Panther Run Elementary
FY25 Collection Development Policy

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Purpose of Collection Development Policy

The Collection Development Policy is created to support the needs of Panther Run Elementary's media center. PRE supports all academics, offers teacher resources and helps students develop a lifelong love of reading. Our goals include increasing student and faculty circulation and increasing ebook circulation, among many other goals. Every year we inventory our books and create a collection development plan to provide the staff and students with materials they need. Besides print books, we also have ebooks and other digital media.

Background Statement & School Community

The students at Panther Run Elementary School Media Center range from grades Kindergarten through fifth grade. They represent culturally diverse ethnic and economic backgrounds. The Media Center also serves the faculty and staff. Panther Run has a VPK and gifted program. PRE offers a number of afterschool activities including: Running Club, Art Club, Battle of the Books, Calypso Cats, Symphonic Band, Student Council, Green Club and so much more. According to the most recent Showcase of Schools on the district website, below is the breakdown of our school's population.

Population: 62% white; 7% black; 20% Hispanic; 7% Asian

Panther Run Mission and Vision Statement

Panther Run Elementary School's mission is to give all students the opportunity to acquire and utilize skills enabling them to be successful in their future. Panther Run envisions a place of excellence where children can achieve full potential in their academic, creative, personal and physical development through the partnership which exists between school, parents and community.

Media Center Mission Statement

The mission of the Panther Run Elementary media center staff is to create a safe learning environment for faculty, staff and students. PRE is dedicated to creating and maintaining a library that supports the curriculum and provides resources in a variety of formats for every type of learner.

Responsibility for Collection Management & Development

As the media specialist, it is my responsibility to maintain and add to our books in the media center. I often get input from teachers and administrators regarding books they would like to see in the library. Oftentimes, students let me know if I can purchase a book or a series of books.

Library Program

The media center is open each day to ensure equitable access for all students to library media resources. Students are scheduled to come to the media center during their fine arts rotation. This is a six-day rotation schedule. Students are encouraged to check out materials for use at home or in the classroom for a two-week period, after which materials may be re-checked if necessary. Besides library skills, students learn how to use technology in a variety of ways.

Special Initiatives

- Scholastic Book Fair
- Morning Announcements - Selected 5th grade students present the morning announcements. We recently purchased and received updated studio equipment. The news is uploaded to Google Classroom as well as Youtube.
- Hour of Code
- Battle of the Books
- Digital Citizenship - Techsafe

Goals and Objectives

Goal 1: Grow the MackinVia eBook Collection
- ★ use data from a needs assessment to inform MackinVia Ebook selections
- ★ purchase up-to-date ebooks that relate to the needs and interests of the student population in FY25

Goal 2: Weed materials in fiction and non fiction sections.
- ★ use data from Titlewave to determine which sections are in need of weeding.
- ★ Each year, weed a section of the library starting at the beginning of the school year.

Goal 3: Purchase materials for a Makerspace station
- ★ Inquire with other media specialists about how they have created and expanded their makerspace sections.
- ★ Seek additional funding through grant applications.

Budget and Funding

The LMC is given a school-based operating budget at the beginning of every school year. The Panther Run Elementary School administration uses a formula to disperse the appropriated funds. The budget for the 2024 - 2025 school year is expected to be similar to the 2023-2024.

School-based Operating Budget	Budget FY24	FY25 Projected Budget
Account 551100 - Media Supplies	$554.00	$600.00
Account 553420 - Media Subscriptions (Periodicals-Newspapers)	$332.00	$350.00
Account 561100 - Library Books	$1,077.27	$1,100.00
Account 562230 - Media A/V Equipment	$433.00	$450.00
Account 564220 - Furn-Fix/Equip	$554.00	$600.00
Fundraising/ Grants	**Budget Amount**	N/A
Media Center Internal Account number for your grant(s) (get this from your bookkeeper)	$0	N/A
State Media Allocation	**Budget Amount**	
Account 556110 (program 3070) - Media Books	$1,865	$2,000

Purchasing Plan FY25

Approximate Purchasing Plan	
Purpose	**Amount**
books	$1,500
supplies	$500
STEM	$500
Makerspace	$1,000
Total:	**$3,500**

Scope of the Collection

Panther Run's Collection Development Policy follows the guidelines of the School District of Palm Beach County and the Florida Department of Education.

