

FY25 COLLECTION DEVELOPMENT POLICY

Hope Centennial Elementary

FY25 Collection Development Policy

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ESOL (K-12)

Elementary Education (1-6)


Signature Page

Hope Centennial Elementary
FY25 Collection Development Policy

Date Drafted: April 15, 2024

Date Approved by Administration: April 23, 2024

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Principal Signature: _____

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Purpose of Collection Development Policy

The purpose of the Collection Development Policy at Hope Centennial is to create a collection of library materials that support the library's mission. All decisions about the kinds of materials to be collected or accessed should be made with the mission statement in mind.

Background Statement & School Community

The users of Hope Centennial Elementary School Media Center come from grades Pre-Kindergarten through fifth grade (as well as from the surrounding adult community). They represent culturally diverse ethnic and economic backgrounds. Hope Centennial Elementary is located in West Palm Beach, Florida. It serves Pre-K through fifth grade students. The school presently has a school population of approximately 812 students. The school offers the VPK and the Spanish Dual Language program.

Hope Centennial Elementary School's library/media center staff consists of one full-time media specialist. The library/media center along with art, music, physical education and guidance consists of the fine arts rotation schedule.

Hope Centennial Elementary has a culturally and ethnically diverse student population representing different economic and ethnic backgrounds which include: 54% Black, 38% Hispanic, 19% White, 1% Mixed Race, 1% Asian and 1% American Indian. Forty-two percent of our students are ELL (English Language Learners).

The school library media program at Hope Centennial Elementary strives to provide information resources which will facilitate the educational goals of the students, faculty and staff. The Library Media Center (LMC) program is committed to helping students achieve academic success, be effective users of information, enjoy literature and become lifelong learners.

School Mission Statement

Hope Centennial's mission is to provide 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.

Media Center Mission Statement

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. The library media specialist 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, stimulates intellectual curiosity. Encourage pleasure reading, develop diverse interests for the enjoyment of life-long learning, and 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, evaluate, organize and maintain information. The self-aware learner will use computers and technology to process information. The use of different technologies will be utilized to present information.

Responsibility for Collection Management & Development

The Collection Management and Development here at Hope Centennial is the process of providing quality materials and equipment for the library media center. The goal of the collection management and development is to ensure the collection has information sources in adequate quantity and variety to support student's academic and personal interest needs. The media specialist is charged with leading this process with the input of administration, faculty, students, parents and district stakeholders.

Weeding of library materials and resources is essential for the maintenance of an active, academically useful library media collection. Weeding is a form of quality control of the collection in which outdated, inaccurate and worn-out materials and equipment are discarded from the electronic catalog and physically removed from the collection.

The Library Media Specialist is responsible for the on-going maintenance of a quality collection. Teachers, administration and the library media specialist assist in the re-evaluation and systematic deleting of materials and equipment to ensure that the collection remains responsive to user needs, changing curriculum and advancing technology.

Library Program

The library program at Hope Centennial Elementary is on a fixed schedule (6-7 classes a day). Kindergarten through Fifth Grade students are on a 5 day rotation and come to MEDIA Fine Arts every other week, depending on the month and/or schedule. The library program supports different clubs throughout the school year including Book Club, MakerSpace Club and the Morning Announcements. New this school year is the Little Library located outside the school. The Little Library provides students with a free book that they can take home, read and return. It functions on the honor system. Incentives are also provided to students by the Media Specialist to encourage reading and to participate in different activities within the library program. The library program instruction includes literacy and technology instruction.

Goals and Objectives

- Goal 1:** By March 2025, update and reorder lost, missing and weeded books from the collection by 10% to support school curriculum and meet the needs of students, teachers and administration.
- Goal 2:** By April 2025, update and order new Spanish books for the collection by 10% to support our English Language Learners and the Dual Language Program.
- Goal 3:** By May 2024, circulation statistics for students and teachers will increase by 10% from the previous year.

