

Pine Grove Elementary
FY25 Collection Development Policy

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Pine Grove Elementary

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Date Drafted: May 4, 2024

Date Approved by Administration:

Media Specialist Name: Lorna Smith

Media Specialist Signature: _____



Principal Name: Shauntay King

Principal's Signature: _____

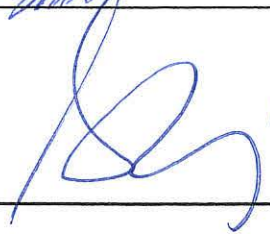


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Purpose of Collection Development Policy

Pine Grove Elementary Media Center collection development policy seeks to support the school's mission statement, which includes acquisition, evaluation and maintenance of media center materials. This policy will guide the acquisition and use of Media Center materials as it seeks to meet the needs of all the stakeholders.

The goal of the collection development plan is to build a collection that:

- a. addresses diversity in our school population
- b. meets the the curriculum curriculum needs of students and faculty
- c.promotes the development of life-long reading habits
- d. meet the personal needs and interest of the patrons
- e. supports the professional needs of the faculty

Background Statement & School Community

Pine Grove Elementary school accommodates K-5 students and has an annual enrollment of about 400 students. The Demographics are as follows: 77% black, 3% white, 18% Hispanics, and 1% multi-racial. 99% of the student body qualifies for free and reduced lunch. The library also serves the faculty and staff as well as the two aftercare programs which are housed at the school.

PGES School Mission Statement

The parents, staff, students, and community that is Pine Grove Elementary is committed to provide a safe, nurturing, and equitable educational environment that meets the social, academic, and physical needs of each student to ensure all students will be successful learners and productive citizens.

PGES Media Center Mission Statement

The Primary focus of the Library Media Center is to build a collection that provides support for the curriculum, promote responsible use of technology, as well as develop a love of reading as we prepare today's students for tomorrow's world.

Responsibility for Collection Management & Development

A certified library media specialist is responsible for the collection management and its development. As the media specialist, I must follow guidelines put in place to adhere to the new State Legislation regarding collection management. Policy requires consultation of professional reviewing sources when selecting books and materials for the school. New books and instructional materials must be available for stakeholder review before purchasing

Library Program

Materials from the media center are accessible to patrons between the hours of 7:30 A.M. and 2:05 P.M. The library operates as a part of the fine arts wheel which means that classes K-5 are scheduled daily. Materials provided electronically by the school district are available to students on a 24-hour basis.

The Library is currently a part of the Fine Arts Wheel which means that all K-5 students rotate through at least once each week. This provides an excellent opportunity to incorporate standards being taught at each grade level to support classroom learning. Students will be given an opportunity to develop their creative abilities through Makerspace. The library is open all day on students' attendance days, and students and teachers have the opportunity to access materials throughout the day. For the 2023

school year my intention is to collaborate with classroom teachers to plan lessons that will support the science curriculum at all grade levels.

Goals and Objectives

My goals and objectives are as follows:

Objective 1 Increase the use of Ebooks in destiny and MackInvia

Action step 1: Provide frequent and continued instruction on how to access. read/check out materials

Action step 2: Track student usage

Action step 3: Use E-books to promote and increase Battle of the books participation.

Objective 2: Improve the age of the collection

Action Step 1: Weed out outdated and unpopular titles

Action step 2: Purchase books with newer publication dates

Objective 3. Enhance students Keyboarding and typing skills

Action step 1: Utilize the district provided typing program - Typing Club with grades K-5 students

Action Step 2: Guide weekly instructions to guide students to develop proper use of the keyboard

Budget and Funding

The Library Media Center is given a school-based operating budget at the beginning of every school year. The Pine Grove Elementary School administration uses a formula to disperse the appropriated funds. Funds from the state of Florida are used to acquire books based on students' needs and demographics. The budget for the 2024 - 2025 school year is expected to be similar to the 2023-2024

FY25 projected budget amounts

School-based Operating Budget	Budget FY24	FY25 Projected Budget
<i>Account 551100 - Media Supplies</i>	608	750
<i>Account 553420 - Media Subscriptions (Periodicals-Newspapers)</i>	60	50
<i>Account 561100 - Library Books</i>	100	600
<i>Account 562230 - Media A/V Equipment</i>	104	100
Fundraising/ Grants	Budget Amount	
<i>Media Center Internal Account number for your grant(s) (get this from your bookkeeper)</i>	5-1700.00	5-1700.00
State Media Allocation	Budget Amount	
<i>Account 556110 (program 3070) - Media Books</i>	990	TBD

Purchasing Plan FY25

Approximate Purchasing Plan	
Purpose	Amount
Media Books	900
Media Supplies	300
Total	1200

Scope of the Collection

Selection of materials for Pine Grove Elementary is guided by policy of the School district of Palm Beach County and the Florida Department of Education. Materials considered for purchase are selected after careful scrutiny of reputable reviews. These include: Horn Book, Booklist and School Library Journal among others. Every effort is being made to purchase stem related material to support the curriculum and subsequent maker space activities. One important consideration is to improve the age of the collection through the addition of new books and weeding outdated copies.

