



Marsh Pointe Elementary

FY25 Collection Development Policy

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Signature Page

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Purpose of Collection Development Policy

The Collection Development Policy is designed to support the Marsh Pointe Elementary'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 Marsh Pointe Elementary, reassesses and adapts its collections to reflect new and differing areas of interest and concern. Our priority is to offer titles and subject areas desired or needed by our users. We also strive to offer materials in print, digital, and electronic media formats.

The collection development policy is annually evaluated and revised as necessary to provide guidance for implementing changes in the collection.

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.

Background Statement & School Community

The users of Marsh Pointe Elementary School Library Media Center come from grades Kindergarten through Grade 5 in addition to the faculty, staff and parents of that community of users. Our community of users come from a variety of countries and participate in many clubs. We currently have 18 different languages spoken at Marsh Pointe Elementary. In addition, we have uniquely high parent involvement and our PTO is very active and supportive within our school community.

According to the Gold Report, Marsh Pointe Elementary has a culturally and ethnically diverse student population representing different economic backgrounds, which include 72% White, 16% Hispanic, 5% Asian, 4% Black, 3% Mixed Race, 21% free/reduced lunch, 5% ELL, 12% ESE and 6.6% Gifted.

School Mission Statement

Mission:

The faculty and staff of Marsh Pointe Elementary School are committed to providing a safe, positive, and rigorous learning environment that will lay the foundation for future success and help to create ethical, responsible, and productive citizens.

Vision:

It is Marsh Pointe's vision to increase student achievement as well as the students' ability to think critically about and apply reasoning and logic skills to solve real-life problems within and between subject areas.

Media Center Mission Statement

Marsh Pointe's Media Center serves as the information, research and cultural center of the school. Service to our patrons is of the highest priority. Our media center is dedicated to designing and maintaining a library media program that supports, complements, and expands the instructional program of the school and Palm Beach County. The library media staff will:

- Provide and promote extensive use of quality 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 and global thinking; Stimulate intellectual curiosity and critical thinking;
- Encourage pleasure reading;
- Provide instruction, resources and services to assist students and teachers in becoming independent learners, critical thinkers, and effective users of information;
- Develop diverse interests for the enjoyment of life-long learning

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;
- Work with a variety of technologies.

Responsibility for Collection Management & Development

Per the Florida Department of Education, a certified 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 students, as stakeholders, assist in the suggestion of new materials and the re-evaluation of materials to ensure that the collection remains responsive to user needs, changing curriculum and advancing technology.

In coordinating this process, the certified 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. 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.

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. 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

Library Program

At Marsh Pointe Elementary, our media program is on a Fixed/Flexible schedule. We have open checkouts throughout the school day and have a full-time Media Clerk. Foremost among national standards for school library media center programs is the need to work collaboratively with teachers to develop meaningful information literacy lesson plans that integrate into classroom learning. At Marsh Pointe Elementary School, the library media specialist uses ALA Standards and Benchmarks as well as P.B.C. curriculum guidelines as a mechanism to review the standards being taught at a grade level in any given week and works with the classroom teacher to develop compatible lessons that support classroom learning.

The Media Program encourages pleasure reading and provides incentives and challenges for students to read more books. Some of our reading incentive programs

are:

- Summer Reading Bingo Challenge: Students are encouraged to read a variety of genres, read in various places, explore websites such as the San Diego Zoo and more. Students are asked to bring in the bingo form on the first day of school. Those who complete the bingo card are invited to a Summer Reading Ice Cream Party.
- Reading Counts for K-2: Reading Counts is a computerized reading incentive program

where students are encouraged to read and answer comprehension questions. The top 3 students in each grade level will earn a trophy. Students reaching a certain number of points on each grade level get invited to the Reading Counts breakfast

- The 16 Book Challenge for 3-5: The SSYRA books for the given year plus a Newbery book is used for the 16 Book Challenge. Students must read the books and then respond in writing through a Google Classroom. Upon passing each "test", the students earn a brag tag. If the student completes the challenge, he/she receives a yard sign and is invited to the 16 Book Challenge Party at the end of the year.
- The Tournament of Books: this is just a fun "March Madness" voting scenario where books go head to head. Authors are tagged on Twitter and it's just a fun way to discuss books.
- SSYRA voting: This is done through FAME where students vote on their favorite books. The winner is announced in April.

and more!

