



# **FY25 COLLECTION DEVELOPMENT POLICY**

## **PIERCE HAMMOCK ELEMENTARY SCHOOL**



**Michael Holland**

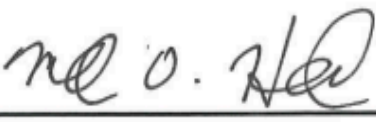
**Educational Media Specialist**

**Pierce Hammock Elementary School**  
**FY25 Collection Development Policy**

**Date Drafted: May 03, 2024**

**Date Approved by Administration: May 7, 2024**

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## Table of Contents

<b><u>Purpose Statement</u></b>	<b>3</b>
<b><u>Background Statement &amp; School Community</u></b>	<b>3</b>
<b><u>School Mission Statement</u></b>	<b>3</b>
<b><u>Media Center Mission Statement</u></b>	<b>3</b>
<b><u>Responsibility for Collection Management Development</u></b>	<b>4</b>
<b><u>Library Program</u></b>	<b>4</b>
<b><u>Goals and Objectives</u></b>	<b>5</b>
<b><u>Budgeting and Funding</u></b>	<b>6</b>
<b><u>Scope of the Collection</u></b>	<b>7</b>
<b><u>Equipment</u></b>	<b>8</b>
<b><u>Collection Development</u></b>	<b>9</b>
<b><u>Selection Evaluation and Criteria</u></b>	<b>9</b>
<b><u>Analysis of the Collection</u></b>	<b>11</b>
<b><u>Gifts and Donations</u></b>	<b>12</b>
<b><u>Collection Maintenance</u></b>	<b>13</b>
<b><u>Lost or Damaged Library Materials</u></b>	<b>13</b>
<b><u>Strategic Focus – Weeding &amp; Acquisitions</u></b>	<b>13</b>
<b><u>Reconsideration of Materials</u></b>	<b>14</b>
<b><u>Appendices</u></b>	<b>15</b>
<b><u>A - Library Bill of Rights</u></b>	<b>15</b>
<b><u>B - ALA Intellectual Freedom Statement</u></b>	<b>15</b>
<b><u>C - Board Policy 8.12</u></b>	<b>15</b>
<b><u>D - Board Policy 8.1205</u></b>	<b>15</b>
<b><u>E - Specific Material Objection Form</u></b>	<b>15</b>

## **Purpose of Collection Development Policy**

The Collection Development Policy is designed to support the Library's Mission statement. The primary goal of the collection development efforts is to build a collection that supports the needs of the school community and to maintain the recommended boundaries for size, average age, and access. The collection development process includes the creation of policy and procedures, budget allocations, needs assessments, selection, collection maintenance and evaluation, de-selection, and resource sharing.

## **Background Statement & School Community**

The users of Pierce Hammock Elementary School Library Media Center come from grades kindergarten through fifth grade in addition to the faculty, staff, and parents of our community.

According to the latest Gold Report, Pierce Hammock Elementary has a culturally and ethnically diverse student population which includes 53% White, 24% Hispanic, 9% Black, 7% Asian, 0% American Indian, and 7% Mixed Race. English Language Learners make up 3% of the student population. The Pierce Hammock Elementary School Library Media Center supports the curricular needs of all groups of students including unique groups like the Gifted, ESE, and ELL. The Media Center also supports the in-house Multimedia & TV Production Choice Program beginning Fall 2024.

More information about PHES can be found at:

[Gold Report Fall 2024](#)

[Pierce Hammock Virtual Showcase](#)

## **Pierce Hammock School Mission Statement**

Pierce Hammock Elementary School creates an academic environment for students to learn from highly trained professionals and collaborate with peers. Teachers will provide opportunities for students to engage in tiered instruction identifying the need for additional support and/or enrichment. Ongoing progress monitoring allows for teachers, parents/guardians, students, and community members to foster academic growth and evaluate overall student achievement.

## **Pierce Hammock Library Media Center Mission Statement**

The Pierce Hammock Elementary School Library/Media Program's mission is to develop independent, effective and discriminating users of ideas and information. To promote literacy, the enjoyment of reading, and lifelong library use for learning with up-to-date, high quality accessible materials.

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

The acquisition and maintenance of the Library Media Center materials collection at Pierce Hammock ES is a primary function of the library media specialist. The media specialist seeks input from stakeholders such as students, teachers, administration, and the community when possible.

### **Library Program**

The PHES Library Media Center is dedicated to designing and maintaining a library media program that supports, compliments, and expands the instructional program of the school.

The library media center is on a five-day rotation schedule. The media specialist teaches classes as part of the Fine Arts program covering select state standards from FLDOE ELA Standards for Grades K-5 related to the library program. Also included in the program from FLDOE are; READS- Florida's K-12 Integrated Library Media Reading Guidelines and FINDS- Florida's Library Media Research Model.

The Library Media Center also supports Intellectual Freedom as stated in documents published by the American Library Association-ALA (see Appendix B).

