

# COLLECTION

# DEVELOPMENT POLICY

*JC Mitchell Elementary School*



Prepared by Alessandra Novoa Certified Educational Media Specialist

2470 NW 5th Ave, Boca Raton, FL 33431

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# FY25 COLLECTION DEVELOPMENT POLICY


*JC Mitchell Elementary School*

School District of Palm Beach County, Florida

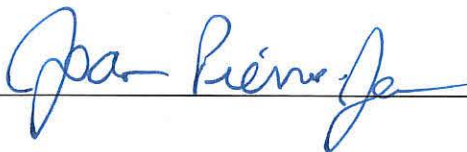
Date: Drafted: April 1st, 2024

Date Approved by Administration: April 1st, 2024

*Media Specialist's Name:* Alessandra Novoa

Media Specialist's Signature: 

Principal's Name: Dr. Joan Pierre-Jerome

Principal's Signature: 

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# FY25 COLLECTION DEVELOPMENT POLICY

*JC Mitchell Elementary School*

School District of Palm Beach County, Florida

## PURPOSE OF COLLECTION DEVELOPMENT POLICY

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A Collection Development Plan is implemented to use as a guide for the selection, acquisition, maintenance, and retention of materials by assigning responsibilities for a process to understand user concerns.

As the student population changes, the collection of resources changes to adapt to new areas of interest or disinterest. The Collection Development policy is evaluated annually and is revised as necessary.

## BACKGROUND STATEMENT & SCHOOL COMMUNITY

- - - - X

J.C. Mitchell is an "B" rated, diverse elementary school in Boca Raton, Florida. Our current FTE count is 750 without including our Pre K program. J.C. Mitchell offers Kindergarten through fifth grade. We have a Kindergarten - Fifth grade gifted program as well as a broad ESE program. The J.C. Mitchell Media Center sees students from Kindergarten through fifth grade including our IND (Intellectually Disabled) unit classes. Our school has a very diverse student population, including students from many different cultures and economic backgrounds. In addition to our students, the teachers and staff have access to our Media Center as well.

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J. C. Mitchell has been classified as a Title I school as the number of students that receive Free or Reduced Lunch has increased over the last year.

The number of Hispanic students at our school has necessitated a new area of Spanish language books for these students to become fully bilerate. Unfortunately, we don't have access to books from other main languages at our school.

Below is the breakdown for our school's population, according to the 2024 Principal and Principal Supervisor Dashboard:

41% Hispanic

36% White

14% Black

9% Other

50% Free or Reduced Lunch

And 30% English Language Learners

## SCHOOL'S MISSION STATEMENT

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J.C. Mitchell Elementary is committed to providing a world-class education with excellence and equity to empower each student to reach his or her highest potential with the most effective staff to foster the knowledge, skills and ethics required for responsible citizenship and productive careers.

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## **MEDIA CENTER MISSION STATEMENT**

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The library media center at J.C. Mitchell Elementary is dedicated to supporting students, parents and staff by providing the tools and resources necessary for the 21st century.

The Library Media staff will:

- Provide an environment in which learning is encouraged.
- Stimulate intellectual curiosity
- Encourage reading for pleasure as well as for educational purposes.
- Help inspire a lifelong love of learning.
- Provide and promote instruction to prepare students to become independent users of libraries as informational resources.

## **RESPONSIBILITY FOR COLLECTION MANAGEMENT & DEVELOPMENT**

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The media specialist is responsible for building a relevant, high-interest collection across formats, platforms and levels. This position exercises professional judgment and expertise in the selection of appropriate materials and online resources to serve the needs of our students and community. Students and staff input is always welcomed in the formation of our collection.

## **LIBRARY PROGRAM**

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The J.C. Mitchell Media Center is on a 5 day Fine Arts rotation wheel. We receive classes beginning at 10:00 in the morning until 1:30 in the afternoon. From Tuesday - Thursday

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the Fine Arts team covers the homeroom teachers for PLC meetings from 1:30- 2:05 in the afternoon.

In the beginning of the school year students learned the basics on how to use Destiny Library to locate books. Throughout the year we have focused on teaching library skills appropriate for each grade level with a focus on storytime & activities for the primary grades.

