

Lantana Elementary School

FY25 Collection Development Policy

Uzma Ahmed, M.Ed

Educational Media Specialist

Signature Page

**Lantana Elementary School
FY25 Collection Development Policy**

Date Drafted: April 09, 2024

Date Approved by Administration: 4/20/2024

Media Specialist Name: Uzma Ahmed

Media Specialist Signature: Uzma Ahmed

Principal Name: Janyn Robinson

Principal Signature: Janyn Robinson

Table of Contents

<u>Purpose Statement</u>	4
<u>Background Statement & School Community</u>	4
<u>School Mission Statement</u>	4
<u>Media Center Mission Statement</u>	4
<u>Responsibility for Collection Management Development</u>	4-5
<u>Library Program</u>	5
<u>Goals and Objectives</u>	5
<u>Budgeting and Funding</u>	6-7
<u>Scope of the Collection</u>	7
<u>Equipment</u>	7-8
<u>Collection Development</u>	8
<u>Selection Evaluation and Criteria</u>	8-9
<u>Analysis of the Collection</u>	10-11
<u>Gifts and Donations</u>	11
<u>Collection Maintenance</u>	12
<u>Strategic Focus – Weeding & Acquisitions</u>	12-13
<u>Reconsideration of Materials</u>	13
<u>Appendices</u>	14
<u>A - Library Bill of Rights</u>	14
<u>B - ALA Intellectual Freedom Statement</u>	14
<u>C - Board Policy 8.12</u>	14
<u>D - Board Policy 8.1205</u>	14
<u>E - Specific Material Objection Form</u>	14

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 Lantana Elementary School, 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

Lantana Elementary School (LES) is a part of the School District of Palm Beach County. According to LES data processor, the current enrollment is 533 students, consisting of 290 Black students, 144 Hispanic students, 81 White students, and 13 Other students (including Multiracial and Native American). In addition, 212 of the students are Female and 321 are Male. Also, there are 261 English Language Learners and 202 are students with exceptional needs. Many of our students, parents and staff members are bilingual and able to speak in Haitian Creole or Spanish, as well as English. Lantana Elementary School is home to an Autistic Spectrum Disorder (ASD) unit.

School Mission Statement

The parents, staff and community of our school will provide a safe, nurturing, and equitable education that meets the social, academic and physical needs of each student so that all students will be successful learners and productive citizens who are college and career ready.

Media Center Mission Statement

The mission of Lantana Elementary School Media Center is to provide a collaborative program that supports and enhances the learning goals of the entire school. It strives to assist all members in becoming effective users of technology, ideas and information while providing an environment that encourages a lifelong love of literacies, including 21st century literacies (digital, visual, health, science, economic and financial). As such, the library media staff encourages intellectual curiosity and provides instruction to prepare students to become critical thinkers and independent users of library materials, including technological resources.

Responsibility for Collection Management & Development

The primary goal of the Media Center's collection development efforts is to build a current collection that supports the needs of the school community. This goal reinforces the missions of both the School District of Palm Beach County and Lantana Elementary School. The LES Library Media Center recognizes its responsibility to respond to the reading and research needs of the student body and faculty. It achieves this through its commitment to provide services, including online databases, such as Pebble Go, Brain pop, Tumble books and MackinVia. With the understanding that no library

media center can supply materials to satisfy all the needs of its users, the LES Library Media Center actively participates in interlibrary loans (ILLs). The Library Media Specialist at LES develops the collection with valuable input from stakeholders: teachers, students and parents. In the last year, the collection has been thoughtfully developed based on student demographics, student interest surveys, and feedback from staff. In the past three years, a huge effort has been undertaken to acquire books in which students from diverse backgrounds can find themselves in. This has resulted in an increase in the collection of books on Haiti, books by Haitian authors (for example Edwidge Danticat) books by African-American authors, such as Kwame Alexander and Jacqueline Woodson, and biographies of current minority notables (for example, Kamala Harris). In the past year, the Media Specialist has utilized about 50% of Categorical Media Funds to purchase science and technology books to update the LES Media Center Collection to the 21st century.

Library Program

The Library Media Program at Lantana Elementary School runs on a fixed Fine Arts Schedule. Special initiatives that are supported by the Library Program include participation in the Hispanic Heritage Month, Dot Day, Scholastic Book Fair, African American History Month, Women's History Month, April is for Authors, Haitian Heritage Month, *Celebrate Literacy Week, Florida!*, and TechSafe Curriculum. The Media Specialist at Lantana Elementary School is the sponsor of the student-led morning announcements (LETV) and a sponsor of the Battle of Books (BOB).

The ELA mini-lessons taught in the Media class align with Florida's Benchmarks for Excellent Student Thinking (B.E.S.T.) English Language Arts Standards, as well as the American Association for School Librarians (AASL) Standards Framework for Learners, integrating technology and preparing students for college, career and life. During the past year, lessons have been planned thoughtfully to incorporate 21st century literacies (visual, digital, financial, science and health), adhere to the above mentioned standards, build on students' prior knowledge, and allow flexibility to meet the needs of *all* students.