### **Schedule:**

The Pierce Hammock Elementary School library media center schedule is Monday – Friday 7:30 am – 2:00 pm. The media center uses a scheduled class format with all grades visiting each day for 30 minutes within a five school day rotational wheel as of May 2024. Visits to the Library Media center alternate between library lessons/activities and library activities/ book check-out.

### **SPECIAL INITIATIVES:**

- **Scholastic Book Fair:** The LMC hosts two book fairs throughout the year. Students are able to purchase books of their interest.
- **Morning Announcements:** A select number of students present the morning announcements. Students are live streamed each morning using TV studio equipment. Administration will set the schedule.
- **2024 Hour of Code**
- **Digital Citizenship/TechSafe**

## **Goals and Objectives**

**Goal 1: By Spring 2025, to support the SDPBC's current Strategic Plan as it relates Theme 1, Objective 1, and Initiative 1a, all related to academic excellence and growth, the media center will purchase 150 fiction and or nonfiction high interest books at levels K-3 with copyright dates equal to or greater than 2020.**

**Goal 2: By the end of the school year FY25, in order to increase the average age of the PHES library book collection to 2014, the media center will purchase 100 new fiction and/or nonfiction books at reading grade levels K-5 with copyright dates greater than 2021. A weeding of outdated books and those that may have less significance to our readers will also be done for this year's inventory section.**

**Goal 3: By the end of school year FY25, in order to keep our percentage of eBooks in the collection to 9%, purchase 50 up-to-date eBooks that relate to the needs and interests of the student population.**

## Budget and Funding

The budget/funding is the backbone of the library operation. Funding comes from three main sources; state book funding, district funding, and book fairs. The Library Media center is given a school-based operating budget at the beginning of every school year. It is expected that the budget for the 2024 - 2025 school year will be similar to the school year of 2023 - 2024 budget as follows:

<b>School-based Operating Budget</b>	<b>Budget FY24</b>	<b>Budget FY25 Projected</b>
Account 551100 - Media Supplies	\$377	\$400
Account 553420 - Media Subscriptions (Periodicals-Newspapers)	\$226	\$250
Account 561100 - Library Books	\$679	\$700
Account 562230 - Media A/V Equipment	\$302	\$350
Account 564220 - Furn-Fix/Equip	\$377	\$400
<b>Fundraising/Grants</b>	<b>Budget Amount</b>	<b>Projected Budget Amount</b>
Account 5-1700.00 - Book Fair	\$6500	\$5000
<b>State Media Allocation</b>	<b>Budget Amount</b>	<b>Projected Budget Amount</b>
Account 556110 (program 3070) - Media Books	\$1360	\$1500

## Purchasing Plan FY25

Purpose	Amount
Provide basic teaching supplies for working with classes including: copy paper, pencils, crayons, glue, etc. Purchase laminating film for class projects.	\$200.00
Purchase teacher workroom supplies; laminating, bulletin board paper etc.	\$200.00
Provide basic supplies to support the media center mission. Posters, incentives, bookmarks	\$300.00
Purchase 250 new library books	\$6500.00
Book Repair supplies	\$200.00
Purchase equipment to assist the media center and/or media production studio	\$350.00
Provide Laminating supplies for staff	\$250.00
Purchase ebooks	\$600.00
<b>Total:</b>	<b>\$8600</b>

## Scope of the Collection

The collection development is focused on the curriculum of Pierce Hammock 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 and School District Policy 8.12, the print and non-print collection at Pierce Hammock Elementary School is arranged in standard Dewey order. Our Library Fiction section was converted to a genre based system in lieu of Dewey with the elimination of the Reading Counts program. All Fiction books have been placed into a genre sublocation for ease of location via our Destiny software. All other library sections are arranged using standard Dewey order. Additional resources are provided by district-wide subscriptions to electronic information databases.



The Pierce Hammock Collection includes fiction, nonfiction, and easy fiction books as well as ebooks to promote School Board Policy 8.12(section 5d) to provide materials that support both the curriculum and pleasure reading. We have had two recent areas of emphasis when selecting books; purchasing books that support STEM that discuss coding, robotics, technology, and science, and purchasing books related to SEL.

Through affiliation with the public library system, and SEFLIN, the Pierce Hammock Elementary School library is able to extend its collection to provide many resources that may be needed by its patrons.

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. The Pierce Hammock collection has been created with a good balance of topics and interests for all patrons in all Dewey areas. This collection development plan targets all reading levels with a continued emphasis not to limit the highest and lowest lexiles. Pierce Hammock strives to have a collection with an average age of 2013 by FY25(May 1st).

## **Equipment**

The library media center has the following equipment/technology available for use through the media programs. The media center includes a computer lab of desktop computers(twenty seven) set with Chrome OS(Chromebook Software). The Media Center currently has eight Chromebooks available for media lessons and centers. The Media Center also has four desktop computers available for use with student book checkout.

The media center also includes a TV production studio that is used for a morning TV news show and other video production needs.

Also included in the Media Center is a teacher production room that houses two copy machines and a laminator for teachers and staff use.

## **Collection Development**

Collection development is the process of providing quality materials and equipment for the library media center. It is a statement of the principles and guidelines used by the Pierce Hammock Library Media Center in the selection, acquisition, evaluation, and maintenance of these Library Media Center materials. The media specialist is charged with leading this process with the input of teachers, students and parents.