Our Media Center is used daily for our JCM Morning Announcements. The JCM Morning Announcements take place in our tv production studio.

The Media Center is also responsible for many literacy initiatives throughout the year including, Literacy Week, Read Across America Week, School library Week and anything else that may be literacy related.

## GOALS AND OBJECTIVES

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### *GOAL 1: CIRCULATION STATISTICS:*

The JCM Media Center will increase the total number of circulations per month by the end of the school year (May 2025) by doubling the number of current circulations (about 500 per month) with a new circulation policy, marketing of the library, and access to new books.

### *GOAL 2: SPANISH BOOKS CIRCULATIONS:*

The JCM Media Center will double the number of Spanish books in the collection by the end of the school year (May 2025). This will increase the number of circulations for these kinds of books.

### *GOAL 3: INCREASE CIRCULATION LOW FICTION:*

The JCM Media Center will increase the LOW FICTION circulation by the end of the school year (May 2025) by doubling the number of checkouts with new incentives for reading the series located in this section of the library.

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## BUDGETING AND FUNDING

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The LMC is given a school-based operating budget at the beginning of every school year. The JC Mitchell Elementary School administration uses a formula to disperse the appropriated fund. Our total budget for the year was approximately \$2,800 in addition to the state allocated 3070 money which was approximately \$1,800 for a grand total of \$4,600. The school media specialist will continue to source other funding (grants and fundraisers) to create a collection worthy of its students.

### ***2024-2025 (FY25) Projected Budget Amounts***

<i>School Based Operating Budget</i>	<i>FY24 Budget</i>	<i>FY25 Projected Budget</i>
<i>Account 55110 - Media Supplies</i>	\$811	\$800
<i>Account 553420 - Media Subscriptions</i>	n/a	n/a
<i>Account 561100 - Media Books</i>	\$1,006	\$1,000
<i>Account 562230 - Media A/V Equipment</i>	\$447	\$400
<i>Account - Furniture, Fixtures, &amp; Equipment</i>	\$559	\$600
<i>Fundraising/ Grants</i>	\$1,100	\$1,100
<i>Media Center Internal Account number</i>	4,727	\$1,000
<i>State Media Allocation</i>		
<i>Account 556110 (program 3070) - Media Books</i>	\$,1828	\$1,828

### ***Approximate Purchasing Plan 2024-2025***

<i>Purpose</i>	<i>Amount</i>
<i>High Fiction books, Spanish language books, and Who Was Books.</i>	\$3,500
<i>Supplies/Other</i>	\$1,000
<i>Total :</i>	\$4,500



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## SCOPE OF THE COLLECTION

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The collection development is focused on the curriculum of J.C. Mitchell 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 J.C. Mitchell Elementary is arranged by the Dewey Decimal Classification System.

Additional resources are provided by district wide subscriptions to electronic databases and eBooks. This provides students with a 24/7 access to these resources. Interlibrary loan is available to students, teachers, staff, and administration. This gives access to every book in the Palm Beach County School Media System.

The Media Center encourages reading for pleasure by promoting the SSYRA books. We have at least 1 copy of the grades k-2 titles and at least 2 copies of the grades 3-5 titles. We also have an annual Battle of the Books to encourage reading.

The Media Center at J.C. Mitchell provides materials that will support both curriculum and pleasure reading as per school policy 8.12 (see section 2d)

## EQUIPMENT

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The Media Center at J.C. Mitchell has two TV Production rooms that facilitate our morning announcements that are aired to the whole school. These rooms contain cameras, sound equipment, video splitters, teleprompters, and more.

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## COLLECTION DEVELOPMENT

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A Collection Development Plan is a written policy detailing the process in which our Media Center puts into the selection, acquisition, evaluation, and maintenance of the Library Media Center materials.

This document is fluid and changes as the curriculum, demographics, and informational needs of our school change.

Our goal is to maintain a current collection that supports the needs of our entire school community including students, staff, parents, and administration.