Goals and Objectives

- Teach Digital Citizenship lessons to 100% of students in K-5 by instructing on how to be safe online and how to create a positive online community, by implementing the TechSafe Curriculum.
- At the beginning of the year, instruct 100% of students in Grades 3-5 on how to access eBooks on MackinVia, PebbleGo, Tumblebooks and other district approved reading apps that cater to readers' varying reading levels and genres.
- By the end of the year, utilize at least 20% of Categorical Media Funds to purchase special books, such as books in large print, for students with exceptional needs.
- By the end of the year, utilize at least 50% of Categorical Media Funds to purchase science and technology books to update the LES Media Center Collection to the 21st century.

Budget and Funding

The funding sources that are available include: Media Budget, Media Subscriptions, Media Books, Media Audio-Visual, Media Equipment, Internal Media, and Scholastic Book Fairs profits. Categorical Funds for Library Media Centers from the State of Florida are used to acquire books to develop the LES Media Center Book Collection based on its unique needs, special programs, and student demographics.

The LMC is given a school-based operating budget at the beginning of every school year. The school administration uses a formula to disperse the appropriated funds.

Please Note: The budget for the FY25 school year is expected to be similar to FY24.

<i>School-based Operating Budget</i>	<i>Budget FY24</i>	<i>FY25 Projected Budget</i>
<i>Account 551100 - Media Supplies</i>	<i>\$882.11</i>	<i>\$800.00</i>
<i>Account 553420 - Media Subscriptions (Periodicals-Newspapers)</i>	<i>\$186.78</i>	<i>\$180.00</i>
<i>Account 561100 - Library Books</i>	<i>\$227.50</i>	<i>\$200.00</i>
<i>Account 562230 - Media A/V Equipment</i>	<i>\$317.22</i>	<i>\$300.00</i>
<i>Account 564220 - Furn-Fix/Equip</i>	<i>\$152.50</i>	<i>\$150.00</i>
<i>Fundraising/ Grants</i>	<i>Budget Amount</i>	
<i>Media Center Internal Account number for your grant(s) (get this from your bookkeeper)</i>	<i>6-4403.00</i>	<i>TBD</i>
<i>State Media Allocation</i>	<i>Budget Amount</i>	
<i>Account 556110 (program 3070) - Media Books</i>	<i>\$1263.00</i>	<i>TBD</i>

Purchasing Plan 2024-2025

Approximate Purchasing Plan	
Purpose	Amount
Media Books	\$700
Media Supplies	\$200
Other Misc.	\$300
Total:	\$1200

Scope of the Collection

The collection development of LES Media Center is influenced by the Library Bill of Rights and guidelines of the School District of Palm Beach County, which, in turn, are governed by the Department of Education of the State of Florida. The state of Florida follows the Florida Standards, which also influences the collection. It is further influenced by the Lantana Elementary School Mission, school demographics, unique needs and special programs. In addition, the media center houses resources in adequate quality, quantity and variety to support the school's instructional program. To accommodate varying learning styles, a variety of informational formats is essential in any program. The format, including visual and auditory, are delivered through various technologies and media, including print and non-print sources. The LES collection includes, but is not limited to print and eBooks in the following genres: fiction, non-fiction, graphic novels, and bilingual (Spanish-English). Through the district portal, all patrons have access to online databases and research tools, purchased by the school district. All digital resources and eBooks are available 24/7 to all patrons. Per School Board Policy School Board Policy 8.12 (Section 2d), the materials in our collection support both curriculum and pleasure reading. Also per district policy, 8.12(5) Management of Library Media Materials, the collection is arranged according to the Dewey Decimal Classification System.

Equipment

In the past four years (FY21-FY24), the following hardware were selected with 8430 Capital Funds to support the Destiny Library Manager System:

FY 21– 13in Macbook Air

FY22–Lexmark MS823 High Volume Printer

FY23–Epson SureColor Poster Printer T3170 Poster Maker and Follett Destiny Versascan

FY24–4 Dell Chromebooks

The TV Studio Equipment at Lantana Elementary School, includes the following: a Supersonic output monitor with remote control, a Mackie 12-channel MC/Line Mixer, Edirol V-4 4-Channel Video Mixer, 2 Dell desktop computers with monitors (one for teleprompting and one for showing videos/slides), 2 Panasonic AG-DVC7 cameras (only one is used for broadcast), and 1 Dell monitor for teleprompter (output) and finally a Coby monitor/remote control for pre-view (not in service).

The Media Center also houses a SMART board panel and a Dell desktop computer which is located at the circulation desk.

Collection Development

The acquisition and maintenance of the Library Media Center materials collection is a primary function of the library media center's mission. Collection development refers to the process of building and maintaining the library's entire materials collection, in both print and non-print formats. The collection development process includes adhering to district policies and procedures, budget allocations, needs assessment, selection, collection maintenance and 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. The media specialist leads this process with the input of administration, teachers, students, parents, and stakeholders. Library Bill of Rights is used as a general guideline for collection development. If there are inconsistencies between the guidelines in the Library Bill of Rights and School District Policies 8.1 and 8.125, district policy takes precedence and governs the selection, retention and disposition criteria of instructional materials for library media centers and classrooms.

