



## **PAHOKEE ELEMENTARY I.B. WORLD SCHOOL**

### **FY25 Collection Development Policy**

***BETTY PETITHOMME***

Certified Educational Media Specialist

Signature Page

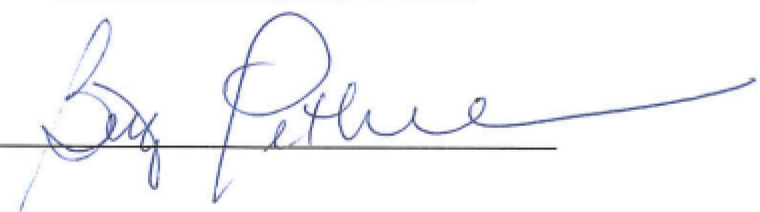
PAHOKEE ELEMENTARY I.B. WORLD SCHOOL

FY25 Collection Development Policy

Date Drafted: Thursday, May 9, 2024

Date Approved by Administration: 5/9/24

Media Specialist Name: **Betty Petithomme**

Media Specialist Signature: 

Principal Name: **Dr. Karen Abrams**

Principal Signature: 

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## **Purpose of Collection Development Policy**

The Collection Development Policy serves as a guide for selecting, acquiring, and managing the Pahokee Elementary I.B. World School Media Center collection. Our Media Center strives to assist all students in becoming global citizens who have a lifelong love of reading and who use the information to create a better and more peaceful world through intercultural understanding and respect.

As our student population changes, the Media Center at Pahokee Elementary I.B. World School reassesses and adapts its collections to reflect new areas of interest and inquiry. The collection development policy is annually evaluated and revised as necessary to implement changes in the collection.

## **Background Statement & School Community**

Pahokee Elementary I.B. World School is a choice school offering the International Baccalaureate Primary Years Programme (IB PYP). Our program accepts and serves students from Pre-K (age 4) up to grade 5 (age 10-13).

Pahokee Elementary School is also a Title 1 school, in which about 99% of our students receive free or reduced lunch. According to the SDPBC Gold Report, FY23 Fourth Nine Weeks as of March 18th, Pahokee Elementary I.B. World School has about 427 students. The student demographic consists of 66% Black, 30% Hispanic, 2% White, 1% Asian, and 1% Mixed. About 16% of our students are English Language Learners (ELL) and about 14% receive Exceptional Student Education (ESE) services.

## **School Mission Statement**

The Mission of Pahokee Elementary I.B. World School is to facilitate the development of lifelong learners and competitive global thinkers through high expectations for all in a safe and nurturing environment.

## **Media Center Mission Statement**

The mission of the Pahokee Elementary Library Media Center Program is to promote a love of reading by providing access to quality and engaging print and digital materials. The Media Center program will promote inquiry-based learning for grade-level IB units, support the school curriculum, and provide information and technological skills necessary to locate, access, and apply ideas, information, and resources in various formats.

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

The Media Specialist is responsible for the collection management and its development. The collection development policy is annually evaluated and revised as necessary to guide in implementing changes to the collection. The Media Specialist primarily uses students' interests and grade level I.B. Units of inquiry to select books for the Library Media collection.

## **Library Program**

The Media Specialist/Librarian is assigned a fixed schedule on the fine arts wheel by the school's administration. The Media Specialist fine arts rotation primarily covers intermediate grades 3-5, in which each Media Block was for 40 minutes once a week.

The Media Specialist/Librarian teaches skills that integrate Florida B.E.S.T. standards, A.L.A standards, and the International Baccalaureate Primary Years Programme (I.B P.Y.P) standards to help support classroom instruction and I.B. Units of Inquiry. The Media Specialist also teaches lessons that bring awareness to nationally celebrated events such as Literacy Week, World Read Aloud Day, Poetry Month, Hispanic Heritage, Black History, Women's History, Earth Day, etc...

The Media Specialist also mentors the P.E.S. Media Club which consists of 3rd, 4th, and 5th grade students. Media Club members' duties include: rehearsing morning announcements, shelving & organizing library books, and taking pictures at school events. Members performed Media Club duties at least 1 day a week during their fine arts block.

