



Liberty Park Elementary

FY25 Collection Development Policy

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Signature Page

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Purpose of Collection Development Policy

The Collection Development Policy at Liberty Park Elementary School Library is crafted to align with and enhance the library's mission to foster a nurturing educational environment that cultivates inquiring, knowledgeable, and caring young people. It aims to empower students to become proactive global citizens with a sustained passion for reading and a commitment to using information to foster a more peaceful, understanding, and respectful world.

This policy guides the systematic selection, acquisition, and management of library materials, ensuring they meet the evolving educational and recreational needs of our diverse student body, faculty, and staff. As our school community's interests and needs grow and change, the policy provides a framework for adapting our collection accordingly. This includes prioritizing the procurement of materials that our users express a desire or need for, in a variety of formats including print, digital, and electronic media.

To maintain its relevance and effectiveness, the Collection Development Policy is reviewed and revised annually. This regular evaluation ensures that the policy remains a dynamic tool for guiding the continuous enhancement of the library's collection, supporting the overarching goal of enriching the academic and personal growth of all students at Liberty Park Elementary School.

Background Statement & School Community

Liberty Park Elementary school boasts cultural diversity and falls under Title I designation. The students of the Liberty Park Elementary School Media Center range from grades pre-kindergarten through fifth. We currently have 905 students enrolled at our school. They represent culturally diverse ethnic and economic backgrounds along with ESE and ELL students. The Media Center also serves the faculty, staff members, and all county school libraries. According to the most recent Golden Report on the district website, this is the breakdown of our school population:

White - 10%

Black - 20%

Hispanic - 66%

Asian - 2%

American Indian - 1%

Mixed Race - 1%

Free and Reduced Lunch- 77%

We have 17 documented languages represented. 1) Akateko 2) Albanian 3) Arabic 4) Bengali, Bangla 5) Burmese 6) Creole 7) English 8) French 9) Haitian-Creole 10) Kanjobal 11) Mayan 12) Popti 13) Portuguese 14) Spanish 15) Swedish, Svenska 16) Tagalog 17) Vietnamese

Our school has a dual language program and we are an AVID school.

School Mission Statement

The mission of Liberty Park Elementary School is determined to empower students to become responsible self-confident, productive, and cooperative citizens while supporting the Palm Beach County School Board's commitment to "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. We encourage students to strive for excellence in all academic areas including health, physical fitness, and the arts.

Media Center Mission Statement

The mission of the Liberty Park Elementary School Library Media Center is to inspire a love of reading while supporting both the school's curriculum as well as the ongoing development of 21st century skills in a safe, nurturing environment which will empower students so they may successfully seek information and ideas for their educational, informational, and recreational needs. The library media center seeks to promote an appreciation of literature and technology resource experiences enabling students to interpret meaning from various forms of literature and technology as they become lifelong readers and learners. This mission recognizes the essential role of the school library media in the educational process as students reach their full potential.

Responsibility for Collection Management & Development

In a school or educational setting, the responsibility for collection management and its development primarily falls upon the library media specialist or librarian. This individual is tasked with curating, organizing, and maintaining the resources available to students and faculty, ensuring they align with educational goals, curriculum requirements, and the interests of the school community.

To seek stakeholder input from various groups such as administration, faculty, students, parents, and district stakeholders, the library media specialist typically employs a variety of strategies:

1. **Surveys and Feedback Forms:** Creating surveys or feedback forms that can be distributed electronically or in print allows stakeholders to express their preferences, suggestions, and needs regarding the library's collection. These surveys can cover topics such as preferred genres, specific titles or authors of interest, and areas where the collection may be lacking.
2. **Individual Meetings and Interviews:** Conducting one-on-one meetings or interviews with key stakeholders, such as teachers, administrators, or parent leaders, enables the library media specialist to gain deeper insights into specific needs or preferences. These personalized discussions can uncover unique perspectives and identify niche areas for collection enhancement.
3. **Collaborative Decision-Making:** Involving stakeholders in the decision-making process for collection development fosters a sense of ownership and investment in the library's resources. By actively soliciting input and involving stakeholders in the selection process, the library media specialist can ensure that the collection reflects the diverse interests and educational objectives of the school community.

