Pleasant City Community Elementary

FY25 Collection Development Policy

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Signature Page

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Media Specialist's Signature: _____

Principal Name: Mrs. Adrienne Griffin
Principal's Signature: _____

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Purpose of Collection Development Policy

The purpose of the Collection Development Plan is to guide the media specialist with making decisions with regard to the media center.

Background Statement & School Community

Pleasant City Elementary was opened in 2002 in West Palm Beach, Florida. It is a Title I school and houses grades kindergarten through fifth. Pleasant City Elementary's student body is 302 students whose composition is 82% Black (248), 15% Hispanic (44) and 2% White (6). Three percent of Black students (8) and 59% of Hispanic students (26) speak languages other than English. Of the 302 students enrolled at Pleasant City Elementary, 15% of Black students and 14% of Hispanic students are under the subcategory of exceptional student education. Finally, 90% of Black students, 82% of Hispanic students, and 100% of White students receive free/reduced lunch.

School Mission Statement

Pleasant City's staff, parents, and community are committed to providing our students with technology embedded, standards driven instruction that is equitable for all students. Instruction which showcases each students' creativity and is differentiated to meet their individual needs. Moreover, to build confident, competent individuals and catapult them to their ultimate goal of being college and career ready.

Media Center Mission Statement

The mission of the library/media center is the development of self-regulated, life-long learners who are capable of critical thinking, problem solving, and teamwork to prepare them to become positive, productive citizens of the 21st century. In addition, Pleasant City's staff, parents, and community are committed to providing students with technology embedded, standards driven instruction that is equitable for all students as well as instruction that showcases each students' creativity and is differentiated to meet their individual needs.

Responsibility for Collection Management & Development

The media specialist is responsible for collection development and maintenance of the collection in accordance with the needs of the teachers, students and community. In addition, stakeholders' (administration, faculty, students, parents, district personnel, et cetera) input may be garnered through dialog, and/or electronic means.

Library Program

Pleasant City Community Elementary's library program is based on a fixed, four-day rotational schedule. The media specialist instructs 4, or 5 different classes from grades kindergarten to fifth every day. Instruction may include such topics as Digital Citizenship, Media Literacy, Critical Reasoning, Research, et cetera.

Goals and Objectives

- **Goal 1:** To increase the overall average publication date of the Pleasant City Elementary Library Media Collection

  ❖ **Objective 1:** To weed approximately 10% of outdated books characterized as nonfiction (Medical Sciences, Education & Astronomy and Applied Sciences) for FY25

  ❖ **Objective 2:** To purchase and to replace the weeded nonfiction materials classified as Medical Sciences, Education & Astronomy and Applied Sciences by up to 10% for FY25

- **Goal 2:** To purchase more contemporary books related to the needs and the interests of stakeholders

  ❖ **Objective 1:** To weed up to 10% of books that are not circulating and classified in the Dewey Decimal System as Social Problems & Services, Systems Data/Computer Programs and Commerce, Communications and Transportation for FY25

  ❖ **Objective 2:** To purchase and to replace up to 10% of weeded books that are not circulating and are classified in the Dewey Decimal System as Social Problems & Services, Systems Data/Computer Programs and Commerce, Communications and Transportation for FY25

- **Goal 3:** To make the media center pivotal to classroom instruction

  ❖ **Objective 1:** To collaborate with approximately 10% of the faculty to address teacher and/or students' needs to include, but not limited to vocabulary instruction

  ❖ **Objective 2:** To collaborate with administration in an effort to ensure the positive promotion of the media center by having an announcement made one day a week

Budget and Funding

Pleasant City Community Elementary's school-based operating budget for the media center includes the following: 551100 - Media Supplies, 56110 - Library Books, and 551100 - Categorical Funds for Library Media Center. The budget for FY25 school year is expected to be marginally increased.

School-based Operating Budget	Budget FY24	FY25 Projected Budget
Account 551100 - Media Supplies	$199.00	$250.00
Account 553420 - Media Subscriptions (Periodicals-Newspapers)	$90.00	$100.00
Account 561100 - Library Books	$870.00	$900.00
Account 562230 - Media A/V Equipment	$0	$0
Account 564220 - Furn-Fix/Equip	$0	$0
Fundraising/ Grants	Budget Amount	$0
Media Center Internal Account number for your grant(s) (get this from your bookkeeper)	$0	$0
State Media Allocation	Budget Amount	$823.00
Account 556110 (program 3070) - Media Books	$870.00	$900.00

Purchasing Plan FY25

Approximate Purchasing Plan	
Purpose	**Amount**
Books	$900.00
Library Media Supplies	$550.00
Internal Account	$900.00
Total:	**$2,350.00**

Scope of the Collection

At Pleasant City Community Elementary, collection development is focused on materials that support district curriculum and instruction, promote pleasure reading for students, as well as resources for teachers (School Board Policy 8.12[1]).

