

FY25 COLLECTION DEVELOPMENT POLICY

Heritage Elementary

FY25 Collection Development Policy

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Library Media Specialist

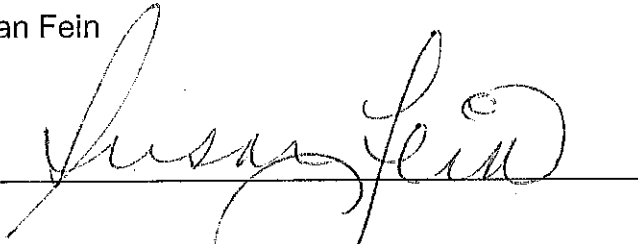
FY25 Collection Development Policy

Date Drafted: February 8, 2024

Date Approved by Administration: April 8, 2024

Media Specialist Name: Susan Fein

Media Specialist Signature:

A handwritten signature in cursive script, appearing to read "Susan Fein", written over a horizontal line.

Principal Name: Nina Lant

Principal Signature:

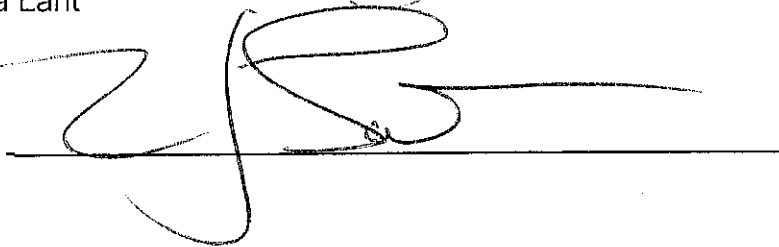
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Purpose of Collection Development Policy

The Collection Development Policy is designed to support the Library's Mission statement and serves as a guide for the selection, acquisition, maintenance, and retention of materials by establishing roles, responsibilities, and a process for addressing Library user concerns. As our student population changes, the Media Center at Heritage elementary, reassesses and adapts its collections to reflect new and differing areas of interest and concern. The collection development policy is annually evaluated and revised as necessary to provide guidance for implementing changes in the collection. The Library Media Center is dedicated to designing and maintaining a library media program that supports, complements, and expands the instructional program of the school.

Background Statement & School Community

Heritage is a K-5 school with Students at Heritage Elementary school media center range from grades K through fifth. Students are represented by culturally diverse ethnic and economic backgrounds. The media center also serves faculty and staff. According to the school district website the school population breakdown is as follows: approximately 818 students. Caucasian 44, African American 120, Hispanic 615, Indian 4, and Mixed 20. There is free lunch. The special programs consist of 21st Century, SECME. Choir, Battle of the Books, STEM, Girls on the Run & Sport clubs.

Mission Statement

Heritage Elementary School's mission is to partner with parents in order to provide our students with wrap-around support so that they may meet their potential academically, socially, and emotionally. We strive to strengthen school-family-community partnerships through effective communication, resource support, training, decision-making, and encouraging families to become active participants in their child's educational process.

Media Center Mission Statement

The library Media Center at Heritage Elementary School strives to be the hub of the school, working with teachers and students to ensure that books, ebooks, periodicals, resource materials and technology is accessible and up to date. To assist meeting the academic, social, and emotional needs of students and staff. The Media Center is a warm, loving, and nurturing environment.

Responsibility for Collection Management & Development

The media specialist is responsible for the collection management and its development. Input from stakeholders are received using the Book Submission Form and Book Ordering Procedure Checklist. The media specialist gets input from teachers, students and parents. Responsibility for Selection The acquisition and maintenance of the Library Media Center materials collection is a primary function of the library media staff.

Library Program

Heritage Media program is on a six day 35 minute fixed rotation schedule. Media lesson is 20 minutes and checking out books is 15 minutes. Students are encouraged to use Destiny, MackinVia, Gale, Capstone, and other program resources to acquire materials of interest. Media lessons are planned using Blender to integrate classroom standards to correlate to each grade level. Media lesson plans are designed to collaborate with classroom lessons to support state standards in Language Arts, Science and Media skills. Lessons are also planned according to national initiatives such as International Dot Day, TechSafe lessons, Read Across America and other activities such as Author's Day, Literacy Week, Book fairs, and Makerspace.