## SELECTION AND EVALUATION CRITERIA

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Materials considered for purchase are selected on the basis of the criteria established in SDPBC8.21 (6.d):

1. 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. However, in accordance with Fla. Stat. § 847.012, criteria "xvi" and "xvii" below (relating to obscenity and copyright) must be two of the criteria used in the evaluation of all materials.
    - a. Professional Reviews. - Print or non-print media including video footage that have been favorably reviewed by two or more professional sources such as a School Library Journal, Horn Book, Booklist, and/or Children's Catalog.
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- b. 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.
  - c. 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.
  - d. Accuracy. - Nonfiction information is correct, recent, and objective.
  - e. Literary Merit. - Fiction that has a noteworthy plot, setting, characterization, style and theme.
  - f. Scope. - Content is covered adequately to achieve its intended purpose.
  - g. Authority. - The author, editor, or producer has a superior reputation for producing materials of this nature.
  - h. Special Features. - The item has maps, charts, graphs, glossaries, and/or other learning aids that support the content and are unique or are valuable.
  - i. Translation Integrity. - Material translated from one language to another maintains the stylistic characteristics of the original.
  - j. Arrangement. - Concepts are presented in a logical sequence and in a way that assures learning.
  - k. Treatment. - Typeset, visuals, style, and/or medium captures and holds the student's attention.
  - l. Technical Quality. - Sound is clear and audible; visuals project clearly.
  - m. Aesthetic Quality. - Material is superior to similar items in attractiveness and presentation of content.
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- n. Potential Demand. - Items have particular timeliness or popular appeal.
- o. Durability. - Material has the potential for frequent use or is of a nature that it will be considered consumable.
- p. Obscenity. - No books or other material containing hard-core pornography or otherwise prohibited by Fla. Stat. § 847.012 shall be used.
- q. Copyright. -Supplemental instructional materials and 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.\*

Other reputable, unbiased, professional reviewing sources used for selection include:

- Booklist
  - BookTalk
  - BookReport
  - Bulletin for the Center for Children's Books
  - Kirkus Reviews
  - Book Links
  - School Library Journal
  - SSYRA Book List
  - Newbery Medal
  - Caldecott Medal
  - Coretta Scott King Medal
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Media Center materials at J.C. Mitchell Elementary are selected based upon many factors. The materials are evaluated as to their aesthetic, literary and social value, appropriateness to student age and emotional maturity, and relevance to the curriculum. Media Center materials reflect sensitivity to the achievements, needs, and rights of men and women, various ethnic groups, and other cultures. The selection of media center materials about political theories and ideologies, religion, public issues, and controversial topics is directed toward maintaining a balanced representation with various opinions. Media center materials are judged as a whole, considering the author's/ producer's intent, rather than focusing solely upon individual pages, phrases, pictures, or incidents taken out of context.

Other factors that are considered when making the final decision to purchase new materials include their educational significance, need and value to the collection as a whole, their relationship to the interest of students and the relation to the curriculum and course of study.

If a parent has an issue with any library materials, they have the right to request for consideration of materials by completing the form linked in Appendix E.

## **PROCEDURES FOR SELECTING AND DEVELOPING LIBRARY COLLECTIONS**

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School Board Policy 8.12 sets out the procedures for selecting and developing library collections. These procedures are followed District-wide.

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## COLLECTION ANALYSIS

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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.

			
10,719 Items in the Collection	16.4 Items per Student	59% Fiction Titles in the Collection	38% Percent of nonfiction in the collection
<i>Library media resources are curated to include both recently published works and classics that both rightfully impact the average age of the collection.</i>			
	2009 Average Age of the Collection	44% Aged Titles	14% 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.	
			
32% Representative Titles in Collection	2009 Representative Titles Average Age	37% SLL Titles in Collection	2011 SLL Titles Average Age

## COLLECTION ANALYSIS BY CATEGORY

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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
Computer Science, Information & General Works	51	2011
Philosophy & Psychology	21	2008
Religion	32	2004
Social Sciences	613	2005
Language	21	2001
Science	1232	2005
Technology	495	2006
Arts & Recreation	428	2006
Literature	176	2005
History & Geography	539	2007
Biography	426	2009
Reference	24	2001
Easy	2115	2008
General Fiction	3607	2011
Graphic Novels	439	2018
Spanish Language Books	147	2013

