



**FY25 COLLECTION
DEVELOPMENT
POLICY**

Indian Pines Elementary

FY25 Collection Development Policy

Susan Osborne

Educational Media Specialist

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Signature Page

Indian Pines Elementary School
FY25 Collection Development Policy

Date Drafted: April 29, 2024

Date Approved by Administration: 4/30/24

Media Specialist Name: Susan Osborne

Media Specialist Signature: 

Principal Name: Jill Robinson

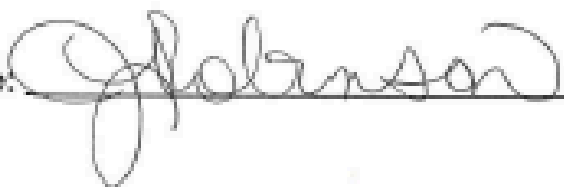
Principal Signature: 

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Purpose of Collection Development Policy

The Collection Development Policy is designed to support the Library's Mission statement. It 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 **Library Media Center (LMC)** at **Indian Pines Elementary School (IPES)**, reassesses and adapts its collection to reflect new and differing areas of interest and concern. The collection development policy is annually evaluated and revised as necessary to guide for implementing changes in the collection.

Background Statement & School Community

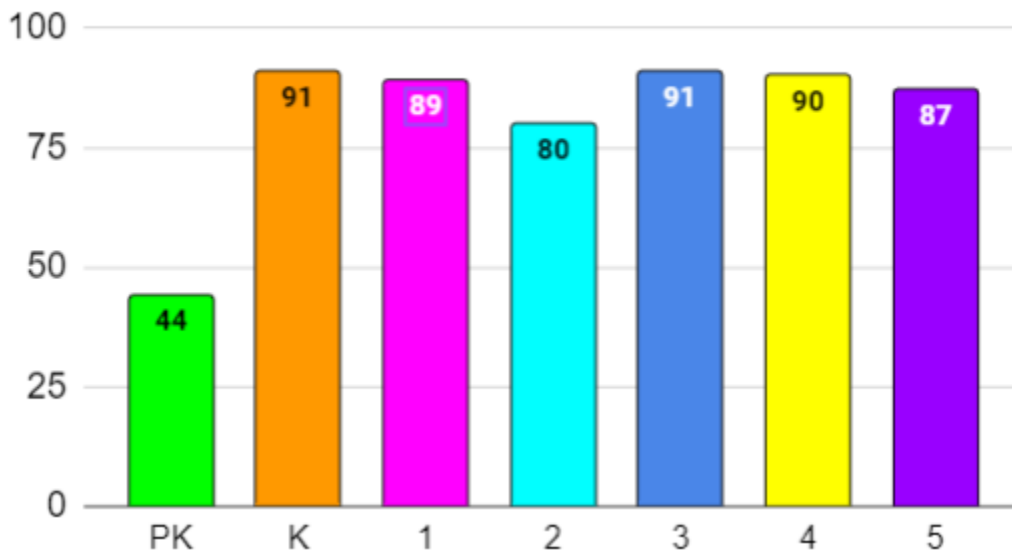
IPES opened in 1990. The current student enrollment is 554 students. The current school grade is a "C". The Voluntary Pre-Kindergarten (VPK) program is offered at the school. Additionally, IPES offers a Choice Program environment through the AVID curriculum and the offering of AMP: Gifted/Accelerated classes. This school year, 2023-2024 (FY24), is the first year that IPES offered a Haitian Creole Dual Language program for our Kindergarten students. This program is slated to expand to the next year to include 1st grade.

The users of IPES LMC come from grades Kindergarten through Fifth grade in addition to the faculty, volunteers, staff, and parents of that community of users. IPES has a culturally and ethnically diverse student population representing different economic backgrounds.