Heritage participates in the Battle of the Books, International Dot Day, Tech Safe lessons, Read Across America, Red Ribbon Week, and Literacy Week.

Goals and Objectives

The library media staff will:

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

The successful, self-aware learner should be able to:

- Identify, plan, and use resources
- Find and evaluate information
- Organize and maintain information
- Interpret and communicate information
- Use computers and technology to process information
- Use technology to present information
- Work with a variety of technologies
- Work interactively and collaborate with others.

Goals and Objectives for FY 24-25

- Goal 1: Teach Digital Citizenship lessons to all students.
 - Objective 1: Teach all students how to be safe online
 - Objective 2: Teach students to create a positive online community
- Goal 2: To increase the collection and circulation of books and use of ebooks.
 - Objective 1: Use library media funds to order books and ebooks at a variety of different reading levels.
 - Objective 2: Teach all students how to access ebooks online.
- Goal 3: Teach all students how to use Destiny for: research, library book search and self-checkout.

- Objective 1: Teach students how to easily find what they need and where the books are located in different parts of the library.
- Objective 2: Make sure all students know how to check in and out their library books.

Budget and Funding

Heritage Elementary School is given a school-based operating budget at the beginning of every school year. School district administrators use a formula in order to disperse the appropriated funds per school. The budget for the 2024-2025 school year is expected to be similar to 2023-2024.

2024-2025 (FY25) projected budget amounts.

School Based Operating Budget	Budget FY24	FY25 Projected Budget
<i>Account 55110 - Media Supplies</i>	\$1,047	\$1,047
<i>Account 553420 - Media Subscriptions</i>	\$0	\$0
<i>Account 561100 - Media Books</i>	\$0	\$0
<i>Account 562230 - Media A/V Equipment</i>	\$1,300	\$1,300
Fundraising/ Grants-Internal Accounts	Budget Amount	
<i>Media Center Internal Account number (get this from your bookkeeper)</i>	\$4,539	\$4,539
State Media Allocation	Budget Amount	
<i>Account 556110 (program 3070) - Media Books</i>	0	\$0

Purchasing Plan 2024-2025

Purchasing Plan 2024-2025	
Purpose	Amount
ebooks	\$500
nonfiction books	\$1,500
fiction	\$1,000
graphic novels	\$800
supplies	\$739
Total:	\$ 4,539

Scope of the Collection

Heritage collection consists of fiction and nonfiction books with some reference books. Electronic books have been added this year to provide a variety of options for students. The collection development is focused on the curriculum of Heritage Elementary School, which follows the guidelines of the School District of Palm Beach County, which in turn are 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 collection at Heritage Elementary School is arranged by the Dewey Decimal Classification System. Additional resources are provided by district-wide subscriptions to electronic information databases. 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 loan.

Equipment

There is a TV/Production room. All teachers are equipped with class Smart Boards and a computer. The students each have a computer and chargers. There are printers in the resource room. The Media Center has a Smart Board, computers, a color printer, and a projector and screen.

Collection Development

The media specialist is responsible for the collection management and its development. Input from stakeholders are received using the Book Submission Form and Book Ordering Procedure Checklist. Collection development is the process of providing quality materials for the media center. The goal is to ensure an adequate quantity and variety to support the academic and personal interest needs. The media specialist gets input from teachers, students and parents. Responsibility for Selection The acquisition and maintenance of the Library Media Center materials collection is a primary function of the library media staff. Collection development and management refers to the process of building and maintaining the library's entire materials collection, in print, non-print, audio visual and electronic formats so that they are available to every student at the time of need to support and enrich the student's educational experience. The collection development process includes the formulation of policy and procedures, budget allocations, needs assessments, selection, collection maintenance and evaluation, deselection and resource sharing. Materials selected for purchase come from recommendation from the media specialist, administration, teachers, and students in accordance with school board policy 8.12. Reviews from professional journals should be used in consideration and award nominated books, such as Sunshine State Readers should be added to the collection.