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## GIFTS AND DONATIONS

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Gifts to the library media center. Donations and gifts to the library/media center must meet the same criteria guidelines as materials that are purchased by the media specialist. Donations and gifts are accepted according to policy as stated in SDPBC 8.12 selection policy. Items that do not meet the criterion guidelines for the school Media collection will be disposed of at the discretion of the Media Specialist, with consultation with the Library Media Committee. Out of date or age-inappropriate material will not be added to the collection. A librarian, regardless of education and training, is not considered by the Internal Revenue Service (IRS) to be qualified to place a value on gift books and other used materials unless the librarian is a certified appraiser of such materials. In acknowledging gifts, the library may write a letter indicating how much of what kind of material has been given (i.e., 10 trade paperbacks in excellent condition or 56 hardcover adult nonfiction books about animals) but the library cannot say how much such materials might be worth. Furthermore, material is considered used unless the library buys it directly even if the donor has not read the book, if they own it or just bought it and then gave it to the library, it is considered used and should not be referenced in the letter as "New."

## COLLECTION MAINTENANCE

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Inventory will be completed on a three-year rotation as per Board Policy 8.12 (5).









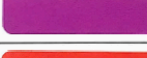







School Year	Sections to be Inventoried
2024 - 2025	Easy, Carts, and Leveled Readers
2025 - 2026	Fiction, Spanish, and Graphic Novels
2026 - 2027	Nonfiction, Biography, & Reference

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The JC Mitchell Elementary Media Center is divided into various sublocations. The five main locations are EASY, FICTION, NONFICTION, GRAPHIC NOVELS, and BIOGRAPHIES. Within these locations we also have a SPANISH, PAPERBACK, LEVELED, and WHO WAS areas. Each book at our media center, except for the NONFICTION section, has been labeled according to their location.

**JC MITCHELL ELEMENTARY MEDIA CENTER LABELS**

EASY		GRAPHIC NOVELS	
LOW FICTION		BIOGRAPHY	
HI FICTION		STATES	
SPANISH		SPANISH PAPERBACKS	
BASKETS		NONFICTION	
INTERMEDIATE		INT. NONFICTION	
CLASSICS		GN GRAPHIC LIBRARY	
WHO WAS SERIES		PAPERBACKS	

## STRATEGIC FOCUS – WEEDING AND ACQUISITIONS

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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 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 which includes procurement of new materials and discard 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 library media specialist will follow objective criteria for removing materials and equipment from the media center, which include obsolescence, physical age and condition, and general inapplicability for continued inclusion in the existing collection. Materials that are weeded can be disposed of in different ways. Keep in mind that media that is obsolete or has misinformation should be boxed and sent to District Library Media Services for disposition to prevent inaccurate information from being shared. Other materials can be disposed of by:

- a. Giving them to students or teachers for individual use
- b. Recycling the materials for various instructional activities
- c. Cannibalizing non-repairable parts or pages
- d. 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).

School Year	Strategic Focus
2024-2025	Selection Priorities <ul style="list-style-type: none"> <li>● Graphic Novels Section</li> <li>● Biography Section</li> </ul>
	Weeding Priorities <ul style="list-style-type: none"> <li>● Easy and Biography Section</li> <li>● Reading Counts selection</li> </ul>
2025-2026	Selection Priorities <ul style="list-style-type: none"> <li>● Fiction Section</li> <li>● Intermediate Section</li> </ul>
	Weeding Priorities <ul style="list-style-type: none"> <li>● Easy and Biography Section</li> <li>● Reading Counts selection</li> </ul>

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## RECONSIDERATION OF MATERIALS

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The Media Center at J.C. Mitchell Elementary School does not add or withdraw at the request of any individual or group. Items in the media center have been selected based on guidelines outline by the School District of Palm Beach County (8.125)

If a parent or member of the community has an issue with any library materials, they have the right to request for consideration of materials by completing the form linked in Appendix E.

“

**There is more treasure in books than in all the pirate’s loot on Treasure Island.**

*-Walt Disney*

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## APPENDIX 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

## APPENDIX 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

## APPENDIX 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)

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## APPENDIX 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)

## APPENDIX E

### SPECIFIC MATERIAL OBJECTION FORM

School Board of Palm Beach County (November 14, 2023). Specific Material Objection Form.

[Link](#) (Accessed March 20, 2024)

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