

## **Palm Springs Elementary School**

### **FY25 Collection Development Policy**

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**Signature Page**

**Palm Springs Elementary School**  
FY25 Collection Development Policy

Date Drafted: 05/22/2024

Date Approved by Administration: <<put the date your principal signed the policy here>>

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

The Collection Development Policy aligns with the Library's Mission Statement, guiding the selection, acquisition, maintenance, and retention of materials. It establishes roles, responsibilities, and a process for addressing user concerns. This policy directs the acquisition of both print and nonprint materials, as well as programming to support the curriculum across all programs at Palm Springs Elementary School, including the AVID, AMP, and Bilingual programs. Additionally, it aims to foster a culture of reading for pleasure and the exploration of personal interests and expression among students. As the student population evolves, the Media Center Library at Palm Springs Elementary School continuously evaluates and adjusts its collections to reflect new areas of interest and concern. The collection development policy undergoes annual evaluation and revision to ensure it provides guidance for implementing changes in the collection.

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

Palm Springs Elementary School is an Avid School and serves approximately 1,000 students K-5th Grade. In addition to the Avid Program Palm Springs Elementary has an AMP and Bilingual program as well as a robust club selection yearly. Additionally we have Century 21 and aftercare programs. The racial breakdown is: 9% White, 22% Black, 64% Hispanic, 3% Asian, 1% Native American Indian, and Mixed Race 1% at Palm Springs Elementary School. The three main languages spoken are English, Spanish, and Creole. Additionally, some students speak tribal languages i.e Ch'olti' language.

### **School Mission Statement**

Striving to educate students and to assist them in realizing their full potential.

The School District of Palm Beach County serves more than 189,000 students who speak 150 languages and dialects. We are a High-Performing School District with 335 Choice and Career Programs. Our mission is to educate, affirm, and inspire each student in an equity-embedded school system.

### **Media Center Mission Statement**

The Library Media Center Program's mission is twofold: to cultivate a passion for reading and to align with broader educational goals at both school and district levels. Acknowledging the diverse cultural tapestry of our student body, we offer bilingual resources and promote family engagement in learning. Moreover, we prioritize Social Emotional character development through literature. Staff training on Destiny further encourages interdisciplinary cooperation. By collaborating with all invested parties, we create an engaging, innovative atmosphere that promotes literacy, genre exploration, and author studies, utilizing the resources of Palm Springs Elementary School.

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

The Collection Development Policy serves as a compass aligning with the Library's Mission statement, guiding the thoughtful curation, maintenance, and accessibility of materials. It delineates roles and procedures for addressing user feedback, ensuring a dynamic and responsive collection. This policy shapes the acquisition, weeding, and programming in the Media Center, catering to diverse programs at Palm Springs Elementary, including the Bilingual and AMP programs. Emphasizing both academic support and the joy of reading, it fosters exploration of personal interests and self-expression. As our student body evolves, so does our collection, reflecting new interests and concerns. This policy undergoes annual review, adapting as needed to ensure continued relevance and effectiveness in meeting the evolving needs of our community.

## **Library Program**

The Media program operates within a Fine Arts wheel, which consists of nine components rotating every two days. I leverage books to reinforce grade-level standards in ELA, Science, and Social Studies, enriching students' understanding across subjects. Moreover, I incorporate culturally relevant literature to broaden cultural awareness, sharing origin stories and facilitating guided literature circles. I curate book lists for both students and teachers, enhancing accessibility to the abundant resources available in the Media Center's collection. Each rotation day has a distinct focus: the first day prioritizes benchmarks alongside imparting library skills, while the second day grants students the opportunity to select a book of their choice for checkout.

## **Goals and Objectives**

Goal 1: Continue to grow the Bi-Lingual and Spanish Book Collection using Lectorum Publishing or other PBSO approved vendors that have Bi-Lingual and Spanish books.

Goal 2: Purchase up-to-date books that relate to the needs and interests of the student population in FY25 utilizing both fundraising dollars and a percentage of 3070 funds.

Goal 3: Fill in Dewey Range Shortages, and complete series sets using Titlewave analysis to guide buying Non-Fiction Books in high need areas.

## **Budget and Funding**

At the start of each school year, the LMC receives an operating budget tailored to the school's needs. The allocation of funds is determined by the school administration through a specific formula. It is anticipated that the budget for the FY25 school year will closely resemble that of FY24.