Budget and Funding

The library media center is given a school-based operating budget at the beginning of every school year. The Hope Centennial Elementary School administration uses a formula to disperse the appropriated funds. The budget for the 2024 - 2025 school year is expected to be similar to the 2023-2024.

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

School-based Operating Budget	Budget FY24	FY25 Projected Budget
<i>Account 551100 - Media Supplies</i>	<i>\$865.00</i>	<i>\$865.00</i>
<i>Account 553420 - Media Subscriptions (Periodicals-Newspapers)</i>	<i>\$130.00</i>	<i>\$150.00</i>
<i>Account 561100 - Library Books</i>	<i>\$1798.00</i>	<i>\$1800.00</i>
<i>Account 562230 - Media A/V Equipment</i>	<i>\$125.00</i>	<i>\$125.00</i>
<i>Account 564220 - Furn-Fix/Equip</i>	<i>\$140.00</i>	<i>\$140.00</i>
Fundraising/ Grants	Budget Amount	
<i>Media Center Internal Account number for your grant(s) (get this from your bookkeeper)</i>	<i>\$0.00</i>	<i>\$0.00</i>
State Media Allocation	Budget Amount	
<i>Account 556110 (program 3070) - Media Books</i>	<i>\$1820.00</i>	<i>\$1820.00</i>

Purchasing Plan FY25

Approximate Purchasing Plan	
Purpose	Amount
books	\$1,300.00
supplies	\$900.00
Total:	\$ 2,200.00

Scope of the Collection

As the media center's role in the school's total instructional program grows in significance, the selection of school library media materials to support the total school curriculum becomes more challenging. The responsibility for the selection of instructional materials rests with the school library media specialist. In coordinating this process, the school library media specialist will consult with the administration, faculty and others in the school community.

The District provided databases and EBooks expand and enhance Hope Centennial's collection and provide 24/7 access for students. Some of the databases/Ebooks include MackinVia, Tumblebooks, World Book and many more.

The acquisition and maintenance of the Library Media Center materials collection is a primary function of the library media center's mission. The school library media specialist should select materials that have a specific use in the curriculum and for pleasure reading.

Selection of Library Media Center Instructional Materials and Supplemental Classroom Instructional Materials, Policy 8.12 SDPBC Policy 8.12 (6.a) stipulates: "Each school shall, in conjunction with the "Library Bill of Rights" (www.ala.org/ala/oif/statementspols/statementsif/librarybillrights.htm) of the American Library Association (ALA) and District policy, establish procedures for the evaluation, selection, management, and disposal of library media materials in conformance with this policy and Policy 8.1205 and shall record such in the school's collection development policy." Per District policy the collection will be arranged in standard Dewey order (See Section 8 Management of Library Media Instructional Materials)

If the needs of the Hope Centennial Media Center change due to changes in curriculum, demographics, or informational needs, this document may be updated to include those changes. The Media Center materials are available to every student in the school without exception. Acquisition and maintenance of materials is the primary function of the media staff members to ensure that students have the

required materials at the time of need. Materials will support both curriculum and pleasure reading as per School Board Policy 8.12 (see Section 5d).

Equipment

Equipment available for use through the media program includes CD/Cassette players. In the workroom area the laminating machine and the VariQuest Cutout Maker is available for teacher/staff use. The TV production studio is housed within the media center.

Collection Development

The Collection Development here at Hope Centennial is the process of providing quality materials and equipment for the library media center. The goal of the collection development is to ensure the collection has information sources in adequate quantity and variety to support student's academic and personal interest needs. The media specialist leads this process with the input of administration, teachers, students, and stakeholders.

Selection and Evaluation Criteria

The process of selection and evaluation of materials is based on the needs of the school, present collection, student and faculty needs and the curriculum. Materials considered for purchase are selected on the basis of the following criteria established in SDPBC 8.21 (6.d)

In conjunction with the selection criteria above, library media specialists, teachers and administrators at each school location shall evaluate and select print and non-print materials for the library media center and classroom using several of the criteria outlined below, as appropriate for the media type. Specific reviewing tools will be utilized to assist with material selection (e.g. School Library Journal).

