

Glade View Elementary

FY25 Collection Development Policy

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Educational Media Specialist

Signature Page

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Purpose of Collection Development Policy

The Collection Development Policy is intended to support Glade View Elementary School Library's mission statement of instilling a love of reading for pleasure and knowledge in our students and faculty by providing them with the resources, technology, and critical thinking skills necessary to inspire learning.

The media center strives to create a current collection that meets the needs of the curriculum and the school community while adhering to the established parameters for collection size, overage age collection, and collection access. As our students and staff members diversify and grow, we will analyze and update our collection to reflect new and diverse areas of interest and requirements. The collection development policy is assessed and changed on a yearly basis to provide advice for implementing collection modifications.

Background Statement & School Community

Glade View Elementary School is a Title 1 school with a diverse demographic population, located in Belle Glade, FL. The student population is approximately 300 students, 99% qualify for free or reduced lunch. The diversity breakdown is 1% white, 96% black, and 3% Hispanic. Students represent a variety of countries throughout the world and have three primary languages: English, Spanish, and Creole.

As a Choice Program, AVID and Title I school, GVE offers a variety of comprehensive arts programs to help develop and showcase our students' talents. It is our school-wide and community-wide desire to foster a life-long love of learning for all students thereby showing an awareness and appreciation of multidisciplinary art forms. Students can enjoy creative expression through 2D and 3D art, television production, dance, band, vocal music, and theater.

School Mission Statement

Glade View Elementary Visual, Performing, and Communication Arts School is committed to providing a quality education with excellence and equity, empowering every student to reach his or her maximum potential with the most effective staff to cultivate the knowledge, skills, and ethics necessary for academic achievement and to be responsible and productive citizens.

Media Center Mission Statement

The Library Media Center Program's mission is to instill a love of reading for enjoyment and knowledge in our students and staff by providing them with the resources, technology, and critical thinking skills to continue the love of reading and exploration to inspire learning. This will be maintained by offering a secure, entertaining, and welcoming atmosphere for all, as well as striving by meeting the needs of all ethnic, cultural, and educational distinctions so that all patrons may excel in our community and beyond.

Responsibility for Collection Management & Development

The media specialist is in charge of collection management and its development. They are in charge of selecting new materials, acquiring, monitoring, and withholding all cataloging data documentation. To solicit stakeholder input on new material from various stakeholders, the media specialist promotes adequate contact and coordination between administration, staff, teachers, and students. This engagement ensures that their thoughts, suggestions, and interests are heard and considered throughout a more transparent decision-making process.

A strategy is developed to determine whose goals and plans will be affected, as well as who will be present during the process. There is a full interaction that includes discussion and the collection of all feasible thoughts and suggestions from each other. The media specialist then collects data and establishes new goals as well as a related list of actions. Finally, a thorough plan is created and delivered to the appropriate stakeholders, along with any necessary comments. This input comes in the form of surveys, presentations, and suggestions.

Library Program

The library media center is open-access. It is open from 8:05 AM to 3:30 PM every school day (school hours are 8:00–2:35). The LMC is on a six-day fine arts rotation, with each class lesson lasting 30 minutes. The lessons range from a variety of topics and usually consist of library book check-out then followed by a lesson/activity on library utilization skills. Once basic library utilization skills are taught, a wide range of topics are being implemented within the context of the classroom curriculum in order to serve as an extension of the classroom. The library/media center's priorities are to:

- Provide a varied variety of resources, technologies, and services to meet the information and learning needs of students and staff.
- Provide an open schedule to allow students and educators to explore information sources, read for enjoyment, communicate and collaborate with other students and teachers.
- Create an environment in which resources are easily accessible to students and teachers by providing adequate facilities, furniture, equipment, and supplies.
- Create and manage a quality collection of books, journals, audio-visual materials, and any emerging cutting-edge information technologies in the library.

