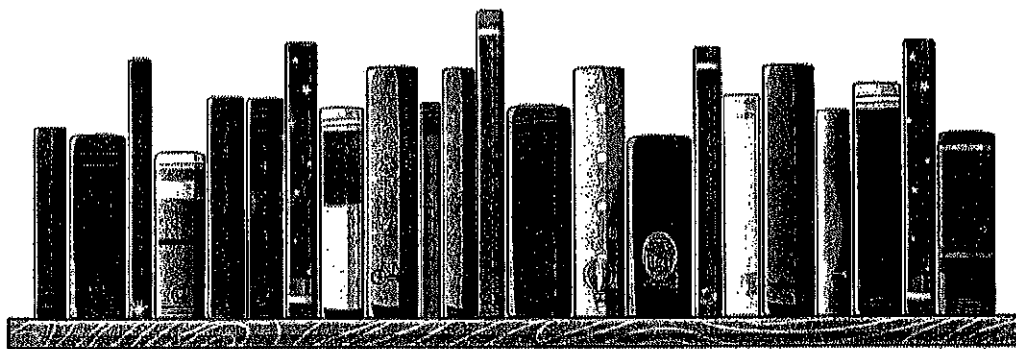


FY25 Collection Development Policy



Pioneer Park Elementary FY25 Collection Development Policy

Tabatha Wilkerson

Educational Media Specialist

Signature Page

Pioneer Park Elementary
FY25 Collection Development Policy

Date Drafted: May 3, 2024

Date Approved by Administration: May 7, 2024

Media Specialist Name: Tabatha Wilkerson

Media Specialist Signature: 

Principal Name: Dr. Sandra Moreau

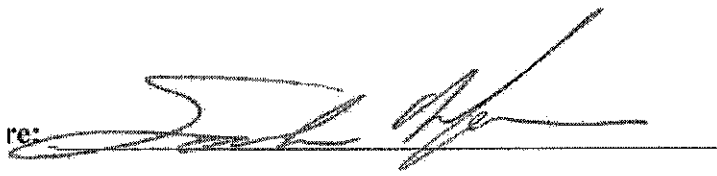
Principal Signature: 

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Purpose of Collection Development Policy

The Collection Development Policy is designed to support the Library's Mission statement and serves as a guide for the selection, acquisition, maintenance, and retention of materials by establishing roles, responsibilities, and a process for addressing Library user concerns.

As our student population changes, the Media Center at Pioneer Park Elementary, reassesses and adapts its collections to reflect new and differing areas of interest and concern. The collection development policy is annually evaluated and revised as necessary to provide guidance for implementing changes in the collection.

Background Statement & School Community

The users of Pioneer Park Elementary Library Media Center include all of the students in Kindergarten through Grade 5, teachers, staff, parents, and community members.

According to the school showcase, Pioneer Park Elementary has a culturally and ethnically diverse student population representing different economic backgrounds, which include 99% receiving free and reduce lunch. The cultural and ethnical diversity consists of 28% Hispanic, 70% Black, 0% Asia, 0% Multi, and 2% White. Students with disabilities account for 21% of the students, and 36% Limited English Proficient students.

School Mission Statement

We strive to educate students and to assist them in realizing their full potential as responsible, productive contributing members of society by providing an educational environment in which students are challenged excellence is expected and differences are valued.

Media Center Mission Statement

Pioneer Park Elementary Media Center Mission Statement: The mission of the Library Media Center is to support the mission of Pioneer Park Elementary School by providing the tools and material necessary for accomplishing their educational and personal goals. To promote a love for reading by providing access to quality print and digital material.

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

The library media staff will:

- provide and promote extensive use of resources in multiple formats that are designed to meet the varying needs of all learners in all aspects of the cubiculum;
- provide a learning environment which promotes inquiry; stimulate intellectual curiosity;
- encourage pleasure reading, develop diverse interests for the enjoyment of life-long learning, and;
- provide and promote instruction to prepare students to become independent users of libraries and information resources.