In previous years, the Media Specialist had Media Club students rehearse and pre-record announcements a day before. Then the Media Specialist would edit the video, using an iPhone, the app "GreenScreen" and a Macbook Imovie. At the end of last year, due to time constraints & testing, the Assistant Principal asked that announcements be shared live via the office intercom (between 8:00-8:15 am). Therefore, the Media Specialist writes the script and gives the assigned Media Club members the script to rehearse at least one day in advance. Media Club members currently consist of 11 students from grades 3 to 5.

Videos of special school events, like the Character Parade, Winter Program, the Black History Program, and the Pre K & 5th-grade promotional ceremonies are recorded by the Media Specialist and shared on a Google Shared Drive and are emailed to the staff and sometimes posted on Class Dojo or the school Youtube channel.

The Media Specialist is also the Science contact and helps support the 4th & 5th-grade Science teachers.

## Goals and Objectives

Goal 1: Increase participation in SSYRA Book Club & Battle of the Books competition (at least 2 teams from 3rd-5th grade)

- Action Step 1: Seek funding from SAC for more copies of SSYRA books
- Action Step 2: Provide more opportunities for students to form B.O.B teams and come read SSYRA books in the Media Center during their lunch, their fine arts time &/or even after school (2-3 times a week)
- Action Step 3: Enlist the help of at least 1 teacher to be a team mentor and provide additional SSYRA reading time in class.

Goal 2: Increase the circulation statistics by at least 15%.

- Action Step 1: Collaborate with classroom teachers to make sure students check out at least 1 book weekly that supports their current unit of study, in addition to their self-select high-interest books
- Action Step 2: Have 1 book fair, to supplement the budget of the Media Center to purchase more books and ebooks highly read by students

Goal 3: Implement more technology to enhance digital literacy skills

- Action Step 1: Start Tech Safety lessons earlier in the year (Sept) and supplement with lessons from CommonSense, Peardeck & Google Be Internet Awesome
- Action Step 2: Participate in more coding lessons using CSC & code.org

## Budget and Funding

The Library Media Center (LMC) is given a school-based operating budget at the beginning of every school year. The Pahokee Elementary School administration uses a formula to disperse the appropriated funds. *The budget for FY25 is expected to be similar to FY24. The Media Specialist hopes to have at least 1 book fair to supplement the Media Center's Internal Account.*

| <b>School-based Operating Budget</b>  | <b>Budget FY24</b>   | <b>FY25 Projected Budget</b> |
|---|----------------------|------------------------------|
| <i>Account 551100 - Media Supplies</i>  | \$233                | \$200                        |
| <i>Account 553420 - Media Subscriptions (Periodicals-Newspapers)</i>                          | \$140                | \$150                        |
| <i>Account 561100 - Library Books</i>   | \$420                | \$500                        |
| <i>Account 562230 - Media A/V Equipment</i>   | \$187                | \$200                        |
| <i>Account 564220 - Furn-Fix/Equip</i>  | \$233                | \$200                        |
| <b>Fundraising/ Grants</b>  | <b>Budget Amount</b> |                              |
| <i>Media Center Internal Account number for your grant(s) (get this from your bookkeeper)</i> | \$1123.38            | \$1500                       |
| <b>State Media Allocation</b>   | <b>Budget Amount</b> |                              |
| <i>Account 556110 (program 3070) - Media Books</i>  | <b>\$858</b>         | <b>\$900</b>                 |

## Purchasing Plan FY25

| Approximate Purchasing Plan                                     |               |
|---|---------------|
| Purpose   | Amount        |
| ebooks ( <i>renew subscriptions &amp; purchase new ebooks</i> ) | \$1000        |
| Books ( <i>supplement 3070 hard copy book purchases</i> )       | \$1000        |
| Supplies  | \$500         |
|   |               |
| <b>Total:</b>   | <b>\$2500</b> |

### Scope of the Collection

As per [School Board Policy 8.12](#) (*Section 5d*), the collection of our Library Media Center (LMC) is geared towards supporting both the curriculum, engaging students' interest, and promoting pleasure reading,

Our LMC collection includes hardcover books, paperbacks, graphic novels, Reference books, and e-books (via Destiny Discover & Mackinvia). Nonfiction books are organized according to the Dewey Decimal Classification System, per District policy (*see Section 8 Management of Library Media Instructional Materials*). Other sections of the LMC are Fiction (F), Biographies (92), Easy Reading/Picture Books (E), Spanish books (SP), STEM, Buddy/Partner Reading Books, and Favorite Genres (i.e. Scary, Mystery, Dr. Seuss, Magic School Bus, & Magic Tree House).

