

**Hagen Road
ELEMENTARY**

**F Y 2 5
Library
Media**

**COLLECTION
Development Plan**

> > *Home of the Roadrunners* > >

Hagen Road Elementary

FY25 Collection Development Policy

Amy Alspach

Educational Media Specialist, MLS

Signature Page

Hagen Road Elementary
FY25 Collection Development Policy

Date Drafted: **Apr 30, 2024**

Date Approved by Administration:

5/6/24

Media Specialist Name: Amy Alspach

Media Specialist Signature:



Principal Name: Bernadette Standish

Principal Signature:

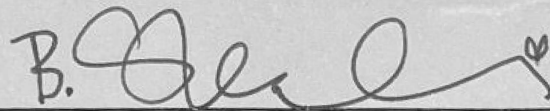


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Purpose of Collection Development Policy

The purpose of a school library media center's Collection Development Plan (CDP) is to keep the library media program and collection in alignment with state law as well as school and district missions. It also helps the library media specialist keep a fresh, current look at the library media program every year, for his/herself as well as for school-based administrators and district library media contacts.

Collection development is a never-ending process and encourages the idea that the library media collection is a living thing – ever-changing and updating. An additional goal is to keep the collection current with information needs of the school community whether it is personal interest or research needs, as well as provide a quality fiction collection.

Background Statement & School Community

Hagen Road Elementary is a Pre-K to 5 school serving a wonderfully diverse and multicultural student and family population. According to our Gold Report, we are a family of these heritages: Hispanic, African-American, Caucasian, Asian, Haitian-Creole and American Indian. Our specialty programs include: Dual Language, Gifted, an ASD Unit, and a S.T.E.M. program. Additional programs and groups: After-school clubs, after-care and PTA.

'Our School Community' is included in a Collection Development plan because the needs of these programs and the rich heritage of our school families are certainly considered when making selections and purchases for our library media collection.

School Mission Statement

Our school is committed to providing a rigorous education with differentiation to empower each student to reach their highest potential by being responsible, respectful and safe; with the most effective staff and community to foster knowledge, skills and ethics required to be productive citizens and have successful careers.

La escuela primaria Hagen Road Elementary está comprometida a proporcionar una educación rigurosa con diferenciación para empoderar a cada estudiante para alcanzar su máximo potencial siendo responsable, respetuoso y seguro; con el personal y la comunidad más eficaces para fomentar el conocimiento, las habilidades y la ética necesarias para ser ciudadanos productivos y tener carreras exitosas.

Media Center Mission Statement

Its mission is to be a welcoming, safe, fun arena to teach students how to be independent, responsible, respectful, and safe users of the library's mobile, digital, electronic, hands-on and print resources, with emphasis on synthesizing use of these resources to: enhance research and critical thinking skills; support classroom lessons and B.E.S.T. Standards; increase digital, information and language literacy; and promote a life-long love of reading in all its formats.

Responsibility for Collection Management & Development

The media specialist (and media clerk when applicable) is responsible for collection management. The media specialist is responsible for collection development. Administration, faculty, students, parents, and district stakeholders are welcome voices for suggestions about our collection. Face-to-face interactions as well as the Active Book Order Submission process are ways to seek stakeholder input and feedback.

Library Media Program

The Library Media Program is on a fixed schedule serving Kindergarten through Fifth grade. The program supports self-selected reading/check-out for pleasure, and reading/check-out related to research. It supports the annual Battle of the Books program as well as:

- Title 1 initiatives
- Dual Language
- Fine Arts initiatives
- S.T.E.M.
- Literacy Events
- PBIS initiatives such as weekly Hagen Heroes
- General school news.

Morning show activities also include student practice with Vlogging techniques, iMovie creation, and school-wide photography including special celebratory months/days/weeks and the Pledge of Allegiance. Library media instruction includes: standards-based and hands-on activities in StoryTimes, SMART-centered activities, as well as genre and non-fiction/research activities which incorporate movement and hands-on techniques; and TechSafe instruction.

Research techniques are also supported with district Portal databases, such as PebbleGo and WorldBook Kids and World Book Early Learning. Additional Portal databases utilized in the library media program include MackinVIA and Tumblebooks.

