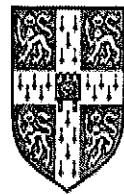
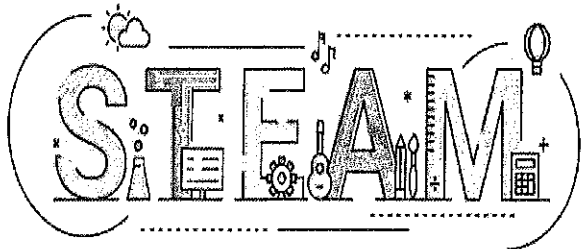


FY 25 Collection Development Policy

H.L. Johnson Elementary

A S.T.E.A.M. and Cambridge International School



CAMBRIDGE
International Examinations

Excellence in education

Elizabeth Torres

Certified Educational Media Specialist

Signature Page

**H.L. Johnson Elementary School
FY25 Collection Development Policy**

Date Drafted: May 6, 2023

Date Approved by Administration: May 9, 2024

Media Specialist Name: _____ Elizabeth Torres _____

Media Specialist Signature:  _____

Principal Name: _____ Dr. Crystal Kucharski Amado _____

Principal Signature:  _____

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Purpose of Collection Development Policy

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

- Provide and promote extensive use of resources in multiple formats designed to meet the varying needs of all learners in all aspects of the curriculum.
- Provide a learning environment that promotes inquiry.
- Stimulate intellectual curiosity.
- Encourage diverse interests for the enjoyment of lifelong learning and reading for pleasure.
- Provide and promote instructions to prepare students to become independent users of libraries and information resources.

Background Statement & School Community

The H.L. Johnson Media Center serves 854 students from pre-kindergarten through fifth grade and its faculty, staff, district employees, parents, and alumni. H.L.J. has a diverse population culturally and economically. The diversity breakdown of the school is as follows:

- 326 Caucasian
- 276 Hispanic
- 3 Native-American
- 181 African-American
- 31 Asian/Pacific Islander
- 36 Other

In addition:

- 42% of the school's population qualify for Free/Reduced Lunch.
- 9% English Language Learners.
- Many languages are spoken at home including Spanish, Creole, French, Filipino, Bengali, Arabic, Dutch, Hindi, Portuguese, Russian, and Vietnamese.
- 17% of the population qualify for ESE services.
- H.L. Johnson serves the needs of ESE students in 4 full-time classrooms.
- Three additional ESE teachers push into general education classrooms to assist students with varying disabilities.
- Two Speech-Language Pathologists service H.L.J., students.

H.L. Johnson offers several in-school programs including:

- Full-time gifted/talented classes for grades kindergarten - fifth.
- Two pre-kindergarten classes.
- AMP courses (Accelerated Math) for grades 3-5.
- All students participate in the Cambridge/International Primary/Elementary Programs; the teachers have

received training and certification.

- The ESE department has two IND (Intellectually Disabled) and two EBD (Emotional and Behavioral Disorders) classes.
- A STEAM choice school, all students participate in a STEAM class during their Fine Arts rotations.

H. L. Johnson Elementary School Mission Statement

H.L. Johnson Elementary is committed to providing a world-class education with excellence and equity to empower each student to reach his or her highest potential with the most effective staff to foster the knowledge, skills, and ethics required for responsible citizenship and productive careers.

H.L. Johnson's Media Center Mission Statement

The mission of H. L. Johnson Elementary School's Media Center is to provide a nurturing, inspirational, and creative learning environment where all students can achieve their utmost potential and a love of literacy through a challenging and motivating curriculum while supporting and enriching the classrooms.

It is H.L. Johnson Media Center's goal to assist all students to grow into global citizens with a lifelong love of reading and learning. H.L.J's Media Specialist, administration, and staff are committed to providing a library media program that supports and expands the school's instructional and choice programs.