Goals and Objectives

Objective 1: Increase participation in the 16 Book Challenge.

Action Step 1: Implement incentives with Brag Tags, Announcing names on the Morning News and Advertising a party at the end of the year..

Action Step 2: Increase advertising of titles by highlighting 1-2 titles per month via student communication channels.

Action Step 3: Increase Battle of the Books participation and SSYRA voting participation.

Objective 2: Continue to fill in gaps by purchasing books that complement and complete the collection.

Action Step 1: Continue to purchase books that help develop a robust collection, using Follett Titlewave Analysis Report as one basis of analysis.

Action Step 2: Teach students the new organization so they can find the books they seek quickly.

Action Step 3: Present book tastings for students to try out different genres.

Objective 3: Refresh the Library Media Space within the next 5 years

Action Step 1: Contact Furniture companies to evaluate the space

Action Step 2: Work with PTO on a payment plan

Action Step 3: Donate current furniture to a school library in need

Budget and Funding

School-based Operating Budget	Budget FY24	FY25 Projected Budget
<i>Account 551100 - Media Supplies</i>	565.81	\$560
<i>Account 553420 - Media Subscriptions (Periodicals-Newspapers)</i>	\$382	\$380
<i>Account 561100 - Library Books</i>	\$1146	\$1125
<i>Account 562230 - Media A/V Equipment</i>	\$509	\$500
<i>Account 564220 - Furn-Fix/Equip</i>	\$636.98	\$625
Fundraising/ Grants	Budget Amount	
<i>Media Center Internal Account number for your grant(s) (get this from your bookkeeper)</i>	\$43,000	\$44,000
State Media Allocation	Budget Amount	
<i>Account 556110 (program 3070) - Media Books</i>	\$2008	\$1980

Purchasing Plan FY25

Approximate Purchasing Plan	
Purpose	Amount
supplies for grade level presentation and incentives	\$800
books	\$8000
supplies	\$1000
STEM	\$1000
Possible Media Center Redo	\$15,000
Total:	\$25,800

Scope of the Collection

The collection development is focused on the curriculum and pleasure reading of Marsh Pointe Elementary School, which follows the guidelines of the School District of Palm Beach County, ([as per School Board Policy 8.12](#) see **Section 5 d**) which in turn are governed by the Department of Education of the State of Florida. According to best practices for school libraries in the United States, the print and nonprint collection at Marsh Pointe Elementary School is arranged by the Dewey Decimal Classification System (**see Section 8 Management of Library Media Instructional Materials**). Additional resources are provided by district-wide subscriptions to electronic information databases.

The library/media center's priorities are to:

- Serve as an extension of the classroom to ensure that information skills are taught and learned within the context of the classroom curriculum
- Offer a wide range of resources, technologies, and services to meet students' learning and information needs
- Provide an open schedule for students and teachers throughout the day to research information sources, to read for pleasure, and to meet and work with other students and teachers
- Facilitate the learning process by providing students and teachers with training needed to effectively use the resources
- Through the provisions of adequate staff, appropriate facilities, furnishings, equipment, and supplies, create an environment in which resources are made readily accessible

- Develop and maintain a quality collection consisting of books, audio-visual materials, and other cutting edge information technologies that may emerge
- Provide access to other resources through cooperative agreements with other libraries, electronic access to the Internet, online services, and offsite library catalogs and databases

The library /media program provides learning and teaching resources that are adequate in quality, quantity and variety to support the school's instructional program. The term "collection" includes all the information resources available through the library /media center. These materials support the curriculum and meet the personal, informational and recreational needs and interests of students as per School Board Policy 8.12(2) [School Board Policy 8.12](#) . To achieve these purposes, the collection includes a wide range of subjects, meets many levels of student abilities, and represents diverse points of view. In addition to providing information, the collection also includes items that portray the creative artistry, insight and vision of the human mind and materials that contribute to the development of both cognitive and affective attributes in students.

