



Morikami Park Elementary

FY25 Collection Development Policy

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Educational Media Specialist



Morikami Park Elementary
FY25 Collection Development Policy

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Date Approved by Administration: 5/6/24

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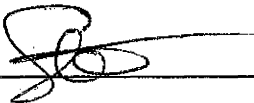
Principal Signature: 

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Purpose of Collection Development Policy

The Library Media Center aims to support the instructional program, the International Baccalaureate PYP program and the school's improvement plan. We also provide information and resources in all areas of knowledge, support the professional needs of teachers and administrators, introduce new instructional technologies into the learning environment, and meet the literary needs of students.

Background Statement & School Community

Morikami Park Elementary is a Choice School featuring the International Baccalaureate Primary Years Program. The PYP offers a transdisciplinary, inquiry-based approach to learning. Our school community consists of, data from FY23, 802 students, 55% White, 22% Hispanic, 8% Black, 9% Asian, 5% mixed race, American Indian 0%. The school population comprises 16% free and reduced lunch students and 3% English Language Learners.

School Mission Statement

The School's mission statement is, to work together with open and inquiring minds to develop responsible, respectful, and caring citizens who are lifelong learners dedicated to success within a global society.

Media Center Mission Statement

The mission statement of the Library Media Program is to promote the love of reading by developing lifelong learners, who are inquirers, responsible, respectful, and caring citizens through teaching advanced information literacy skills.

Responsibility for Collection Management & Development

Collection Development is the process of providing quality materials and equipment for the library media center. The goal of the collection development is to ensure the collection has information sources in adequate quantity and variety to support the student's academic and personal interest needs. The media specialist is charged with leading this process with the input of teachers, students, and parents. Input is given through recommendations of books that support the standards, PYP program, and student interest.

The Library Media Specialist will be responsible for coordinating the collection development program. The library will reflect the needs of the school, community, administrators, classroom teachers, students, and parents, everyone needs to be actively involved. All materials purchased for the collection must be evaluated and submitted to the stakeholder website. Gift items must meet the same stringent criteria as materials that are purchased.

Library Program

Our library program is an open program, with a flexible schedule of classes throughout the year. Our library currently has one full-time Media Specialist and one Media Clerk. Our library is the heart of our school and students have access to it throughout the day. Teachers can send small groups of students for checkout and/or research or they can bring their whole class in at one time. Classes are scheduled by the media specialist as well as special lessons requested by grade levels. The library supports the school-wide reading incentive program and implements it throughout the year. The library program promotes and manages the Battle of the Books competition for the school, the morning news show for the school, promotes and provides incentives for our "caught reading" school-wide reading incentive, an after-school book club for 4th and 5th graders, and provides reading intervention for small groups. The Instructional program focuses on how to use a library, the internet and technology safety, how to use online databases, and how to research using various resources with citations.

Goals and Objectives

Goals and Objectives for FY24

Smart Goals and Objectives:

1. To increase the number of multicultural books purchased by 10% by the end of the FY25 school year, representing diverse cultures which assist in the identity of development that allows students to have global connections.
 - a. To attain funds through fundraising opportunities like the Scholastic Book Fair and our PTA to purchase Multicultural books.
 - b. Review my titlewave analysis and ask for assistance from Follett in selecting multicultural books for elementary-aged students.
2. To increase book circulation to 3,000 books per month and promote reading to students so that our school can increase our ELA Learning Gains for all students.
 - a. Promote our library open hours and give incentives to the classes that have the most checkouts each month.
 - b. Provide additional open times after school to our students in our aftercare program to check out books.
3. To increase our ebook collection by 10% by the end of the FY25 school year, purchasing through Capstone and Titlewave and promoting the circulation of these digital resources.
 - a. To attain funds through fundraising opportunities like the Scholastic Book Fair and our PTA to purchase ebooks.
 - b. Review my titlewave analysis and ask for assistance from Mackin in selecting ebooks books for elementary-aged students.

Budget and Funding

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

School-based Operating Budget	Budget FY24	FY25 Projected Budget
<i>Account 551100 - Media Supplies</i>	<i>\$174.03</i>	<i>\$175.00</i>
<i>Account 553420 - Media Subscriptions (Periodicals-Newspapers)</i>	<i>\$362.00</i>	<i>\$400.00</i>
<i>Account 561100 - Library Books</i>	<i>\$1087.00</i>	<i>\$1,100.00</i>
<i>Account 562230 - Media A/V Equipment</i>	<i>\$483.00</i>	<i>\$500.00</i>
<i>Account 564220 - Furn-Fix/Equip</i>	<i>\$604.00</i>	<i>\$610.00</i>
Fundraising/ Grants		
<i>5.1700.00</i>	<i>15,000.00</i>	<i>8,000.00</i>
State Media Allocation	Budget Amount	
<i>Account 556110 (program 3070) - Media Books</i>	<i>\$2010.00</i>	<i>\$2100.00</i>