Responsibility for Collection Management & Development

The Library Media Center's collection management is based on readers' interest, support of state academic standards and aligned curriculum, and the academic needs of students and faculty. The Certified Media Specialist is responsible for maintaining a quality, relevant collection and leads this process with the input of administration, teachers, students, parents, and other stakeholders. The Media Specialist ensures the books are purchased in compliance with state legislation and uses reputable, academic journal reviews from sources including the *School Library Journal*, *Hornbook*, *Booklist*, and *Kirkus* to make text purchases. Community stakeholders may view book-purchasing selections via the Active Book Order site on the district's webpage.

Library Program

H.L. Johnson's Media Center is on a three-day Fine Arts rotation. The six Fine Arts classes include Media, Art, Music, PE, Guidance, and STEAM. Students attend a specific class for three days and then move on to the next class. At the beginning of the school year during the first Media rotation, rules and book check-out procedures are taught and reviewed. Grades second through fifth are shown how to access books and ebooks using Destiny, MackinVia, Tumblebooks, National Geographic for Kids, PebbleGo, and World Book. The Media Center is committed to implementing our Cambridge International Standards by integrating technology throughout the Fine Arts rotation. All students are taught to access Google Drive and create projects utilizing Google Suites. Third through Fifth Grades created technology projects through research that promoted the implementation of topics and standards taught in the classroom. Students are given time in each rotation to check out books.

In addition, the Media Center promoted the SSYRA award-winning books and sponsored the Battle of the Books for 4th and 5th graders. This year eight teams participated. The groups met in the mornings before school for discussion. The teams used the app Battle Questions and Quizziz to review. In January, the kindergarten, first, second, and third graders learned about the Caldecott Awards and read numerous gold and silver award-winning books. The 2023 SSYRA Junior books were introduced, read, and available to all primary classes.

The Media Center coordinated two book fairs (Fall and Winter) to promote reading at home and school. With the money raised, hands-on STEAM activities were purchased, deteriorating graphic novels were replaced, and additional nonfiction books were added to the collection.

Goals and Objectives

Goal One - Increase the average collection date of the H.L. Johnson Media Collection during FY25.

- Continue to weed outdated, damaged books in the nonfiction section.
- Use Follet analysis and other library reports to fill in collection gaps.
- Increase the 37% of Fiction books (the low percentage is due to recent weeding) in the collection to 45%.
- In every rotation, offer “book tastings”, new book displays, and book talks to introduce new materials and additions to popular series.

Goal Two - To support the students’ 21st Century Literacy skills using technology during FY25.

- Teach all students Destiny to locate, place a hold, and check out books.
- Teach all students to access district eBooks and databases including World Book, National Geographic for Kids, Tumblebooks, and Gale Research.
- Incorporate literacy technology including Google Suites, Flipgrid, and Podcasts.

Goal Three - Communication with faculty and staff regarding available materials to supplement the curriculum during FY25.

- At the beginning of each trimester, ask teachers and administration to complete a Google Form for books and material requests to supplement the upcoming curriculum.
- Incorporate Science and Social Studies standards in Media Lessons.

Budget and Funding

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

<i>School-based Operating Budget</i>	<i>Budget FY24</i>	<i>FY25 Projected Budget</i>
<i>Account 551100 - Media Supplies</i>	<i>\$ 500</i>	<i>\$ 500</i>
<i>Account 553420 - Media Subscriptions (Periodicals-Newspapers)</i>	<i>\$ 250</i>	<i>\$ 300</i>
<i>Account 561100 - Library Books</i>	<i>\$ 1500</i>	<i>\$1,500</i>
<i>Account 562230 - Media A/V Equipment</i>	<i>\$ 0</i>	<i>\$ 0</i>
<i>Account 564220 - Furn-Fix/Equip</i>	<i>\$ 650</i>	<i>\$ 650</i>
<i>Media Center Internal Account Fundraising through Scholastics Bookfair</i>	<i>\$3600</i>	<i>\$4,000</i>
<i>Account 556110 (program 3070) - Media Books</i>	<i>\$2070</i>	<i>\$2138</i>