SMART Goals and Objectives

Specific. Measurable. Attainable. Relevant. Time-Bound.

- 1) Physical Space. Besides the main room, our library media center utilizes a studio, a leveled reader room and a teachers' planning room. Our goal is to clean up these spaces to better facilitate their use for staff and students by:

- A) Doing another round of e-Waste.
- B) Either distributing or weeding stored textbooks
- C) Either weeding or processing stored library books

We would like this accomplished by the end of the school year if not sooner.

- 2) Technology. We were so excited to get our CCTV upgrade in the FY24 year. For FY25, our goal is to better utilize this new studio by:

- A) increasing use of our upgraded green-screen capabilities
- B) and adding more video production to our daily morning show.

We would like this to happen within the first weeks of the FY25 school year.

- 3) Collection Maintenance. For the FY25 school year, our goal is to update the average age of our non-fiction collection for continued support of our math and science objectives as a school.

Budget and Funding

The school library media center is given a school-based operating budget at the beginning of every school year. 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.

<i>School-based Operating Budget</i>	<i>Budget FY24</i>	<i>FY25 Projected Budget</i>
<i>Account 551100 - Media Supplies</i>	<i>\$1802</i>	<i>\$1802</i>
<i>Account 553420 - Media Subscriptions (Periodicals-Newspapers)</i>	<i>\$0</i>	<i>\$0</i>
<i>Account 561100 - Library Books</i>	<i>\$1052</i>	<i>\$1052</i>
<i>Account 562230 - Media A/V Equipment</i>	<i>\$217</i>	<i>\$217</i>
<i>Account 564220 - Furn-Fix/Equip</i>	<i>\$188</i>	<i>\$188</i>
<i>Media Center Internal Account number for your grant(s) (get this from your bookkeeper)</i>	<i>\$7475</i>	<i>\$7475</i>
<i>State Media Allocation 8430</i>	<i>8430 choices</i>	<i>8430 choices</i>
<i>State Media Allocation 3070</i>	<i>\$1403</i>	<i>\$</i>

Purchasing Plan FY25

Approximate Purchasing Plan	
Purpose	Amount
Books - 3070 and 6202, including SSYRA and science-based non-fiction	approx. \$2400
Supplies - technology	8430 choices
Supplies - consumables, incl. laminate and bulletin board paper, copy paper, construction paper	approx. \$400
Total:	\$ 2,800 + 8430 monies

Scope of the Collection

The scope of our library book collection includes print books and eBooks. They range 001-999 in the Dewey Decimal System and include science, coding and biography titles. Additional sections include: easy picture books, leveled readers, chapter books, fiction arranged by genre, and Spanish fiction and non-fiction. Additional resources include 24/7 accessible district portal databases and eBook databases. Media-center-based technology for use in the library media program: in-house TV studio, SMART Board, Chromebook center, iPad center, simple coding robot kits and a collection of hands-on activities. Our teacher planning room: class novel sets, district resources, bulletin board paper, copier, poster maker, laminator and Ellis die cuts.

It is important to note that materials will support both curriculum and pleasure reading as per School Board Policy 8.12 per Section : D. Also per District policy, the collection will be arranged in standard Dewey order per Section 5: Management of Library Media Instructional Materials.

Equipment

Teachers' planning room: laminator, poster maker, copy machine, Ellison die cuts

Main room: LCD projector/computer, SMART Board, Chromebooks, desktop computers

CCTV studio: computers, laptops, cameras, visual and audio technology

A/V equipment: CD Players, DVD players

Mobile devices: 6 Chromebooks for student lab and HRTV show, 1 Chromebook for mobile check-out cart

Additional computers: (2) MacBook Airs for shared campus needs including HRTV, video production and 3D printer

iPads: (7) total. 2 of them are Internet-connected.

Collection Development

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Collection development is a never-ending process and encourages the idea that the library media collection is a living thing – ever-changing and updating. An additional goal is to keep the collection current with information needs of the school community whether it is personal interest or research needs, as well as provide a quality fiction collection.