SPECIAL INITIATIVES:

- Implement digital citizenship and be safe online (Tech Safe), a district-mandated school-wide course on tech safety.
- Plan and implement lessons in collaboration with our school behavioral health professional using the SLL district resource center to strengthen the teaching and learning of academic content for students by helping to build their confidence, support their mental health, and provide the tools to help them overcome challenges. This is based upon the School District of Palm Beach County's SLLFramework, which states that upon the instruction of these resources, ``students will be able

to effectively apply knowledge, attitudes, and skills of self-awareness and self-management, responsible decision-making, resiliency, relationship skills (including conflict resolution), and social awareness” (including understanding and respecting other viewpoints and backgrounds).

- Implement lessons on personal safety in various aspects as part of a district-mandated school-wide course on human growth & development.
- To support engagement and wellbeing of students and optimize instruction in the classroom.
- Morning Announcements: A select number of 2–5th grade students present the morning announcements. Students conduct the live broadcast each morning using the TriCaster studio equipment.
- TV Production After School Program is held to focus on the use of digital media. Students learn the skills and discipline required to plan, script, present, and produce a live broadcast, which will allow them to apply independence, communication, collaboration, and leadership skills. Students learn the basics of the production process, including video, audio, recording, lighting, and editing. In addition, students learn to use programs such as Adobe Express, typingclub.com, and coding.org to support and enhance skills learned in the program.
- Students from each grade level are recognized monthly for displaying positive character qualities through the Character Now! Program, a district-approved character education program. Our Character Education Student Recognition Program breaks up the pillars by month and includes weekly discussion topics, which are shared on morning announcements and through extension activities.
- Student Voice Initiative Program: Select number of 3-5th grade students chosen to voice practices and opportunities they have to participate in and influence the educational decisions that shape their lives and those of their peers. The program prioritizes the importance of peer-to-peer relationships through student voice to help students understand their value and feel empowered to collaborate and construct experiences that are joyful and respectful.
- Other special programs that are supported are: Literacy Week, National Literacy Month, Bullying Prevention and Awareness Month, Red-Ribbon Week, Holocaust Education Week, Hispanic Heritage Month, Black History Month, Pink Shirt Day, Women's History Month, Mental Health Awareness Month, Teacher Appreciation Week, and Haitian Heritage Month.

Goals and Objectives

- Goal 1: Continue to promote inclusiveness in the collection and the library as a welcoming environment for all.
 - Ensure that various characters and points of view are represented in each genre in the library. Titles can be purchased as needed.
 - Ensure that book displays constantly include varied characters and points of view and that displays are aimed toward underrepresented populations.
- Goal 2: Update and expand the collection to satisfy school curriculum and student and staff needs. Our current age for the collection is 2003. Next year, I would like to increase the age of the collection by at least one year.
 - Remove and replace outdated content, focusing on nonfiction, particularly science and

technology.

- Weed materials based on their relevance to the reader, with a focus on those that have never been circulated or have not been circulated in a long time
- Goal 3: Continue to expand TV Production program.
 - add/change segments in the morning announcements using teacher and student input.
 - Create lessons on video and photography.
 - Continue to implement available resources such as Adobe Express to assist with the morning announcements, typingclub.com to improve their typing skills, and coding.org as a tool to improve students problem-solving and critical thinking skills.
- Goal 4: Develop and integrate a technology literacy course in the school library media center and classrooms.
 - Create lessons on Tech Safe: Device Advice. Students learn how to take care of and maintain their devices.
 - Teach students how to troubleshoot basic technical issues.

Budget and Funding

The LMC is given a school-based operating budget at the beginning of every school year. Glade View Elementary School administration uses a formula to disperse the appropriated funds. The budget for the FY25 school year is expected to be similar to FY24.

