

FY 25 COLLECTION DEVELOPMENT POLICY OF MANATEE ELEMENTARY SCHOOL



SCHOOL DISTRICT OF PALM BEACH COUNTY

**Revised by
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Signature Page

**Manatee Elementary School
FY25 Collection Development Policy**

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PURPOSE OF COLLECTION DEVELOPMENT POLICY

All staff librarians assist with collection development and maintenance. The Manatee Elementary School Principal has authority on final decisions for selection and the responsibility to maintain the collection according to this policy. The collection is evaluated on an ongoing basis, so it stays consistent with the collection development policy. Book suggestions from staff will be considered, and decisions will be based on the potential to serve the school.

SCHOOL COMMUNITY

According to the Gold Report, the Manatee Media Center serves approximately 1321 students in Pre-K through Fifth grade, faculty, staff, and parents. 7% students are Asian, 14% are Black, 30% are Hispanic, 4% are Multicultural and 44% are White. Manatee Elementary has maintained the school's grade of "A" for the last 10+ years. Manatee Elementary continues to demonstrate high achievement in the areas of Literacy, Math and Science. 36.37% of Manatee Elementary's students are eligible for free and reduced lunch. The Media Center meets the needs of these unique groups by providing diverse and culturally relevant resources.

RESPONSIBILITY FOR COLLECTION MANAGEMENT & DEVELOPMENT

All staff librarians assist with collection development and maintenance. The Manatee Elementary School Principal has authority on final decisions for selection and the responsibility to maintain the collection according to this policy. The collection is evaluated on an ongoing basis, so it stays consistent with the collection development policy. Book suggestions from staff will be considered, and decisions will be based on the potential to serve the school.

MANATEE ELEMENTARY SCHOOL MISSION STATEMENT

Manatee Elementary School accepts the responsibility to promote diversity and inclusive education; thereby, enabling all students to acquire and or maintain skills at or above grade level or show learning gains annually.

LIBRARY MEDIA CENTER MISSION STATEMENT

Manatee Elementary School is committed to providing the instruction, resources, and opportunity to gain the information literacy skills necessary for the 21st Century, implementing the Florida State Standards. 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.

The library media staff:

- 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
- provide and promote instruction to prepare students to become independent users of libraries and information resources.

The successful, self-aware learner should be able to:

- identify, plan, and use resources
- find and evaluate information
- organize and maintain information
- interpret and communicate information
- use computers and technology to process information
- use technology to present information
- work with a variety of technologies in a safe and digitally responsible manner

LIBRARY PROGRAM

At Manatee Elementary School, the library media center is a fixed 8 schedule rotation of 30 minutes for all K-5 classes. Foremost, among national standards for school library media center programs is the need to work collaboratively with teachers to develop meaningful informative literacy lesson plans that integrate Florida B.E.S.T. Standards.

Each lesson will be followed with book checkout. Once checkout is completed, students may self-select various makerspace activities (Legos, Keva Structure, Ozobots, Ipads, etc.) Students in grades 2-5 will be taught how to self-checkout to obtain their materials.

The library is open throughout each day that students are in attendance to ensure equitable access for all students to library media resources. The school administration and faculty are aware that recent research documents improve student learning gains when the library media center is available to the student at the point of need.

In addition, the Media Center promotes the Sunshine State Young Reader Award books and sponsors the Battle of the Books for grades 3-5. We will continue the "Bag Tag" program for any student who reads a Sunshine State Book regardless of participation status in Battle of the Books. The top two teams who compete in the Battle of the Books and any students who read all 15 Sunshine State books will be invited to a celebration in May. All students participate in voting for their favorite Sunshine State/Sunshine State Junior Book.

The Media Center initiates school-wide events for Dot Day, Celebrate Literacy Week, Read Across America, Book Buddies, and Poem in my Pocket Day. This past year we kicked off our annual Poetry Madness in April to celebrate National Poetry Month during morning announcements. All students in K-5 participate in an Hour of Code and Digital Citizenship lessons via TechSafe. During the third trimester, all 3rd-5th grade students will be content creators and create a Google Slide, Adobe Spark or Flipgrid on a given topic. Students help with ManaTV, our morning news program, that is broadcasted via a Canva link each morning by uploading a self-chosen segment on Flipgrid. The Media Center will continue to host a Barnes and Noble Book Fair at the beginning of the year and a Spring Book Fair. It is our hope to work with Park Vista High School and have student athlete readers read to our lower grade students for World Read Aloud Day.

