

Palmetto Elementary

FY25 Collection Development Policy



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Signature Page
Palmetto Elementary
FY25 Collection Development Policy

Date Drafted: **5/22**

Date Approved by Administration:

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Table of Contents

Signature Page	2
Table of Contents	3
Purpose of Collection Development Policy	4
Background Statement & School Community	4
Mission Statement	4
Media Center Mission Statement	5
Responsibility for Collection Management & Development	5
Library Program	5
Goals and Objectives	6
Budget and Funding	7
Purchasing Plan 2024-2025	8
Scope of the Collection	8
Equipment	9
Collection Development	9
Selection and Evaluation Criteria	9
District-Wide "Procedures for Selecting and Developing Library Collections"	10
District Resources And Services	10
Collection Analysis	11
Collection Analysis By Category	12
Gifts and Donations	12
Collection Maintenance	12
Lost or Damaged Library Materials	13
Strategic Focus – Weeding and Acquisitions	14
Reconsideration of Materials	15
Annual Evaluation and Revision of CDP	15
Appendices	16

Purpose of Collection Development Policy

The Collection Development Policy is designed to support the Palmetto Elementary School Library's mission to provide a collaborative program that supports the development of inquiring, knowledgeable, and caring young people. The primary goal of the library collection is to support the needs of the school and the community and to maintain the recommended boundaries for size, average age, and access. The library 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. This policy serves as a guide for selecting, acquiring, and managing the Palmetto Library Collection.

The collection development process includes the formulation of policies and procedures, budget allocations, needs assessment selection, collection maintenance and evaluation, de-selection, and resource sharing. As our student, faculty, and staff population diversifies and grows, we will reassess and adapt our collection to reflect new and differing areas of interest and needs. 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 guide changes to the collection.

Background Statement & School Community

Palmetto Elementary Media Center serves 584 students in Kindergarten through Grade 5, in addition to the faculty, staff, and parents of that community of users. Palmetto Elementary has a culturally and ethnically diverse student population representing different economic backgrounds and includes 81% Hispanic, 9% African-American, 8% Caucasian, and 1% multiracial. Palmetto Elementary serves the needs of Exceptional Student Education and English as a Second Language Students as well as the needs of students on the Autism Spectrum (ASD).

Mission Statement

Palmetto Elementary is committed to developing a community of life-long learners with a global mindset utilizing inquiry, knowledge, and compassion. To this end, we empower each other to take action, accept each other's differences, and create a more peaceful world and green environment. As a school community, we commit to a single school culture; collaborating to make this vision a reality.

Media Center Mission Statement

The mission of the Palmetto Elementary Library Media Center is to provide a collaborative program that supports the development of inquiring, knowledgeable, and caring young people. It strives to assist all students in becoming global citizens who have a lifelong love of reading and who use information to create a better and more peaceful world through intercultural understanding and respect.

Responsibility for Collection Management & Development

The library media specialist is certified in Library Media and holds a Master's Degree in Library and Information Sciences. She is responsible for the ongoing maintenance of a quality collection, which includes the procurement of new materials and discarding ineffective items. Teachers, administrators, and other stakeholders 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. District Library Media Specialists are responsible for selecting and purchasing many eBooks and Databases used by students at the school site as well.

Library Program

Foremost among national standards for school library media center programs is the need to work collaboratively with teachers to develop meaningful literacy information lesson plans that integrate into classroom learning. At Palmetto, the Media Specialist collaborates with teachers from all disciplines to increase student literacy achievement.

The library is open Monday through Friday from 8am-3pm on a fixed schedule and also allows student access at other times to ensure equitable access for all students to library media resources. The school administration and faculty are aware that recent research shows improvement in student learning gains when the library media center is available to the student at the point of need.

