

# FY25 COLLECTION DEVELOPMENT POLICY

## Lighthouse Elementary FY25 Collection Development Policy Kristy Baynham

Educational Media Specialist

**Lighthouse Elementary**  
FY25 Collection Development Policy

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Media Specialist Signature: 

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## **Purpose of Collection Development Policy**

The Collection Development Policy is designed to support both Lighthouse Elementary School's Mission Statement as well as the Library's Mission statements and serves as a guide for the selection, acquisition, maintenance, and retention of materials both written and electronic by establishing roles, responsibilities, and processes for addressing the governmental laws and guidelines as well as the users and stakeholders needs and concerns.

## **Background Statement & School Community**

The users of the Lighthouse Elementary Library Media Center are Pre-K through 2nd grade students, faculty, staff and parents of our community. Our population of 613 students ranges from 2-8 years old with a total of 294 male students (47.4%) and 319 female students (52.6%). The breakdown is as follows: (76.8%) Caucasian, (13.4%) Hispanic, (4.5%) Asian, (4%) Multiracial, and (1.8%) African American. 2,3% of our population is ELL.

## **School Mission Statement**

Lighthouse Elementary School is committed to providing a world-wide 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.

## **Media Center Mission Statement**

Lighthouse Elementary School is committed to providing a world-wide 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.

## **Responsibility for Collection Management & Development**

The Library Media Center is responsible for responding to the reading, reference and research needs of the students and faculty. The Lighthouse Elementary Media Specialist is responsible for the collection management and its development. Input from our stakeholders, administration, faculty, students, parents and community is sought throughout the year via questions and surveys. As a collective group, we are constantly seeking new books, materials, updated technology, and reference materials to add to our collection. DESTINY, the electronic catalog of resources for the school and the district is maintained by the Department of K-12 Instructional Materials and Library Media Services and is available at all times to students, faculty and parents.

## **Library Program**

- Lighthouse Elementary is unique in that it is the only public school which serves Pre K through second grade. It is located in a well established community in Jupiter, Florida. We have a current enrollment of approximately 613 students. Students come to the library/media center one/per week for approximately 30 minutes. The first twenty minutes are used to teach a variety of lessons about how to care for books and materials, how libraries are organized, how to navigate our library, how to find fiction books by authors' last names, the difference between fiction and nonfiction, the many uses of a library and its resources as well as other

library and literature related topics and skills. The last ten minutes are used to check out books. These services are provided by a certified media specialist and the amazing parent volunteers who help in a variety of ways. The library is open every day from 7:30am to 3:00 pm. Research and reference materials are available at all times through the district-wide electronic subscription databases. Approximately one hundred twenty-five fiction books are available through Mackinvia which is also located on Palm Beach County District website. Lighthouse Elementary provides 24 hour access to a wide variety of both fiction and nonfiction books through our Destiny library system where we have added almost 600 ABDO books. These books include read to self books as well as books the computer will read to our students. The nonfiction books also include links to vetted educational websites. These books are all age and content appropriate for PreK to second grade students.

### **Goals and Objectives**

**Goal 1: Increase teacher and students use of our National Geographic Kids by 25% by May 2026**

- provide professional development for our faculty demonstrating the use of National Geographic Kids and how it can be used to support the current curriculum and standards
- teach students how to access National Geographic in their portal
- send written directions home to parents so they can utilize

**Goal 2: Increase participation in reading of the SSYRA, Jr. books from 20% of the students to 25% by May 2026**

- Publicize our dog tag incentive program ● Increase advertising of the SSYRA, Jr. titles by doing a "Book Feature" once/month on the morning news. ●
- Implement a book talk for each of the SSYRA, Jr. books one class per month

**Goal 3: Decrease the % of AGED Titles in the collection from 30% to 20% by 5/2025**

- Continue to weed low circulation and outdated books ●
- Continue to add high interest and age appropriate print books which meet the selection criteria
- Increase book talks on low circulation books that are in the low circulation category

**Budget and Funding**

Funding sources for the Library/Media Center budget include State Allocated Funds, Scholastic Books. The annual Media Center budget is divided into various categories and spent as needed on supplies, books, eBooks, AV equipment, digital programs/books, furniture and computer hardware. Fairs, Adopt-a-Class funds and monies given by our PTO. The budget for the 2025 - 2026 school year is expected to be similar to the 2024 - 2025.