District-Wide Procedures for Selecting and Developing Library Collections

Who Makes the Selection

1. Each book made available to students through this School District's library media centers must be selected by a school district employee who holds a valid educational media specialist certificate, regardless of whether the book is purchased, donated, or otherwise made available to students. In HereFurther, employees holding a valid educational media specialist certificate must also have completed the required Florida Department of Education training once it is available and by law must be developed by January 1, 2023.
2. In addition, the person selecting the books is employed at that school location or if a qualified person is not employed at the school, by another District employee with these qualifications.
3. For resources needing additional review by District Library Media Services, school-based certified library media specialists or principal designee will use PBSB

2671 to solicit additional input.

4. Consultation with stakeholders is required which is accomplished by the following:

- a. Any community stakeholders may provide consultation on selections via the list of LMS Selections for the current school year at Active Book Orders.
- b. On the date of the requested purchase or acceptance of library media center materials, the District will provide an email or text notice to current members of the Board's Academic Advisory Committee (Policy 1.097) that there are new materials under consideration, the link to find the list of materials, and the deadline(s) for submitting questions or comments.
- c. Stakeholders with questions or concerns are directed to the following email address: librarymediaservices@palmbeachschools.org, for sending their feedback to be reviewed by the District Library Media Services for consideration.
- d. Selections may be purchased or accepted 72 hours after posting for book fair materials and two weeks after posting for all other purchases or donations.

Criteria for Selection

1. **All book selections** must meet these criteria:

- a. Free of pornography and material prohibited under Florida Statute 847.012 [harmful to minors].
 - b. Suited to student needs and their ability to comprehend the material presented.
 - c. The content is to be appropriate for the grade level and age group for which the materials are used or made available. The District shall rely on any State Board of Education Rules, if they exist, to determine what is age appropriate.
2. In developing library media center collections consultation of reputable, professionally recognized reviewing periodicals is required, if available, after a documented diligent search.
3. These periodicals are print or non-print media including video footage that have been favorably reviewed by two or more professional sources, if available, after a documented diligent search, such as a School Library Journal, Horn Book, Booklist, Association for Library Service to Children, Kirkus, Young Adult Library Services Association, and/or Children's Catalog.
4. Library media center collections will be based on reader interest, support of state academic standards and aligned curriculum, and the academic needs of students and faculty.
5. Subject to the required statutory criteria stated above, additional selection criteria apply:
- a. A choice of materials that support the instructional program and promote reading shall be available to students and professional staff to allow for varying achievement levels, interests, and teaching/learning styles. Each school shall, in conjunction with the "Library Bill of Rights"

(<https://www.ala.org/advocacy/intfreedom/librarybill>) of the American Library Association ("ALA"), State Statute, and District policy, establish procedures for the evaluation, selection, management, and disposal of library media materials in conformance with this policy and Policy 8.1205 and shall record such in the school's collection development plan.

- b. The "Library Bill of Rights" (Appendix A) referenced herein is to be used as a suggested guideline. To the extent that there are inconsistencies between the guidelines in the "Library Bill of Rights" and State Statute, or District policy, State Statute and District policy shall take precedence and shall govern the selection, retention and disposition criteria of library media materials for library media centers and classrooms.
- c. Selection of materials shall also be consistent with the provisions in the School Board's collective bargaining agreement with CTA relating to academic freedom and responsibilities--Article II, Section K--to the extent those provisions are applicable.
- d. Moreover, 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.
- e. Any library media material containing pornography or otherwise prohibited by Fla Stat. § 847.012 as harmful to minors may not be used or made available within any public school.
- f. The materials selected for schools are intended to support instruction, promote reading, further the pursuit of knowledge through research and exploration, and provide information literacy experiences of educational significance for class groups, individual students, teachers and administrators. Within budgetary constraints, the intent is to provide an adequate number and range of library media materials and resources in a variety of formats that are appropriate, timely, and essential to the attainment of specified educational objectives subject to District policy. Library media materials are to represent the diverse cultures, ethnic groups, languages and religious beliefs of the community and that are free of bias, stereotypes, distortions, and prejudices.
- g. Within budgetary constraints, collections shall contain a comprehensive collection of materials and equipment, in a variety of media formats that are accessible to students during the school day, to:
 - i. Promote the development of lifelong reading habits and information literacy skills in students;
 - ii. Provide a broad background of information resources in areas of knowledge;
 - iii. Support the general educational goals of the District and the objectives of specific courses, including materials that represent diverse points of view in order that young citizens may develop, under guidance, the practice of critical analysis of media and intellectual integrity in forming judgments;
 - iv. Meet the personal needs and interests of students, including materials that: nurture the development of recreational reading/listening/ viewing, cultural appreciation, and aesthetic values; represent the many religious, racial, ethnic, linguistic, and cultural groups in our society and reflect their contributions to the heritage and culture of our civilization; foster respect for the diverse roles available to women and men in today's society; and provide access to materials in heritage language as stipulated by the

