

FY25 COLLECTION DEVELOPMENT POLICY

Indian Ridge School

FY25 Collection Development Policy

Marian Mogul

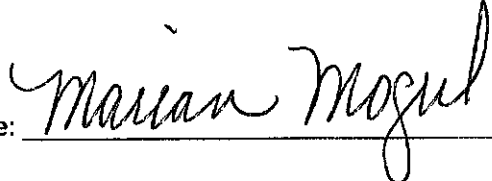
Educational Media Specialist

Indian Ridge School
FY25 Collection Development Policy

Date Drafted: April 24, 2024

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Media Specialist Name: Marian Mogul

Media Specialist Signature: 

Principal Name: Eugene Ford

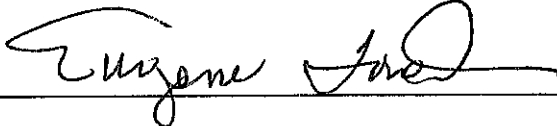
Principal Signature: 

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Purpose of Collection Development Policy

The collection development policy is intended to provide guidance for the selection and evaluation of materials which anticipate and meet the needs of Indian Ridge School. It directly relates the collection to the library's mission statement, and defines the scope and standards of the various collections. As the community changes, the library will need to reassess and adapt its collections to reflect new and differing areas of interest and concern. The collection development policy will be periodically evaluated and revised as necessary to provide guidance for implementing changes in the collection

Background Statement & School Community

Indian Ridge School serves approximately 84 students in addition to faculty staff and volunteers at our ESE Center. The individuals in the community reflect varying economic, racial, ethnic, and educational backgrounds. Knowledge of the community enables the library to better serve its users by developing collections that reflect the changing interests of Indian Ridge. The majority of our students are White (23%), Hispanic (11%), African American (46%), Asian (4%) and multiracial (3%). Economically Disadvantaged students account for 85% of the population and 100% of the population are Exceptional Student Education (ESE), 1 of the students are classified as English Language Learners (ELL) and Free and Reduced lunch is 56%. In addition, the Indian Ridge Library Media Center supports the unique curricular needs of intensive and regular courses, Industrial Arts, Culinary, and Digital Video Production. In addition to the academy programs, the school offers family therapy related to the student's disability.

School Mission Statement

Indian Ridge provides a therapeutically and academically integrated program that gives students the academic and social skills necessary for post-secondary education, productive citizenship, employment, and independent living. We are committed to developing a community of environmentally responsible learners by teaching how to efficiently use resources, creating a healthy environment, integrating ecological curriculum, encouraging healthy eating, and sustainable community practices.

Media Center Mission Statement

The core of our Library Media Program consists of three critical components: the instructional program, reading promotion activities, and the organization and management of the Library Media Center. These three program components are focused on the support of the countywide curriculum. The Instructional Program focuses on information problem solving and literature exploration. The information problem solving model is a six-step process which includes: defining the task, understanding information seeking strategies, locating and accessing information, using information, organizing information, and evaluating information. The literature exploration component of the program concentrates on developing a literacy learner and a lifetime reader.

Responsibility for Collection Management & Development

The collection development policy is intended to provide guidance for the selection and evaluation of materials which anticipate and meet the needs of Indian Ridge School. It directly relates the collection to the library's mission statement, and defines the scope and standards of the various collections. As the community changes, the library will need to reassess and adapt its collections to reflect new and differing areas of interest and concern. The collection development policy will be periodically evaluated and revised as necessary to provide guidance for implementing changes in the collection.

Library Program

The core of our Library Media Program consists of three critical components: the instructional program, reading promotion activities, and the organization and management of the Library Media Center. These three program components are focused on the support of the countywide curriculum. The Instructional Program focuses on information problem solving and literature exploration. The information problem solving model is a six-step process which includes: defining the task, understanding information seeking strategies, locating and accessing information, using information, organizing information, and evaluating information. The literature exploration component of the program concentrates on developing a literacy learner and a lifelong reader.

Goals and Objectives

SY24 Indian Ridge School recognizes the challenge that the media center is constantly in the process of change. Our Media Center functions as the information centers for our schools by providing student access to a full range of information resources, in both traditional and electronic format. The goals of our program point to the development of a community of learners that is centered on the student. Opportunities are provided to acquire information literacy skills, and to experience interdisciplinary learning activities that support the curriculum

Goal 1: To support the students' literacy skills through the incorporation of 21st Century technology.

Objective 1: To teach all students to use Destiny to locate and check-out books in the Media Center. •

Objective 2: To utilize Chromebooks with students in meaningful ways to access library materials, conduct research and extend learning.

Goal 2: 2: To purchase up to date books that relate to the needs and interests of our student population.

Objective 1: Develops diverse interests for the enjoyment of life-long learning.

Objective 2: Weed materials based upon the significance the significance to the reader focusing on items that have not been circulated for a long time.

Budget and Funding

<i>School-based Operating Budget</i>	<i>Budget FY24</i>	<i>FY25 Projected Budget</i>
<i>Account 551100 - Media Supplies</i>	\$584	\$300
<i>Account 553420 - Media Subscriptions (Periodicals- Newspapers)</i>	\$356	\$0.00
<i>Account 561100 - Library Books</i>	\$1052	\$500
<i>Account 562230 - Media A/V Equipment</i>	\$466	\$400
<i>Account 564220 - Furn-Fix/Equip</i>	\$188	\$50
<i>Fundraising/ Grants</i>	<i>Budget Amount</i>	
<i>Media Center Internal Account number for your grant(s) (get this from your bookkeeper)</i>	\$0.00	\$0.00
<i>State Media Allocation</i>	<i>Budget Amount</i>	
<i>Account 556110 (program 3070) - Media Books</i>	\$1403	\$500.00

Approximate Purchasing Plan	
Purpose	Amount
books	\$500.00
supplies	\$300
Total:	\$800.00

Scope of the Collection

The collection development is focused on the curriculum of Indian Ridge School and follows the guidelines of the School District of Palm Beach County and 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 Indian Ridge 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

White Board, Laptops, Mouse, Overhead projector, Poster Printer, Color Printer, Black and White Printer, Computers, Wands.