Selection and Evaluation Criteria

The library media specialist is in charge of collection development and uses professional judgment, school board policy language about Selection, faculty, administrative and student input, and professional resources such as Book Links, Follett TitleWave, Horn Book and Book List. Since Hagen is a Dual Language school, the HRESL Media collection also houses Spanish-language non-fiction, picture book, chapter book and DVD resources. This collection is maintained as part of the library media center's collection development plan. Book purchases include the Sunshine State Young Readers and Florida Reading Association chapter and picture books/Children's book award state-wide reading initiatives. Students are also taught how to access eBook collections via Destiny and MackinVIA.

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 the curriculum. The data below is a snapshot of the collection based on a Titlewise Analysis.

			
22,590 Items in the Collection	30.7 Items per Student	32% Percent of Fiction Titles	32% Percent of Nonfiction
Library media resources are curated to include both recently published works and classics that both rightfully impact the average age of the collection.			
	1996 Average Age of the Collection	64% Aged Titles	3% 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.		
			
22% Representative Titles in Collection	1999 Representative Titles Average Age	27% SLL Titles in Collection	2002 SLL Titles Average Age

Collection Analysis By Category

Section	# of Titles	Average Age (year)
Computer Science, Information & General Works	69	2008
Philosophy & Psychology	86	1999
Religion	63	1993
Social Sciences	1461	1991
Language	138	1992
Science	1887	1999
Technology	923	1999
Arts & Recreation	985	2000
Literature	381	1988
History & Geography	1205	1996
Biography	1367	1995
Easy	1995	5053
General Fiction	7235	2002
Graphic Novels	100	2007

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, including state law, as new book orders.

Collection Maintenance

Inventory will be completed on a three-year rotation as per Board Policy 8.12 (8). The rotation plan is as follows: FY25 Non-Fiction, FY26 Fiction, FY27 Easy Picture Books. The Fiction collection is housed on the tall shelves along the walls of the library. The books are labeled on spines and shelves, organized by genre (humorous, mystery, fantasy, etc.) The Non-Fiction collection is housed in the central short shelves; it utilizes the Dewey Decimal system. The Spanish collection is housed in Aisle 6 (Fiction) and in the short, central shelves (Non-Fiction); the titles are spine-labeled "Español" and "Bi-lingual". The Easy picture book section is in Aisle 1, organized by author. Leveled Readers are housed in the Easy Picture section and also in accessible racks for young readers.

Lost or Damaged Library Materials

Our school does a school-wide year-end push each May for the return of library books. We use celebrations, incentives and family communication, e.g. written reminders, newsletters and teacher assistance. For outgoing fifth grade students who have outstanding book check-outs, we send home a principal letter. The media specialist and the administration annually communicate and work together to address those students who have not returned their library books, using School Board Policy 2.21B(9) for guidance when the need arises: “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.”

Strategic Focus – Weeding and Acquisitions

School Year	Strategic Focus
FY25	Selection Priorities <ul style="list-style-type: none"> ● S.T.E.M. & Technology Non-fiction ● SSYRA Fiction ● Chapter books, focus on Grade 3
	Inventory/ Weeding Priorities <ul style="list-style-type: none"> ● S.T.E.M., Technology, Science & Information cont. ● History & Geography ● Non-Fiction (INVENTORY)
FY26	Selection Priorities <ul style="list-style-type: none"> ● S.T.E.M. & Technology Non-fiction ● SSYRA Fiction ● Leveled Readers
	Inventory/ Weeding Priorities <ul style="list-style-type: none"> ● Easy Picture Books ● Fiction ● Fiction (INVENTORY)
FY27	Selection Priorities <ul style="list-style-type: none"> ● S.T.E.M. & Technology Non-fiction ● SSYRA Fiction ● Easy Picture Books
	Inventory/ Weeding Priorities <ul style="list-style-type: none"> ● S.T.E.M. & Technology Non-fiction ● SSYRA Fiction ● Easy Picture Books (INVENTORY)

Reconsideration of Materials

Hagen Road Elementary follows Board Policy 8.125 when issues regarding Reconsideration of Materials, i.e. book challenges. Please see Board Policy, Appendix E, page 24.

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)