

**Poinciana STEM Elementary**

**FY25 Collection Development Policy**

*April Nobles*

Educational Media Specialist

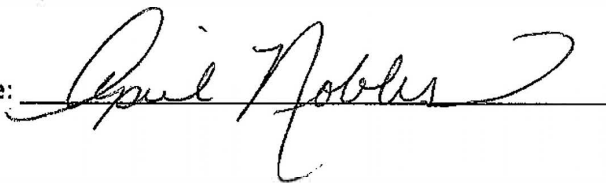
**Signature Page**

**Poinciana STEM Elementary**  
FY25 Collection Development Policy


Date Drafted: May 27, 2024

Date Approved by Administration: **May 28, 2024**

**Media Specialist Name: April Nobles**

Media Specialist Signature: 

**Principal Name: Tanya McDowell**

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 Poinciana STEM Elementary reasses and adapts its collection 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**

Poinciana Elementary serves Boynton Beach students from Kindergarten to 5th Grade. The school was established in the 1960's. School year 2023-2024, there are currently 406 students enrolled. 34 students are White; 295 students are Black; 49 are Hispanic; 28 are other races. 54% of the students are male and 46% are female. 95 % of the students qualify for free and reduced lunch, which makes Poinciana a Title 1 School. Poinciana STEM is a school of choice in Palm Beach County. We are one of the few elementary schools in the United States that has a Planetarium.

### **School Mission Statement**

Poinciana Elementary Science, Technology, Engineering, and Mathematics (STEM) Choice School is committed to providing the highest quality education that allows ALL students the opportunity to achieve their maximum potential as confident, life-long learners and productive, responsible citizens.

### **Media Center Mission Statement**

The mission of Elementary Poinciana STEM Elementary Media Center is to foster the love of reading for pleasure and information by connecting our students, faculty, and administration with the resources, technology, and critical thinking skills they need to inspire learning. We will enrich lives by maintaining a nurturing, safe, fun, and inviting environment for all and strive to meet the needs of all ethnic, cultural, and educational differences for all patrons to excel in our global community. We will collaborate with teachers, administrators, and parents to inspire learning and ensure that we have adequate resources to become 21st century learners.

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

Mrs. Nobles, who is a certified Media Specialist, is responsible for the collection management and its development. Books are acquired several times during the school year. Mrs. Nobles selects books according to what is in that year's collection development plan and also by state, county, teacher, student, administration, and community requests. We sometimes need to reassess and adapt our collections to reflect new and differing areas of interest and concern.

## **Library Program**

The Poinciana STEM Elementary Media Center is one of the regular rotations on the fine arts wheel. Each class is 30 minutes in duration with six classes per day. Classes are 2 days in a row. The pattern for Media is the first day is "lesson" day; the second day is book check out day. This year everyone learned the basics of using Destiny Discover. Destiny Discover also allows students to search for books that may interest them. All grade levels participated in read alouds to instill the love for reading. Books are chosen to support the STEM program, literature standards, relevant social studies subjects, and books to support social and emotional skills. We reestablished the Reading Counts program through the Media Center in the fall of 2021. Students receive prizes for points when they come on book check out day.

### **Goals and Objectives**

**Goal 1: Weed books in the fiction and easy section.**

- \*Use Destiny reports to determine books that have not circulated in a year or more
- \*Use Destiny reports to determine books that are old and outdated.

**Goal 2: Replacement of age sensitive books**

\*Purchase up-to-date books in the categories listed below. Books will be replaced on an ongoing basis in age sensitive areas.

- o 500 - Astronomy
- o 600 - Medical Science
- o 900 - Geography

**Goal 3: Set aside time for administrative tasks**

\* Set aside specific days in the month that the media specialist can work on the upkeep and development of the library's book collection.

**Budget and Funding**

The Library Media Center at Poinciana STEM Elementary is given a school based operating budget at the beginning of each school year. This year our budget was \$929. We also received \$1048 in State Categorical Funds (3070). With 406 students enrolled at Poinciana Elementary, \$4.86 was spent per student for books. The School District also supplies technology to the Media Center each school year. This year we chose a new laptop. A Scholastic Book Fair was held in the fall of 2023 and spring of 2024. Profit was taken from both Book Fairs as Scholastic Dollars which can be used to purchase additional books or supplies for the Media Center.

