

FY25 COLLECTION DEVELOPMENT POLICY

Jupiter Elementary School


FY25 Collection Development Policy

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Purpose of Collection Development Policy

The Collection Development Policy is designed to support the Library's Mission statement and serves as a guide for the selection, acquisition, maintenance, and retention of materials by establishing roles, responsibilities, and a process for addressing Library user concerns.

As our student population changes, the Media Center at Jupiter Elementary, reassesses and adapts its collections to reflect new and differing areas of interest and concern. The collection development policy is annually evaluated and revised as necessary to provide guidance for implementing changes in the collection

Background Statement & School Community

The users of Jupiter Elementary School Library Media Center, comes from Kindergarten through Fifth grade, in addition to the faculty, staff and parents of our school community.

According to the Gold Report, Jupiter Elementary has a culturally and ethnically diverse student population representing different economic backgrounds, which include 69% economically disadvantaged students (students on Free and/or Reduced Lunch). The cultural and ethnic diversity consists of 63 % Hispanic, 7% Caucasian, 8% Black, 6 % are Multi-Racial. Students with disabilities account for 13% of the students and 52% Limited English Proficient.

School Mission Statement

Jupiter Elementary School is committed to prepare students with the academic skills, habits of mind, and character traits necessary to perform on or above grade level in elementary school and beyond.

Media Center Mission Statement

The mission of Jupiter Elementary School's media center is to support and complement the instructional program of our school. While also developing 21 st century language learners, and expanding their information literacy.

Responsibility for Collection Management & Development

I am responsible for the Media Center's collection management and development and I seek stakeholder input from administration, faculty, students, parents, and district stakeholders.

Library Program

My library program is on a fixed schedule. Students visit the Media Center every 7 days during their Fine Arts rotation. During their rotation they have a half hour for both the lesson and book checkout. Lessons involve library media skills such as utilizing the Dewey Decimal system to select books, and also lessons on literacy skills such as comparing and contrasting characters in a story.

Goals and Objectives

- Goal 1: To increase the overall average publication date of the Jupiter Elementary Library Media Collection.
 - Action Step 1: To weed and replace outdated materials, focusing on the social sciences, literature, and history collection.
 - Action Step 2: To weed materials based upon the significance to the reader, focusing on items that have never circulated or have not circulated for long periods of time.
- Goal 2 : Increasing the number of circulations of our Spanish titles .
 - Action Step 1: Create a school wide incentive through the Literacy Committee to support the goal
 - Action Step 2: Have students from all grade levels highlight Spanish books that they enjoyed on the morning announcements as well as during their library time.
- Goal 3 : Update the History & Geography Section (the 900's) to increase the titles that deal with our Global Community.
 - Action Step 1: Use data from Titlewave Analysis to determine age of collection in FY25.
 - Action Step 2 : Use data from student surveys to determine student interests/needs in 900s in FY25.
 - Action Step 3 : Purchase up-to-date books that relate to the needs and interests in the history section (the 900's) of the student population in FY25

Budget and Funding

The LMC is given a school-based operating budget at the beginning of every school year. The Jupiter 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

<i>School-based Operating Budget</i>	<i>Budget FY24</i>	<i>FY25 Projected Budget</i>
<i>Account 551100 - Media Supplies</i>	\$620	\$620
<i>Account 553420 - Media Subscriptions (Periodicals-Newspapers)</i>	\$372	\$372
<i>Account 561100 - Library Books</i>	\$1,115	\$1,115
<i>Account 562230 - Media A/V Equipment</i>	\$496	\$496
<i>Account 564220 - Furn-Fix/Equip</i>	\$620	\$620
<i>State Media Allocation</i>	<i>Budget Amount</i>	
<i>Account 556110 (program 3070) - Media Books</i>	\$2,078	\$2,078

Purchasing Plan FY25

Approximate Purchasing Plan	
Purpose	Amount
Non Fiction Books (specifically 300's & 900's)	\$1,000
Spanish Books	\$500
Other books (Easy, High interest/Low level)	\$500
Supplies	\$1500
Total:	\$3500

Scope of the Collection

Jupiter Elementary School's Collection Development Policy follows the guidelines of the School District of Palm Beach County and the Florida Department of Education. Materials will support both curriculum and pleasure reading as per School Board Policy 8.12 (see Section 2 d) Print and non-print resources are arranged by the Dewey Decimal Classification System as directed by the United States best practices among school libraries. Additional resources are provided by district wide subscriptions to electronic information databases. The collection of these District provided databases and eBooks expand our local collection and provide 24/7 access for students.

Our Media Center is able to provide any major resource needed by a patron through affiliation with the public library system, SUNLINK and SEFLIN. The library media collection includes all the resources available in the school library along with all those that students, faculty, and administrators, can access through interlibrary loan.

The library media collection includes all of the resources available in the school library media center along with all those that students, faculty, and administrators, can access through interlibrary loan. Collection maps can provide the staff and advisory committee with comprehensive information to direct short-term purchases and long range planning. Collection mapping is the process of examining the quality and quantity of your collection and identifying its strengths and weaknesses. A collection map is a visual supplement to the automated catalog system that graphically displays the breadth and depth of the collection.

Equipment

In our Media Center we have Dell Desktops for student circulation and a Dell Laptop for inventory and mobile checkout. In addition I use a Dell desktop, document camera and SMART board for instruction. In our work room we have a SMART board, a Sharp copy machine and laminator for school use. In our News Room we have 3 cameras, 1 sound board, two computer monitors, a V-Brick and a Mixer.

Collection Development

SDPBC Policy 8.12 (6a) stipulates: "Each school shall, in conjunction with the "Library Bill of Rights"(www.ala.org/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."

