



**FY25 COLLECTION
DEVELOPMENT
POLICY**

Grassy Waters Elementary School
FY25 Collection Development Policy

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Signature Page

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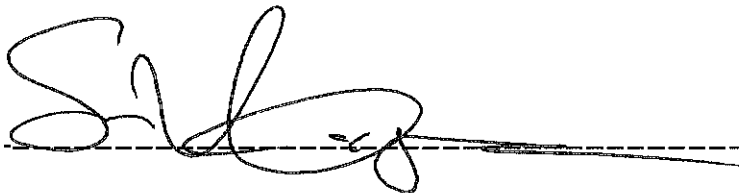
Principal Signature: 

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Purpose of Collection Development Policy

The purpose of this collection development policy is to guide the selection, acquisition and weeding of library media materials to support teaching and learning at Grassy Waters Elementary School. The goal of the collection development policy is to ensure that students and teachers have access to an organized and centrally managed collection of instructional materials and the technologies necessary to support those materials.

Background Statement & School Community

Grassy Waters Elementary School serves a multi-ethnic school population that consists of 753 students from predominantly economically disadvantaged communities. The ethnic composition of the student body is 10% White, 58% Black, 23% Hispanic, and 9% Other. There are 51% boys and 49% girls that attend the school. The percentage of students designated as English Language Learners (ELL) is 7% and Exceptional Student Education (ESE) is 19%. The percentage of students receiving free or reduced lunch is 85%. We are a Veterinary Science Biomedical Choice School with a focus on Science.

School Mission Statement

The mission of Grassy Waters Elementary School is to ensure that each unique student is engaged, challenged, and supported while developing his/her critical thinking, creativity, collaboration skills, and citizenship. Laying the foundation for excellence in our students, our curriculum encompasses studies in areas of science, technology, engineering, the arts, and mathematics with an emphasis in fields of biomedical and veterinary sciences. Students solve complex problems and generate solutions while experiencing, first hand, the important role that they play in their community and beyond.

Media Center Mission Statement

The media center collection will provide materials that support and enrich the instructional program. Materials will reflect a wide range of interests on varying levels of difficulty and diversity of appeal consistent with our school population. The professional needs of teachers and staff will be addressed through supporting their instruction with materials and technology. The media center will provide a safe, inviting, nurturing, and helpful learning environment, and will provide and promote the use of resources in multiple formats designed to meet the needs of varied learners in all areas of the curriculum.

- provide a welcoming environment that promotes inquiry, and curiosity.
- motivate students to read to learn and for pleasure.
- develop diverse interests for the enjoyment of lifelong learning.
- provide and promote instruction to prepare students to become independent users of the libraries and informational resources.
- provide and promote how to use multiple sources that are available at the district and school level for research.

- provide digital instruction to use resources both at school and remotely at home.
- Provide and incorporate the SSYRA State books into the curriculum.

Responsibility for Collection Management & Development

The responsibility for the selection of instructional materials rests with the certified school library media specialist. In coordination of the process, the media specialist will consult with the administration, faculty, and others in the school community and district. Data collected from the age, content, and areas that need focus (found in Destiny and Titlewave), influences what is acquired for Grassy Waters Elementary. In addition, administrators and staff influence the collection by suggesting resources that meet their educational needs in the classroom. Teachers and administrators submit requests along with initiatives grade levels want to focus on. Parents and students also help to determine the direction of what to purchase based on requests. Lastly, the district and outside stakeholders present concerns that are forwarded to the media specialist to be aware of, implement, and address based on the individual school.

Library Program

Grassy Waters library program is on a fixed 7-class, 6-day rotation schedule with 2 consecutive days at each fine arts class. On Day 1, we conduct a lesson/educational presentation/technology introduction/ or makerspace activity. On the second day, we allow time for students to check out books and materials. This in turn makes it a 12-day rotation between seeing each of the classes. We conduct two (Winter/Summer) Book Swap programs to allow the children to have books during the school breaks during the year to minimize reading loss. The SSYRA books focus, technology, internet safety, research skills, and author virtual visits are just some of the things that happen in this flexible educational environment.

Goals and Objectives

1. Increase the collection to 10,000 books. This is still a goal since we are weeding outdated materials section by section. This year, FY24, 9,567 items are in the collection. We added materials but exceeded in weeded materials for FY22 & FY23. We added 1,734 books in FY23 (solely because of the media specialist's participation on the FAME SSYRA Jr. Committee that allowed books reviewed to be vetted and then donated to a school once the year of reviewing had concluded).

2. Increase the copyright average date from FY19 2002 to 2004 FY20 for the whole collection. Currently the whole collection for FY2021 is 2008 that is an increase of 6 years from the FY19 goal. FY 2022 goal is to increase to 2010. Currently at 2009 FY22. FY 22-23 we increased it to 2013, an additional 4 years!