Library Program

The LMC is dedicated to designing and maintaining a library media program that supports, compliments, and expands the instructional program of the school. The library media staff will:

- Provide and promote extensive use of resources in multiple formats that are designed to meet the varying needs of all learners in all aspects of the curriculum;
- Provide a learning environment which promotes inquiry;
- Stimulate intellectual curiosity;
- Encourage pleasure reading;
- Develop diverse interests for the enjoyment of life-long learning; and
- Provide and promote instruction to prepare students to become independent users of libraries and information resources.
- Support Intellectual Freedom as stated in documents published by the American Library Association-ALA (see Appendix C).

The LMC is on a fixed seven-day Fine Arts rotation wheel. The students come to the Media Center every seven days for a lesson and checkout. The Media Center is not open in the morning due to morning duty, and closed in the afternoons in order for PLC coverage.

The LMC supports lifelong readers through Reading Counts, a computerized reading incentive program where students are encouraged to read and answer comprehension questions. The media center hosts three Book Fairs throughout the

year where students are able to purchase books of their choice. We participate in Hour of Code and discuss how to be a good Digital Citizen and being safe online. We take part in Read for the Record Day, in which students are eager and excited to welcome guest readers. The students also participate in read-alouds that are relevant to current events. Lessons are developed to challenge the cognitive growth of the students. The students are encouraged to research topics online using PebbleGo and WorldBook. Throughout the year, they learn about proper book care, a variety of authors and illustrators, genres, medals that a book can receive, coding, copyright, etc. We do hands-on activities and are encouraged to participate in class discussions.

Goals and Objectives

- Goal 1: Increase the Spanish/Bilingual Collection

Specific, Measurable, Attainable, Relevant, Time-bound (SMART) Goal: By the end of the academic year, expand the Spanish/bilingual collection in the library by 20% to better serve the linguistic needs of our student population and support dual-language learning.

- Goal 2: Increase MakerSpace Materials/Supplies

SMART Goal: By the start of the next school year, increase the MakerSpace materials and supplies by 30%, focusing on robotics, coding, and circuitry to enhance STEM learning opportunities.

- Goal 3: Weed Nonfiction and Purchase New Updated Copies

SMART Goal: Within six months, complete a comprehensive weeding of the outdated nonfiction section, removing at least 25% of current holdings that are obsolete or in poor condition, and replace them with updated materials that reflect current information and student interests.

Budget and Funding

The LMC is given a school-based operating budget at the beginning of every school year. These funds are for the purchase of supplies, periodicals, AV, equipment, and books. The Liberty Park 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 that of 2023-2024.

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

| <i>School-based Operating Budget</i> | Budget FY24 | FY25 Projected Budget |
|---|--------------------------|--------------------------------------|
| <i>Account 551100 - Media Supplies</i> | \$882 | \$890 |
| <i>Account 553420 - Media Subscriptions (Periodicals-Newspapers)</i> | \$367 | \$370 |
| <i>Account 561100 - Library Books</i> | \$652 | \$630 |
| <i>Account 562230 - Media A/V Equipment</i> | \$490 | \$495 |
| <i>Account 564220 - Furn-Fix/Equip</i> | \$612 | \$620 |
| <i>Fundraising/ Grants</i> | <i>Budget Amount</i> | |
| <i>Media Center Internal Account number for your grant(s) 5-1700.00</i> | \$3,722.25 | \$3,700 |
| <i>State Media Allocation</i> | <i>Budget Amount</i> | |
| <i>Account 556110 (program 3070) - Media Books</i> | \$2,110 | \$2,150 |

Purchasing Plan FY25

| Approximate Purchasing Plan | |
|-----------------------------|---------|
| Purpose | Amount |
| Books | \$5,000 |
| Supplies | \$700 |
| Makerspace (STEM) | \$300 |
| Equipment/furniture | \$400 |
| | |
| | |
| Total: | \$6,400 |

Scope of the Collection

The scope of the collection at Liberty Park Elementary School Library is designed to comprehensively support the curriculum outlined by the School District of Palm Beach County and adheres to the educational standards set by the Department of Education of the State of Florida. In alignment with best practices for school libraries across the United States and District policy, our print and non-print resources are organized according to the Dewey Decimal Classification System.