Research and reference materials are available electronically with 24/7 access through the district-provided databases and eBooks (such as Gale Research & PebbleGo).

### Equipment

February 2021, [The Sock Drawer Foundation](#) provided our school with new TV studio equipment, which includes: 2 video cameras, a teleprompter, a hard drive, and 2 computer studio computers with a sound system which is stored in the Media Center Studio (located in the back). Also, housed in the Media Center Studio are: 2 Desktop Macs, a Dell laptop, an iPad Podcaster, a green screen wall, and a portable green screen. If assistance is needed with the studio, contact Frank Gorora.



## **Collection Development**

Collection Development is the process of providing quality materials and equipment for the library media center. Collection Development is guided by the curriculum and guidelines of the School District of Palm Beach County, governed by the State of Florida's Department of Education. The need for Collection Development Plans is codified in Board Policy 8.12, Section 6.a., which can be found on the School District's Board Policies page.

The primary goal of the Media Center's collection development is to build a current collection that supports the needs of the curriculum and the school community while maintaining the recommended boundaries for size, age, and access to the collection. The collection development 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, staff, students, parents, and other interested stockholders of the school community.

This plan will serve as a blueprint for what materials a media specialist will collect, the processes in place regarding selecting new library media center materials, the criteria for the deselection of materials (weeding), and the goals for the media center. 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.

### **Selection and Evaluation Criteria**

The media specialist is responsible for coordinating the collection development program. The selection of library media center materials follows SDPBC Policy 8.12. The media specialist will attend Library Media Services & EMA meetings and professional development trainings to discover new books, materials, and the latest practices related to the school libraries, curriculum, and student enrichment.

When selecting instructional materials, the needs of the school, based on the curriculum and of the existing collection, are given consideration first. In assessing the needs of the collection it is necessary to:

- 1) Conduct an inventory of the collection to determine replacements, missing items, and other needs.
- 2) Review skills embedded in the Florida B.E.S.T. Standards to determine the adequacy of current library media materials and keep an ongoing topic list of areas needing additional resources.
- 3) Involve staff and students in identifying needs by surveying students & staff periodically to determine what type of materials they would like to see added to the collection, such as informational materials, curricular materials, and pleasure reading materials. The Media Specialist will ask for feedback from classroom teachers to determine the adequacy and relevance of materials used to support their Units of Inquiry.

## **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 collaborates 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.

|  |   |   |   |
|--|---|---|---|
|   |    |                   |    |
| <b>10,040</b><br>Items in the Collection   | <b>19.9</b><br>Items per Student  | <b>20%</b><br>Fiction Titles in the Collection  | <b>46 %</b><br>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. |   |                  |   |
|  | <b>1998</b><br>Average Age of the Collection  | <b>83%</b><br>Aged Titles   | <b>5%</b><br>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. |   |
|   |  |                 |  |
| <b>37%</b><br>Representative Titles in Collection  | <b>1998</b><br>Representative Titles Average Age                                    | <b>32%</b><br>SLL Titles in Collection  | <b>2000</b><br>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. This 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 | 48          | 2003               |
| Philosophy & Psychology                       | 70          | 1997               |
| Religion                                      | 65          | 1996               |
| Social Sciences                               | 1,051       | 1996               |
| Language                                      | 118         | 1996               |
| Science                                       | 1434        | 1998               |
| Technology                                    | 547         | 1999               |
| Arts & Recreation                             | 461         | 2007               |
| Literature                                    | 232         | 1994               |
| History & Geography                           | 609         | 1998               |
| Biography                                     | 856         | 2000               |
| Easy  | 2,456       | 1996               |
| General Fiction                               | 2,032       | 1999               |
| Graphic Novels                                | 162         | 2012               |

## 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. Per [Board Policy 8.12 \(8\)](#) this Inventory will be completed on a three-year rotation. To facilitate the circulation and inventory process, Destiny Library Manager software has been made available to all schools. Pahokee Elementary I.B. World School inventories at least  $\frac{1}{3}$  of its collection each year on a rotational basis, every 3 years:

- *completed Year 1-- (2018-2019)--Nonfiction*
- *completed Year 2-- (2019-2020)-- 92 & Spanish, & Reference Materials*
- *completed Year 3-- (2020-2021)--Fiction (including E-Picture books)*
- *completed Year 4--(2021-2022)--92 & Fiction (F)*
- *completed Year 5--(2022-2023)--Nonfiction (000-999)*
- *completed Year 6- (2023-2024)--(E) Fiction & picture books*

The shelving system used at the Pahokee Elementary Media Center is as follows... Nonfiction books are organized according to the Dewey Decimal Classification System and Fiction is organized alphabetically by the author's last name. There are also high-interest shelves that have been moved up front for easier access: New Books, STEM, Buddy/Partner Reading Books, and Favorite Genres/Categories (i.e. Scary/Spooky, Celebrities, Disney/Pixar/Marvel). Finally, all 92 Biographies about athletes have been moved to the bottom of the 700's Sports shelf,

## Lost or Damaged Library Materials

No fees are charged for late materials. However, if a student loses or damages District property, including library books and/or Chromebooks loaned to said student, said student or the parent/guardian of said student shall be required to pay for, replace, or repair said district property.

**Strategic Focus – Weeding and Acquisitions**

| <b>School Year</b> | <b>Strategic Focus</b>  |
|--------------------|---|
| FY25               | <p><b>Selection Priorities</b></p> <ul style="list-style-type: none"> <li>● Priority 1--Replacing damaged or adding new titles of highly read/High-interest series titles</li> <li>● Priority 2--Buy more <u>ebooks</u> to increase digital resources to at least <u>10%</u></li> <li>● Priority 3--Buy more books to increase the age of the <u>Social Sciences section</u> from 1995 to at least <u>2000</u></li> </ul> |
|                    | <p><b>Inventory Priorities</b></p> <ul style="list-style-type: none"> <li>● Priority 1--Inventory <u>Biography (92 section)</u>, Spanish books, &amp; Reference Materials</li> <li>● Priority 2--Update &amp; improve labeling and sticker system</li> </ul>  |
|                    | <p><b>Weeding Priorities</b></p> <ul style="list-style-type: none"> <li>● Priority 1- Weed <u>Biography (92 section)</u>, Spanish books, &amp; Reference Materials</li> <li>● Priority 2--Weed books that are worn and beyond mending</li> </ul>  |
| FY26               | <p><b>Selection Priorities</b></p> <ul style="list-style-type: none"> <li>● Priority 1--Replacing damaged or adding new titles of highly read/High-interest series titles</li> <li>● Priority 2--Buy more <u>ebooks</u> to increase digital resources to at least 15%</li> <li>● Priority 3--Buy more books to increase the age of the <u>Literature section</u> from 1991 to at least <u>2000</u></li> </ul>             |
|                    | <p><b>Inventory Priorities</b></p> <ul style="list-style-type: none"> <li>● Priority 1--Inventory <u>Nonfiction (000-999)</u></li> </ul>  |
|                    | <p><b>Weeding Priorities</b></p> <ul style="list-style-type: none"> <li>● Priority 1- Weed from <u>Nonfiction (000-999)</u></li> <li>● Priority 2--Weed books that are worn and beyond mending</li> <li>● Priority 3--Weed books that are factually aged titles that are inaccurate or irrelevant (esp. <u>History, Geography, and/ &amp; Technology Sections</u>)</li> </ul>   |
| FY27               | <p><b>Selection Priorities</b></p> <ul style="list-style-type: none"> <li>● Priority 1--Replacing damaged or adding new titles of highly read/High-interest series titles</li> <li>● Priority 2--Buy more &amp; renew subscription to <u>ebooks</u> to increase digital resources to at least <u>10%</u></li> </ul>   |
|                    | <p><b>Inventory Priorities</b></p> <ul style="list-style-type: none"> <li>● Priority 1--Inventory- <u>Fiction</u> section (including E-Picture books)</li> </ul>  |
|                    | <p><b>Weeding Priorities</b></p> <ul style="list-style-type: none"> <li>● Priority 1--Weed books that are worn and beyond mending</li> </ul>  |

**Reconsideration of Materials**

In the event of a challenge by a citizen of Palm Beach County, personnel at Pahokee Elementary I.B. World School will follow SDPBC [Board Policy 8.1205](#) – Challenge Procedures for Instructional Materials (Objections to Library Media Materials). *(see appendix E)*

**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)