

Hammock Pointe Elementary

FY25 Collection Development Policy

**Emlyn McAna
Certified Educational Media Specialist**

Signature Page

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Date Drafted: **May 9, 2024**

Date Approved by Administration: **May 9, 2024**

Media Specialist Name: Emlyn McAna

Media Specialist Signature: Emlyn McAna

Principal Name: Stephanie Cook

Principal Signature: Stephanie Cook

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Purpose of Collection Development Policy

The collection Development Policy is designed to support and ensure that the library collection meets the informational needs of the curriculum, instructional needs of the faculty and all the reading and viewing needs of our students. The Collection Development process is ongoing. It includes the formulation of policy and procedures, budget allocations, while identifying the strengths and weaknesses of the library media collection as it relates to students' needs and changes within the community.

Background Statement & School Community

Hammock Pointe is an A rated school of Excellence. It serves students who reside in the southwest portion of Palm Beach County. Hammock Pointe serves approximately 1032 students in grades Pre-K through 5th grade. This year, we qualify for Title 1 funding with at least 74% of the students qualifying for free and reduced lunch. Hammock Pointe has a diverse population including ESE and ELL students. The school has had a huge increase in the number of ELL students that speak Spanish, Portuguese and Russian. Our faculty work closely with the Literacy Coalition and the Build a Better Reader Program as well as Roots and Wings to support the needs of our diverse population. Here individuals come to our school on a regular basis and work with students to improve literacy. Working together they utilize the library resources and staff to improve students' reading skills by asking for assistance in choosing just the right books.

School Mission Statement

Hammock Pointe Elementary School 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, environmental awareness, and ethics required for responsible citizenship and productive careers.

Media Center Mission Statement

The Hammock Pointe Library Media program strives to provide opportunities for students and staff to become effective users of ideas and information. We work to prepare and develop our students as life-long learners. Our mission is to support the instructional program of the school while developing twenty first century language learners.

The HPES is dedicated to designing and maintaining a library media program that supports, complements, and expands the instructional program of the school.

We begin each day with the Morning show. HPTV provides student practice highlighting the special activities happening on campus or locally. It promotes the literacy events and special programs taking place that week as well as our daily introduction with the Pledge of Allegiance followed by a Patriotic song and a moment of silence. .

Library media instruction includes standards-based activities. Fictional StoryTimes, as well as genre and non-fiction/research activities which incorporate movement and hands-on activities. Responsible technology usage is incorporated and taught through TechSafe instruction. Research techniques are also supported with district Portal databases, such as PebbleGo and WorldBook Kids and World Book Early Learning and Gale research. Additional Portal databases utilized in the library media program include MackinVIA and Tumblebooks.

Responsibility for Collection Management & Development

The Media Specialist is responsible for the library's collection management and development. The maintenance of the library includes the selection of new materials as well as the weeding of ineffective resources. The Literacy Committee, made up of the Media Specialist, faculty members from each grade level and parents provide recommendations into areas of need to support changes in curriculum. This committee also drives the schoolwide reading initiatives. Usually these are monthly events that focus on literacy. Student interest surveys have also been used to identify students' interests. We look forward to continuing with that.

Library Program

Hammock Pointe's Library media program supports, complements, and expands the instructional program of the school. We are on a fixed schedule for grades K-5. We provide a learning environment which promotes inquiry and stimulates intellectual curiosity. In Kindergarten through second grade we encourage a love of reading. Students are encouraged to find books that are appropriate for them as they develop their reading skills. Grades 3 through 5 are instructed on how to use Destiny in order to locate books of interest. Outside resources are often invited into reading events such as Read Across America, National Poetry Month, Black History Month, Hispanic Heritage Month and Read for the Record. We work closely with the Public library to encourage our students and their parents to become lifelong learners and users of the public libraries.

Goals and Objectives

Goal 1: Upgrade TV Studio

Plan meeting with the Education Network to identify what is needed
 Purchase new equipment to bring our studio into the 21st Century
 Attend trainings necessary to to prepare our students with current TV production

Goal 2: Replacement of Age Sensitive Books

Purchase up-to-date books in the categories listed below. Books will be replaced on an ongoing basis in age sensitive areas.

- 300 - Political Science and Social Services
- 500 - Astronomy and Ecosystems
- 600 - Science
- 900 - History and Geography

Goal 3: Schedule time for Administrative Tasks

Materials Seeking Approval for Purchases
 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.

Budget and Funding

Additional funding to the media canter comes from fundraising through Book Fairs.
 Hammock Pointe holds 2 Book Fairs. One in the fall and another in the Spring.

<i>School-based Operating Budget</i>	<i>Budget FY24</i>	<i>FY25 Projected Budget</i>
<i>Account 551100 - Media Supplies</i>	\$1165	\$1350
<i>Account 553420 - Media Subscriptions (Periodicals-Newspapers)</i>		
<i>Account 561100 - Library Books</i>	\$1310	\$1500
<i>Account 562230 - Media A/V Equipment</i>	\$582	\$600
<i>Account 564220 - Furn-Fix/Equip</i>	\$728	\$750
<i>Fundraising/ Grants</i>	<i>Budget Amount</i>	
<i>Media Center Internal Account number for your grant(s) (get this from your bookkeeper)</i>	\$12500	\$15000
<i>State Media Allocation</i>	<i>Budget Amount</i>	
<i>Account 556110 (program 3070) - Media Books</i>	\$2400	\$2400