School-based Operating Budget	Budget FY24	FY25 Projected Budget
<i>Account 551100 - Media Supplies</i>	\$200	\$225
<i>Account 553420 - Media Subscriptions (Periodicals-Newspapers)</i>	\$120	\$125
<i>Account 561100 - Library Books</i>	\$360	\$380
<i>Account 562230 - Media A/V Equipment</i>	\$160	\$170
<i>Account 564220 - Furn-Fix/Equip</i>	\$200	\$210
Fundraising/ Grants	Budget Amount	
<i>Media Center Internal Account number for your grant(s) (get this from your bookkeeper)</i>	5-17700.00	
State Media Allocation	Budget Amount	
<i>Account 556110 (program 3070) - Media Books</i>	\$763	\$770

Purchasing Plan FY25

Approximate Purchasing Plan	
Purpose	Amount
Books	\$800
eBooks	\$150
Supplies	\$160
Books (Program 3070)	\$770
Total:	\$1880

Scope of the Collection

Glade View Elementary School curriculum is the center in the creation of the collection, which follows the guidelines set forth by the School District of Palm Beach County (SDPBC), which in turn is governed by the Department of Education of the State of Florida. The term "collection" refers to all of the library/media center's readily available information resources. These tools, according to School Board Policy 8.12(2), help students meet their personal, informational, and recreational needs and interests while also supporting the curriculum. To accomplish these goals, the collection includes a broad variety of topics, appeals to a broad range of student talents, and represents a broad range of opinions. Materials in the collection demonstrate the creative artistry, insight, and vision of the human mind, as well as aiding students in developing cognitive and emotional skills.

Per Palm Beach County School District Board Policy 8.12 (see Appendix A), all collections are arranged by the Dewey Decimal Classification System. The collection contains a wide range of print and non-print resources ideal for various ability levels and learning styles that support both curriculum and pleasure reading as per [School Board Policy 8.12](#) (see Section 5 d). The collection includes databases and ebooks provided by the Department of Library Media Services at the School District of Palm Beach County. These databases and eBooks expand your school's collection and provide 24/7 access for students. The databases included in the collection are World Book, PebbleGo, Gale inContext Elementary, SIRS Discoverer, and Teaching Books. The eBooks provided by the Department of Library Media Services include Tumblebooks, Gale eBooks, and a shared collection in MackinVia.

Patrons are invited to use the district and state media center databases to identify additional sources, which are available on a daily basis. The Library Media collection comprises all of the resources available

in the school library media center as well as those available through interlibrary loan to students and staff members.

Equipment

Within our facilities, there is a wide range of equipment designed to support various media efforts, all geared toward assisting teachers, staff and students. This provides them with easy access to the resources and information needed to support their positions and advance in their education. The equipment's location and specifics are listed below:

Equipment	Quantity	Location
Dell Latitude 5520	1	Media Center: Office
DELL Thunderbolt Dock WD19TBS	1	Media Center: Office
Canon Pro 4000-S Poster Printer	1	Media Center: Office
Epson C5890 Printer	1	Media Center: Office
Macbook Pro 14 inch: Apple M1 Chip	1	Media Center: Office
iPad Pro	1	Media Center: Office
Honeywell 3800g Scanner	1	Media Center 1-120
SMART Board SBID-MX086-V2	1	Media Center 1-120
GBC Laminator: Ultima 65	2	Production Room/Professional Library 1-120B
SHARP MX M565 Copy Machine	1	Production Room/Professional Library 1-120B
XL Ellison Letter Machine	3	Production Room/Professional Library 1-120B
Boston 2624 Cutter	1	Production Room/Professional Library 1-120B
X-ACTO Cutter	1	Production Room/Professional Library 1-120B
Desktops	6	ALL Media Center Rooms 1-120- 1-120F
Keyboard	6	ALL Media Center Rooms 1-120- 1-120F

Mouse	5	ALL Media Center Rooms 1-120- 1-120F
Tricaster TCXD40 System: View Sonic Monitors with 2 controllers (3)		
vBrick 9000 (1)		
Anchor AN-1000X Speaker (1)		
TC40 Control Surface		
Keyboard		
SoundBoard Pro FX12 v3 12 Channel Professional Effects Mixer (1)		CCTV Studio Room 1-120E
Chromebook 3110 2 in 1	4	Production Room/Professional Library 1-120B
VariQuest Poster Maker 3600	1	CCTV Studio Room 1-120E
Lexmark MS410dn Printer	1	CCTV Studio Room 1-120E
Canon Camera XA10	3	CCTV Studio Room 1-120E
Teleprompt from Prompter People	2	CCTV Studio Room 1-120E
Light Fixtures	4	CCTV Studio Room 1-120E
Camera Stands	3	CCTV Studio Room 1-120E
Microphone Stands	3	CCTV Studio Room 1-120E
Microphone	3	CCTV Studio Room 1-120E