Selection and Evaluation Criteria

As per School Board Policy 8.12, the LES Media Specialist selects materials based on many critical factors: professional reviews by credited sources, such as *School Library Journal*, educational significance (such as books on the history of Florida, up to date informational books on science and technology, biographies of current world personalities), appropriateness (age, maturity, and diverse reading interests/learning levels), accuracy (correct and objective information), special text features, and translation integrity. Books and resources are also selected for technical quality, aesthetic quality, literary merit and lack of obscenity.

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

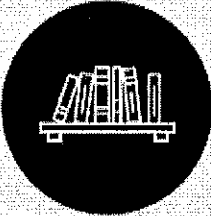
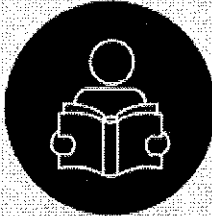
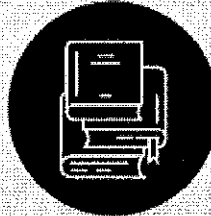

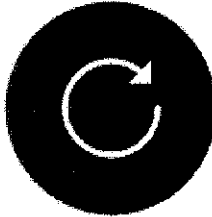
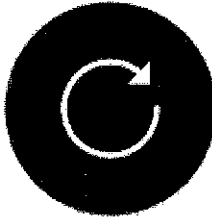


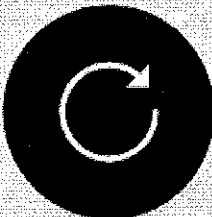

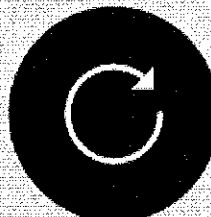
The School District Library Media Services provides support to school library media center personnel and establishes uniform policies and procedures for school library media centers throughout the district. These services include, but are not limited to:

- 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.

			
12,146 Items in the Collection	23.3 Items per Student	24% Fiction Titles in the Collection	37% 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	63% Aged Titles	7% 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	2000 Representative Titles Average Age	28% SLL Titles in Collection	2003 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	91	2013
Philosophy & Psychology	25	2006
Religion	43	1997
Social Sciences	922	1997
Language	136	1997
Science	1400	2000
Technology	549	2002
Arts & Recreation	431	2010
Literature	228	1994
History & Geography	620	1998
Biography	693	2003
Easy	2830	2003
General Fiction	2924	2003
Graphic Novels	226	2015

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

Per the above mentioned policy, Lantana Elementary School aspires to inventory 1/3 of its collection each year on a rotational cycle.

As such, the Media Specialist at Lantana Elementary conducted the following inventories: FY 22: Fiction; FY 23: Easy ; and FY 24: Non-fiction and Biography.

The Media Center has four main sections of books: Easy, Fiction, Non-fiction and Biography. In addition, there are special shelves that feature high interest books—graphic novels, US History/Presidents, new books, popular fiction series (e.g. *Diary of the Wimpy Kid*, *Stick Dog*, *I Survived*, etc.), poetry books, and books on sports.

Lost or Damaged Library Materials

The responsibilities of students, parents and teachers for lost or damaged Instructional Materials is outlined in 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.” At Lantana Elementary School, the Media Specialist distributes overdue notices. In case students have lost book(s), the Media Specialist cooperates with families, on an individual basis: student/families may reimburse full amount for the lost book, make a partial payment or replace the exact copy. Unpaid lost books remain in the students’ accounts. The Media Specialist at Lantana Middle School collaborates with LES Media specialist by collecting fines for lost books when possible. The Media Specialist at LES maintains an organized folder containing Monies Collected Reports for Lost Books. Late fees for overdue books are not charged at Lantana Elementary School.

Strategic Focus – Weeding and Acquisitions

The weeding decisions are made based on The CREW Guidelines, which is considered the standard for making weeding decisions.

Strategic Focus – Weeding and Acquisitions

School Year	Strategic Focus
FY 25	Selection Priorities <ul style="list-style-type: none">● Technology● Science● Diversity
	Inventory/ Weeding Priorities <ul style="list-style-type: none">● Non-fiction● Fiction● Easy
FY 26	Selection Priorities <ul style="list-style-type: none">● Computer Science, Information

	<ul style="list-style-type: none"> ● Social Sciences ● Literature
	Inventory/ Weeding Priorities <ul style="list-style-type: none"> ● Fiction ● Easy ● Non-fiction
FY 27	Selection Priorities <ul style="list-style-type: none"> ● Biography ● Easy ● General Fiction
	Inventory/ Weeding Priorities <ul style="list-style-type: none"> ● Easy ● Non-fiction ● Fiction

Reconsideration of Materials

In the event of a challenge by a citizen of Palm Beach County, personnel at Lantana Elementary School will follow **Board Policy 8.1205** – Challenge Procedures for Instructional Materials. Please see Appendix D and Appendix E for detailed information on this.

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)