Purchasing Plan FY25

Approximate Purchasing Plan	
Purpose	Amount
Books	\$5000
Supplies	\$1200
Lego Makerspace	\$500
Sensory Stations	\$500
TV Studio Upgrade	\$15,000
Total:	\$22,200

Scope of the Collection

The collection development is focused on the curriculum of Hammock Pointe Elementary School, which follows the guidelines of the School Board of Palm Beach County, which in turn are governed by the Department of Education of the State of Florida. The print and nonprint collection at Hammock Pointe is arranged by the Dewey Decimal Classification System. We have recently included a small collection of PlayAways that support our increasing number of ELL students that may prefer the book in hand as well as the read aloud. We have increased the number of books focusing on Diversity and Social Emotional learning. Many additional resources are provided by district-wide subscriptions to electronic databases. These include but are not limited to: eBooks, PebbleGo, TumbleBooks, Gale Research. These are accessed through the portal and can be accessed at home. The library media collection includes all the resources available in the school library along with all those that students, faculty and administrators can access through interlibrary loan. Students have access to ebooks 24/7 through Destiny and MackinVia. Materials at Hammock Pointe support both the curriculum and pleasure reading as per [School Board Policy 8.12](#).

Equipment

Our Media Center has a full computer lab available to students and teachers. It is used during instruction with Destiny and utilized for research projects incorporated into the Media program. We have a TV Studio that provides the news every morning run by 5th grade students as they create HPTV News with details about the day and upcoming events. This program ends with the Pledge of Allegiance, a patriotic song and a moment of silence. After many fundraisers and Book Fairs we are looking forward to updating the studio in FY25. We have cameras available for students interested in working with the yearbook committee.

Collection Development

Collection Development refers to the process of building and maintaining the Media Center's entire collection in both print and nonprint formats. The goal is to meet the expectations, requirements and needs of our students and staff while building a current collection that supports the needs of the current curriculum and the school community with quality materials and equipment. Our increasing number of ELL students necessitates a need to evaluate the resources available to them.

Selection and Evaluation Criteria

Materials for use in school media centers or classroom library collections shall be carefully selected. The choice of materials that support the instructional program and promote reading shall allow for varying levels, interests, and learning styles. Each school in conjunction with the "Library Bill of Rights" and District policy 8.1205, shall establish procedures for the evaluation, selection, management and disposal of library materials.

Materials considered for purchase are selected on the basis of criteria established in SDPBC 8.12. In conjunction, library media specialists, teachers and administrators shall evaluate and select print and nonprint materials for the library media center and classroom using several of the criteria. However, in accordance with Fl.Statute 847.012, criteria "xvi" OBSCENITY and "xvii" COPYRIGHT must be two of the criteria used in the evaluation of all materials.

Materials meeting the above criteria considered for purchase are selected based on the following:

Firsthand examination by a Library Media Specialist.

Favorable reviews from sources such as but not limited to:

Booklist

School Library Journal

Book Talk

HornBook

Children's Catalog

Kirkus

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.

			
19,238 Items in the Collection	22.3 Items per Student	28% Fiction Titles in the Collection	34 % 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.			
	2000 Average Age of the Collection	68% Aged Titles	6% 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.	
			
28% Representative Titles in Collection	1999 Representative Titles Average Age	31% <u>SLL</u> Titles in Collection	2001 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	60	2005
Philosophy & Psychology	57	2003
Religion	50	1995
Social Sciences	1315	1997
Language	354	1998
Science	1861	2006
Technology	923	2005
Arts & Recreation	751	2011
Literature	335	1997
History & Geography	863	2004
Biography	1127	2003
Easy	5551	1994
General Fiction	5308	2003
Graphic Novels	283	2012

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 \(8\)](#)

Lost or Damaged Library Materials

Beginning this year fees will be charged for lost or damaged books. An account through School Cash online will be established. A formal letter regarding the cost of the materials will be sent home with the student as well as the directions to process the fee by accessing School Cash online. Due to the increase in our ELL population, this policy will be translated into Spanish, Portuguese, Creole and Russian.

Strategic Focus – Weeding and Acquisitions

Inventory will be completed on a three-year rotation as per School Board Policy 8.12

School Year	Strategic Focus
FY25	Selection Priorities <ul style="list-style-type: none"> ● Nonfiction ● SSYRA Titles ● High/Low Titles
	Inventory Priorities <ul style="list-style-type: none"> ● Easy
	Weeding Priorities <ul style="list-style-type: none"> ● NonFiction 900 ● Easy ● Biographies
FY26	Selection Priorities <ul style="list-style-type: none"> ● Language ● SSYRA Titles ● Biographies
	Inventory Priorities <ul style="list-style-type: none"> ● Fiction
	Weeding Priorities <ul style="list-style-type: none"> ● NonFiction Social Science ● Caldecotts
FY27	Selection Priorities <ul style="list-style-type: none"> ● Graphic Novels ● SSYRA Titles ● eBooks
	Inventory Priorities <ul style="list-style-type: none"> ● NonFiction ● Biographies
	Weeding Priorities <ul style="list-style-type: none"> ● NonFiction ● Literature ● Easy

Reconsideration of Materials

In accordance with [Board Policy 8.1205](#) , persons who are concerned about the appropriateness of library resources or are unsatisfied with the response from an informal discussion about a title may choose to make a formal request for reconsideration of the work in question. The policy and the Specific Material Objection form are linked in the appendix.

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)