Furthermore, the Media Center will promote summer reading by participating in a Summer Reading Challenge. All students who participate and complete the challenge will be invited to a special celebration in September.

GOALS AND OBJECTIVES

Goal 1: To increase the overall average publication date of the Manatee Elementary Library Media Collection by one year.

- Objective 1: To weed materials based upon the significance to the reader, focusing on items that have never circulated or have not circulated for 8 years or more.
- Objective 2: To purchase books on topics defined by aged-sensitive areas on the Titlewave Analysis.

Goal 2: To increase circulation of both print and ebooks by 10% by January 2025.

- Objective 1: Create book talks and read-alike posters to promote interest.
- Objective 2: Incorporate D.E.A.R. time into Media Center lessons encouraging student choice of ebooks or print materials.
- Objective 3: Host a book tasting for students to try our different genres.

Goal 3: To support the students 21st century literacy skills through the incorporation of technology.

- Objective 1: To continue to teach all 2nd-5th grade students to use Destiny to locate and checkout books in the Media Center.
- Objective 2: To provide more research based opportunities using district approved technology such as: National Geographic, PebbleGO, and Gale Resources
- Objective 3: Create short videos about accessing district provided technology and share via morning announcements on a "Tech Tuesday" segment.

BUDGET AND FUNDING

Manatee's Library Media Center is given a school-based operating budget at the beginning of every school year. The administrator uses a formula to disperse the appropriated funds. It is expected that the budget for 2024-2025 will be similar to the school year of 2023-2024.

| <i>School-based Operating Budget</i> | <i>Budget FY24</i> | <i>FY25 Projected Budget</i> |
|--|-----------------------------|-------------------------------------|
| <i>Account 551100 - Media Supplies</i> | <i>\$2578.99</i> | <i>\$2500</i> |
| <i>Account 553420 - Media Subscriptions (Periodicals-Newspapers)</i> | <i>\$0</i> | <i>\$0</i> |
| <i>Account 561100 - Library Books</i> | <i>\$758.80</i> | <i>\$750.00</i> |
| <i>Account 562230 - Media A/V Equipment</i> | <i>\$190.00</i> | <i>\$190.00</i> |
| <i>Account 564220 - Furn-Fix/Equip</i> | <i>\$0</i> | <i>\$0</i> |
| <i>Fundraising/ Grants</i> | <i>Budget Amount</i> | |
| <i>Media Center Internal Account 51700</i> | <i>\$9334.80</i> | <i>\$10000.00</i> |
| <i>State Media Allocation</i> | <i>Budget Amount</i> | |
| <i>Account 556110 (program 3070) - Media Books</i> | <i>\$3198.00</i> | <i>\$3198.00</i> |

Purchasing Plan 2024-2025

| Approximate Purchasing Plan | |
|------------------------------------|--------------------|
| Purpose | Amount |
| Supplies | approx \$1500 |
| Books | approx \$8000 |
| Awards, Rewards, and Events | approx \$1000 |
| Chair socks for Media Chairs | approx \$100 |
| STEM activities | approx \$500 |
| Total: | \$11,100.00 |

SCOPE OF THE COLLECTION

Manatee's Collection Development Policy follows the guidelines of the School District of Palm Beach County and the Florida Department of Education which in turn are governed by the Department of Education of the State of Florida. Materials will support both curriculum and pleasure reading as per School Board Policy 8.12. Print and non-print resources are arranged by the Dewey Decimal Classification System per District Policy. Additional resources are provided by district-wide subscriptions to electronic information databases which provides 24/7 access for students. These resources include, but are not limited to, Gale Research, PebbleGO, Capstone Interactive Books, Tumblebooks, MackinVia, BrainPOP and can be found in the student/staff portal. Furthermore, students, faculty, and administrators also have access to all Palm Beach County School's library media collections via interlibrary loan.

The average age of our collection at Manatee is 2011. The average age of our non-fiction collection is 2012. Our entire collection of books at Manatee Elementary is 11,249. Our eBook collection has 637 books available.