According to best practices for school libraries in the United States, the print and non-print collection at Panther Run is arranged by the Dewey Decimal Classification System. 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. Three types of collection maps can provide the staff and advisory committee with comprehensive information to direct short-term purchases and long-range planning. Collection mapping is the process of examining the quantity and quality of your collection and identifying its strengths and weaknesses.

Equipment

In our Media Center we have 48 Chromebooks for student use. There are also two smart boards, Three computers and two color printers. We have a TV Production studio located in the back of the media center. In our workroom there is a copy machine as well as a color poster maker.

Collection Development

Our goal for our collection development is to have a wide range of diverse books for all students for academic and personal use. The information helps in the process of purchasing new books as well as weeding books that are outdated. The media specialist leads this process with the input of administration, teachers, students, parents, and stakeholders.

Selection and Evaluation Criteria

In accordance with School District of Palm Beach County Board Policy 8.12 - Selection of Library Media Center Materials (see Appendix C), Panther Run Elementary School Media Center uses professional reviewing sources to aid in the selection of library media center materials. The media specialist will always use reviewing tools such as School Library Journal, Booklist, Horn Book Guide, Kirkus Reviews, Titlewave, age appropriateness, interests and needs of faculty and students when making selections.

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.

22,163 Items in the Collection	**27.9** Items per Student	**27%** Fiction Titles in the Collection	**35%** 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.	**1998** Average Age of the Collection	**72%** 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.	
30% Representative Titles in Collection	**1998** Representative Titles Average Age	**30%** SLL Titles in Collection	**2001** 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	54	2010
Philosophy & Psychology	44	1995
Religion	74	1995
Social Sciences	1,621	1994
Language	186	1995
Science	2,167	1997
Technology	978	1997
Arts & Recreation	976	2002
Literature	404	1994
History & Geography	1,215	1994
Biography	1,202	1996
Easy	5,437	1995
General Fiction	5,884	2004
Graphic Novels	276	2014

Gifts and Donations

Gifts and donations to the library are encouraged. However, the Librarian/Media Specialist reserves the right to add such items to the school's library collection only if it has been determined that they meet the Criteria for Selecting School Library Materials as referenced in the preceding section. No materials will be added to the collection if they are out-of-date or age-inappropriate material simply because they were donated. All gifts and donations must follow the same processes as new book orders.

Collection Maintenance

Inventory is completed in a three-year rotation as per board policy 8.12 (5).

Easy 2025

Fiction 2026

Biographies/Non Fiction 2027

Lost or Damaged Library Materials

Students are required to pay for lost or damaged books. If the student does not pay for a lost or damaged book, it stays on their record once they leave Panther Run.

Strategic Focus – Weeding and Acquisitions

School Year	Strategic Focus
FY25	**Selection Priorities** • Easy • ebooks • General Fiction
	Inventory/ Weeding Priorities • Lower elementary - Easy -inventory • Weeding - Easy 1970-1990 • Reference - weeding
FY26	**Selection Priorities** • Social & Emotional learning • Biography • General Fiction
	Inventory/ Weeding Priorities • Fiction - inventory • Literature - wedding • Arts & Recreation - weeding
FY27	**Selection Priorities** • Biographies/Non fiction • Fairy Tales • Folk Tales
	Inventory/ Weeding Priorities • Biographies/ Non fiction • Transportation • Fairy Tales

Reconsideration of Materials

In the event of a challenge by a citizen of Palm Beach County, personnel at Panther Run Elementary School will follow SDBC Policy 8.1205 - Challenge Procedures for Instructional Materials. See the Appendix for a copy.

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)