Purchasing Plan FY25

Approximate Purchasing Plan	
Purpose	Amount
Multicultural Books	\$1000.00
ebooks	\$1500.00
Fiction/Non-fiction Books	\$4,500.00
Supplies	\$1000.00
Furniture	\$2000.00
Periodicals	500.00
Total:	\$10,500.00

Scope of the Collection

The collection development is focused on the curriculum of Morikami Park Elementary School, which follows the guidelines of the School District of Palm Beach County, which in turn is 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 non-print collection at Morikami Park is arranged by the Dewey Decimal Classification System. Additional resources are provided by the district-wide subscriptions to electronic information databases.

The library media collection includes all the resources available to the school library media center along with all those that students, faculty, and administration can access 24/7 through interlibrary loan or the Palm Beach County School District webpage. These include databases such as Worldbook, PebbleGo, Brainpop, Teaching Books, MackinVia, etc.

SDPBC Policy 8.12 (6. a) stipulates: "Each school shall, in conjunction with the "Library Bill of Rights" (www.ala.org/ala/oif/statements/polls/statementsif/librarybillrights.htm) of the American Library Association (ALA) and District policy, establish procedures for the evaluation, selection management, and disposal of library media materials in conformance with this policy and policy 8.1205 and shall record such in the school's collection development policy."

This collection development policy is a statement of the principles and guidelines used by the Morikami Park Elementary School 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, staff, and other interested stakeholders of the school community.

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.

The acquisition and maintenance of the Library Media Center materials collection is a primary function of the library media staff. 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
- access to the collection

This goal supports the information needs of students as defined by the mission and goals of the:

- School District of Palm Beach County
- ALA/AASL Standards for the 21st-century learner
- Partnership for 21st-century skills
- International Society for Technology in Education (ISTE) National Education Technology Standards (NETS)

The Library Media Center recognizes its responsibility to respond to the reading, reference, and research needs of the student body and faculty in an age of information abundance. The electronic catalog of resources for the school and the district is maintained by the Department of K-12 Instructional Materials and the Library Media Services and is available at all times to the students, faculty, and parents.

The library is open every day that students and/or faculty are in attendance. Research and reference materials are available at all times through the district-wide electronic subscription databases. Interlibrary loan is available.

Equipment

Various types of equipment are available for students and teachers in the Media Center. This includes ten desktop computers, a smart board, a laptop, a projector, and a document camera. As well as two desktops and two laptop computers with scanners for student checkout. The Media Center also houses the TV production studio and the copy room.

Collection Development

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

The Library Media Specialist will be responsible for coordinating the collection development program, for the library to reflect the needs of the school. Administrators, classroom teachers, students, parents, and stakeholders need to be actively involved. All materials purchased for the collection must be evaluated. Gift items must meet the same stringent criteria as materials that are purchased.

Selection and Evaluation Criteria

The selection process is grounded in School Board Policy 8.12. With an emphasis on School Board Policy 8.21 (6.d): iii, APPROPRIATENESS.-- Material is geared to the age, maturity, diverse interests, and learning levels of students for whom it is intended

Other factors that are considered in the final decision to purchase new materials include the following:

- ★ Educational Significance and the relationship to curriculum
- ★ Accuracy
- ★ Library Merit
- ★ Authority/Reputation of publisher/producer and author/artist
- ★ Readability level, varied interests, and maturity levels of its users (scope)
- ★ Timeliness or permanence
- ★ Need and value to the collection
- ★ Stimulate thinking and contribute to student learning (value)

The following selection guides will be used to assure objectivity, variety, and quality in the selection of materials.

- ★ Professional reviewing journals (School Library Journal, Kirkus Reviews, Publishers Weekly, and Booklist)
- ★ Comprehensive collection guides
- ★ Non-print guides
- ★ Equipment guides

Electronic database subscriptions and online curricular software that are made available to School Library Media Centers users on the school district-wide area network (WAN) are selected using a 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.

District Resources And Services





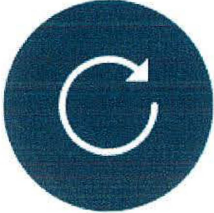






The School District Library Media Services provides support to school library media center personnel and establishes uniform policies and procedures for school library media centers throughout the District. These services include, but are not limited to:

- 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.