Purchasing Plan FY25

Purpose	Amount
Books using 3070 funds	\$ 2,140
Books (via Book Fair profits/Scholastic Dollars Catalog)	\$ 3,000
Supplies	\$ 1,000
Subscriptions	\$ 300
STEAM Activities (via Book Fair profits/Scholastic Dollars Catalog)	\$ 500
Total:	\$ 6,940

Scope of the Collection

Collection development is focused on the curriculum of H.L. Johnson Elementary School, which follows the guidelines of the School District of Palm Beach County, which in turn is 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 collections at H.L. Johnson Elementary School are arranged by the Dewey Decimal Classification System per District policy 8.12 (Appendix A). District-wide subscriptions include World Book, National Geographic for Kids, PebbleGo, Gale inContext Elementary, SIRS, and Teaching Books. These are electronic information databases. Also, the Department of Media Services provides eBooks access using Tumblebooks, National Geographic for Kids, Gale eBooks, and a shared collection, including SSYRA books, in MackinVia. All HLJ students have access to these databases and eBooks 24/7 through these numerous sites.

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 loans. H.L. Johnson Elementary also has a resource room where multiple copies of books and class sets of books can be found.

All materials at H.L. Johnson's Media Center support curriculum and pleasure reading as per School Board Policy 8.12.

Equipment

The Media Center houses various types of equipment including a GBL laminator, an EPSON T5270 poster maker, an EPSON color printer, three Chromebooks, two iPads, and two Comb Binding Machines (very old). During FY23, H.L.J. was granted a full T.V. production studio from the Education Network. Students produce and broadcast morning announcements live each morning.

Collection Development

Collection development refers to building and maintaining the Media Center's entire materials collection, in both print and non-print formats. The collection development process includes the formulation of policy and procedures, budget allocations, needs assessment, selection, collection maintenance and evaluation, and resource sharing. The acquisition and maintenance of the H.L. Johnson Elementary Media Center materials collection is the primary function of the Media Center's mission.

Collection Development at H.L. Johnson focuses on providing quality materials and equipment for our patrons. Our goal is to meet the expectations, requirements, and needs of our students and staff while at the same time expanding and enriching their curriculum and world views. The Media Specialist oversees this process but seeks input from administration, teachers, students, parents, and stakeholders.

Selection and Evaluation Criteria

The selection of the Media Center materials (both print and equipment) follows SDPBC Policy 8.12. In addition, selection needs are based on the school curriculum, the STEAM Choice Program, and the existing collection. When making selection choices, H.L. Johnson's Media Specialist must do the following:

1. Conduct yearly inventories of collection sections to determine replacements of damaged and outdated materials, missing items, and other needs. This is per Board Policy 8.12(5).
 - a. Fiction, Non-Fiction, Everybody, Biographies, and the Professional Library will be inventoried on a three-year rotation.
 - b. The DVD library will be inventoried and weeded in FY25.
2. Identify collection needs that reflect H.L.J.'s diverse school population. Factors include literary and social aspects, the emotional age level, and whether the materials are relevant to the curriculum.
3. When adding to the collection, requests from patrons, both students and adults, are considered. The H.L.J. Media Center's goals are to provide diverse books and materials students can connect to and reflect the unique student population.
4. When adding to the collection, state standards should be reviewed to ensure the materials adequately reflect the curriculum and the STEAM choice program
5. An ongoing topic list will be kept to document the Media Center's areas that need additional resources.
6. Survey the faculty each trimester to determine supplemental materials needed for research projects and curriculum.
7. Survey older students (grades 3-5) each trimester to see what materials they would like added to the collection such as informational texts and additional materials for pleasure reading including graphic novels, newer books in a series, and stand-alone novels.
8. Select appropriate materials for the patrons and have at least two positive reviews from professional sources such as *Kirkus*, *Horn Book*, *Publisher's Weekly*, *Booklist*, and *School Library Journal*.

