; Nonfiction is 000-599 and 600-999 on regular shelving. The Dewey Decimal System is in place with the exception of Traditional Folklore, Biography. Graphic novels, and Poetry which has its own special shelf for easy visibility.

### **Lost or Damaged Library Materials**

The Media Center Procedure for Lost and Damaged Library Materials is as follows:

1. Students are given a written copy of overdue notice of library materials and equipment.
2. Announcements are given to parents outlining notices have been sent to individual students.
3. After one week, Students are given the amount of replacement or repair of district property.
4. Fine is attached to Student's obligatory Fines on Destiny Manager per School Board Policy 2.21B(9) ~~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.~~
5. If library materials are found at any time while attending another school, students may give it to the current Media Specialist at any school in Palm Beach County, and it will be sent to the correct Media Center and fees will be deleted or returned.

## Strategic Focus – Weeding and Acquisitions

School Year	Strategic Focus
FY25	<b>Selection Priorities</b> <ul style="list-style-type: none"> <li>● Fiction</li> <li>● Bilingual</li> <li>● Non Fiction</li> </ul>
	<b>Inventory Priorities</b> <ul style="list-style-type: none"> <li>● Fiction Section</li> <li>● Non Fiction</li> <li>● Biographies</li> </ul>
	<b>Weeding Priorities</b> <ul style="list-style-type: none"> <li>● Fiction</li> <li>● Non Fiction</li> <li>● Easy Fiction</li> </ul>
FY26	<b>Selection Priorities</b> <ul style="list-style-type: none"> <li>● Bilingual</li> <li>● Non Fiction</li> <li>● Fiction</li> </ul>
	<b>Inventory Priorities</b> <ul style="list-style-type: none"> <li>● Non Fiction</li> <li>● Biographies</li> <li>● Easy Fiction</li> </ul>
	<b>Weeding Priorities</b> <ul style="list-style-type: none"> <li>● Non Fiction</li> <li>● Easy Fiction</li> <li>● Biographies</li> </ul>
FY27	<b>Selection Priorities</b> <ul style="list-style-type: none"> <li>● Nonfiction</li> <li>● Fiction</li> <li>● Bilingual</li> </ul>
	<b>Inventory Priorities</b> <ul style="list-style-type: none"> <li>● Biographies</li> <li>● Easy Fiction</li> <li>● Non Fiction</li> </ul>
	<b>Weeding Priorities</b> <ul style="list-style-type: none"> <li>● Easy Fiction</li> <li>● Biographies</li> <li>● Fiction</li> </ul>

### Reconsideration of Materials

The Media Specialist at Galaxy Elementary will select its Library Media Center materials based upon the principles outlined in this Collection Development Policy and in accordance with SDPBC Board Policy 8.12 - Selection of Library Media Center Materials.

Citizens may request reconsideration of materials contained in Galaxy Elementary's Library Media Center by filling out the Specific Materials Objection form. This form is linked in the Appendix. Reconsideration of materials will follow the SDPBC Board Policy 8.1205 - Objection Procedures for Instructional Materials, Library Media Materials, and Supplemental Classroom Materials, including Reading List.

**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)