3. Increase circulation - Goal is 30 per child per year. FY 23-24 we are at 22.6 (23) books per child. Factors to consider to help improve the statistics are - three book fairs took place that took time away from circulation, the extra amount of testing, author visits, staff shortages. At times we had to have multiple classes in the media

center that limited the circulation.

Budget and Funding

<i>School-based Operating Budget</i>	<i>Budget FY24</i>	<i>FY25 Projected Budget</i>
<i>Account 551100 - Media Supplies</i>	<i>\$584</i>	<i>\$880</i>
<i>Account 553420 - Media Subscriptions (Periodicals-Newspapers)</i>	<i>\$356</i>	<i>\$350</i>
<i>Account 561100 - Library Books</i>	<i>\$1052</i>	<i>\$2000</i>
<i>Account 562230 - Media A/V Equipment</i>	<i>\$466</i>	<i>\$450</i>
<i>Account 564220 - Furn-Fix/Equip</i>	<i>\$188</i>	<i>\$200</i>
<i>Fundraising/ Grants</i>	<i>Budget Amount</i>	
<i>Media Center Internal Account number for your grant(s) (get this from your bookkeeper)</i>	<i>\$2500</i>	<i>\$2500</i>
<i>State Media Allocation</i>	<i>Budget Amount</i>	
<i>Account 556110 (program 3070) - Media Books</i>	<i>\$1403</i>	<i>\$1863</i>

Purchasing Plan FY25

Approximate Purchasing Plan	
Purpose	Amount
books	\$2000
supplies	\$400
STEM	\$200
Donations/Grants Goal	\$500
Total:	\$3100

Scope of the Collection

The collection development is focused on the curriculum here at Grassy Waters Elementary School, which follows the curriculum and guidelines supplied by the School District of Palm Beach County, Florida, which in turn is governed by the Florida Department of Education and the governor ([School Board Policy 8.12](#)). Best practice suggests strongly having the media center set up utilizing the Dewey Decimal System to classify the books, as well as genrifying parts of the collection (Black History, Graphic Novels, Spanish, 4th and 5th Grade materials). The additional materials that are provided by the district are provided as digital resources and electronic databases that go beyond the classroom. An example of this is eBooks.

Grassy Waters media collection refers to all the informational resources available through the media center for teachers and students to use. All materials selected for this collection support the district-supported curriculum and meet the personal informational and recreational needs of the students and teachers at Grassy Waters. In addition, we continue to support being a Biomedical Veterinarian Choice School and purchase materials based on the needs of the students and teachers focused on Science. The minimum size of the collection will be 10-11 books per student. The collection will also contain hardware and equipment necessary to view, listen to, and manipulate information for the collection. Emphasis will be on collecting and updating not only the Easy Readers section to have more available resources for K-2, but also to improve the collection and have more current materials for the 900 section due to the heavy weeding of this location in previous years.

When evaluating items, equipment, etc., the media specialist will use the following guidelines including the ones mandated by the FDOE/state of Florida:

- Curriculum needs for both teachers and students
- Personal and recreational needs of both teachers and students
- Cultural Diversity of Grassy Waters Community
- Physical and Developmental needs of the students including our ASD units
- Quality and relevance of the materials purchased
- Access to the resources beyond school - adding to digital resources
- Providing eBooks and digital resources for research-based projects.
- Following the strict guidelines provided by the FLD0E and governing entities

The materials selected at Grassy Waters Elementary School will be evaluated by a certified media specialist for the following criteria: appropriateness, accuracy, merit, scope, authority, reputation, special features, arrangement, pacing, treatment, quality, aesthetic quality, availability, durability, value, cost as well as meet the needs of state legislation and School Board policies, giving parental voice.

Equipment

Media Center

The media center consists of the following equipment supplied to Grassy Waters Elementary by a grant: Ozo Bots - a class set as well as a class set of Makey Makey,

manipulatives for the ASD classes (Floor Cogs, Extra-Large Plastic Building pieces, Word Games, Magnetics, Jengas, Magnetic Alphabets, Picasso Tiles, Legos, Magnetic Drawing Board, and 2 sets of small plastic cogs.)

Newsroom

The Newsroom consists of the following equipment supplied by “The Sock Drawer” Grant/Contest: 2 new cameras and stands, two new table microphones, a Tricaster, two monitors (one to see what the school sees and one attached to the Tricaster. Old News equipment consists of an original Soundboard, floor microphone for the pledge, wall monitor so the news crew can see themselves live.

Collection Development

“Collection Development” is the term used to describe the process of how the media specialist provides quality books, materials, and equipment to the media center at Grassy Waters Elementary School. The sole purpose of the “Collection Development” is to assure the quality of materials, having an adequate amount of materials per student to meet the needs of Grassy Waters Elementary as well as meet the personal needs of both the teachers and students to stay current. The Media Specialist is the point of contact for this process, involving the administration, the staff, students, and all the stakeholders to meet all of the needs at the school.