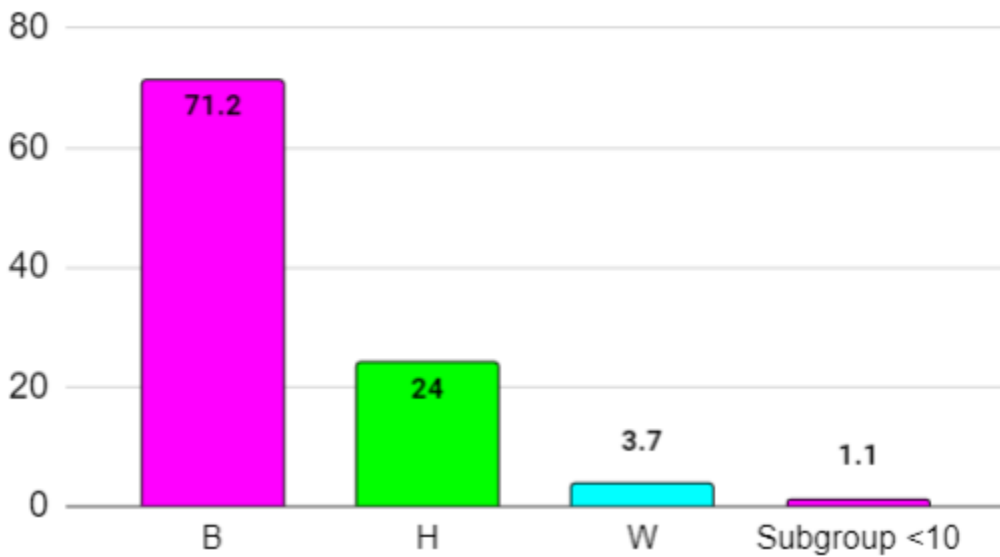
The following data was collected using the [FLDOE 2022-2023 Indian Pines Elementary School Report Card](#). Based upon the 2023-2024 IPES Fall Overview: We have a total of 572 students in grades PK through 5th. It is almost a 50/50 ratio of female to male students with females representing 47.2% and males representing 52.8% of the entire school population.

The following graphs represent specific data about the student population IPES Serve:

2023-2024 Enrollment by Grade



2023-2024 Race/Ethnicity Percentage



According to the FY 2023 Gold Report, 80% of our student population receives free or reduced lunch (FRL). The report further lists 36% of our student population as English Language Learners (ELL). Of the total student population, 17% receive assistance through Exceptional Student Education (ESE) services.

School Mission Statement

We, the community of Indian Pines Elementary School, are committed and dedicated to providing a safe, positive, and nurturing environment educating all to successfully advance intellectually, socially, and emotionally. We strive to prepare our students to become high school and college graduates, as well as contributing members of our world.

Media Center Mission Statement

The library media center staff of Indian Pines Elementary School is committed to providing the instruction, resources, and opportunity to gain the information literacy skills necessary for the 21st Century.

Responsibility for Collection Management & Development

School District of Palm Beach County (SDPBC) Board Policy 8.12 Selection (HB

1467) (Appendix C) stipulates “Each book made available to students through a school district library media center or included in a recommended or assigned school or grade-level reading list 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.”

“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" (Appendix A)** of the **American Library Association (ALA)**, State Statute, and District policy, follow District procedures for the evaluation, selection, management, and disposal of library media materials in conformance with this Policy and **SDPBC Board Policy 8.1205 (Appendix D)**. Annually, the District requires using the selection and removal criteria referenced in this Policy to have library media specialists evaluate their collection to write a School Collection Development Plan to enhance their library programs that align with the district-required components.

This collection development policy is used by the Indian Pines Elementary School

Media Center staff in the selection, acquisition, evaluation, and maintenance of library media center materials. It is used both in providing consistency for developing the collection and in communicating the library media center policies to faculty, students, staff, and other interested stockholders of the school community.

It is understood that this document is fluid and changes in the curriculum, demographics, information needs, or programs of the school will mandate updates to the collection and its governing policies.

