



Principal: Ronda Smith



Media Specialist: Sally Smollar

**Highlights:**

- \* Laura Bush Grant: \$5,000 for non-fiction books
- \* Yearbook Editor
- \* Spelling Bee Sponsor
- \* Above and Beyond Winner
- \* School Classroom Library Manager
- \* STEM Hydroponics Grant
- \* Garden Club
- \* Webmaster
- \* Battle of the Books
- \* Everglades Champion School



Ben Carson Reading Room



## Plumosa School of the Arts K-8

### FY25 Collection Development Policy

Sally Smollar, MLIS

Educational Media Specialist

**Signature Page**

**Plumosa School of the Arts K-8**

FY25 Collection Development Policy

Date Drafted: May 10, 2024

Date Approved by Administration: **May 10, 2024**

**Media Specialist:** Sally Smollar

**Media Specialist Signature:**  \_\_\_\_\_

**Principal:** Ronda Smith

**Principal Signature:**  \_\_\_\_\_

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## **Purpose of Collection Development Policy**

Plumosa School of the Arts Library Media Center supports our K-8 literacy and content area resources as well as the unique curricular needs of our Visual, Performing and Communication Arts Magnet Program, and our Dual-Language Spanish Magnet Programs.

This collection development policy is a statement of the principles and guidelines used by the Plumosa School of the Arts Media Center in the selection, acquisition, evaluation, and maintenance of library media center materials. It will be used both in providing consistency among those responsible for developing the collection and in communicating the library media center's policies to faculty, students, and staff and other interested stockholders of the school community. It is understood that this document is fluid and changes in the curriculum, demographics, information needs or programs of the school will mandate updates to the collection and its governing policies.

## **Background Statement & School Community**

Plumosa School of the Arts is a public K-8 school located in urban southeastern Florida. In SY 24 we added grade 8 and became a full K-8 school. Currently, the school enrollment consists of 830 students. Our free and reduced-price lunch rate is 67.15%, although all students receive free breakfast and lunch under the Community Eligibility Provision. The school receives federal funds from the state for qualifying through the Title I program, designed to raise student achievement in high poverty schools.

Plumosa School of the Arts K-8 is a Visual, Performing, and Communication arts and Dual Language-Spanish Choice school. In Kindergarten through 2nd grade, students are able to rotate through a wheel of 10 fine arts programs. When students enter grades 3-5, students are enrolled in two of the fine arts of their choosing to concentrate and prepare for middle school.

All PSOA Middle school students are enrolled in a Fine Arts major, and remain in their discipline from grades 6-8. The disciplines are orchestra, piano, band, vocal, dance, theater, visual art, TV production and graphic design. In addition we offer elective courses in Pre-AICE Global Perspectives, Pre-AICE Spanish 1, Beginning Spanish, Financial Literacy, Holocaust Education and Digital Discoveries, which prepares the students for the Industry Certification exam. Fine Arts teachers prepare students who are interested in auditioning for a choice school focusing upon their area of talent. Plumosa School of the Arts also has an Arts Foundation that meets on a monthly basis to support the school.

The needs of the programs listed above are considered when making selections for book purchases. For example, this year we updated our performing arts section of the library, including both fiction and non-fiction titles.

## **School Mission Statement**

*We are dedicated to ensuring every student succeeds at Plumosa School of the Arts. To educate the whole child is to love and nurture their inner creativity, challenge their perspective and expand their knowledge. By affirming the talents and brilliance bestowed in each student, we must support, engage and declare their ability to do ALL things. Our students ARE gifted, talented, and beautifully brilliant.*

*The faculty and staff of Plumosa School of the Arts are the BEST in the field. We are dedicated to empowering, cultivating, and INSPIRING our students. We lead each day with a growth mindset and a belief that under our guidance, our students can achieve ALL things and that "We" as a "Family" will Rise Up to Excellence!*

## **Media Center Mission Statement**

*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 provide and promote extensive use of culturally relevant resources in multiple formats that are designed to meet the varying needs of all learners in all aspects of the curriculum; 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**

The acquisition and maintenance of the Library Media Center materials collection is a primary function of the library media specialist. Collection development and management refers to the process of building and maintaining the library's entire materials collection, in print and electronic formats so that they are available to every student at the time of need to support and enrich the student's educational experience.