Collection Development

The collection development is focused on the curriculum of Indian Ridge School and follows the guidelines of the School District of Palm Beach County and 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 Indian Ridge 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.

Selection and Evaluation Criteria

Selection and Evaluation Criteria The following online sources are recommended as tools to locate reviews. *The

Book Report

*BookReview.com

*Booklist Online

*Children's Books

*Caldecott Medal Home Page

*Coretta Scott King Award Home

*Follett TITLEWAVE

*Library Talk

*Newbery Medal Home Page

*Teen Hoopla Book Reviews

*Young Adult Books District-Wide Procedures for Selecting and Developing Library Collections

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.

2. In Here Further, 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.

3. 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.

4. For resources needing additional review by District Library Media Services, school based certified library media specialists or principal designee will use PBSD 2671 to solicit additional input.

5. 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.

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

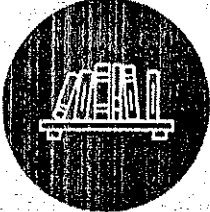
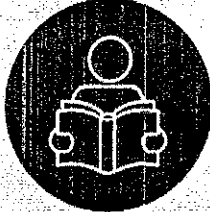
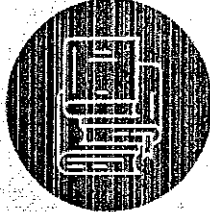



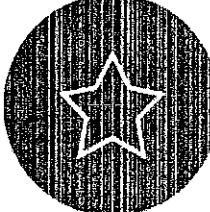
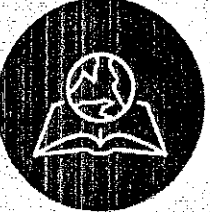

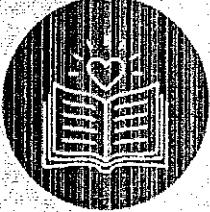
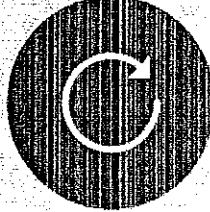
The School District Library Media Services provides support to school library media center personnel and establishes uniform policies and procedures for school library media centers throughout the District. These services include, but are not limited to:

- 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.

			
13,139 Items in the Collection	156.4 Items per Student	27% Fiction Titles in the Collection	52% 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.			
	2001 Average Age of the Collection	83% Aged Titles	2% 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.	
			
2580 Representative Titles in Collection	2002 Representative Titles Average Age	3,311 SLL Titles in Collection	2002 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	102	2004
Philosophy & Psychology	226	2001
Religion	79	2000
Social Sciences	1,034	2000
Language	78	2000
Science	1,560	2002
Technology	920	2003
Arts & Recreation	1,307	2003
Literature	294	1999
History & Geography	1,026	2001
Biography	876	2001
Easy	1,622	1996
General Fiction	3,400	2002
Graphic Novels	253	2000

Gifts and Donations

Gifts and Donations are welcome but must meet the selection guidelines set forth by the school district. The Media Specialist holds the authority on all donated materials and must meet the standards for all materials selected to be housed in the library media center. The gifts are evaluated by the same standards as purchased materials. Only those which are appropriate for the collection are added. In order to maintain a collection that supports the information needs of the academic community, many gifts/donations are not added to the collection, such as: Duplicate titles, Earlier editions, Material that does not support our academic mission, Items in poor condition, Out of date content, Periodicals. Indian Ridge School reserves the right to accept or decline any gift. The gifts not being selected to include in the library collection cannot be returned to the donor. 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 material 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 Non-Fiction, FY26 Easy, FY27 Fiction.

Lost or Damaged Library Materials

Indian Ridge does not charge fines for overdue or lost books. Students however, are encouraged to locate the books and are still allowed to check out books from the library.

Strategic Focus – Weeding and Acquisitions

School Year	Strategic Focus
FY25	Selection Priorities <ul style="list-style-type: none">● Non-Fiction● Reference● Biography
	Inventory/ Weeding Priorities <ul style="list-style-type: none">● Reference● Biography
FY26	Selection Priorities <ul style="list-style-type: none">● Easy● Professional Library/Videos- DVD
	Inventory/ Weeding Priorities <ul style="list-style-type: none">● Easy● Professional Library/Videos
FY27	Selection Priorities <p>Fiction</p>
	Inventory/ Weeding Priorities <ul style="list-style-type: none">● Fiction

Reconsideration of Material

The Indian Ridge School media center understands that not everyone agrees with the selection of materials in the library; therefore, the IRS library provides any individual with the chance to challenge selected materials. Anyone from the West Palm Beach Community wishing to recommend the removal of a particular item in the media center collection may submit the Challenge Material Request form (PBSD 1113) which will be reviewed by the Principal in relation to the media center's mission statement and the selection criteria of this collection development policy. After evaluating journal reviews and other materials submitted by the patron and/or the staff, a response will be made by the principal within 30 days of receiving the formal objection. Refer to policy 8.1205. The challenge policy is based on the American Library Association's (ALA) "Bill of Rights," which references the First Amendment of freedom of expression. Any individual who would like to pose a challenge must follow the following procedure: Locate, print, and complete the Challenge Material form (PBSD 1113) on the school website and submit the form to the Principal or

Administration.

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)