The Department of K-12 Instructional Materials and Library Media Services maintains the electronic catalog of resources for the school and district. It is available at all times to students, faculty, and parents.

Library Program

The LMC currently has one full-time certified Educational Media Specialist. The school population size does not warrant an LMC media clerk. The Fine Arts rotation is a fixed schedule where students attend each Fine Arts class for two consecutive days. The first day is for library lessons/behavior center activities and the second day is for library book check-out.

Special Initiatives:

- **Dual Language - Haitian Creole:** IPES offers its students the opportunity to participate in the Haitian Creole Dual Language program. It currently serves Kindergarten FY24 and will expand to include 1st-grade FY25. The program will extend each subsequent year until it reaches 5th grade.
- **Reading Counts:** The LMC program for years has supported students as they mature into lifelong learners through Reading Counts. It is reported that Reading Counts will no longer be available for SY25. There are no plans for the SDPBC to purchase another computerized reading incentive program.
- **Book Fair:** The LMC hosts two book fairs throughout the year. The current book fair company is Scholastic Book Fairs. Students purchase books of their interest.

- **Morning Announcements:** A select number of 4th and 5th-grade students present the school's morning announcements. Students are recorded using the TriCaster studio equipment. The recordings are then edited and uploaded to an unlisted YouTube link for teachers to show during their schedule.
- **SOARing Science and Math Challenge Quiz:** Science and Math vocabulary is highlighted on the morning announcements. On Friday, classes take a four-question quiz related to select vocabulary. All classes who pass the quiz at 100% are acknowledged on the Morning Announcements.
- **Science Lessons:** The LMC program supports our students in meeting their goal of the State Standards for Science.
- **Digital Citizenship** - All K-5 students participate in the mandated SDPBC TechSafe lessons.
- **Other Miscellaneous Initiatives:**

Hour of Code	Read Across America	Read for the Record
Literacy Week	Read Aloud Day	
Dot Day	American Founders Day	

Goals and Objectives

Goal 1: To increase the overall average publication date of the Indian Pines Elementary Library Media Collection.

- use data analysis to find the areas of need
- purchase up-to-date books to support the needs and interests of stakeholders.

Goal 2: Increase the number of Haitian Creole and Bilingual English/Creole books in our collection by 3%.

- use data analysis of our current collection
- purchase up-to-date books to support the needs and interests of stakeholders.

Goal 3: To support the District's goal of College and Career Ready Students, addition of books with a focus on College & Career readiness.

- use data analysis to identify the areas of need with an emphasis on the 17 Florida Career Clusters:

- Agriculture, Food, & Natural Resources
- Architecture & Construction
- Arts, A/V Technology, & Communication
- Business Management & Administration
- Education & Training
- Energy
- Engineering & Technology Education
- Finance

- Government & Public Administration
- Health Science
- Hospitality & Tourism
- Human Services
- Information Technology
- Law, Public Safety, & Security
- Manufacturing
- Marketing, Sales, & Service
- Transportation, Distribution, & Logistics

- purchase up-to-date books that relate to the needs and interests of stakeholders.

Budget and Funding

The LMC is given a school-based operating budget at the beginning of every school year. The IPES administration uses a formula to disperse the appropriated funds. It is expected that the budget for the 2024-2025 school year will be similar to the 2023-2024 budget line as follows:

<i>School-based Operating Budget</i>	<i>Budget FY24</i>	<i>FY25 Projected Budget</i>
Account 551100 - Media Supplies	\$820	\$820
Account 553420 - Media Subscriptions (Periodicals-Newspapers)	\$0	\$0
Account 561100 - Library Books	\$1,000	\$1,000
Account 562230 - Media A/V Equip	\$0	\$0
Account 564220 - Furn-Fix/Equip	\$0	\$0
Fundraising/ Grants	Budget Amount	
Media Center Internal Account number for your grant(s) (get this from your bookkeeper)	\$2,000	\$2,000
State Media Allocation	Budget Amount	
Account 556110 (program 3070) - Media Books	\$1,428	\$1,428