Selection and Evaluation Criteria

Nonfiction Book Selection Guidelines

- The vendor or publisher is reputable and approved by the district
- Students and teachers' requests
- Florida Standards - Curriculum-based requests
- Textbook and instructional materials and their correlations
- Reputable biographies and individuals that support the community, state, and nation
- Books that meet current state legislation guidelines

Fiction Book Selection Guidelines

- Two or more positive reviews through a Follett title search
- Textbook and instructional program correlations
- Database of Award-Winning Children's Literature
- American Library Association Website (<http://www.ala.org/>)
- Publisher's Weekly Website, children's section
- Sunshine State Young Reader's Award Books

(<https://www.floridamediaed.org/ssyra.html>)

Equipment Selection Guidelines

- The School District of Palm Beach County bid list approved vendors and

- computer equipment
- P Card purchases, which must be under \$1000.00, will be purchased as needed through local and online vendors.

Types of Media Formats in the Collection:

- Hardbacks
- Paperbacks
- Audiobooks
- eBooks: MackinVIA, Destiny Discover eBooks, TeachingBooks
- Digital online books Max Axiom, Capstone, etc.
- Equipment - Computers are inventoried by ITSA, Chromebooks 1:1 ratio
- District online resources BrainPop, Gale Research, Florida Electronic Library

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.

			
9567 Items in the Collection	13 Items per Student	2323 Fiction Titles in the Collection	3146 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.			
	2013 Average Age of the Collection	3000 Aged Titles	3156 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.	
			
2124 Representative Titles in Collection	2013 Representative Titles Average Age	3720 SLL Titles in Collection	2014 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	70	2015
Philosophy & Psychology	29	2014
Religion	14	2014
Social Sciences	396	2009
Language	46	2005
Science	888	2014
Technology	438	2013
Arts & Recreation	712	2016
Literature	126	2009
History & Geography	427	2016
Biography	723	2009
Easy	3264	2015
General Fiction	2323	2011
Graphic Novels	385	2018

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

Grassy Waters Elementary School conducts yearly inventories including all sections of the media center. Due to previous years' heavy weeding, a full inventory of Easy, Fiction, Nonfiction, Graphic Novels, and Biography sections will be completed each year to more precisely evaluate the collection. [Board Policy 8.12](#) references these procedures and mandates conducting yearly inventories of at least 1/3 of the library collection each year. The entire collection must be inventoried on a 3-year rotation. At a minimum, the inventory cycle will be: FY25

Easy, FY26 Graphic Novels and Biographies, and FY27 Nonfiction.

NOTE: Although inventory can occur at any time of the year, Spring has been the best since the process identifies items still checked out so student obligation records can be accurate.

Selecting Materials for Weeding

Obsolete, outdated materials will be withdrawn for one of the following criteria

- Inaccurate information
- Science/Nonfiction materials always need to be current (within 10 years)
- Contents outdated
- Doesn't meet circulation needs
- Culturally Biased
- Non-repairable - too damaged
- Not circulated in five years

Lost or Damaged Library Materials

Grassy Waters Elementary School Lost and Damaged Library Materials Policy goes as follows:

Lost

All lost materials at Grassy Waters Elementary - Cost \$5.00 (regardless of the cost of the book)

All other concerns for a child who is unable to pay for their lost book is handled on a case by case basis.

Damaged Books

Students who damage a book by breaking the binding, ripping out pages, or any other form of intentional damage are charged a lost book fee: Cost \$5.00 per book. Students who had the book damaged other than intentionally would be handled on a case by case basis including having the fee waived. See [School Board Policy 2.21B\(9\)](#).

Strategic Focus - Weeding and Acquisitions

School Year	Strategic Focus
FY25	Selection Priorities <ul style="list-style-type: none"> ● K-1 materials - more current titles ● 900 to replace heavily weed section ● Science materials to support Biomedical Veterinarian Choice Program
	Weeding Priorities <ul style="list-style-type: none"> ● 300 section - buy more current titles/replace older titles ● 500 section - improve copyright ● 800 section due to age
FY26	Selection Priorities

	<ul style="list-style-type: none"> ● K-1 materials - more current titles ● Black History/Minority Collections ● Fiction Hardback - improve copyright
	Weeding Priorities <ul style="list-style-type: none"> ● Fiction - Continues to weed aged materials ● Biographies - Check to see if book has circulated ● 500 section - improve copyright
FY27	Selection Priorities <ul style="list-style-type: none"> ● K-1 materials - more current titles ● Black History-African American books - newer materials ● 800 to replace outdated materials - improve copyright
	Weeding Priorities <ul style="list-style-type: none"> ● Easy section ● Graphic Novel section ● Biography section

Reconsideration of Materials

In the event of a challenge, Grassy Waters Elementary School will follow [Board Policy 8.1205](#), linked in Appendix D. The person objecting will complete the Specific Material Objection form linked in 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)