<b><i>School-based Operating Budget</i></b>	<b><i>Budget FY24</i></b>	<b><i>FY25 Projected Budget</i></b>
<i>Account 551100 - Media Supplies</i>	<i>\$596.00</i>	<i>\$596.00</i>
<i>Account 553420 - Media Subscriptions (Periodicals-Newspapers)</i>	<i>\$268.00</i>	<i>\$268.00</i>
<i>Account 561100 - Library Books</i>	<i>\$1052.00</i>	<i>\$1052.00</i>
<i>Account 562230 - Media A/V Equipment</i>	<i>\$357.00</i>	<i>\$357.00</i>
<i>Account 564220 - Furn-Fix/Equip</i>	<i>\$292.00</i>	<i>\$292.00</i>
<b><i>Fundraising/ Grants</i></b>	<b><i>Budget Amount</i></b>	
<i>Media Center Internal Account number for your grant(s) (get this from your bookkeeper)</i>	<i>\$4832.00</i>	<i>\$5000.00</i>
<b><i>State Media Allocation</i></b>	<b><i>Budget Amount</i></b>	
<i>Account 556110 (program 3070) - Media Books</i>	<i>\$1506.00</i>	<i>\$1530.00</i>

## Purchasing Plan FY25

Approximate Purchasing Plan	
Purpose	Amount
books	\$8,000.00
ebooks	\$3000.00
supplies	\$1500.00
<b>Total:</b>	<b>\$12,500.00</b>

### Scope of the Collection

The collection development is focused on the Florida State Standards and the curriculum of the School District of Palm Beach County, which in turn are governed by the Department of Education of the State of Florida. The collection includes hardcover books, paperback books, e-books, big books, and listening centers. We also have a professional library which is organized by Fiction, Easy, Nonfiction, and kits which is used by our classroom teachers for small group instruction to provide differentiated instruction. This collection includes multiple copies of materials based on the student favorites, award winners, and famed authors. Sunshine State books have an identifying spine label and assigned display shelves that assists in providing easy identification for our young students, parents and staff to support Florida State Standards. Funding for these books comes from Categorical funds, Book Fairs, Internal Account and PTO funding. Per School Board Policy 8.12 Management of Library Media Materials, the collection is arranged according to the Dewey Decimal Classification System. Because Lighthouse Elementary is a PreK - second grade school per Florida State House Bill 1557, there will not be any materials, written or electronic, referencing, alluding to, or mentioning sexual orientation or gender identity and all material are age appropriate and developmentally appropriate for our students.

### Equipment

Within the media center we have a TV studio for school wide broadcast. This program is currently run by the media specialist and select second grade students who are handpicked with input from the classroom teachers for the first half of the year and by second grade students who audition for the second half of the year. We also have listening centers and kits available for checkout by teachers.

## **Collection Development**

Collection Development is the process of providing quality materials and equipment for the library media center. The goal of collection development is to ensure the collection has information sources in adequate quantity, reading level, content appropriate and variety to support student's academic and personal interest needs. The media specialist leads this process with the input of administration, teachers, students, parents, and stakeholders.

## **Selection and Evaluation Criteria**

In accordance with School District of Palm Beach County Board Policy 8.12 - Selection of Library Media Center Materials (see Appendix C), Lighthouse Elementary Library Media Center uses the following professional reviewing sources to aid in the selection of library media center materials.