Collection Composition:

- **Print Materials:** Includes books, magazines, and newspapers that cater to the educational needs and personal interests of our students.
- **Non-Print Materials:** Comprises educational DVDs, audiobooks, and other multimedia resources suitable for elementary education.
- **Electronic Resources:** The library provides district-wide subscriptions to various electronic information databases, enhancing the breadth and depth of information available to students and staff. Students have 24/7 access to eBooks through platforms such as Destiny, MackinVia, and Pebble Go, which are integral for supporting both assigned reading and personal exploration.
- **Hardware and Software:** Necessary technology to access digital materials, including computers, tablets (iPads), and necessary software applications, are readily available. Our facilities ensure that all digital resources are accessible to every student and staff member.

The collection also emphasizes materials that support specific areas such as STEM programs, providing a rich array of non-fiction and hands-on learning materials that foster inquiry-based learning and scientific understanding.

Access and Management:

- Interlibrary Loan: Broadens the range of available resources by allowing access to materials from other libraries within the network.
- District-provided Databases and Electronic Resources: Additional electronic resources purchased specifically for our school are included to complement the physical and digital collections, ensuring that resources are robust and current.

In accordance with School Board Policy 8.12, the library media collection supports both curriculum-based learning and pleasure reading, ensuring a well-rounded educational experience. Materials are selected and maintained not only to advance the academic goals of the curriculum but also to cultivate a lifelong love of reading among students.

Governance and Policy Adherence:

All materials, whether for curriculum support or pleasure reading, are acquired and managed as per District policy, ensuring that the collection is organized in standard Dewey order and aligns with management guidelines specified in Section 8 (Management of Library Media Instructional Materials) of our governing policies. This structured approach facilitates efficient access and utility of resources, promoting an organized and effective learning environment.

This section of our Collection Development Policy will be revisited and updated regularly to reflect changes in technology, educational needs, and resource availability, ensuring the library remains a vital, relevant resource in our educational framework.

Equipment

The media center offers a range of equipment and facilities to support both student and teacher/staff use. Here's a detailed list of the available resources:

Equipment Available for General Use

1. iPads: Available for use by students and teachers for educational purposes, research, and multimedia projects.
2. Chromebooks: Housed in our computer lab, these devices are essential for student research, online learning activities, coursework, and collaborative projects.
3. Printers: Available for printing assignments, research materials, and educational resources.

Additional Equipment for Teacher/Staff Use in Media Center and Workroom

1. Laminator: Available primarily for teachers and staff, this device is used for creating durable educational materials and preserving important documents.
2. Workroom Facilities: This space is equipped with basic office supplies and equipment for teacher and staff use, including a paper cutter, binding machine, and various craft supplies for classroom projects.

Specialized Facilities

- TV Production Room: This facility is currently not in use but is equipped with cameras, lighting, and editing software, intended for media production classes, school news broadcasts, and other video projects once operational.
- Computer Lab: A designated area within the media center that houses our Chromebooks and additional computing resources for conducting classes, online exams, and providing students with access to digital learning platforms.

The media center is committed to enhancing its offerings based on the needs of the students and staff, continually updating and improving the availability and quality of its technological and educational resources.