This collection development policy is used by the Jupiter Elementary media center in the selection, acquisition, evaluation, and maintenance of library media center materials. Furthermore, it is effectively communicates the philosophy and purpose of the library media center's policies to faculty, students, staff, and other members of the school community. If the needs of Jupiter Elementary 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 their required materials at their time of need and to enrich the student's educational experience.

The primary goal of the collection development policy is to support the needs of the curriculum and the school community while considering the average age of the collection, the size of the collection and access to the collection. This goal supports the information needs of students as defined by the missions and goals of the School District of Palm Beach County, ALA/AASL Standards for the 21 st Century Learner, Partnership for 21 st Century Skills, International Society for Technology in Education (ISTE) and the National Education Technology Standards (NETS).

The Library Media Center ensures that the students, parents, and staff have access to reference tools at all times. The district's electronic reference catalog is maintained by the Department of K-12 Instructional Materials and Library Media.

The Media Center is open every day that students and/or faculty are in attendance. Interlibrary Loan is available. In addition, research and reference information is available at all times through the district wide electronic subscription databases.

The Library Media Center Committee oversees, reviews, and records issues and policies for Jupiter Elementary's Media Center Program. This ensures that the overall program of the library media center transcends the tenure of any single individual.

Selection and Evaluation Criteria

Materials considered for purchase are selected based on the criteria established in [School Board Policy 8.12](#) Selection of Library Media Materials. (See Appendix C)

In ordering materials other factors are considered including the school's needs based on the curriculum and the existing collection. In assessing the needs of our collection the following things are necessary:

- Conducting an annual inventory of the collection to determine replacements, missing items, and other needs per [School Board Policy 8.12\(8\)](#).
- Stay current with training and state standards to assess whether the library collection has adequate coverage of these standards with the books in our collection.
- Reflect and consider that the Media Center materials utilized in our library are sensitive to factors such as gender, race, appropriateness to student age, emotional maturity, global issues and relevance to the curriculum.
- Consult with teachers, as well as students to be sure their needs are reflected in the collection. Surveying the staff and students periodically is necessary to achieve this.
- Select materials that have at least two favorable reviews from other reputable, unbiased, professional reviewing sources used for selection include Booklist, Hornbook, Kirkus Review, and School Library Journal.
- We must use standards established by library professionals and use resources such as books that have won accolades by winning awards such as the Sunshine State Awards, American Library Association Youth Media Awards and The Newbery Award.

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:

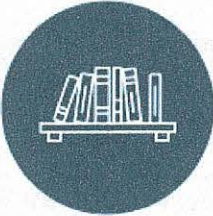

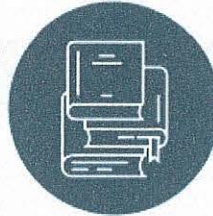

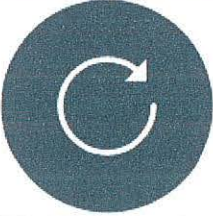



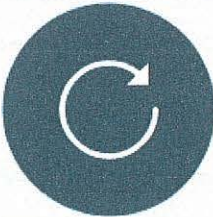

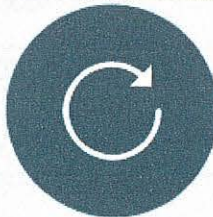
- Maintaining a professional library collection to assist with recertification and knowledge acquisition on education-related topics;

- 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 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.

			
12,097 Items in the Collection	13.4 Items per Student	30% Fiction Titles in the Collection	34% 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	50% Aged Titles	9% 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	35% SLL Titles in Collection	2008 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	32	2014
Philosophy & Psychology	37	2017
Religion	55	2007
Social Sciences	857	2003
Language	88	2005
Science	1,087	2010
Technology	406	2011
Arts & Recreation	647	2012
Literature	212	2003
History & Geography	642	2007
Biography	825	2005
Easy	3,474	2005
General Fiction	3,630	2009

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

Per Florida Statute governing Instructional Materials, instructional material stored in the Library Media Center must be inventoried annually. To facilitate the circulation and inventory process, Destiny Library Manager software has been made available to all schools. Jupiter Elementary School typically inventories part of its collection each year on a rotational basis, every 3 years.

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 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 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. One popular criteria for weeding is found in the CREW Manual.

Lost or Damaged Library Materials

At Jupiter Elementary School, we ask students to follow our “Braves Way” pledge and be responsible to pay for lost or damaged books 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

** Year 1: 2024 - Non-fiction

Year 2 : 2025 - Fiction

Year 3: 2026 -Easy

School Year	
FY25	Selection Priorities <ul style="list-style-type: none"> ● Non-Fiction ● Easy ● Fiction
	Inventory Priorities <ul style="list-style-type: none"> ● Fiction ● Easy ● Non-Fiction
	Weeding Priorities <ul style="list-style-type: none"> ● Fiction ● Easy ● Non-Fiction
FY26	Selection Priorities <ul style="list-style-type: none"> ● Fiction ● Easy ● Nonfiction
	Inventory Priorities <ul style="list-style-type: none"> ● Easy ● Non-Fiction ● Fiction
	Weeding Priorities <ul style="list-style-type: none"> ● Easy ● Non-Fiction ● Fiction
FY27	Selection Priorities <ul style="list-style-type: none"> ● Easy ● Non-Fiction ● Fiction
	Inventory Priorities <ul style="list-style-type: none"> ● Non-Fiction ● Easy ● Fiction
	Weeding Priorities <ul style="list-style-type: none"> ● Non-Fiction ● Easy ● Fiction

Reconsideration of Materials

Reconsideration of challenged materials as stated in Board Policy 8.125 is also adhered to at Jupiter Elementary School (See [Appendix E](#) for the outline of the policy)

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)