- Booklist- <https://www.booklistonline.com/>
- Horn Book Guide - <https://www.hornbookguide.com/site/>
- Kirkus Reviews - <https://www.kirkusreviews.com/>
- Publisher's Weekly - <https://www.publishersweekly.com/pw/reviews/index.html>
- School Library Connection - <https://schoollibraryconnection.com/About>
- School Library Journal - <https://www.slj.com/section/reviews>
- Titlewave: <https://www.titlewave.com/>

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## **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:


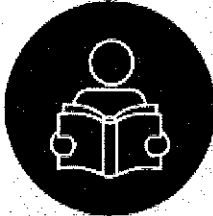
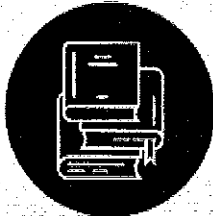



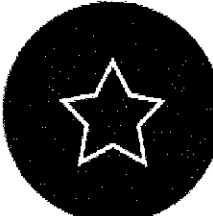
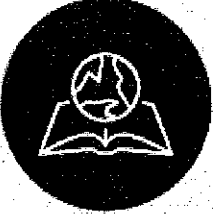
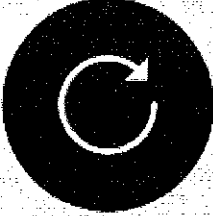


- Maintaining a professional library collection to assist with recertification and knowledge acquisition on education-related topics;
- Managing the online catalog including the library inventory and circulation software;
- Selecting and making accessible online information databases for reference and 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.

			
22,173 Items in the Collection	27 Items per Student	38% Fiction Titles in the Collection	42% 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.			
	Average Age of the Collection 2009	Aged Titles 39%	Newer than 5 Years 12%
Library media resources should be representative of the school.		Skills for Lifelong Learning (SLL) library media resources can contribute to character development.	
			
10% Representative Titles in Collection	2013 Representative Titles Average Age	4,562 SLL Titles in Collection	2009 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	78	2017
Philosophy & Psychology	74	2013
Religion	27	2009
Social Sciences	722	2009
Language	24	2006
Science	2842	2014
Technology	900	2013
Arts & Recreation	540	2011
Literature	200	2011
History & Geography	783	2010
Biography	796	2011
Easy	5622	2010
General Fiction	4328	2011
Graphic Novels	115	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**

Lighthouse Elementary’s annual Inventory will be completed on a three-year rotation as per Board Policy 8.12 (8).. In 2024 NONFICTION, 2025 FICTION AND 2026 EASY

**Lost or Damaged Library Materials**

Lighthouse charge fees for late materials or fines for lost/damaged materials 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**

School Year	Strategic Focus
FY25	<b>Selection Priorities</b> <ul style="list-style-type: none"> <li>● fiction</li> <li>● nonfiction</li> <li>● easy fiction</li> </ul>
	<b>Inventory/Weeding</b> <ul style="list-style-type: none"> <li>● fiction</li> <li>● nonfiction</li> <li>● easy fiction</li> </ul>
FY26	<b>Selection Priorities</b> <ul style="list-style-type: none"> <li>● nonfiction</li> <li>● fiction</li> <li>● professional</li> </ul>
	<b>Inventory/ Weeding</b> <ul style="list-style-type: none"> <li>● nonfiction</li> <li>● biographies</li> <li>● easy fiction</li> </ul>
FY27	<b>Selection Priorities</b> <ul style="list-style-type: none"> <li>● easy fiction</li> <li>● fiction</li> <li>● nonfiction</li> </ul>
	<b>Inventory Priorities/Weeding</b> <ul style="list-style-type: none"> <li>● easy fiction</li> <li>● fiction</li> <li>● nonfiction</li> </ul>

**Reconsideration of Materials**

.In the event of a challenge by a citizen of Palm Beach County, personnel at Lighthouse Elementary School will follow Board Policy 8.1205 - Challenge Procedures for Instructional Materials. See the Appendix for a copy.

**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)