In addition to other services, the library staff:

- Laminates items for teachers;
- Makes poster-sized prints;
- Circulates chromebooks and laptops;
- Schedules lab usage;
- Supervises groups of students as needed.
- Works with students to produce the School News
- Facilitate Book Fairs

Goals and Objectives

Objective 1: To increase Literacy Related events to increase student interest in reading.

- Create an opportunity for students to participate in Battle of the Books
- Create author led read along events at the school
- Increase the amount of Book Fairs held at the school from one to two

Objective 2: To increase more Project Based Learning to meet the needs of of our IB focus:

- Expand Maker Spaces to create Stem learning opportunities
- Create Project Based exhibition events in the Media Center to include IB elements.

Budget and Funding

2024-2025 (FY25) projected budget amounts

<i>School Based Operating Budget</i>	<i>Budget FY24</i>	<i>FY25 Projected Budget</i>
<i>Account 555000 - Materials and Supplies</i>	<i>\$384</i>	<i>\$400</i>
<i>Account 553420 - Media Subscriptions</i>	<i>\$0.00</i>	<i>\$0.00</i>
<i>Account 561100 - Media Books and Capital Outlay</i>	<i>\$678</i>	<i>\$700</i>
<i>Account 562230 - Media A/V Equipment</i>	<i>\$0.00</i>	<i>\$0.00</i>
<i>Fundraising/ Grants</i>	<i>Budget Amount</i>	
<i>Media Center Internal Account number 5.1700.</i>	<i>\$624.84</i>	<i>\$650.00</i>
<i>State Media Allocation</i>	<i>Budget Amount</i>	
<i>Account 556110 (program 3070) - Media Books</i>	<i>\$1,330</i>	<i>\$1,350</i>

Purchasing Plan 2024-2025

Approximate Purchasing Plan	
Purpose	Amount
books	\$1,350.00
supplies	\$350.00
STEM	\$400.00
Total:	\$2,100.00

Scope of the Collection

The library collection at Palmetto Elementary School is influenced by the school's curriculum, which follows the guidelines set forth by the School District of Palm Beach County (SDPBC), which in turn is governed by the Department of Education of the State of Florida.

The collection includes databases and ebooks provided by the Department of Library Media Services at the School District of Palm Beach County. These databases and eBooks expand GPES' collection and provide 24/7 access for students.

Per the Palm Beach County School District Board Policy 8.12 (see Appendix A), all collections are arranged by the Dewey Decimal Classification System.

The databases included in the collection are World Book, PebbleGo, Gale inContext Elementary, SIRS Discoverer, and Teaching Books.

The eBooks provided by the Department of Library Media Services include Tumblebooks, Gale eBooks, and a shared collection in MackinVia.

Equipment

Palmetto's Media Program has various equipment for use for students, teachers, and administration. There is a small television studio complete with a switcher, two cameras, audio and lighting equipment. We have a 3D printer, an iMAC, and an Ipad laptop cart available for use.

Collection Development

This collection development policy is a statement of principles and guidelines used by the Palmetto Elementary and guidelines used by the Palmetto Library Media Center in the selection, acquisition, evaluation, and maintenance of Library Media Center materials. 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, and access to the collection.

Selection and Evaluation Criteria

At Palmetto Elementary in Palm Beach County, our selection and evaluation criteria for educational materials are guided by the School Board Policy on Selection. This policy outlines the principles and standards that we adhere to when choosing materials for our students.

Our selection criteria include:

1. **Relevance and Curriculum Alignment:** Materials must align with the curriculum standards and learning objectives established by the District. They should be relevant to the age and developmental level of our students.
2. **Accuracy and Authority:** We prioritize materials that are accurate, factually sound, and authored by reputable sources. We consider the qualifications and expertise of authors, publishers, and content creators.
3. **Diversity and Inclusivity:** We seek materials that reflect the diversity of our student population and promote inclusivity. This includes representation of various cultures, backgrounds, perspectives, and experiences.
4. **Quality and Durability:** We look for materials that are of high quality, both in content and physical construction. Durability is important to ensure that materials can withstand frequent use and maintain their relevance over time.
5. **Engagement and Accessibility:** Materials should be engaging and accessible to students of different learning styles and abilities. We consider factors such as readability, multimedia elements, and interactive features.