META agreement.

- v. Support the professional needs of teachers and administrators; and
 - vi. Introduce new instructional technologies into the learning environment.
- h. Other criteria to consider in the selection process include:
- i. EDUCATIONAL SIGNIFICANCE. -- Material is valuable to an individual course of study or to the library media collection; the degree to which the material would be supplemented and explained by mature classroom instruction.
 - ii. APPROPRIATENESS. -- Material is geared to the age, maturity, diverse interests, and learning levels of students for whom it is intended. Reading levels and Lexiles are considered to provide a range of material that challenges the student and guides their selection process.
 - iii. ACCURACY. -- Nonfiction information is correct, recent, and objective.
 - iv. LITERARY MERIT. -- Fiction that has a noteworthy plot, setting, characterization, style and theme.
 - v. SCOPE. -- Content is covered adequately to achieve its intended purpose.
 - vi. AUTHORITY. -- The author, editor, or producer has a superior reputation for producing materials of this nature.
 - vii. SPECIAL FEATURES. -- The item has maps, charts, graphs, glossaries, and/or other learning aids that support the content, are unique or are valuable.
 - viii. TRANSLATION INTEGRITY. -- Material translated from one language to another maintains the stylistic characteristics of the original.
 - ix. ARRANGEMENT. -- Concepts are presented in a logical sequence and in a way that assures learning.
 - x. TREATMENT. -- Typeset, visuals, style, and/or medium captures and holds the student's attention.
 - xi. TECHNICAL QUALITY. -- Sound is clear and audible; visuals project clearly.
 - xii. AESTHETIC QUALITY. -- Material is superior to similar items in attractiveness and presentation of content.
 - xiii. POTENTIAL DEMAND. -- Item has particular timeliness or popular appeal.
 - xiv. DURABILITY. -- Material has the potential for frequent use or is of a nature that it will be considered consumable.
 - xv. COPYRIGHT. -- 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.
 - xvi. GRAPHIC NOVELS AND PERIODICALS. -- In addition to the above criteria, all pictures are to be reviewed for appropriateness prior to placing the graphic novel or periodicals into circulation.

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

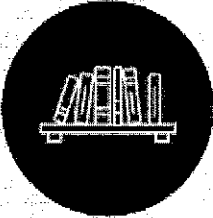

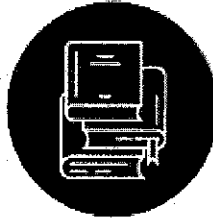

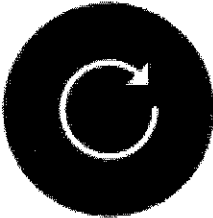
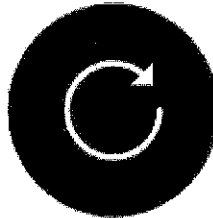
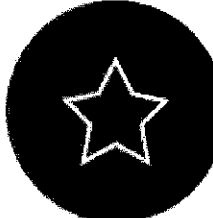
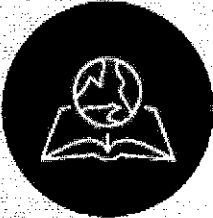
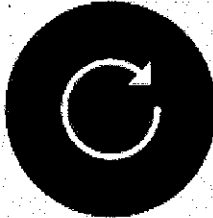

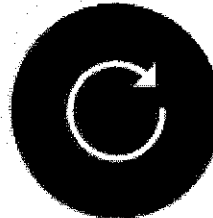
The School District Library Media Services provides support to school library media center personnel and establishes uniform policies and procedures for school library media centers throughout the district. These services include, but are not limited to:

- 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, 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.