The media center supports and encourages reading for pleasure by providing students with SSYR award books. Copies of 3-5 as well as K-2 titles are provided for students. Students also compete in Battle of the books competition to encourage reading.

The print collection is arranged using the Dewey Decimal Classification System. Resources are also provided by district-wide subscriptions to electronic information databases.

Equipment

PGES is currently undergoing renovation/ reconstruction. No information is available regarding the TV studio. This section will be updated when that information is received.

In addition to providing printed material to support instruction, the PGES media center has the following equipment

- Veriscan - Destiny Follett
- Smart panel
- Color poster maker
- Black/Blue and white poster maker
- laminating machine

Collection Development

Collection Development refers to the process of selecting and providing current, high quality materials and equipment for the media center. The main goal is to ensure that the students and staff are provided with materials that support the academic needs and personal interests of all stakeholders. The school media specialist drives this process with input from the administration, teachers, parents, students, and other stakeholders.

Selection and Evaluation Criteria

Weeding is the ongoing process that maintains a current, updated, and appropriate collection. Some criteria for weeding materials are:

- outdated and inaccurate information
- worn out and damaged copies
- addition of newer editions
- excess number of copies
- books no longer relevant to the curriculum

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

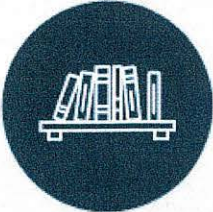



The School District Library Media Services provides support to school library media center personnel and establishes uniform policies and procedures for school library media centers throughout the District. These services include, but are not limited to:


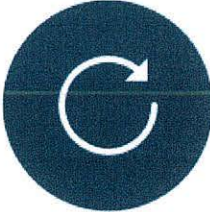





- Maintaining a professional library collection to assist with recertification and knowledge acquisition on education-related topics;
- Managing the online catalog including the library inventory and circulation software;
- Selecting and making accessible online information databases for reference and 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.

Items in the Collection 7931	Items per Student 15.9	Fiction Titles in the Collection 15%	Percent of nonfiction in the collection 45%
Library media resources are curated to include both recently published works and classics that both rightfully impact the average age of the collection.			
	Average Age of the Collection 2001	Aged Titles 76%	Newer than 5 Years 4%
Library media resources should be representative of the school.		Skills for Lifelong Learning (SLL) library media resources can contribute to character development.	
			
Representative Titles in Collection 33%	Representative Titles Average Age 2001	SLL Titles in Collection 30%	SLL Titles Average Age 2004

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	50	2004

Philosophy & Psychology	76	1999
Religion	46	1998
Social Sciences	962	1996
Language	146	1995
Science	985	2000
Technology	422	2001
Arts & Recreation	505	2005
Literature	159	1999
History & Geography	240	2002
Biography	451	2003
Easy	2140	1998
General Fiction	1200	2008
Graphic Novels	225	2011

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 is the ongoing process that maintains a current, updated, and appropriate collection. Some criteria for weeding materials are:

- outdated and inaccurate information
- worn out and damaged copies
- addition of newer editions
- excess number of copies
- books no longer relevant to the curriculum

Florida statutes require library materials to be inventoried on a three-year rotation, (board Policy 8.12(5)). At PGES, $\frac{1}{3}$ of the collection is inventoried on an annual rotational basis. No inventory was done in school year 23-24 as the school is currently under construction/renovation and most of the library materials had to be boxed and stored at an off campus location. This process will resume in 2025 with the goal of inventorying

This plan will be updated to reflect any special organizational system implemented as soon as we have occupancy of the new building.

Lost or Damaged Library Materials

In accordance with [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”?] As per School Board Policy 2.21B(9) Fines for late or overdue materials are not encouraged, however, at PGES, in order to develop responsibility, students will be required to pay a fine of \$5 for paperback and \$10 for hardcover books.

Strategic Focus – Weeding and Acquisitions

School Year	Strategic Focus
FY25	Selection Priorities <ul style="list-style-type: none"> ● Priority 1 Biography ● Priority 2 Language/Literature ● Priority 3 Graphic novels
	Inventory/ Weeding Priorities <ul style="list-style-type: none"> ● Priority 1 Easy ● Priority 2 Non-fiction ● Priority 3 Fiction
FY26	Selection Priorities <ul style="list-style-type: none"> ● Priority 1 Easy ● Priority 2 Computer Science ● Priority 3 Fiction
	Inventory/ Weeding Priorities <ul style="list-style-type: none"> ● Priority 1 Non-fiction ● Priority 2 Fiction ● Priority 3 Easy
FY27	Selection Priorities <ul style="list-style-type: none"> ● Priority 1 Social Sciences ● Priority 2 Diversity ● Priority 3 History and Geography
	Inventory/ Weeding Priorities <ul style="list-style-type: none"> ● Priority 1 Fiction ● Priority 2 Non-fiction ● Priority 3 Easy

Reconsiderations of Materials

In the event of a challenge by a citizen of Palm Beach County, personnel PGES will follow SDPBC Policy 8.1205 Objection Procedures for Instructional Materials, Library Media Materials, and Supplemental Classroom Materials, referenced here and in the 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)