Selection and Evaluation Criteria

Collections are carefully selected. Materials support instructional programs and promote reading at varying reading levels, interest and learning styles, providing freedom of choice. Library media materials are suited to student needs and their ability to comprehend the material presented, and are appropriate for the grade level and age group for which the material is used. The use of reviews are used to determine appropriateness of materials. Professional review consists of but not limited to Library Journal, Horn Book, Booklist and other professional sources.

The "Library Bill of Rights" is used as a suggested guideline. District policy takes precedence and governs the selection, retention and disposition criteria of library materials. Selection of materials is consistent with provision in the School Board's collective bargaining agreement with CTA relating to academic freedom and responsibilities. Consistent with Fla. Stat. § 1006.28 (2) (a) 2, library media materials must be suited to student needs and their ability to comprehend the material presented, and be appropriate for the grade level and age group for which the material is used.

Library media specialists, teachers and administrators at each school location shall evaluate and select print and non-print materials for the library media center using several of the criteria outlined below, as appropriate for the media type. Educational significance material is valuable to courses of study or library media collection. Material is age, maturity, diverse interest and learning appropriateness. Nonfiction information is correct, recent and objective. Content is covered adequately to achieve its intended purpose. The author, editor, or producer has a superior reputation for producing materials of this nature. The item has maps, charts, graphs, glossaries, and/or other learning aids that support the content, are unique or are valuable. Material has the potential for

frequent use or is of a nature that it will be considered consumable. No books or other material containing pornography or otherwise prohibited by Fla. Stat. § 847.012 as harmful to minors shall be used. Library media materials used in a school shall be procured and used in accordance with federal, state and District copyright laws, rules, and policies as referenced 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 monitor 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, 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 to the curriculum. The data below is a snapshot of the collection based on a Titlewise Analysis.

			
16,366 Items in the Collection	20.2 Items per Student	27% Fiction Titles in the Collection	37% 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.			
	2004 Average Age of the Collection	67% Aged Titles	10% 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.	
			
34% Representative Titles in Collection	2002 Representative Titles Average Age	31(%) 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	60	2013
Philosophy & Psychology	77	2009
Religion	54	2005
Social Sciences	949	2002
Language	109	2000
Science	1,612	2005
Technology	786	2005
Arts & Recreation	1,127	2011
Literature	349	2001
History & Geography	957	2003
Biography	1,098	2003
Easy	3,991	2002
General Fiction	4,384	2006
Graphic Novels	490	2015

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 \(8\)](#).

FY25: Biography, Easy, Professional Library and Reference sections

FY26: Non-Fiction

FY27: Fiction

Our collection is labeled with signage.

Lost or Damaged Library Materials

Students are responsible for lost materials. There may be a fine.

Strategic Focus – Weeding and Acquisitions

2024-2025	Selection Priorities <ul style="list-style-type: none"> ● Fiction ● Nonfiction ● Easy
	Inventory/ Weeding Priorities <ul style="list-style-type: none"> ● Fiction ● Nonfiction ● Easy
2025-2026	Selection Priorities <ul style="list-style-type: none"> ● Nonfiction 00-500 ● Nonfiction 600-900 ● Nonfiction 92
	Inventory/ Weeding Priorities <ul style="list-style-type: none"> ● Nonfiction 00-500 ● Nonfiction 600-900 ● Nonfiction 92
2026-2027	Selection Priorities <ul style="list-style-type: none"> ● Fiction ● Graphic Novels ● Paperback
	Inventory/ Weeding Priorities <ul style="list-style-type: none"> ● Fiction ● Graphic Novels ● Paperback

Reconsideration of Materials

In the event of a challenge by a citizen of Palm Beach County, personnel at Heritage Elementary School will follow SDPBC Policy 8.1205 Objection Procedures for Instructional Materials, Library Media Materials, and Supplemental Classroom Materials, referenced here and 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)