The collection development process includes the formulation of policy and procedures, budget allocations, needs assessments, selection, collection maintenance and evaluation, de-selection and resource sharing. Weeding of low circulating/outdated titles using CREW guidelines is ongoing.

## **Library Program**

This year as we transitioned to a full K-8 campus, there have been some changes in how the space in the library is utilized. Our middle school elective program, Digital Discoveries, is housed in the media center for several periods each day. Those classes, in addition to T.V. Production, are taught by our computer specialist.

During that time the media specialist relocates K-2 classes to our new Ben Carson reading room, taking full advantage of the opportunity to expose students to thousands of new, quality books and uninterrupted reading time. Grades 4 and 5 attend a Digital Media elective in the library. There are periods of open library where students can come to borrow books

## Goals and Objectives

### **Goal #1: Increase Student Engagement through Battle of the Books**

**By January of 2025 we will increase the number of students who participate in the Battle of the Books by at least 25% from SY24.**

Objective: Make sure books are ordered earlier than last year.

Programs such as the Battle of the Books help to generate excitement and interest in reading for pleasure, by encouraging students to read books they may not have otherwise discovered. We placed our order for the books in the spring of 2023 as soon as the new titles were announced that they will arrive in time for the new school year, so students can start reading them as soon as possible. Our budget for the SSYRA titles comes from our annual library budget for books, as well as donations from our partner, The Junior League of Boca Raton.

Objective: Increase incentives to encourage more students to participate.

Our top 3 teams from this year were treated to a cupcake party in the principal's conference room, which they thoroughly enjoyed. This year we will find more ways to get students to join a team.

### **Goal #2 Increase Author / Guest Reader Visits**

**By May of 2025 we will increase the number of guest author/artists by 50%**

Objective: Continue our relationship with The Junior League of Boca Raton by planning 4 dates for readers to come to read with our K-2 students. The Junior League of Boca Raton has been an active partner with the library, coming to school to read to students on World Read-Aloud Day, Read Across America Day and The Junior League Day of Impact, even dressing in character!

Objective: Suzanne Kline is a children's author and produces a TV show, teaching about various Social-Emotional topics. Her visit for grades 3-5 included an art activity based on the concept "Just Breathe". We plan on growing our relationship next year to add programming for our K-2 students, as well as our Middle School TV Production class.

Additionally Alice Smith and her husband Gerard visited our kindergarten, first grade and 2nd grade students and read her picture book *Scuba Zak Meets Thaddeus the Barracuda*. At the conclusion, her husband came out from behind the curtain in full scuba gear! The children were amazing and had lots of questions for him. The presentation ended with important tips on water safety. Coach Gerard made 2 other virtual visits to our 4th and 5th graders and answered student-created interview questions about ocean life. Students love when they receive a visit from an author or guest reader, and this was a very successful year for both.

### **Goal #3 Plan Family Engagement Literacy Events**

**In SY25 we will increase the number of family literacy events from 4 to 5.**

Objective: The media specialist will work together with the Literacy Team to plan and implement family engagement events to inform parents about the importance of literacy and how to encourage their students to read more. This year we had several evening events including Read Under the Stars where each family had a designated spot on our grassy knoll under string lights. Families brought blankets, chairs, flashlights and enjoyed quality time reading together.