<b>School-based Budget</b>	<b>Operating</b>	<b>Budget FY24</b>	<b>FY25 Projected Budget</b>
Account 551100 - Media Supplies		\$842	\$840
Account 553420 - Media Subscriptions (Periodicals-Newspapers)		\$459	\$460
Account 561100 - Library Books		\$1376	\$1380
Account 562230 - Media A/V Equipment		\$466	\$470
Account 564220 - Furn-Fix/Equip		\$611	\$600
<b>Grants- Diverse Books</b>		<b>\$5000</b>	<b>\$0</b>
Account 5-1700.00		\$4888.6 6	\$4888.66
<b>State Media Allocation</b>		<b>Budget Amount</b>	<b>Budget Amount</b>
Account 556110 (program 3070) - Media Books		\$5406	\$5000

Purchasing Plan FY25

<b>Approximate Purchasing Plan</b>	
<b>Purpose</b>	<b>Amount</b>
Fill in Dewey Range Shortages and Bilingual/Spanish Books	\$5400
Fill in books missing in a series, add more high interest books based upon circulation numbers and student feedback	\$2000
Media Supplies	\$850
Media/AV equipment	\$600
<b>Total:</b>	<b>\$ 7850</b>

**Scope of The Collection**

The Palm Springs Elementary School Media Center aligns with the directives of the School District of Palm Beach County, overseen by the Department of Education of the State of Florida. Its foremost aim is to integrate, enhance, and bolster the school's educational endeavors. Offering a diverse array of materials spanning various difficulty levels and perspectives, the library media center caters to the multifaceted needs of its patrons.

Following best practices in U.S. school libraries, the print collection is organized according to the Dewey Decimal Classification System. With around 7,000 print books cataloged in our open-access system, Destiny Library Manager, we diligently maintain the collection through routine upkeep, annual review, and inventory checks. Our collection not only supplements the academic curriculum but also indulges the personal interests of our patrons, embracing a broad spectrum of subjects, viewpoints, and languages across both fiction and nonfiction genres.

In adherence to the principles of Intellectual/Academic Freedom set forth by the American Library Association, our non print resources encompass academic databases sourced from the State of Florida and the School District of Palm Beach County. The Library Commons materials, in accordance with School Board Policy 8.12, serve both educational and recreational reading purposes and remain organized within the framework of the Dewey Decimal Classification System as outlined in Section 5 of the Management of Library Media Instructional Materials.

## **Equipment**

The Palm Springs Elementary Media Center encompasses a computer lab equipped with laptops for computer-aided instruction, utilizing software platforms approved by the district. A dedicated resource room is available for staff, offering a selection of enrichment materials that adhere to the latest district and state standards. Furthermore, the Media Center provides access to a copy machine and poster maker for staff convenience and usage.

## **Collection Development**

Collection development in an elementary school library encompasses the strategic and thoughtful process of acquiring, organizing, and maintaining a diverse range of materials to support the educational and personal development of students. This involves selecting age-appropriate books, multimedia resources, and educational tools that align with curriculum objectives, foster literacy skills, and stimulate intellectual curiosity. Additionally, collection development involves staying attuned to the evolving needs and interests of the school community, engaging stakeholders, and continually evaluating and refreshing the collection to ensure its relevance and effectiveness in meeting the educational goals of the school. Ultimately, collection development plays a vital role in cultivating a vibrant and enriching learning environment that empowers students to explore, discover, and grow.

### **Selection and Evaluation Criteria**

Media Specialists employ a rigorous critical thinking process when making selection decisions for the library collection, ensuring that every item chosen aligns with educational objectives and serves the diverse needs of students and faculty. This process is firmly grounded in School Board Policy, which outlines guidelines and criteria for the acquisition and management of materials within the school library.

Firstly, Media Specialists assess the relevance and educational value of potential acquisitions by considering their alignment with curriculum standards, instructional objectives, and educational goals set forth by the school district. They meticulously evaluate each item's content, accuracy, and appropriateness for the intended audience, taking into account factors such as age-appropriateness, cultural relevance, and diversity of perspectives utilizing School based journals, Kirkus and other sites that are peer reviewed.

Furthermore, Media Specialists actively engage with teachers, administrators, students, and parents to gather input and feedback on potential acquisitions, ensuring that the

collection reflects the needs and interests of the school community. They solicit recommendations, conduct surveys, and facilitate discussions to gather insights that inform their selection decisions.

Additionally, Media Specialists stay informed about emerging trends, advancements in educational technology, and developments in academic fields to ensure that the collection remains current, dynamic, and responsive to evolving learning needs. They regularly review professional literature, attend conferences, and participate in professional development activities to enhance their knowledge and expertise in collection development practices.

By adhering to a critical thinking process grounded in School Board Policy, Media Specialists uphold the highest standards of quality, relevance, and equity in selecting materials for the school library collection. Their thoughtful and deliberate approach ensures that the library remains a vibrant hub of learning, exploration, and enrichment for all members of the school community.