Collection Development

Collection development refers to the process of building and maintaining the Media Center's entire materials collection, in both print and non-print formats. The collection development process includes the formulation of policy and procedures, budget allocations, needs assessment, selection, collection maintenance and evaluation, and resource sharing. The acquisition and maintenance of the Liberty Park Elementary Media Center materials collection is a primary function of the Media Center's mission. Collection Development at Liberty Park is focused on providing quality materials and equipment for our users. The goal is to meet the expectations, requirements and needs of our students and staff while at the same time expanding and enriching their curriculum and world views. The media specialist guides this process while taking input from administration, teachers, students, parents, and stakeholders.

Goals:

1. The primary goal of the Library Media Center collection development is to build a current collection that supports the needs of the school's curriculum and its school community with various reading levels, languages, and cultural diversity by continually evaluation and updating its size, age, and access with special emphasis on nonfiction, poetry, and multicultural books.
2. The Library Media Center will support and promote comprehension skills through implementation of iReady and the school wide incentive Scholastic Reading Counts program.
3. The Library Media Center will increase the use of technology with the use of iPads and purchases of e-books as well as promoting the usage of Destiny, MackinVia, iReady, and Code.org both on and off campus.
4. The Library Media Center will support STEAM Education with a dedicated Makerspace that will add components yearly to expand the integration of science, technology, engineering, arts, and math with all students.

Selection and Evaluation Criteria

The selection of instructional materials for Liberty Park Elementary School Library is a thoughtful process led by the Certified School Library Media Specialist, in accordance with School Board Policy 8.12. This process involves close coordination with administrators, teachers, other stakeholders, parents, and students to ensure that materials are well-suited to the needs and interests of our diverse school community.

Criteria for Evaluation: Materials are selected based on a comprehensive set of criteria to ensure they meet the high standards expected for educational resources. These criteria include:

- Accuracy: Information must be current and factually correct.
- Organization: Materials should be logically organized and easy to navigate.
- Authority: Sources must be reputable and authoritative.
- Aesthetic and Technical Quality: Visuals and technical elements should be of high quality to enhance learning experiences.
- Durability: Materials, especially physical ones, should be sturdy and able to withstand regular use.
- Cost-Effectiveness: Items must provide good value for the cost.
- Appropriateness: Content should be suitable for the age and developmental level of the students.
- Reading Level: Texts should align with students' reading abilities to foster growth and understanding.
- Need: Resources must fill a specific need within the curriculum and library collection.
- Diversity and Inclusion: Materials should reflect a variety of cultures and perspectives, providing balanced views on sensitive issues.
- Educational Significance: Items should significantly contribute to the educational goals of the school.

Review Sources: To maintain objectivity and high standards, all potential acquisitions must have at least two positive reviews from recognized and unbiased professional sources. These sources include:

- Horn Book Guide
- Kirkus Reviews
- School Library Journal
- Booklist
- Publisher's Weekly
- School Library Connection
- Book Links

These resources are chosen for their reliability and the quality of their critiques, ensuring that selections are based on rigorous evaluations.

Balanced Representation: Materials that deal with political theories, ideologies,

religion, public issues, and controversial topics are particularly scrutinized to ensure they offer balanced perspectives, fostering an environment of open dialogue and critical thinking.

By adhering to these criteria and consulting widely recognized review sources, the Liberty Park Elementary School Library ensures that its collection not only supports the curriculum but also enriches the students' learning experience and meets the diverse needs of our school community. This selection process is continually refined and updated to align with educational trends and community feedback, maintaining its relevance and effectiveness.

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.

| | | | |
|---|---|---|---|
|  |  |  |  |
| 16,691 Items in the Collection | 18.4 Items per Student | 22% Fiction Titles in the Collection | 49% 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. |  |  |  |
| | 2004 Average Age of the Collection | 57% Aged Titles | 15% 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. | |
|  |  |  |  |
| 34% Representative Titles in Collection | 2003 Representative Titles Average Age | 29% 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 | 162 | 2012 |
| Philosophy & Psychology | 114 | 2009 |
| Religion | 91 | 2001 |
| Social Sciences | 1,346 | 1997 |
| Language | 209 | 2002 |
| Science | 2,099 | 2004 |
| Technology | 1,056 | 2005 |
| Arts & Recreation | 1,322 | 2012 |
| Literature | 282 | 1998 |
| History & Geography | 1,491 | 1997 |
| Biography | 1,175 | 2002 |
| Easy | 3,205 | 2003 |
| General Fiction | 3,754 | 2009 |
| Graphic Novels | 722 | 2019 |

