

# **FY25 COLLECTION DEVELOPMENT POLICY**

**Palm Beach Gardens Elementary**

## **FY25 Collection Development Policy**

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**Signature Page**

**Palm beach Gardens Elementary**  
FY25 Collection Development Policy


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**Media Specialist Signature:**  \_\_\_\_\_

**Principal Name:** \_\_\_\_\_ **Kimberly Evans** \_\_\_\_\_

**Principal Signature:**  \_\_\_\_\_

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#### **Purpose of Collection Development Policy**

Our media center's goal is to engage our students in all aspects of media. It is our goal to foster a life-long love of reading and life-long users of libraries and media centers. The program is set up to expose the students and faculty to a wide range of available materials, expand their understanding of how to access these materials and ensure they can fully navigate and find materials for personal enjoyment as well as materials they need for academic and life-long success.

Our library/media center's goals are to:

- Promote an understanding of the importance of reading and encourages reading for pleasure
- Support staff members with materials to assist instruction within classrooms
- Provide a learning environment which promotes inquiry
- Stimulate curiosity through a wide range of text
- Provide and promote instruction to prepare our students to become independent users of libraries and informational resources
- Use technology to present information

#### **Background Statement & School Community**

The students at Palm Beach Gardens Elementary School Media Center range from grades kindergarten through fifth. They represent culturally diverse ethnic and economic backgrounds. We have ESE students, gifted students and we are a STEAM choice school.

According to Palm Beach County Public Schools Gold Report, below is the breakdown of our school population:

White - 44%

Black - 21%

Hispanic - 19%

Asian - 9%

Mixed - 6%

#### **School Mission Statement**

The mission of Palm Beach Gardens Elementary School is to promote the intellectual, social, physical and emotional growth of children and to provide a secure and stimulating learning environment for all students.

**Media Center Mission Statement**

Our media center's goal is to engage our students in all aspects of media. It is our goal to foster a life-long love of reading and life-long users of libraries and media centers. The program is set up to expose the students and faculty to a wide range of available materials, expand their understanding of how to access these materials and ensure they can fully navigate and find materials for personal enjoyment as well as materials they need for academic and life-long success.

**Responsibility for Collection Management & Development**

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. 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.

**Library Program**

The Palm Beach Gardens Elementary Media Center is on the Fine Arts wheel (students visit once every six days) and receives classes all day.

This year's instruction in the primary grades Media started was mostly focused on author studies. The intermediate classes were focused on Adobe Spark and Book Creator.

**Goals and Objectives**

Goal 1: To continue building an updated nonfiction print collection by using Follett Destiny computer software to analyze the numbers, age, type and usage of nonfiction shelf books.

Goal 2: To build an updated biography section by collaborating with teachers to see what their needs are when it comes to student research projects.

Goal 3: To encourage students to read across the genres in the fiction chapter book section.

**Budget and Funding**

I receive funds for supplies, periodicals, AV equipment and books. We also receive funds raised through the Scholastic Book Fairs. Additionally, this year we received funds from PTA to purchase high interest sports books and books about sharks.

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

| <b>School-based Operating Budget</b>  | <b>Budget FY24</b>   | <b>FY25 Projected Budget</b> |
|---|----------------------|------------------------------|
| <i>Account 551100 - Media Supplies</i>  | \$523                | \$525                        |
| <i>Account 553420 - Media Subscriptions (Periodicals-Newspapers)</i>                          | \$0                  | \$0                          |
| <i>Account 561100 - Library Books</i>   | \$1679               | \$1700                       |
| <i>Account 562230 - Media A/V Equipment</i>   | \$0                  | \$0                          |
| <i>Account 564220 - Furn-Fix/Equip</i>  | \$543                | \$550                        |
| <b>Fundraising/ Grants</b>  | <b>Budget Amount</b> |                              |
| <i>Media Center Internal Account number for your grant(s) (get this from your bookkeeper)</i> | \$5000               | \$7000                       |
| <b>State Media Allocation</b>   | <b>Budget Amount</b> |                              |
| <i>Account 556110 (program 3070) - Media Books</i>  | \$1855               | \$1900                       |

## Purchasing Plan FY25

| Approximate Purchasing Plan |               |
|-----------------------------|---------------|
| Purpose                     | Amount        |
| Fiction Chapter Books       | \$3500        |
| Picture Books               | \$3500        |
|                             |               |
|                             |               |
|                             |               |
|                             |               |
| <b>Total:</b>               | <b>\$7000</b> |

### Scope of the Collection

The collection development is focused on the curriculum of Palm Beach Gardens Elementary School, which follows the guidelines of the School District of Palm Beach County, which in turn are governed by the Department of Education of the State of Florida. According to best practices for school libraries in the United States, the print collection at Palm Beach Gardens Elementary School is arranged by the Dewey Decimal Classification System (per District policy). The Fiction chapter books are arranged by genre. Additional resources are provided by district-wide subscriptions to electronic information databases. The library media collection includes all the resources available in the school library media center along with all those that students, faculty and administrators can access through interlibrary loan. Students also have access to eBooks 24/7 through numerous sites. Materials at Palm Beach Gardens Elementary supports both curriculum and pleasure reading as per School Board Policy 8.12.