Collection Development

Collection development refers to the process of generating and managing the library's whole material collection in both print and non-print formats. Following district policies and procedures, budget allocations, needs assessment, selection, collection maintenance and evaluation, and resource sharing are all part of the collection development process. Through this process, it is ensured that patrons are provided with high-quality materials and equipment, with the goal of ensuring that the collection has enough and diversified information sources to fulfill students' academic and personal interests.

The Library Bill of Rights (see Appendix) is used as a broad guideline for collection creation. If there are inconsistencies between the guidelines in the Library Bill of Rights and School District Policies 8.1 and 8.125 (see Appendix), district policy takes precedence and governs the selection, retention, and disposition criteria of instructional materials for library media centers and classrooms.

Selection and Evaluation Criteria

The coordination of the collection development program falls under the responsibility of the media specialist. When selecting instructional materials, the needs of Glade View Elementary School take precedence, by examining the current curriculum and the existing collection. To ensure an effective assessment of these needs, several steps are followed. First, an inventory of the collection is conducted to identify items that need to be replaced, missing materials, or other essential requirements. This helps identify areas that need attention and improvement. In addition, the library's media materials are reviewed in light of the Florida State Standards for appropriateness. To keep track of areas that require additional resources, a rolling list of topics is maintained, which serves as a guide for future acquisitions.

In addition, staff and student input is actively sought to identify the specific needs of Glade View Elementary School. Our teachers and students are surveyed at various points of the year to assess the appropriateness and relevance of the materials used. This feedback helps to understand any gaps or areas that require further support. The surveys also help gather their preferences and recommendations for the types of materials they would like to see added to the collection. This inclusive approach ensures that instructional materials align with the interests and requirements of the school community, encompassing informational materials, curricular materials, and materials for reading for pleasure. When choosing materials for the library/media collection, the "Library Bill of Rights" and School Board Policy 8.1205 will be followed for the evaluation, selection, management, and disposal of library media materials. The following factors are taken into account:

- Professional Reviews: Print or non-print media, including video footage, that has been favorably appraised in a credible, unbiased, professionally prepared selection tool, such as, but not limited to:
 - School Library Journal
 - Horn Book
 - Booklist
 - Bulletin for the Center for Children's Books
 - Kirkus Reviews
 - The Newberry Award
 - The Caldecott Award
 - Sunshine State Young Reader's Award Nominees
 - Florida Reading Association Children's Book Award Nominees
- Educational Significance: value of material to a course of study or to the library media collection.
- Appropriateness: The material is appropriate for the students' age, maturity, various interests, and learning levels. Reading levels and lexiles are thought to provide a variety of information that both challenges and directs the student's selection process.

- Accuracy: Nonfiction material is accurate, current, and objective.
- Literary merit: fiction material exhibiting an exceptional plot, setting, characterization, style, or theme.
- Scope: The content is sufficiently covered to meet its intended goal.
- Authority: The author, editor, or producer has a superior reputation for generating products of this type.
- Special Features: Maps, charts, graphs, glossaries, and/or other learning aids that accompany the text are distinctive and important.
- Translation Integrity: Material translated from one language to another retains the original's stylistic features.
- Arrangement: Concepts are presented in a logical sequence to ensure learning.
- Treatment: typeset, graphics, style, and/or media catch and maintain the student's attention.
- Technical Quality: The sound is clear and audible, and the visuals are clear.
- Aesthetic Quality: The material is more appealing and well-presented than comparable things.
- Potential Demand: The item is of great relevance or popularity.
- Durability: The material has the potential for frequent usage or is of a type that makes it consumable.
- Obscenity No books or other materials containing hard-core pornography or those that are otherwise prohibited by Fla. Stat. 847.012 are to be used.
- Copyright: Supplemental instructional resources and library media materials utilized in a school must be obtained and used in conformity with federal, state, and District copyright laws, rules, and policies, as specified 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
- 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 for 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.