The collection at Pleasant City Elementary is classified by the Dewey Decimal Classification (School Board Policy 8.12[6]), and includes resources provided through district-wide subscriptions to electronic databases (World Book, SIRS Discoverer, Gale in-Context Elementary, and PebbleGo), and eBooks (Tumblebooks, Gale eBooks, and MackinVia) as well as resources that may be obtained via interlibrary loan by students, teachers and administrators. In addition, students have access to eBooks twenty-four hours a day, seven days a week. The collection will not include guided reading books; however, it will support curriculum and pleasure reading pursuant to School Board Policy 8.12.

Equipment

The teacher workroom is housed in the media center and it includes a laminator as well as various rolls of colored paper.

Collection Development

"Collection development is the systematic assessment, selection, and deselection of library resources (Olson, 2003)" in an effort to ensure that the collection has sufficient and adequate resources to support students' academic achievement as well as their personal interest needs. The media specialist is responsible for leading the collection development process with input from various stakeholders (i.e., administration, teachers, students, parents, et cetera).

Selection and Evaluation Criteria

Materials considered for purchasing are selected based upon a set of criteria established by the School District of Palm Beach County's Policy 8.12, Selection of Library Media Materials. In addition, professional reviewing sources such as School Library Journal, Kirkus Review, Booklist, Hornbook, et cetera, may be utilized in the selection process. Finally, other factors that may be considered are curriculum of study, educational significance, need and interest of stakeholders and the value added to the collection of materials.

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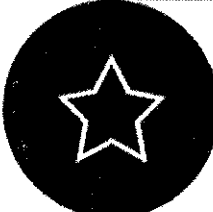
The School District Library Media Services provides support to school library media center personnel and establishes uniform policies and procedures for school library media centers throughout the district. These services include, but are not limited to:

- 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;
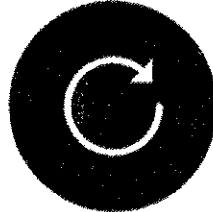- Selecting and making accessible online information databases for reference and research;
- Providing guidance and training to school library media staff in program planning, curriculum development, budget, technology, collection maintenance, facility use and media production;
- Participating in inter-departmental 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.

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.

12, 433 Items in the Collection	**23.0** Items per Student	**54%** Fiction Titles in the Collection	**46%** 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.	**2002** Average Age of the Collection	**41%** 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.	
39% Representative Titles in Collection	**1998** Representative Titles Average Age	**41%** 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)
Computer Science, Information & General Works	25	2011
Philosophy & Psychology	41	2003
Religion	40	2001
Social Sciences	509	1999
Language	77	2000
Science	674	2004
Technology	240	2002
Arts & Recreation	341	2007
Literature	169	1999
History & Geography	370	2002
Biography	407	2003
Easy	1,880	1999
General Fiction	1,476	2005
Graphic Novels	51	2020

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

Inventory will be completed on a three-year rotation pursuant to Board Policy 8.12(8) [e.g., 2023 Fiction, 2024 Nonfiction, 2025 Easy].

Lost or Damaged Library Materials

Pleasant City Community Elementary's policy regarding lost, or damaged library materials is in accordance with School Board Policy 2.21B(9); "If a student loses or damages District property, including library books and textbooks loaned to said student, shall be required to pay for, replace or repair said district property."

Strategic Focus – Weeding and Acquisitions

School Year	Strategic Focus
FY25	**Selection Priorities** • Priority 1 - Social Problems & Services • Priority 2 - Systems Data/Computer Programs • Priority 3 - Geography, Maps and Atlases
	Inventory/Weeding Priorities • Priority 1 - Social Problems & Services • Priority 2 - Systems Data/Computer Programs • Priority 3 - Geography, Maps and Atlases
FY26	**Selection Priorities** Priority 1 - Medical Sciences/Medicine • Priority 2 - Education • Priority 3 - Astronomy and Applied Sciences
	Inventory/Weeding Priorities • Priority 1 - Medical Sciences/Medicine • Priority 2 - Education • Priority 3 - Astronomy and Applied Sciences
FY27	**Selection Priorities** • Priority 1 - Political Science • Priority 2 - Life Sciences/Biology • Priority 3 - Geography, Maps and Atlases
	Inventory/Weeding Priorities • Priority 1 - Political Science • Priority 2 - Life Sciences/Biology • Priority 3 - Geography, Maps and Atlases

Reconsideration of Materials

The certified media specialist will follow the dictates of Board Policy 8.1205 regarding challenged materials. The policy and the Specific Material Objection form are linked 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)