FY25 COLLECTION DEVELOPMENT POLICY

Limestone Creek Elementary

FY25 Collection Development Policy

Sally Loder MATL
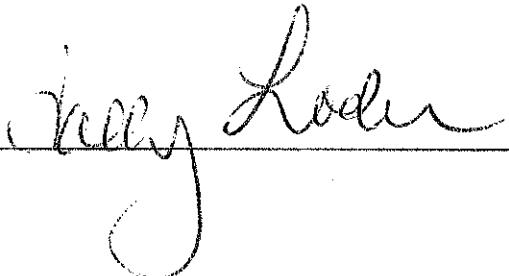
Educational Media Specialist

Signature Page

Limestone Creek Elementary
FY25 Collection Development Policy

Date Drafted: 5/15/2024

Date Approved by Administration: 5/16/2024

Media Specialist Name: _____Sally Loder_____

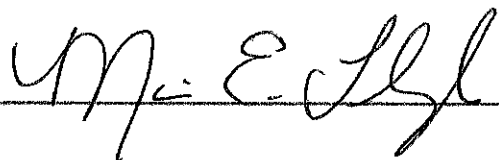**Media Specialist Signature:** _____

Principal Name: _____Maria Lloyd_____

Principal Signature: _____

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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 Limestone Creek 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 Limestone Creek Elementary School Library Media Center come from grades kindergarten through fifth in addition to the faculty, staff and parents to create our community of users.

According to the Gold Report, Limestone Creek Elementary has a culturally and ethnically diverse student population representing different economic backgrounds which include:

White 71 %, Black 5%, Hispanic 17%, Asian 2% and Multi-racial 4%.

School Mission Statement

Limestone Creek prepares the students with the academic skills and learning characteristics necessary to perform on or above grade level.

Information acquisition and management skills through a variety of sources.

Proficient skills (reading, writing, math and science)

Higher level thinking skills through AVID strategies

Cooperative learning strategies

A respect for diversity

Responsible decision-making and problem solving through AVID and Project Based Learning Curriculum

Marine Science Initiative

Media Center Mission Statement

The Limestone Creek Media Center staff is committed to facilitate the learning opportunities, resources and instruction to enable students to become active self-motivated learners in the 21st century.

The Library Media Center is dedicated to designing and maintaining a library media program that supports, complements, and expands the instructional program of the school.

Responsibility for Collection Management & Development

The Limestone Creek Elementary Media Specialist is responsible for the collection management and its development. Input from our stakeholders from administration, faculty, students, parents and community is sought throughout the year. We are always looking for new books, technology, reference materials to add to our collection through our stakeholders.

Library Program

Limestone Creek Elementary School, located in Jupiter, Florida, serves Kindergarten through fifth grade students. The school presently has a school population of approximately 956 students.

Limestone Creek Elementary School's library/Media Center staff consists of one full-time Media Specialist and one full-time Media Clerk. Our Media Center is on the wheel full time as a STEM Lab and Media Center.

Goals and Objectives

Goal 1: To provide intellectual and physical access to information and ideas for a diverse population whose needs are changing rapidly by 75% by the end of FY25.

- *Select literature and other resources which reflect changes in the social and economic makeup of American society, as well as provide students with insight into other countries and cultures.
- *Maintain an integrated curriculum which focuses on interdisciplinary higher-order thinking skills.
- *Actively promote new and existing information and instructional resources and technologies.

GOAL 2: To promote literacy and the enjoyment of reading, viewing, and listening for young people at all ages and stages of development by 80% by the end of FY25.

*Encourage a wide variety of reading experiences through a collection which reflects the experiences and interests of students of different levels and, in turn, challenges them with new material.

*Work with classroom teachers in designing a literature-based curriculum which moves beyond textbooks and into the library.

*Provide a cheerful, welcoming, and easily accessible environment which invites students to use the media center.

GOAL 3: To provide leadership and expertise in the use of information and instructional technologies by 50% by the end of FY25.

*Obtain the initial training and continuous professional development necessary to take full advantage of existing and emerging information and instructional technologies.

*Provide expertise in evaluating, selecting, using, and managing technologies.

*Instruct users of the media center in the most effective ways to use technology.

Budget and Funding

Funding sources for the Library/Media Center budget include State Allocated Funds, book fairs,Read A Thon fundraiser, and PTO.

The annual Media Center budget is divided into various categories and spent as needed on supplies, books, eBooks, AV equipment, digital tools and computer hardware.

The LMC is given a school-based operating budget at the beginning of every school year. The Limestone Creek Elementary School administration uses a formula to disperse the appropriated funds. The budget for the 2023 - 2024 school year is expected to be similar to the 2022-2023.

In the FY25 projected budget amounts replace the amounts with your actual ones.