EQUIPMENT

Manatee Media Center has 6 stationary computers, 6 Ipads, 12 Ozobots, 6 Beebots, 2 Osmos, and a smart board available for instructional and student use. We have a TV production studio in our Media Center but it is not operational at this time. Along with our ITSA, we are working on getting equipment updated and ready for students to use in the near future. We have a computer cart with 30 Chromebooks for student use during Media Lab. Our school has a resource room for all staff and faculty use with 2 laminators, a poster maker machine, and a color printer which the Media Specialist and Media Clerk manage. Along with funding from PTA, supplies for these items come from the Media Budget.

COLLECTION DEVELOPMENT

Collection Development is the process of the principles and guidelines used by the Manatee Media Center in the selection, acquisition, evaluation, and maintenance of library media center materials. It will be used both in providing consistency among those responsible for developing the collection and in communicating the library media center's policies to faculty, students, and staff and other interested stockholders of the school community.

The goal of the Collection Development policy is to ensure that students and teachers have access to an organized and centrally managed collection of instructional materials and the technologies necessary to support those materials.

It is understood that this document is fluid and changes in the curriculum, demographics, information needs or programs of the school will mandate updates to the collection and its governing policies. Collection development and management refers to the process of building and maintaining the library's entire materials collection, in print, non-print, audio visual and electronic formats so that they are available to every student at the time of need to support and enrich the student's educational experience.

The collection development process includes the formulation of policy and procedures, budget allocations, needs assessments, selection, collection maintenance and evaluation, de-selection and resource sharing. The primary goal of the media center's collection development efforts is to build a current collection that supports the needs of the curriculum and the school community and maintains the recommended boundaries for:

- Size of collection;
- Average age of collection and
- Access to the collection

The electronic catalog of resources for the school and 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.

The Manatee Elementary's Media Center provides ongoing services that transcend the tenure of any single individual. To this end, the media department oversees, reviews and records issues and policies pertinent to the overall program of the library media center in order to facilitate a continuum of services.

The Media Center materials are available to all K-5 students in the school without exception. Acquisition and maintenance of materials is the primary function of the media staff members to ensure that students have the required materials at the time of need.

SELECTION AND EVALUATION CRITERIA

In selecting new books, we ensure that the books support the curriculum and meet the personal information and recreational needs and interests of the students. Information resources will be collected in a variety of formats to meet the learning needs of all students. These formats include print, non-print and electronic. All purchased material is reviewed by at least two reputable, unbiased, professional reviewing sources. These may include:

- We Need Diverse Books
- Kirkus Reviews
- School Library Journal
- ALA Booklist
- National Science Teacher Association, Outstanding Science Trade Books for Students

Manatee Media Center materials are carefully evaluated prior to purchase. The materials are evaluated according to their aesthetic, literary and social value, appropriateness to student age and emotional maturity and relevance to the curriculum.

Furthermore, our materials reflect many cultures and ethnic groups. Materials that contain political theories and ideologies, religion, public issues and controversial topics have a balanced representation with various opinions.

Media center materials are judged as a whole, considering the author's/producer's intent rather than focusing solely upon individual pages, phrases, pictures or incidents taken out of context.

Other factors that are considered in the final decision to purchase new materials include their educational significance; need and value to the collection as a whole; and their relationship to the interests of students and curriculum course of study.












Electronic database subscriptions and online curricular software that are made available to Manatee Media Center users on the school district's wide area network (WAN) are selected using similar educational criteria to that established for the materials in a school except availability and compatibility of technology hardware and software platforms are reviewed and resolved. In addition, the WAN maintains software that complies with the federally legislated Children's Internet Protection Act [CIPA] designed to protect children from obscene or adult-content material.

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.

COLLECTION ANALYSIS

The collection is developed for and influenced by students, their interests, academic needs and alignment to the curriculum. The data below is a snapshot of the collection based on a Titlewise Analysis.

| | | | |
|--|---|--|---|
|  |  |  |  |
| 11,249 Items in the Collection | 9.7 Items per Student | 36% Fiction Titles in the Collection | 33% 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. |  |  |  |
| | 2011 Average Age of the Collection | 29% Aged Titles | 20% Newer than 5 Years |
| Library media resources should be representative of the school. | | Social-Emotional Learning (SEL) library media resources can contribute to character development. | |
|  |  |  |  |
| 3846 Representative Titles in Collection | 2007 Representative Titles Average Age | 4260 SEL Titles in Collection | 2010 SEL 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 |
|---|-------------|-------------|
| Computer Science, Information & General Works | 85 | 2016 |
| Philosophy & Psychology | 73 | 2018 |
| Religion | 22 | 2003 |
| Social Sciences | 454 | 2005 |
| Language | 70 | 1994 |
| Science | 913 | 2014 |
| Technology | 525 | 2014 |
| Arts & Recreation | 1888 | 2016 |
| Literature | 77 | 2007 |
| History & Geography | 283 | 2014 |
| Biography | 254 | 2015 |
| Easy | 2129 | 2008 |
| General Fiction | 4029 | 2012 |
| Graphic Novels | 647 | 2016 |