### **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:

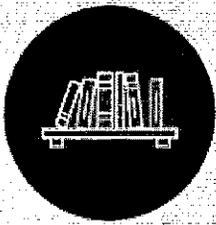
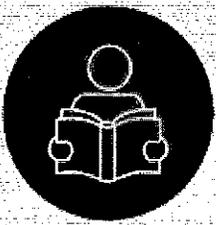
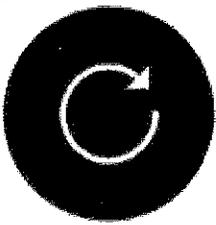
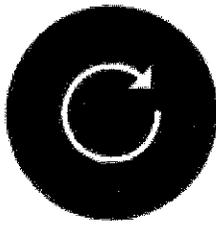
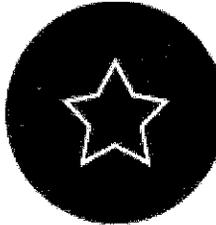
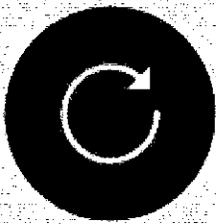
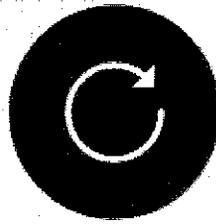
- Maintaining a professional library collection to assist with recertification and knowledge acquisition on education-related topics;
- Managing the online catalog including the library inventory and circulation software;
- Selecting and making accessible online information databases for reference and 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>6,930</b> Items in the Collection	<b>7.6</b> Items per Student	<b>54%</b> 3762	<b>40.2 %</b> 2783
Library media resources are curated to include both recently published works and classics that both rightfully impact the average age of the collection.			
	<b>2013</b> Average Age of the Collection	<b>24%</b> 1664	<b>32%</b> 2240
Library media resources should be representative of the school.		Skills for Lifelong Learning (SLL) library media resources can contribute to character development.	
			
<b>18%</b> 1253	<b>2013</b> Representative Titles Average Age	<b>38%</b> 2666	<b>2013</b>

## 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	# 27	2014
Philosophy & Psychology	# 99	2018
Religion	# 32	2012
Social Sciences	# 344	2008
Language	# 100	2010
Science	# 647	2014
Technology	# 218	2015
Arts & Recreation	# 612	2016
Literature	# 67	2017
History & Geography	# 299	2014
Biography	# 338	2012
Easy	# 2016	2010
General Fiction	# 1746	2014
Graphic Novels	# 442	2019

## 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**

Collection Inventory is conducted on a three-year rotation cycle in accordance with Board Policy 8.12 (8). The rotation schedule for the upcoming years is as follows: Easy books in 2024, Fiction books in 2025, and Nonfiction books in 2026. At the Palm Springs Media Center, robust labeling, shelving, and organizational systems are in place to facilitate easy access to library resources.

In the Nonfiction area, student-friendly signage adorned with graphics—such as animals and arts and crafts—corresponds to the Dewey Decimal ranges, aiding students in navigating the collection. Additionally, a Dewey Decimal Rug serves as a visual guide, directing students to specific topics within the Nonfiction section.

In the Fiction and Easy sections, letter signage indicates authors' last names for ease of browsing. Furthermore, banners hanging overhead delineate subsections of the library, including Fiction, Nonfiction, Graphic Novels, Spanish/Bilingual, and Multicultural areas. Within each section, shelf tags highlight different series and genres, further enhancing organization and accessibility.

To provide additional information and context, books feature labels on their spines denoting various elements such as world holidays, language (Spanish, Bilingual), cultural diversity, as well as genres like Fantasy and Graphic Novels.

## **Lost or Damaged Library Materials**

Our school's policy is to collect lost book fees, while being mindful of a family's economic ability to pay fines. Palm Springs 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"?

## Strategic Focus – Weeding and Acquisitions

School Year	Strategic Focus
FY25	<b>Selection Priorities</b> <ul style="list-style-type: none"> <li>● Dewey Gaps</li> <li>● Book Series completion</li> <li>● Bilingual Books</li> </ul>
	<b>Inventory Priorities</b> <ul style="list-style-type: none"> <li>● Fiction</li> <li>● Nonfiction</li> <li>● Easy</li> </ul>
	<b>Weeding Priorities</b> <ul style="list-style-type: none"> <li>● Fiction</li> <li>● Nonfiction</li> <li>● Easy</li> </ul>
FY26	<b>Selection Priorities</b> <ul style="list-style-type: none"> <li>● Nonfiction</li> <li>● Gap Shortages</li> <li>● K-2 Nonfiction Books</li> </ul>
	<b>Inventory Priorities</b> <ul style="list-style-type: none"> <li>● Nonfiction</li> <li>● Easy</li> <li>● Fiction</li> </ul>
	<b>Weeding Priorities</b> <ul style="list-style-type: none"> <li>● Nonfiction</li> <li>● Easy</li> <li>● Fiction</li> </ul>
FY27	<b>Selection Priorities</b> <ul style="list-style-type: none"> <li>● Easy</li> <li>● Fiction- Award winners</li> <li>● Nonfiction-Science and Math</li> </ul>
	<b>Inventory Priorities</b> <ul style="list-style-type: none"> <li>● Fiction</li> <li>● Nonfiction - Sports and History</li> <li>● Easy - Social Emotional Learning</li> </ul>
	<b>Weeding Priorities</b> <ul style="list-style-type: none"> <li>● Fiction</li> <li>● Nonfiction</li> <li>● Easy</li> </ul>

### **Reconsideration of Materials**

As a media specialist, adhering to Board Policy 8.1205, which outlines the procedure for handling material challenges, is essential. I diligently follow the steps outlined in this policy. Additionally, the policy itself and the Specific Material Objection form are conveniently linked in the appendix for reference. [This section is where you make the important connection to Board Policy 8.1205 on Challenged materials. You need to reference that you will follow Policy 8.1205 and then note that the policy and the Specific Material Objection form are linked in your 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)