To accommodate varying learning styles and to enrich learning for all, a variety of Information formats are essential. These formats (visual, auditory, verbal, non-verbal, concrete, and abstract) are delivered through various technologies and media including print and non-print sources.

The Marsh Pointe Elementary collection includes, but is not limited to, print and e-books (Fiction, Non-Fiction, Biographies, Middle Grades, Graphic Novels, and Spanish Language),

DVDs and equipment and technology for classroom use. Through the Portal, all patrons have access to online databases, purchased through the school district. They also have access to online research tools and databases purchased at the school level. All digital resources and e-books are available 24/7 to all patrons.

Equipment

The Marsh Pointe Media Center provides a workroom area equipped with 3 copy machines, a laminator, a poster maker and a cutout maker for teacher/staff use. In addition, the Media Center houses our TV production room which broadcasts the WMPE Morning News live every morning.

Collection Development

Collection Development is a process of selecting quality and appropriate resources for the library media center. The ultimate goal of collection development is to provide materials that support academic needs, as well as the personal interests, of the students and stakeholders of the school library. Therefore, the library media center is an extension of the classroom. It is the job of the Certified Media

Specialist to ensure this happens with the input from administrators, teachers, students, parents and stakeholders.

Media Center materials are selected for a reason. The materials are evaluated according to their aesthetic, literary and social value, appropriateness to student age and emotional maturity and relevance to the curriculum.

Media Center materials reflect sensitivity to the achievements, needs, and rights of men and women, various ethnic groups, and other cultures.

Selection and Evaluation Criteria

The selection of materials undergoes a critical process. In accordance with the School District of Palm Beach County Board Policy 8.12 - Selection of Library Media Center Materials (see Appendix C), Marsh Pointe 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 - <https://www.ala.org/news/mediapresscenter/presskits/youthmediaawards/alayouthmediaawards>

Marsh Pointe 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.

			
12,068 Items in the Collection	12.2 Items per Student	28% Fiction Titles in the Collection	35% 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.			
	2009 Average Age of the Collection	46% 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	2009 Representative Titles Average Age	36% SLL Titles in Collection	2011 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	29	2015
Philosophy & Psychology	15	2013
Religion	7	2007
Social Sciences	550	2004
Language	68	2008
Science	1380	2009
Technology	514	2009
Arts & Recreation	960	2014

Literature	147	2005
History & Geography	553	2008
Biography	1133	2010
Easy	2561	2007
General Fiction	3437	2011
Graphic Novels	607	2016

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

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. Marsh Pointe Elementary School typically inventories part of its collection each year on a rotational basis, every 3 years as per [Board Policy 8.12 \(8\)](#).

Areas to be inventoried in the next 3 years are as follows:

2024-2025

Biography, Easy, AV and Professional

2025-2026

Nonfiction, Fiction, Spanish

2026-2027

Biography, Easy, AV and Professional

The Nonfiction Section of the Media Center is organized according to the Dewey Decimal System. The Fiction section is arranged by genre and includes a 4th/5th grade shelf consisting of fiction and nonfiction books appropriate for this age group. A sticker system placed on the spine of the book is used to designate the types of genres and large print books.

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.

Lost or Damaged Library Materials

Marsh Pointe’s policy regarding lost or damaged books is 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 <ul style="list-style-type: none"> ● Science ● Technology ● Fiction
	Inventory/ Weeding Priorities <ul style="list-style-type: none"> ● Biography ● Easy ● AV/Professional
FY26	Selection Priorities <ul style="list-style-type: none"> ● Easy ● Biography ● General Works
	Inventory/ Weeding Priorities <ul style="list-style-type: none"> ● Nonfiction ● Fiction ● Spanish
FY27	Selection Priorities <ul style="list-style-type: none"> ● Arts & Recreation ● Science ● Fiction
	Inventory/ Weeding Priorities <ul style="list-style-type: none"> ● Biography ● Easy ● AV/Professional

Reconsideration of Materials

Any materials challenged at Marsh Pointe Elementary will follow the School District's Challenge Policy as per [Board Policy 8.1205](#). The policy and the Specific Material Objection form are linked in the appendix.

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)