			
14,121 Items in the Collection	17.1 Items per Student	24% Fiction Titles in the Collection	46% Percent of nonfiction in the collection
Library media resources are curated to include both recently published works and classics that rightfully impact the average age of the collection.			
	2008 Average Age of the Collection	49% Aged Titles	11% 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.	
			
31% Representative Titles in Collection	2007 Representative Titles Average Age	30% 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	90	2010
Philosophy & Psychology	44	2012
Religion	38	2000
Social Sciences	1,058	2004
Language	170	2001
Science	2,283	2008
Technology	673	2011
Arts & Recreation	926	2013
Literature	436	2002
History & Geography	776	2009
Biography	737	2011
Easy	2,894	2003
General Fiction	3,443	2011
Graphic Novels	425	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

Inventory of the collection will be completed on a three-year rotation as per Board Policy 8.12 (5). Year one will include Easy, Fiction, and Biography books inventoried. Year two will include 000-999. Year three will include professional and reference books.

Past Inventories:

2022 Inventory- none

2023 Inventory-Fiction, Easy, Biographies, 000's-300's

2024 Inventory- 400's-900's

For a collection to maintain effectiveness, materials, and equipment should be discarded at the same rate at which they lose effectiveness. The Library Media Specialist, in conjunction with teachers, and administrators is responsible for the re-evaluation and systematic weeding of the collection to ensure that materials remain responsive to changing user needs, curriculum, and advancing technology. Discarded materials will not be placed in classrooms, since obsolete materials are inappropriate for any educational environment. Criteria for removing materials include obsolescence, Physical age/condition, lack of authenticity, poor or no circulation, inaccuracy, superseded by newer materials, and general inapplicability for continued inclusion in the existing collection. The disposal of materials will follow School Board Policy 7.12.

Weeding is an ongoing process and is done almost monthly to swiftly bring the average age under 8 years. In-house analyses are being completed and weak sections are being replenished with new titles using either budgeted funds or fundraising dollars. Materials that are weeded can be disposed of in different ways. Keep in mind that media that is obsolete or has misinformation should be discarded and sent to the district for disposal. Other materials can be disposed of by:

- Giving them to students or teachers for individual use
- Recycling the materials for various instructional activities
- Cannibalizing non-repairable parts or pages
- Destroying (i.e. trashing in recycle bins) by any reasonable and safe method in accordance with Board Policy 7.12 (2)

The Superintendent shall dispose of tangible property (equipment, furniture, buses, vehicles, etc.) in accordance with Fla. Stat. 1013.28(2), but he/she shall dispose of obsolete or surplus instructional materials as provided within Fla. Stat. 1006.41 and School Board Policy 8.122(5).

To ensure that students receive the appropriate book for their age level, books that are appropriate for 4th-5th grade students will have a colored sticker placed near the barcode label on the front of the book.

Lost or Damaged Library 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 the said student, said student shall be required to pay for, replace or repair said district property." Lost or damaged books should be replaced with an identical copy of the item or pay a fee to replace the item. The fee is waived if a family cannot pay or replace the lost or damaged book due to financial difficulty. All lost/damaged book fees not paid by the end of the student's 5th-grade year will be waived.

Strategic Focus – Weeding and Acquisitions

School Year	Strategic Focus
FY25	Selection Priorities <ul style="list-style-type: none"> ● Multicultural Books ● ebooks ● 500's and 700's
	Inventory Priorities <ul style="list-style-type: none"> ● Professional Books ● Fiction ● Easy
	Weeding Priorities <ul style="list-style-type: none"> ● 400's ● 300's ● 800's
FY26	Selection Priorities <ul style="list-style-type: none"> ● 000's ● 100's ● 200's
	Inventory Priorities <ul style="list-style-type: none"> ● Biographies ● 000's-200's ● 300's-500's
	Weeding Priorities <ul style="list-style-type: none"> ● 200's ● 500's ● Fiction
FY27	Selection Priorities <ul style="list-style-type: none"> ● 400's ● 300's ● 900's
	Inventory Priorities <ul style="list-style-type: none"> ● 600's-900's ● Fiction ● Easy
	Weeding Priorities <ul style="list-style-type: none"> ● 600's ● 700's ● 900's

Reconsideration of Materials

The professional selection criteria are used when choosing materials for the Library Media collection, stakeholders, may request that an item be considered. Should such a complaint arise, the due process procedures established in School Board Rule 8.1205 will be implemented. All informal complaints should be addressed to the principal in writing. All formal complaints must be made on form PBSB 1113 and submitted to the school. A principal-designated ad hoc School Material Review committee will be selected, in accordance with, School Board Policy. If a teacher receives a complaint about any instructional materials, they should refer the individual to the principal.

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)