Purchasing Plan FY25

Approximate Purchasing Plan	
Purpose	Amount
Laminating Film (6)	\$231
Library Books	\$3,000
Misc. Supplies (tape, expo markers, index cards, glue)	\$150
Total:	\$3,381

Scope

of the Collection

The collection development is influenced by the curriculum of IPES, which follows the guidelines of the SDPBC, and is governed by the Department of Education of the State of Florida. The SDPBC provides databases and eBooks that expand the Indian Pines collection and provide 24/7 access for students.

The formats which are included in the collection are

SCPBC Digital: Portal/database	SDPBC eBooks
eBooks	Fiction/Easy Books
Biography Books	Foreign Language Books
Paperback Books	Graphic Novels
Intermediate Books (4th & 5th grades)	

All collection materials support curriculum and pleasure reading as per [SDPBC Board Policy 8.12 \(section 2d\) \(Appendix C\)](#). In addition, as per District policy, the collection is arranged in standard Dewey order (**section 5 Management of Library Media Instructional Materials**)

Equipment

The LMC offers a variety of equipment to meet the school-wide needs of teachers & staff. The following equipment is available for circulation: CD player & Headphones; Video camera; & tripods.

Located within the LMC, a Smartboard and Audio enhancement is available for use in instruction and meetings. Teachers and staff have access to additional resources in the Teacher Media Workroom: Copiers/printer; Comb Binding Machine, Guillotine paper cutter; Rotary paper cutter; Ellison Die Cut Machine and an assortment of die-cut patterns; and a Projector. Services provided by LMC staff include the following equipment: Poster Maker and Laminating Machine. In addition, updated TV production studio equipment is housed within the LMC.

Collection Development

The acquisition and maintenance of the LMC materials collection is a primary function of the certified media specialist. This process includes input from the school administration, teachers, students, parents, and stakeholders with the guiding leadership of the media specialist.

Collection development refers to building and maintaining the library's entire materials collection both in print and non-print formats. The collection development process includes adhering to district policies and procedures, budget allocations, needs assessment, selection, collection maintenance/evaluation, and resource sharing. It is the process of providing quality materials and equipment and its goal is to ensure that the collection has information sources in adequate quantity and variety to support students' academic and personal interest needs.

Selection and Evaluation Criteria

Materials considered for purchase are selected based on the criteria established in **SDPBC Board Policy 8.12 (Appendix C)**.

The LMC materials support the school's curriculum and students' interests. The responsibility of selecting the materials rests with the certified Library Media Specialist. In coordinating the material orders, the Library Media Specialist will consult with students, faculty, administration, parents, and stakeholders.

The process of selection and evaluation of materials follows the criteria outlined in the American Library **Association Library Bill of Rights (Appendix A)**. First, considerations are based on the following information:

- the existing collection
- the student and faculty needs
- the curriculum

The primary goal of the LMC's collection development efforts is to build a current collection that supports the needs of the curriculum and the school community and maintains the recommended boundaries for:

- size of collection
- the average age of collection and
- access to the collection

The **Criteria** used to select library titles (books and ebooks) that have passed the above test are as follows:

- Preview of the materials before purchasing, if possible
- Use of 2 reviews found in reputable, unbiased reviewing sources:
 - Kirkus Reviews
 - School Library Journal
 - Hornbook
 - Publishers Weekly
 - Booklist
- Free of pornography and material as described in **Fl. Statute 847.012**
- Appropriateness for age and grade level
- Cultural diversity of the school

- Quality of the writing
- Currency, quality, and relevance of the resources
- Balance of print and non-print
- Recommended titles by associations or subject specialists
- Recommended titles by teachers, staff, students, administration, parents, and stakeholders.

District-Wide “Procedures for Selecting and Developing Library Collections”

[School Board Policy 8.12](#) (Appendix C) 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

- 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.