To support our critical thinking process in material selection, we utilize reputable reviewing tools and resources such as the School Library Journal, Publishers Weekly, and educational research databases. These tools provide professional reviews,

recommendations, and insights that inform our decision-making process. Additionally, we engage in collaborative discussions with educators, librarians, parents, and community stakeholders to gather diverse perspectives and feedback on potential materials.

By following the School Board Policy on Selection and employing rigorous evaluation criteria and reviewing tools, we ensure that the materials chosen for Palmetto Elementary meet high standards of quality, relevance, inclusivity, and educational effectiveness. This thoughtful approach to material selection supports our commitment to providing students with enriching and meaningful learning experiences.

District-Wide “Procedures for Selecting and Developing Library Collections”

[School Board Policy 8.12](#) outlines 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 monitor categorical and capital budgets allocated for library programs
- 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, 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 to the curriculum. The data below is a snapshot of the collection based on a Titlewise Analysis.

			
8,370 Items in the Collection	14.4 Items per Student	15% Fiction Titles in the Collection	42% 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.			
	2001 Average Age of the Collection	71% Aged Titles	3% 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.	
			
2,562 Representative Titles in Collection	31% Representative Titles Average Age	28 % SEL Titles in Collection	2002 SEL 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	39	2009
Philosophy & Psychology	22	2001
Religion	39	1997
Social Sciences	814	1997
Language	149	1998
Science	1017	2006
Technology	367	2006
Arts & Recreation	444	2004
Literature	170	1999
History & Geography	495	2003
Biography	549	2001
Easy	2877	1998
General Fiction	1214	2004
Graphic Novels	15	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 of and inventory process, Destiny Library Manager software has been made available to all schools. Palmetto

Elementary School typically inventories part of its collection each year on a rotational basis, every 3 years.

Weeding of materials and resources is essential for the maintenance of a healthy reading and 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.

The Library Media Service Specialist is responsible for the on-going maintenance of a 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 systemic 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 allow objective criteria for removing materials and equipment from the media center, which include obsolescence, physical age, and condition, and general inapplicability for continued inclusion collection. One popular criteria for weeding is found in CREW Manual.

Lost or Damaged Library Materials

For lost or damaged media materials we notify the parents in order to receive payments and recoup funds. These payments are then applied to our school's media account.

Strategic Focus – Weeding and Acquisitions

The inventory year 3 rotation is as follows - FY 25 Fiction, FY26 Nonfiction, FY27 Easy/Biography.

2024-2025	Selection Priorities <ul style="list-style-type: none"> ● FTR Titles 2024-2025 ● Technology ● Graphic Novels
	Inventory/ Weeding Priorities <ul style="list-style-type: none"> ● Science ● Technology ● Social Sciences ● Computer Science and information technology
2025-2026	Selection Priorities <ul style="list-style-type: none"> ● FTR Titles 2025-2026 ● Technology ● Series fill needs
	Inventory/ Weeding Priorities <ul style="list-style-type: none"> ● Fiction ● Technology ● Series fill needs
2026-2027	Selection Priorities <ul style="list-style-type: none"> ● FTR Titles 2026-2027 ● Easy ● Technology
	Inventory/ Weeding Priorities <ul style="list-style-type: none"> ● Fiction ● Science ● Easy

Reconsideration of Materials

While the library recognizes the right of any individual to challenge available materials, the library does not add or withdraw, at the request of any individual or group, materials which have been chosen or excluded on the basis of stated selected criteria. In the event of a challenge by a citizen of Palm Beach County, personnel at Palmetto Elementary School will follow SDPBC Policy 8.1205 (Appendix D). Any person wishing to make a challenge will fill out a Specific Materials Objection Form (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)