**Budget and Funding**

<i>School-based Operating Budget</i>	<i>Budget FY24</i>	<i>FY25 Projected Budget</i>
<i>Account 551100 - Media Supplies</i>	<i>\$1,605.</i>	<i>\$1,700.</i>
<i>Account 553420 - Media Subscriptions (Periodicals-Newspapers)</i>	<i>N/A</i>	<i>N/A</i>
<i>Account 561100 - Library Books</i>	<i>\$1,204</i>	<i>\$1,300.</i>
<i>Account 562230 - Media A/V Equipment</i>	<i>N/A</i>	<i>N/A</i>
<i>Account 564220 - Furn-Fix/Equip</i>	<i>\$669</i>	<i>\$700.</i>
<b><i>Fundraising/ Grants</i></b>	<b><i>Budget Amount</i></b>	
<i>Account 6-4415 Laura Bush Foundation for America's Libraries:</i>	<i>\$5,000.</i>	<i>\$0.00</i>
<b><i>State Media Allocation</i></b>	<b><i>Budget Amount</i></b>	
<i>Account 556110 (program 3070) - Media Books</i>	<i>\$1,895</i>	<i>\$2,100.</i>

**Purchasing Plan FY25**

<b>Approximate Purchasing Plan</b>	
<b>Purpose</b>	<b>Amount</b>
4 copies of SSYRA Books for grades 3-5 and 6-8 @ \$350./set	\$1300.
Non-Fiction/ Biographies	\$1800.
Supplies	\$300.
Total:	\$3,400.

## **Scope of the Collection**

The collection development plan is focused on the curriculum of Plumosa School of the Arts, which follows the guidelines of the School Board of Palm Beach County, which in turn are governed by the Department of Education of the State of Florida.

According to best practices for school libraries in the United States, the print and non-print collection at Plumosa School of the Arts is arranged by the Dewey Decimal Classification System. Additional resources are provided by district-wide subscriptions to electronic information databases, and e-Books that expand our collection and provide 24/7 access for students.

Through affiliation with the public library system, SUNLINK and SEFLIN, the Plumosa School library is able to extend its collection to provide any major resource needed by a patron. 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.

Collection mapping is the process of examining the quantity and quality of the collection and examining the comprehensive information to direct short-term purchases and long-range planning. A collection map is a visual supplement to the automated catalog system that graphically displays the breadth and depth of the collection and identifies its strengths and weaknesses. The collection map portrays a broad picture of the current state of the entire collection available by using Titlewave / Titlewise collection analysis software from Follett. The collection map facilitates the aligning of the media center resource collection with the curriculum and shows the number of resources available for each instructional unit in a school and the age of those resources.

## **Equipment**

The media center contains a 24 station Dell computer lab, available to all teachers during certain hours to use for research, testing, iReady, etc.

Classes in Digital Discoveries (middle school) and Digital Media (elementary school) are scheduled daily, taught by Mr. Beaufriere, our computer instructor and Mrs. Smollar, media specialist, respectively. Additionally, there are iPads available for student use.

Mr. Beaufriere also teaches a daily TV production class to middle schoolers in our TV studio.



## **Collection Development**

The primary goal of the Media Center's collection development efforts is to build a current collection that supports the needs of the curriculum and the school community and maintains the recommended boundaries for:

- size of collection,
- average age of collection and
- access to the collection.

This goal supports the information needs of students as defined by the mission and goals of the:

- School District of Palm Beach County;
- ALA / AASL Standards for the 21 st Century Learner;
- Partnership for 21 st Century Skills;
- International Society for Technology in Education (ISTE)
- National Education Technology Standards (NETS)

The Library Media Center recognizes its responsibility to respond to the reading, reference and research needs of the student body and faculty in an age of information abundance. The electronic catalog of resources for the school and the district is maintained by the Department of K-12 Instructional Materials and Library Media Services and is available at all times to students, faculty and parents. Research and reference materials are available at all times through the district-wide electronic subscription databases. Interlibrary loan is available through district membership / participation in SUNLINK and SEFLIN.