			
10,818 Items in the Collection	19.5 Items per Student	56% Fiction Titles in the Collection	44% 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.			
	2006 Average Age of the Collection	59% Aged Titles	11% 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.	
			
33% Representative Titles in Collection	2006 Representative Titles Average Age	32% 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 following 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	38	2009
Philosophy & Psychology	31	2009
Religion	32	2004
Social Sciences	638	2001
Language	247	1999
Science	1,477	2009
Technology	481	2007
Arts & Recreation	408	2004
Literature	208	1998
History & Geography	518	2012
Biography	714	2007
Easy	3,650	2004
General Fiction	2,376	2009
Graphic Novels	338	2018

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: Per the Florida Statute governing Instructional Materials, instructional materials stored in the Library Media Center must be inventoried annually. Destiny Library Manager software has been made available to all schools to facilitate the circulation and inventory process. Following the **SDPBC Board Policy 8.12 (Appendix C)** inventory is completed on a three-year rotation.

SCHOOL YEAR	INVENTORY ROTATION
2024 - 2025	Non Fiction; & Biography; includes Foreign Language and Paperback
2025 - 2026	EASY, Fiction & Graphic novels ; includes Foreign Language and Paperback
2026 - 2027	Non Fiction; & Biography; includes Foreign Language and Paperback

Lost or Damaged Library Materials

There are no fees for late materials. Students are charged fees for lost or damaged materials in accordance with [School Board Policy 2.21B\(9\)](#) which 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

Weeding of materials and resources is essential for the maintenance of a healthy reading, research, and reference library media collection. Weeding is a form of quality control for a 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 (LMS)** is responsible for the ongoing maintenance of a

quality collection, which includes procurement of new materials and discarding of ineffective items. Teachers, administration, and the school library media advisory committee 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.

In coordinating this process, the LMS will follow objective criteria for removing materials and equipment from the media center, which include obsolescence, physical age and condition, and inaccurate or general inapplicability for continued inclusion in the existing collection. One popular criterion for weeding is found in the CREW Manual.

Materials are discarded from the electronic catalog (Destiny) and physically removed from the collection. All materials weeded are disposed of by being boxed and sent to Library Media Services to dispose of. Outdated materials will not be placed in classrooms.

School Year	Strategic Focus
FY25	Selection Priorities <ul style="list-style-type: none"> ● Astronomy and Allied Sciences ● Commerce, Communication and Transportation ● Foreign Language - Haitian Creole
	Weeding Priorities <ul style="list-style-type: none"> ● Condition & Aged: Foreign Language ● Condition & Aged: Biography ● Aged: Sciences
FY26	Selection Priorities <ul style="list-style-type: none"> ● Foreign Language - Haitian Creole ● Easy/Fiction/Graphic Science
	Weeding Priorities <ul style="list-style-type: none"> ● Condition & Aged: Non Fiction/Fiction ● Condition & Aged: Paperback ● Condition and Aged: Foreign Language
FY27	Selection Priorities <ul style="list-style-type: none"> ● Non Fiction: Science ● Easy/Fiction/Graphic

	<p>Weeding Priorities</p> <ul style="list-style-type: none"> ● Condition & Aged: Non Fiction/Fiction ● Condition & Aged: Paperback ● Condition and Aged: Easy/Fiction
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Reconsideration of Materials

Any community stakeholders may provide consultation on selecting new material. The Administration and School Personnel will follow **SDPBC Policy 8.1205 - Active LMS Book Orders (Appendix D)**. Any community stakeholders may submit questions and concerns regarding any current material. The Administration and school personnel at IPES will follow **SDPBC policy 8.1205 - Challenge Procedures for Instructional Materials (Appendix D)**. To challenge materials, the complainant must complete the **Specific Material Objection** form (**Appendix E**).

Annual Evaluation and Revision of Collection Development Plan

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)