We are a STEAM school and placed special emphasis in the curation of this special section in our library.

### Equipment

As of this year, we now have 2 laptops and 4 Chromebooks to enable more accessibility to research, projects and more. Additional equipment we have for teacher/staff use is a poster maker, a cricut machine and a laminator. Additionally, we have a TV Production studio.

### **Collection Development**

Collection Development is the process of providing quality materials and equipment for the library media center. The goal of 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 teachers, students and parents.

### **Selection and Evaluation Criteria**

For the library media center and classroom using several of the criteria outlined below, as appropriate for the media type. However, in accordance with Fla. Stat. § 847.012, criteria "xvi" and "xvii" below (relating to obscenity and copyright) must be two of the criteria used in the evaluation of all 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.

|  |   |   |   |
|--|---|---|---|
|   |    |                   |    |
| <b>11,319</b><br>Items in the Collection   | <b>22.3</b><br>Items per Student  | <b>99%</b><br>Fiction Titles in the Collection  | <b>23%</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>2003</b><br>Average Age of the Collection  | <b>60%</b><br>Aged Titles   | <b>7%</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>32%</b><br>Representative Titles in Collection  | <b>2002</b><br>Representative Titles Average Age                                    | <b>33%</b><br>SLL Titles in Collection  | <b>2004</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. 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 | 59          | 2006               |
| Philosophy & Psychology                       | 33          | 2006               |
| Religion                                      | 45          | 1999               |
| Social Sciences                               | 742         | 1997               |
| Language                                      | 84          | 1997               |
| Science                                       | 1087        | 2007               |
| Technology                                    | 389         | 2010               |
| Arts & Recreation                             | 483         | 2013               |
| Literature                                    | 190         | 1998               |
| History & Geography                           | 494         | 2007               |
| Biography                                     | 504         | 2007               |
| Easy  | 3434        | 1999               |
| General Fiction                               | 2526        | 2006               |
| Graphic Novels                                |             |                    |

### 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

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. One third of the library will be weeded each year resulting in a completely updated library every three years.

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. Teachers, administration and the school library media advisory committee assist in the re-evaluation and systematic deleting of materials and equipment to ensure that the collection remains responsive to user needs, changing curriculum and advancing technology.

In coordinating this process, the library media specialist will follow objective criteria for removing materials and equipment from the media center, which include obsolescence, physical age and condition, and general inapplicability for continued inclusion in the existing collection.

**Lost or Damaged Library Materials**

School Board Policy 2.21B(9) 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"

Palm Beach Gardens Elementary school has decided to keep all library books at school to reduce loses and damages. FY24 was the first year we've done this and it's alleviated families having to pay for lost books as we have less missing books.

**Strategic Focus – Weeding and Acquisitions**

**Strategic Focus – Weeding and Acquisitions**

| School Year       | Strategic Focus  |
|-------------------|--|
| 2024-2025<br>FY25 | <b>Selection Priorities</b><br>● Fiction                               |
|                   | <b>Inventory/ Weeding Priorities</b><br>● Fiction Chapter Books        |
| 2025-2026<br>FY26 | <b>Selection Priorities</b><br>● Easy                                  |
|                   | <b>Inventory/ Weeding Priorities</b><br>● Easy Picture Books           |
| 2026-2027<br>FY27 | <b>Selection Priorities</b><br>● <b>Non-Fiction &amp; Biographies</b>  |
|                   | <b>Inventory/ Weeding Priorities</b><br>● Science<br>● Social Sciences |

### **Reconsideration of Materials**

In the event of a challenge by a citizen of Palm Beach County, Administration and school personnel at IPES will follow SDPBC policy 8.1205 – Challenge Procedures for Instructional Materials (see Appendix D). To challenge materials, the complainant must complete the form PBSD 1113 (see Appendix E). Here is a link to the policy: [Board Policy 8.1205 on Challenged materials](#).

### **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)