School-based Operating Budget	Budget FY24	FY25 Projected Budget
Account 551100 - Media Supplies	$1,121	$415.39
Account 553420 - Media Subscriptions (Periodicals-Newspapers)	$426	$426
Account 561100 - Library Books	$1,052	$1,278
Account 562230 - Media A/V Equipment	$568	$502.01
Account 564220 - Furn-Fix/Equip	$90	$90
Fundraising/ Grants	**Budget Amount**	
Media Center Internal Account number for your grant(s) (get this from your bookkeeper)	$12,423.75	$13,867.72
State Media Allocation	**Budget Amount**	
Account 556110 (program 3070) - Media Books	$2,363	$2,363

Purchasing Plan FY25

Approximate Purchasing Plan	
Purpose	**Amount**
books	5,000
supplies	500
STEM	1,000
Makers Space	2,000
Furniture	7,500
Total:	**$16,000**

Scope of the Collection

Materials are organized according to the Dewey Decimal Classification System. The major collection areas of the LMC are Fiction, Biographies,
Easy Reading, Reference, Professional Development, Audio/Visuals, Spanish Materials, and the Hundreds divisions. The collection includes hardcover books, big books, paperback books, e-books and periodicals. The collection includes multiple copies of materials based on the student favorites, award winners, and famed authors. Sunshine State books have an identifying spine label that assist in providing easy identification to students, parents and staff. The collection does include multiple copies in the lexile library which are books most frequently requested by the staff to support Florida State Standards. We currently have 11,955 titles with 20,156 copies.
These books are used as teachers, work in small reading groups to provide differentiated instruction. Funding for these books come from Categorical funds, Scholastic Book Fairs, Internal Account and PTO funding.
In addition, the Limestone Creek Elementary School Library Media Center supports the unique curricular needs of the ESE and ESOL programs.

The collection development is focused on the curriculum of Limestone Creek Elementary School, which follows the guidelines of the School District of Palm Beach County, which in turn are governed by the Department of Education of the State of Florida. Per District policy 8.12(5) Management of Library Media Materials, the collection will be arranged according to the Dewey Decimal Classification System.

The collection of District-provided databases and eBooks expand our local collection and provide 24/7 access for students. In addition to these electronic resources, I have purchased Ozobots for our students.

Equipment

In our media center, I facilitate the morning news program. We have 2 cameras, 3 desk tops, a NewTek system, 4 TVs, a sound system, and 2 monitors.

Collection Development

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 Limestone Creek 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.

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), Limestone Creek Elementary School Media Center uses the following professional reviewing sources to aid in the selection of library media center materials.

- School Library Journal - https://www.slj.com/section/reviews
- Booklist - https://www.booklistonline.com/
- Horn Book Guide - https://www.hornbookguide.com/site/
- Center for the Children's Book - https://bccb.ischool.illinois.edu/
- Kirkus Reviews - https://www.kirkusreviews.com/
- Publisher's Weekly - https://www.publishersweekly.com/pw/reviews/index.html
- School Library Connection - https://schoollibraryconnection.com/About
- ALA Youth Media Awards -

Limestone Creek Elementary School Media Center only uses reviews from professional reviewing sources. Reviews from Amazon, Goodreads, Common Sense Media, and the like will not be considered when selecting library media center materials.

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:
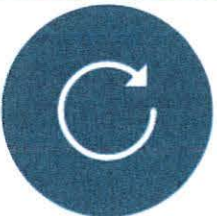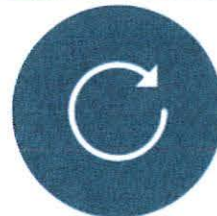
- Maintaining a professional library collection to assist with recertification and knowledge acquisition on education-related topics;
- Managing the online catalog including the library inventory and circulation software;

- 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.

19,971 Items in the Collection	**23.5** Items per Student	**35%** Fiction Titles in the Collection	**28%** 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.			
	2008 Average Age of the Collection	**46%** 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.	

	27% Representative Titles in Collection	2007 Representative Titles Average Age	38% 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	148	2015
Philosophy & Psychology	30	2016
Religion	31	2010
Social Sciences	422	2006
Language	37	2010
Science	1,876	2010
Technology	781	2011
Arts & Recreation	1,570	2012
Literature	144	2003
History & Geography	573	2008
Biography	1,025	2006
Easy	5,830	2004
General Fiction	6,913	2009
Graphic Novels	234	2000

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

Limestone Creek Elementary School typically inventories the entire collection on a yearly basis. In the event of time constraints, the inventory will be done on a rotational basis. The inventoried areas will be 1/3 of the Media Collection yearly on a rotational cycle:

FY 24 Non-fiction, Reference

FY 25 Easy Fiction

FY 26 Fiction, special collections

This year we inventoried our non-fiction reference section.

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. Limestone Creek Elementary School typically inventories part of its collection each year on a rotational basis, every 3 years as per Board Policy 8.12 (8).

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.

Our labeling has changed to be very child friendly. We have book dividers that have pictures on them with matching stickers on the book spine for the Everyone Section, as well as, the Nonfiction section. For the fiction section, we have different book ends with letters and matching stickers on the book spine. For Everyone paperbacks, we have a sticker labeling them L for literature or NF for Nonfiction that matches the sticker on the outside of the basket so they can put it back correctly.

Lost or Damaged Library Materials

Our school's policy on lost or damaged books will be to charge the student the cost of the book. This can be paid through cash, check or add to cashless schools. 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	**Selection Priorities** • Easy Fiction • Fiction • Special Collections
	Inventory/ Weeding Priorities • Easy Fiction • Fiction • Special Collections
FY26	**Selection Priorities** • Fiction • Biographies • Nonfiction
	Inventory/ Weeding Priorities • Fiction • Biographies • Nonfiction
FY27	**Selection Priorities** • Nonfiction • Biographies • Spanish/Sign Language
	Inventory/ Weeding Priorities • Nonfiction • Biographies • Spanish/Sign Language

Reconsideration of Materials

In the event of a challenge by a citizen of Palm Beach County, personnel at Limestone Creek Elementary School will follow SDBC - Board Policy 8.1205 Challenge Procedures for Instructional Materials. See the Appendix for a copy and for the Specific Material Objection form.

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)