			
5,671 Items in the Collection	16.8 Items per Student	1,380 Fiction Titles in the Collection	1,947 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	49% Aged Titles	16% 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.	

			
29% Representative Titles in Collection	2003 Representative Titles Average Age	28% SLL Titles in Collection	2005 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	25	2007
Philosophy & Psychology	29	2000
Religion	18	2000
Social Sciences	539	1997
Language	74	1995
Science	614	2005
Technology	200	2004
Arts & Recreation	331	2012
Literature	131	1999
History & Geography	383	2005
Biography	245	2004
Easy	1408	2002
General Fiction	180	2004
Graphic Novels	92	2016

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

As per Board Policy 8.12 (8) (see Appendix C), inventory will be completed on a three-year rotation. The information below depicts a year-by-year rotation plan where inventory will be completed for the following three years:

- FY25: Easy
- FY26: Fiction
- FY27: Non-fiction, Biography, and Reference

The library media specialist will coordinate this process by removing materials and equipment from the media center based on objective criteria such as obsolescence, physical age and condition, and general inapplicability for continued inclusion in the existing collection.

This structured approach allows us to systematically evaluate and update our inventory to meet the changing needs and interests of our patrons. In addition, our library is set up according to the Dewey Decimal system for ease of navigation and to enhance our patrons' experience. Each shelf includes Dewey Decimal classifications to help locate topics. As you approach each shelf individually, it features detailed kid-friendly labels corresponding to specific classifications. The label includes the call number, topic, image, and an arrow pointing to the location of the books. In addition to facilitating effective book retrieval, this organizational scheme creates an inviting atmosphere that encourages exploration and discovery.

Lost or Damaged Library Materials

Any library material that is lost or damaged must be reported immediately. Any library material not returned within the school year after the due date will be declared lost. The borrower will be liable for the replacement costs in line 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." The charge is the cost of the item lost. If an item is found and returned after payment has been made, a refund is given if a replacement has not been ordered. The refund is the price of the material.

NOTE: Failure to return library materials or to clear outstanding fines may result in the holding of satisfying graduation requirements and/or the revoking of library privileges.

If the library material is returned in such poor condition that it can no longer be circulated, the borrower is responsible for replacing the material. The media specialist will buy a replacement if the borrower pays the fine. Alternatively, the borrower may choose to buy a replacement. The charge to the borrower is the cost of the material. All lost or damaged material is to be replaced with the newest edition, if it applies.

Strategic Focus: Weeding and Acquisitions

School Year	Strategic Focus
FY25	Selection Priorities <ul style="list-style-type: none"> ● Non-fiction, Biography, and Reference ● Easy ● Fiction
	Inventory/Weeding Priorities <ul style="list-style-type: none"> ● Easy ● Fiction ● Non-fiction, Biography, and Reference
FY26	Selection Priorities <ul style="list-style-type: none"> ● Easy ● Fiction ● Non-fiction, Biography, and Reference
	Inventory/Weeding Priorities <ul style="list-style-type: none"> ● Fiction ● Non-fiction, Biography, and Reference ● Easy
FY27	Selection Priorities <ul style="list-style-type: none"> ● Fiction ● Non-fiction, Biography, and Reference ● Easy
	Inventory/Weeding Priorities <ul style="list-style-type: none"> ● Non-fiction, Biography, and Reference ● Easy ● Fiction

Reconsideration of Materials

The resources and materials in the school library media center are selected in accordance with The Library Bill of Rights (see Appendix A) and School District Policies 8.1 and 8.1205 (see Appendices C and D), which serves as a basic guideline for collection development. If the requirements conflict, district policy takes precedence and determines the criteria for selecting, retaining, and disposing of instructional resources

for library media centers and classrooms. If a citizen of Palm Beach County files a challenge, Glade View Elementary School will follow SDPBC Policy 8.1205: Challenge Procedures for Instructional Materials (Appendix C) and the Specific Material Objection Form (Appendix E).

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)