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



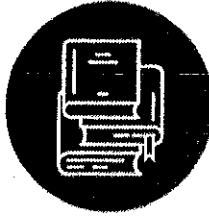



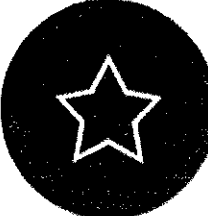




The School District Library Media Services provides support to school library media center personnel and establishes uniform policies and procedures for school library media centers throughout the District. These services include, but are not limited to:

- 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.

			
12,549 Items in the Collection	15.3 Items per Student	37%* Fiction Titles in the Collection	63% 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 Average Age of the Collection	49% 6211 Aged Titles	11% 1427 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.	
			
25% 3152 Representative Titles in Collection	2007 Representative Titles Average Age	31% SLL Titles in Collection	2009 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	55		2014
Philosophy & Psychology	34		2009
Religion	45		2007
Social Sciences	671		2005
Language	47		2005
Science	1654		2010
Technology	679		2009
Arts & Recreation	978		2013
Literature	245		2002
History & Geography	771		2010
Biography	667		2007
Easy	2997		2006
Fiction	3403		2008

Gifts and Donations

Any books gifted or donated to the school must meet the same selection criteria as all other materials. No materials will be added to the collection if they are out-of-date or age-inappropriate simply because they were donated. All gifts and donations must follow the same processes as new book orders.

Collection Maintenance

Inventory will be completed on a three-year rotation as per Board Policy 8.12 (8). The inventory rotation plan is as follows:

FY 2022	Nonfiction
FY 2023	Everybody
FY 2024	Fiction and Graphic Novels
FY 2025	Biographies, Nonfiction (less Graphic Novels) DVDs and VCR tapes(primarily weeding)
FY 2026	Professional Library and Everybody

In FY25, two separate nonfiction sections will be created and organized in the Media Center. H.L.J. has a large collection of books in the 500s (Science/Animals). Many of the books written for younger readers were not being utilized or accessible. Level 1 and Level 2 nonfiction books will be moved to the Everybody section of the Media Center. The books will still be labeled nonfiction but will have an identifying label to indicate it is for beginning readers.

In FY 2025, the beginning chapter book series for early readers will be identified and shelved as Beginning Chapter books.

Lost or Damaged Library Materials

It is the policy of H.L. Johnson’s Media Center, per School Board Policy 2.21B(9), that lost/damaged materials should be replaced by the student or pay a fine. If a student does not resolve the missing item, he/she will not be given book check-out privileges. Since H.L.J. is an elementary school, most communication regarding lost books will be with parents/guardians.

Strategic Focus – Weeding and Acquisitions

School Year	Strategic Focus
FY25	Selection Priorities <ul style="list-style-type: none"> ● Fiction ● Book Series Completions ● Biographies
	Inventory/ Weeding Priorities <ul style="list-style-type: none"> ● Biographies ● Nonfiction and Biographies ● DVDs and VCR tapes
FY26	Selection Priorities <ul style="list-style-type: none"> ● Biographies ● Nonfiction (Space, Weather, Rocks, and Minerals) ● Everybody Books
	Inventory/ Weeding Priorities <ul style="list-style-type: none"> ● Professional Library ● Everybody ● Graphic Novels
FY27	Selection Priorities <ul style="list-style-type: none"> ● Fiction ● Nonfiction (Cookbooks and Sports) ● Nonfiction (Technology)
	Inventory/ Weeding Priorities <ul style="list-style-type: none"> ● Nonfiction (300s) ● Biographies

Reconsideration of Materials

H.L.J.’s library acknowledges that individuals may challenge available materials, but the library will not add or withdraw, at the request of an individual or group, any materials. If a challenge to materials happens, the Media Specialist and/or administration at H.L. Johnson will follow SDPBC

Poliy 8.1205 (Appendix D). Any person wishing to make a challenge will fill out PBSB form 1113 (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)