## **Selection and Evaluation Criteria**

Materials will be selected to support both curriculum and pleasure reading as per School Board Policy 8.12 (see Section 5 d) and also that per District policy, the collection will be arranged in standard Dewey order (see Section 8 Management of Library Media Instructional Materials] Special emphasis is placed on both fiction and not-fiction materials to support our Visual, Performing and Communication Arts programs.

Reviewing tools that are used to assist in material selection include, but are not limited to:

Booklist

School Library Journal

Publishers Weekly

Horn Book

## **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.

### Databases for Elementary Students

In addition to the local collection, the district provides databases and e-book platforms with 24/7 access for all students:

#### **K-2 Databases accessed via student portal:**

**PebbleGo** provides articles on famous people, social studies and science topics in a simple format. Read-aloud features support the emerging reader and allow even the youngest student to learn how to search for information

**Kids InfoBits** has a wider range of topics and provides slightly more in-depth details than PebbleGo, making it perfect for students in 2nd grade and above. The read-aloud feature within each article makes the information accessible to younger students or the struggling reader.

### **World Book Early World of Learning and World Book Kids**

Early World of Learning is an interactive read aloud and learning game platform for young students.

World Book Kids is a general online encyclopedia that includes maps, pictures, videos and information on a broad range of topics.

### **3-5 Databases:**

In addition to the K-2 databases, the following resources are recommended for 3rd - 5th-grade students:

**World Book Kids, World Book Discover, and World Book Student** offer topical information in increasing complexity and detail. Topics are linked from one database to the other to facilitate the location of the information at different reading levels. Content includes videos, images, and maps. The read-aloud feature allows access to the information and facts regardless of the student's current academic reading level.

**e-Books for Elementary Students** - There are currently several access points for elementary eBooks. Some of the eBooks are downloadable for personal devices. Others can only be accessed through a browser.

**MackinVIA** is our main platform for fiction reading. These titles are single-user eBooks that circulate to students through an electronic download. MackinVIA requires the student to log into our District portal. Books can be checked out electronically for reading offline using the MackinVIA app available in both Android and iOS formats through the appropriate app store. Use the student portal login to set up the app access.

**TumbleBooks** is a database of interactive picture books, and read-aloud-eBooks. Tumblebooks includes a collection of interactive books with narration, sound effects and music. A limited part of the TumbleBooks collection can be viewed using the TumbleBook app on iOS or Android devices. You will need the remote access password to set up your app.

**Nonfiction eBooks** can be found through the GALE Research tile and the World Book tile within the student portal. Look for a button labeled eBooks to begin your exploration. These resources are best accessed through the Student Portal. Most of the resources will authenticate automatically even from home once the student has logged into the portal.

## **Databases for Middle and High School Students**

**GALE Research Databases** includes GALE's In Context Suite, which offers media-rich, authoritative curriculum-related information, including Science In Context, Global Issues in Context and Opposing Viewpoints in Context. Articles and information from all three of these databases can be downloaded to the student's Google Drive with a simple touch of a button.

**SIRS Researcher** is a pro/con database providing information on the major issues of our day. Students can locate viewpoint articles that are carefully curated from newspapers, magazines and primary source documents. Articles and resources can be downloaded and saved or printed for immediate use. SIRS Researcher and GALE Opposing Viewpoints are excellent sources for students working on writing position papers or debate speeches.

**World Book Advanced** supports secondary students in grades 8 and up with topical information, historical documents and news updates. World Book Advanced includes a variety of research tools, including a citation builder. Articles and media can be downloaded and printed as needed. World Book Advance also optimizes for tablet use.

## **eBooks for Middle and High School Students**












**MackinVIA** is the District-wide eBook platform for each of our public schools that also have a library collection. These eBooks are licensed for student use. e-Books from MackinVIA can be viewed on a laptop or desktop computer and are downloadable to mobile devices such as phones, iPads, and Android tablets. See your preferred device app store to download the mobile app. To access MackinVIA on a computer, log into the student portal.

Students use their student login regardless of whether they are using a computer or a mobile app to reach MackinVIA. To set up access through the mobile app, choose your school and you will be directed to the District portal login screen to enter your student login.