Responsibility for Collection Management & Development

All staff librarians assist with collection development and maintenance. The Pioneer Park Elementary

School Principal has authority on final decisions for selection and the responsibility to maintain the collection according to this policy. The collection is evaluated on an ongoing basis, so it stays consistent with the collection development policy. Book suggestions from staff will be considered, and decisions will be based on the potential to serve the school.

Library Program

The Library Media Center is dedicated to designing and maintaining a library media program that supports, complements, and expands the instructional program of the school. The library program's curriculum is based on the Florida State Standards, ISTE and the AASL Standards Framework. The media specialist works with the classroom teachers to develop compatible lessons that support classroom learning.

The library is open throughout each day that students are in attendance to ensure equitable access for all students to library media resources.

The school administration and faculty are aware that recent research documents improvement in student learning gains when the library media center is available to the student at the point of need. At Pioneer Park Elementary, the Media Specialist Service 4th-5th on fine arts wheel. All other grade schedule time to visit the library. The library media center is open Monday-Friday 7:30 —

The media program provides and promotes inquiry and extensive use of resources in multiple formats that are designed to meet the varying needs of all learners in all aspects of the curriculum.

Goals and Objectives

Goals and Objectives

Goal 1: To increase the overall average publication date of the Pioneer Park Elementary Library Media Collection.

*Objective 1: To weed and replace outdated materials, focusing on the social science, history, and literature.

*Objective 2: To weed materials based upon the significance to the reader, focusing on items that have never circulated or have not circulated for long periods of time.

Goal 2: To support the students' 21st Century literacy skills through the incorporation of technology.

* Objective 1: To teach all students to use Destiny to locate and check out books in the Media Center. * Objective 2: To teach all students how to access and check out e-books using MackinVia.

Goal 3: I will increase engagement with SMART and Lumio Resources for the Teachers and Students at Pioneer Elementary.

*I will Participate in Trainings as a Lumio Tech Ambassador at my school site for Staff and Teachers

*I will engage students with SMART and Lumio activities FY25 during Library Media Fine Arts.
Budget and Funding

The LMC is given a school-based operating budget at the beginning of every school year. The Pioneer Park Elementary School administration uses a formula in order to disperse the appropriated funds. It is expected that the budget or the 2024 - 2025 school year will be similar to 2023-2024.

In the FY25 projected budget amounts replace the amounts with your actual ones.

School-based Operating Budget	Budget FY24	FY25 Projected Budget
Account 551100 - Media Supplies	\$115	\$115
Account 553420- Media Subscriptions (Periodicals Newspapers)	\$159	\$159
Account 561100 - Library Books	\$478	\$478
Account 562230- Media A/t/ Equipment	\$212	\$212
Account 564220 - Furniture-Fix/Equip	\$0	\$0
Fundraising/ Grants	Budget Amount	\$0
Media Center Internal Account number for your grant(s) (get this from your bookkeeper)	5-1700.00	\$0
State Media Allocation	Budget Amount	\$0
Account 556110 (program 3070) - Media Books	918	\$918

Purchasing Plan FY25

Approximate Purchasing Plan	
Purpose	Amount
Subscription	\$300.00
books	\$1000.00
supplies	700.00
STEM	300.00
	item
Total:	\$2300.00

Scope of the Collection

Collection development at Pioneer Park 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 e-books provided by the Department of Library Media Services at the School District of Palm Beach County. These databases and eBooks expand PPES' 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, while also supporting both curriculum and pleasure reading.

Equipment











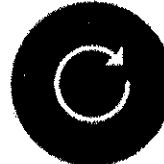
The equipment available in Pioneer Park Elementary Media Center is a Computer Lab available for all teachers and students. The Smart Board, copiers, teacher work room with dye cuts and workspace are available for teachers and staff.

Collection Development

Collection Development is the process of providing quality materials and equipment for the library media center. The goal of the Media Center's collection development is to build a current collection that supports the needs of the curriculum that maintains the recommended boundaries for size, age and access to the collection. Also, to ensure the collection has information sources in adequate quantity and variety to support student's academic and personal interest needs. The media specialist is charged with leading this process with the input of teachers, students and parents.