GIFTS AND DONATIONS

Gifts to the library media center are encouraged. However, the Library Media Specialist reserves the right to add such items to the school's library or classroom collections only if it has been determined that they meet the SDPBC 8.12 selection policy. Such materials will meet the same criteria as resources, which are purchased. Gifts that are not deemed appropriate for the school collection may be disposed of at the discretion of the Library Media Specialist who can consult, if needed, with the Media Center Committee assigned to provide oversight to the library media program.

A librarian, regardless of education and training, is not considered by the Internal Revenue Service (IRS) to be qualified to place a value on gift books and other used materials unless the librarian is a certified appraiser of such materials. In acknowledging gifts the library may write a letter indicating how many of what kind of material has been given (i.e., 10 trade paperbacks in excellent condition or 56 hardcover adult nonfiction books about animals) but the library cannot say how much such materials might be worth. Furthermore, material is considered used unless the library buys it directly even if the donor has not read the book, if they own it or just bought it and then gave it to the library, it is considered used and should not be referenced in the letter as "new".

COLLECTION MAINTENANCE

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 ongoing maintenance of a quality collection which includes procurement of new materials and discard of ineffective items. Some factors considered when materials are withdrawn from the library collection include:

- Contains inaccurate information
- Contents are outdated
- No longer meets the current curriculum needs
- Culturally biased
- Mutilated/Water Damaged/Not repairable
- Not circulated in 8 years

Materials that are weeded can be disposed of in different ways. Keep in mind that media that is obsolete or has misinformation should be boxed and sent to District Library Media Services for disposition to prevent inaccurate information from being shared. These books will not be placed in classroom libraries. Other materials can be disposed of by:

- a. Giving them to students for individual use
- b. Recycling the materials for various instructional activities
- c. Cannibalizing non-repairable parts or pages

d. Destroying by any reasonable and safe method

Per Florida Statute, Board Policy 8.12 (5), 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.

Manatee LMC typically inventories 1/3 of its collection each year on a rotational cycle:

Year 1 (2025) Fiction

Year 2 (2026) Easy/Professional Library

Year 3 (2027) Nonfiction and Biographies

This year we successfully completed the inventory process of the Nonfiction and Biography section in the Media Center, as well as weeding the suggested titles from Library Media Services in the Destiny Library and other books that followed the guidelines noted above.

LOST OR DAMAGED LIBRARY MATERIALS

Manatee Elementary School follows [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. We make an attempt to collect on the lost or damaged books by sending out overdue notices once a quarter. As books are returned damaged we immediately send a notice home with the student.

Strategic Focus – Weeding and Acquisitions

| School Year | Strategic Focus |
|-------------|---|
| FY 25 | Selection Priorities <ul style="list-style-type: none"> ● Fiction ● Beginning Chapter Books ● Update Aged-Areas on Titlewave Analysis |
| | Weeding Priorities <ul style="list-style-type: none"> ● Fiction ● Any worn material |
| FY26 | Selection Priorities <ul style="list-style-type: none"> ● Easy ● Update Aged-Areas on Titlewave Analysis |
| | Weeding Priorities <ul style="list-style-type: none"> ● Easy ● Any worn material |
| FY27 | Selection Priorities <ul style="list-style-type: none"> ● Biographies ● Social Sciences ● Languages |
| | Weeding Priorities <ul style="list-style-type: none"> ● Non-Fiction ● Biography ● Any worn material |

RECONSIDERATION OF MATERIALS

In the event of a challenge by a citizen of Palm Beach County, Administration and school personnel at Manatee Elementary will follow SDPBC policy 8.1205 – Challenge Procedures for Instructional Materials (see Appendix D). To challenge materials, the complainant must follow the policy and complete the Specific Material Objection form which are linked in Appendix E.

Annual Evaluation and Revision of CDP

This collection development plan will be reviewed each school year.

APPENDIX

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)