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

Weeding of materials is essential for the maintenance of an effective 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 database and physically removed from the collection. The Library Media Specialist is responsible for the on-going maintenance of a quality collection which includes purchasing of new materials and discarding of ineffective items. Teachers, administrators, and the School Library Advisory committee assist in the evaluation and systematic deleting of materials and equipment to ensure that the collection remains responsive to user needs, changing curriculum and advancing technology. The Library Media Specialist will follow objective criteria for removing materials and equipment from the Media Center. These criteria will include: obsolescence, physical age/condition, and general inapplicability for continued inclusion in the existing collection. Weeded materials can be disposed of in different ways. Media that is obsolete or has misinformation should be discarded in recycling bins to prevent the sharing of misinformation. Other materials can be disposed of by:

- a. Giving them to students/teachers for classroom use
- b. Recycling the materials for various instructional activities
- c. Destroying/Trashing by any reasonable and safe method in accordance with Board Policy 7.12 (2).

Inventory of the library collection will be completed on a three-year rotation as per Board Policy 8.12 (5) as follows:

FY25: Non-fiction & Reference

FY26: Easy Reading

FY27: Fiction

Lost or Damaged Library Materials

At Liberty Park Elementary School, we understand that library materials are valuable educational resources that need to be maintained and preserved for the benefit of all students and staff. In alignment with School Board Policy 2.21B(9), our policy regarding lost or damaged library materials is designed to ensure the responsible use and longevity of these resources.

Responsibility for Materials:

Students are entrusted with library materials and are expected to handle them with care. Each student is responsible for returning the materials they borrow in good condition. Educating students about the importance of caring for library resources is a part of our

library orientation sessions at the beginning of the school year and is reinforced during library visits.

Damaged Materials:

If library materials are returned damaged, the situation will be assessed on a case-by-case basis. Damage that is beyond normal wear and tear will necessitate compensation. The library staff will determine if the item can be reasonably repaired or if it needs to be replaced.

Lost Materials:

In the event that library materials are lost, students are required to report the loss to the library media specialist as soon as possible. The student will then be responsible for the replacement cost of the lost item.

Fines and Fees:

While we do not charge late fees for overdue materials, in keeping with a philosophy of encouraging return rather than penalizing delays, fees are imposed for lost or irreparably damaged items. The charge will be equivalent to the cost of replacing the material or repairing it, if possible. Fees may be adjusted based on the age and condition of the material at the time it was borrowed.

Resolution Process:

We aim to resolve issues of lost or damaged materials through communication and cooperation with students and their families. The library staff is available to discuss any concerns and work towards an equitable solution, including options for payment plans if necessary.

Educational Emphasis:

Our approach emphasizes the educational value of taking responsibility and making restitution, aligning with broader school policies on the stewardship of borrowed property. This policy not only supports the maintenance of our library's collection but also teaches students valuable lessons in responsibility and respect for community resources.

This policy will be communicated to students and parents at the start of each academic year and upon any updates, ensuring that all members of the school community are aware of these expectations and procedures.

Strategic Focus – Weeding and Acquisitions

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

Reconsideration of Materials

In accordance with the guidelines set by the School District of Palm Beach County, any challenges to instructional materials made by a citizen of the county will be handled following School Board Policy 8.1205 - Challenge Procedures for Instructional Materials. This policy ensures a structured and fair approach to addressing concerns about library and classroom content. Further details on the process and the Specific Material Objection form required for submitting a challenge are available in the appendix of this document. This appendix includes a direct link to both the policy and the objection form to facilitate easy access and adherence to the established procedures.

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)