Selection and Evaluation Criteria

Library Materials Selection and Evaluation is a continual process led by School Board Policy. The Library Media Specialist will utilize current recognized professional selection tools. A Consideration File will also be maintained by the Library Media Specialist. Book Selection choices reflect the needs of the school community, staff recommendations, and professional reviews. These criteria will apply to all print, non-print, and electronic media purchases.

			
9558 Items in the Collection	22.8 Items per Student	58% Fiction Titles in the Collection	32 % 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.			
	2017 Average Age of the Collection	77% Aged Titles	8% 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.	
			
3846 Representative Titles In Collection	1997 Representative Titles Average Age	35% SLL Titles In Collection	1999 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)	wofTitles	Average Age (year)
Computer Science, Information & General Works			41	2002
Philosophy & Psychology			24	1994
Religion			32	1997
Social Sciences			652	1995
Language			93	1999
Science				1997
Technology			351	1997
Arts & Recreation			238	2003
Literature			226	1993
History & Geography			3205	1997
Biography			419	1998
Easy			2527	1995
General Fiction			1709	1999
Graphic Novels			1998	718

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 in appropriate 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 and, inventory process, Destiny Library Manager software has been made available to all schools. Pioneer Park School typically inventories part of its collection each year on a rotational basis, every 3

years, as per Board Policy 8.12 (5). Weeding of materials and resources is essential for the maintenance of a healthy reading, 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 Specialist is responsible for the on-going maintenance of a quality 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 systematic 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 follow objective criteria for removing materials and equipment from the media center, which include obsolescence, physical age and condition, and general inapplicability for continued inclusion in the existing collection. One popular criterion for weeding is found in the CREW Manual

Lost or Damaged Library Materials

1. School principals are responsible for overseeing compliance with school district procedures for selecting school library media center materials at the school to which they are assigned.
2. Support toward compliance is available when the assigned school library media specialist(s) attend professional development/training hosted by the District Library Media Services.
3. Annually, the District requires using the selection criteria and the removal criteria referenced in these procedures to have library media specialists evaluate their collection in order to write a School Collection Development Plan to enhance their individual library programs that align to the District required components. They will share that plan with both their principal and District Library Media Services. Once the plan is approved, the school will post the school's plan on the school website. District Library Media Services will offer annual training on this process.
4. The School Collection Development Plan will include: School Mission Statement, Library Mission Statement, Purpose of the Collection Development Plan, School Community Description, Description of Your Library Program, Budget and Funding, Scope of Collection, Collection Development, Gifts and Donations, Collection Maintenance, Challenged Materials, and Goals and Objectives.

Strategic Focus — Weeding and Acquisitions

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

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One popular criteria for weeding is found in the CREW Manual. The Texas State Library has made the complete CREW Manual in PDF or HTML available via the Web
[https://www.tsl.texas.gov/sites/default/files/public/tslac/ld/ld/pubs/crew/crewmethod 12. pdf](https://www.tsl.texas.gov/sites/default/files/public/tslac/ld/ld/pubs/crew/crewmethod%2012.pdf)

School Year	Strategic Focus
FY25	Selection Priorities Non-fiction
	Inventory Priorities Non - Fiction
	Weeding Priorities Non-Fiction
FY26	Selection Priorities Easy
	Inventory Priorities Easy
	Weeding Priorities Easy
FY27	Selection Priorities Fiction
	Inventory Priorities Fiction
	Weeding Priorities Fiction

Reconsideration of Materials

In the event of a challenge by a citizen of Palm Beach County, personnel at Pioneer Park Elementary School will follow SDPBC Policy 8.1205 - Challenge Procedures for Instructional Materials. This information is located on the School District's website at <http://www.boarddocs.com/fl/palmbeach/Board.nsf/goto?open&id=9R8NDB5ADOA1>

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: 669fd6a3-8939-3e54-7577-996aOa3f8952

B: Intellectual Freedom Statement

"The Freedom to Read Statement", American Library Association, July 26, 2006.

[Link](#) (Accessed March 20, 2024)

Document ID: aaac95d4-2988-0024-6573-1 Oa5ce6b21 b2

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)