The primary goal of the PHES Media Center's collection development efforts is to build a current collection that ensures the collection has information sources in adequate quantity and variety in order to support the needs of the curriculum and the needs of the school community and maintains the recommended boundaries for size of collection, average age of the collection, and access to the collection.

## **Selection and Evaluation Criteria**

In accordance with School District Policy 8.12 - Selection of Library Media Materials(see Appendix C), Pierce Hammock Elementary School Media Center uses 2 or more of the following professional reviewing sources and may use listed book award sources to assist in the selection of library media center materials.

**ALA Notable Children's Books**

**Booklist**

**Horn Book**

**School Library Journal**

**Kirkus Reviews**

**School Library Connection**

**Caldecott Medals & Honors**

**Newbery Medals & Honors**

**Theodor Seuss Geisel Award & Honors**

**Coretta Scott King Illustrator Award & Honors**

**Pura Belpre Illustrator Award & Honors**

Pierce Hammock Elementary School Media Center uses reviews from professional reviewing sources only. Reviews from Amazon, Goodreads, Common Sense Media, and the similar will not be considered when selecting library media center materials.

## **District-Wide 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 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, the technology to access it, and the training needed to search and find specific facts efficiently and effectively.

## Analysis of the Collection

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>4999</b> Items in the Collection	<b>8.8</b> Items per Student	<b>54%</b> Fiction Titles in the Collection	<b>46%</b> 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>2012</b> Average Age of the Collection	<b>33%</b> Aged Titles	<b>22%</b> 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>27%</b> Representative Titles in Collection	<b>2011 (Average Age)</b> Representative Titles Average Age	<b>39%</b> SEL Titles in Collection	<b>2014 (Average Age)</b> 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.

<b>Section</b>	<b># of Titles</b>	<b>Average Age (year)</b>
<b>Computer Science, Information &amp; General Works</b>	<b>60</b>	<b>2017</b>
<b>Philosophy &amp; Psychology</b>	<b>16</b>	<b>2016</b>
<b>Religion</b>	<b>24</b>	<b>2007</b>
<b>Social Sciences</b>	<b>268</b>	<b>2009</b>
<b>Language</b>	<b>8</b>	<b>2012</b>
<b>Science</b>	<b>583</b>	<b>2011</b>
<b>Technology</b>	<b>247</b>	<b>2011</b>
<b>Arts &amp; Recreation</b>	<b>577</b>	<b>2015</b>
<b>Literature</b>	<b>81</b>	<b>2007</b>
<b>History &amp; Geography</b>	<b>194</b>	<b>2011</b>
<b>Biography</b>	<b>237</b>	<b>2008</b>
<b>Easy</b>	<b>1353</b>	<b>2013</b>
<b>General Fiction</b>	<b>1340</b>	<b>2013</b>
<b>Graphic Novels</b>	<b>300</b>	<b>2016</b>

## 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

Pierce Hammock Elementary School maintains its collection via weeding and selection priorities. Weeding is completed on a three-year rotation as per School Board Policy 8.12 (5). See chart below.

## Lost or Damaged Library Materials

The Pierce Hammock Media Center 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". Our current media center policy is to not charge for damage to books unless that damage causes the book to be unusable. If books are not returned in a timely manner then a charge will be made to the parent. Pierce hammock will seek a replacement or payment to cover the replacement as per School District Policy. We do not charge late fees/fines.

## Strategic Focus – Weeding and Acquisitions

<b>FY25</b>	<b>Selection Priorities</b> <ul style="list-style-type: none"> <li>● Nonfiction</li> <li>● Fiction</li> <li>● Easy Fiction</li> </ul>
	<b>Inventory/ Weeding Priorities</b> <ul style="list-style-type: none"> <li>● Nonfiction</li> <li>● Fiction</li> <li>● Easy Fiction</li> </ul>
<b>FY26</b>	<b>Selection Priorities</b> <ul style="list-style-type: none"> <li>● Fiction</li> <li>● Nonfiction</li> <li>● Easy Fiction</li> </ul>
	<b>Inventory/ Weeding Priorities</b> <ul style="list-style-type: none"> <li>● Fiction</li> <li>● Nonfiction</li> <li>● Easy Fiction, Equipment, Professional</li> </ul>

<b>FY27</b>	<b>Selection Priorities</b> <ul style="list-style-type: none"> <li>● Easy Fiction</li> <li>● Nonfiction</li> <li>● Fiction</li> </ul>
	<b>Inventory/ Weeding Priorities</b> <ul style="list-style-type: none"> <li>● Easy Fiction, Equipment, Professional</li> <li>● Nonfiction</li> <li>● Fiction</li> </ul>

## **Reconsideration of Materials**

In the event of a challenge by a citizen, personnel at Pierce Hammock Elementary School will follow SDPBC Policy 8.1205 – Challenge Procedures for Instructional Materials. The challenge form is below as Appendix E

## **Annual Evaluation and Revision of GDP**

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)