			
14,355 Items in the Collection	18 Items per Student	18% Fiction Titles in the Collection	27% 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.			
	2007 Average Age of the Collection	41% 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.	
			
20% Representative Titles in Collection	2006 Representative Titles Average Age	25% SLL Titles in Collection	2007 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	23	2009
Philosophy & Psychology	82	2008
Religion	7	2005
Social Sciences	751	2005
Language	113	2003
Science	1189	2007
Technology	529	2008
Arts & Recreation	633	2011
Literature	266	2005
History & Geography	634	2007
Biography	651	2006
Easy	3125	2004
General Fiction	2579	2007
Graphic Novels	475	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

Weeding of library materials and resources is essential for the maintenance of an active, academically useful library media collection. Weeding is a form of quality control of the collection in which outdated, inaccurate and worn-out materials and equipment are discarded from the electronic catalog and physically removed from the collection.

The Library Media Specialist is responsible for the on-going maintenance of a quality collection. Teachers, administration and the library media specialist assist in the re-evaluation and systematic deleting of materials and equipment to ensure that the collection remains responsive to user needs, changing curriculum and advancing technology.

Inventory will be completed on a **three-year rotation** as per School Board Policy 8.12 (8).

(See list of rotation)...

2023/24 - Inventory of the entire collection was completed.

2024/25 - Easy, Fiction, Biography, Reference

2025/26 - Non-fiction, Professional, Easy

In coordinating this process, the library media specialist will:

- Use objective criteria for removing materials and equipment from the media center, which include obsolescence, physical age, condition, general inapplicability for continued inclusion in the existing collection.
- Dispose of materials by: giving them to students for individual use, recycling the materials for various instructional activities, cannibalizing non-repairable parts or pages, destroying (i.e. trashing in recycle bins) by any reasonable and safe method in accordance with Board Policy 7.12 (2)
- The Superintendent shall dispose of tangible property (equipment, furniture, buses, vehicles, etc.) in accordance with Fla. Stat. § 1013.28(2), but he/she shall dispose of obsolete or surplus instructional materials as provided within Fla. Stat. § 1006.41 and School Board Policy 8.122(5).

Materials that are weeded can be disposed of in different ways. Keep in mind that media that is obsolete or has misinformation should be discarded in recycling bins to prevent inaccurate information from being shared. Out of date material will not be placed in classrooms.

Lost or Damaged Library Materials

Hope Centennial school's policy regarding lost/damaged library materials in accordance with School Board Policy 2.21B(9) is to charge students for lost/damaged library materials. The policy states: "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"> ● Nonfiction ● Professional ● Easy
	Inventory/ Weeding Priorities <ul style="list-style-type: none"> ● Professional ● Nonfiction ● Easy
FY26	Selection Priorities <ul style="list-style-type: none"> ● Easy ● Nonfiction ● Biography
	Inventory/ Weeding Priorities <ul style="list-style-type: none"> ● Biography ● Easy ● Nonfiction
FY27	Selection Priorities <ul style="list-style-type: none"> ● Fiction/Biography ● Easy ● Nonfiction
	Inventory/ Weeding Priorities <ul style="list-style-type: none"> ● Fiction/Biography ● Nonfiction ● Easy

Reconsideration of Materials

In the event of a challenge by a citizen of Palm Beach County, personnel at Hope Centennial Elementary School will follow SDPBC [Board Policy 8.1205](#) – Challenge Procedures for Instructional Materials and note that 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)