For assistance in using the features of MackinVIA or setting up the MackinVIA app please see your school library media specialist.

## 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.

			
<b>15,351</b> Items in the Collection	<b>19.9</b> Items per Student	<b>58%</b> Fiction Titles in the Collection	<b>42%</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>2004</b> Average Age of the Collection	<b>59%</b> Aged Titles	<b>9%</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>35%</b> Representative Titles in Collection	<b>2002</b> Representative Titles Average Age	<b>33%</b> SLL Titles in Collection	<b>2005</b> 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	66	2012
Philosophy & Psychology	17	2003
Religion	24	2003
Social Sciences	815	1999
Language	175	2001
Science	1,642	2008
Technology	614	2007
Arts & Recreation	761	2009
Literature	208	2000
History & Geography	777	2004
Biography	5960	2005
Easy	3,489	1998
General Fiction	4,810	2006
Graphic Novels	145	year

## **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 as per Board Policy 8.12 (8)  
SY 24 - Fiction, SY 25 - Non-Fiction, SY 26 Easy Fiction, SY27 Fiction, and so on.

- **Fiction** hardcover books are shelved by author in the main room of the library. There are two rounders for fiction softcover books which are not in specific order for easy browsing. One of them contains SSYRA books from prior years. Middle School Fiction titles are in a specific stack and are not checked out to elementary students.
- **Easy Fiction** books are shelved by author in a separate divided area where K-2 classes meet. Chapter books are shelved by series and softcover books are not in order for easy browsing. Students learn and practice how to use shelf markers in this area.
- **Non-Fiction** books are shelved according to the Dewey Decimal System, with a separate section for Biographies.

## **Lost or Damaged Library Materials**

Students are not charged late fees for overdue books. Notices are distributed every six weeks to remind students to return their library books. Books that are not returned are listed on the students record in Destiny according to 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."

## Strategic Focus – Weeding and Acquisitions

School Year	Strategic Focus
FY25	<b>Selection Priorities</b> <ul style="list-style-type: none"> <li>● Acquire Latest SSYRA 3-5 and 6-8 titles</li> <li>● Update <b>Non-Fiction</b> 600 and 900 sections</li> <li>● Update Biography Collection</li> </ul>
	<b>Inventory/ Weeding Priorities</b> <ul style="list-style-type: none"> <li>● Remove Damaged Books</li> <li>● Remove Aged Titles: <b>Non-Fiction</b> Section</li> <li>● Weed Biographies that are no longer relevant</li> </ul>
FY26	<b>Selection Priorities</b> <ul style="list-style-type: none"> <li>● Acquire Latest SSYRA 3-5 and 6-8 titles</li> <li>● Update <b>Easy Fiction</b> with New Titles</li> <li>● Update popular beginning chapter books series</li> </ul>
	<b>Inventory/ Weeding Priorities</b> <ul style="list-style-type: none"> <li>● Remove Damaged Books</li> <li>● Remove Aged Titles: <b>Easy Fiction</b> Section</li> <li>● Weed beginning chapter books that have lost popularity</li> </ul>
FY27	<b>Selection Priorities</b> <ul style="list-style-type: none"> <li>● Acquire Latest SSYRA 3-5 and 6-8 titles</li> <li>● Update <b>Fiction</b> classics with new editions</li> <li>● Update Graphic Novel Collection</li> </ul>
	<b>Inventory/ Weeding Priorities</b> <ul style="list-style-type: none"> <li>● Remove Damaged Books</li> <li>● Remove Aged Titles: <b>Fiction</b> Section</li> <li>● Weed Graphic Novels</li> </ul>

### Reconsideration of Materials

Challenged materials will be addressed using the guidelines outlined in [Board Policy 8.1205](#) which is linked in the appendix of this document, see section D. The Specific Material Objection form is also linked in the appendix, see section E.

### 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)