<i>School-based Operating Budget</i>	<i>Budget FY24</i>	<i>FY25 Projected Budget</i>
<i>Account 551100 - Media Supplies</i>	<i>\$254</i>	<i>\$254</i>
<i>Account 553420 - Media Subscriptions (Periodicals-Newspapers)</i>	<i>\$199</i>	<i>\$199</i>
<i>Account 561100 - Library Books</i>	<i>\$597</i>	<i>\$597</i>
<i>Account 562230 - Media A/V Equipment</i>	<i>\$265</i>	<i>\$265</i>
<i>Account 564220 - Furn-Fix/Equip</i>	<i>\$332</i>	<i>\$332</i>
<b><i>Fundraising/ Grants</i></b>	<b><i>Budget Amount</i></b>	
<i>Media Center Internal Account number for your grant(s) (get this from your bookkeeper)</i>	<i>\$929</i>	<i>\$929</i>
<b><i>State Media Allocation</i></b>	<b><i>Budget Amount</i></b>	
<i>Account 556110 (program 3070) - Media Books</i>	<i>\$1048</i>	<i>\$1048</i>

**Purchasing Plan FY25**

<b>Approximate Purchasing Plan</b>	
<b>Purpose</b>	<b>Amount</b>
Books	\$2500
Supplies	\$1100
<b>Total:</b>	<b>\$3600</b>

**Scope of the Collection**

The collection development is focused on the curriculum of Poinciana STEM Elementary School, which follows the School District of Palm Beach County guidelines, which in turn is governed by the Department of Education of the State of Florida. Materials will support both curriculum and pleasure reading as per School Board Policy 8.12.

According to best practices for school libraries in the United States, the print and non-print collection at Poinciana STEM Elementary School is arranged by the Dewey Decimal Classification System. Additional resources are provided by district-wide subscriptions to electronic information databases.

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 loans. We use a collection analysis yearly so that it can provide the interested stakeholders with comprehensive information to direct short-term purchases and long-range planning. We also analyze this data to examine the quantity and quality of our collection and identify its strengths and weaknesses.

There are ...  
17,343 books in the collection  
97% are print books  
3% are digital

The average age of the collection is as follows...  
Fiction Books - 2004  
Nonfiction Books - 1997  
Digital Books - 2014  
Entire Collection - 1999

This upcoming school year, major weeding needs to happen in all areas of the Media Center. Books will be weeded based on the lack of circulation, condition of the book and accuracy of information in the book. The media specialist determines if the weeded books should be replaced. This determination depends on the historical use of the books, the need, the interest, and whether the book will enhance the media collection.

## **Equipment**

There is currently one computer station in the Media Center exclusively for the Media Specialist use. There is on laptop attached to the overhead projector for students to use during book check out. A Smart Board is located in the Media Center. The teacher work room has 3 copy machines, a large laminator and a small laminator for teacher use.

The tv production room is located adjacent to the Media Center. The ITSA at Poinciana Elementary is in charge of PNN (Poinciana News Network) morning announcements.

## **Collection Development**

This collection development policy is a statement of the principles and guidelines used by the Poinciana STEM Elementary Library Media Center in the selection, acquisition, evaluation, and maintenance of Library Media Center materials. It is understood that this document is fluid and changes in the curriculum, demographics, informational needs or programs of the school will mandate updates to the collection and its governing policies. The acquisition and maintenance of the Library Media Center materials collection is a primary function of the library media staff. Collection development and management refers to the process of building and maintaining the library's entire materials collection; in print, non-print, audiovisual, 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, and de-selection and resource sharing. 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 8 recommended boundaries for size of collection, average age of collection and access to the collection.

The students of Poinciana Elementary do not utilize the ebooks available to them. I believe this is the lack of opportunity to use the computers while at school for anything other than iready. Also, the students do not use their personal devices at home for reading. Therefore, this Media Specialist is not using funds to purchase ebooks.

The students focus on graphic novels for book check out. This has been a major focus for purchases for the fiction section this past school year. I will continue this purchasing plan as long as the books meet the selection criteria. The younger students need more beginning reading skill books rather than read alouds. This will be another area for upcoming purchases.

## **Selection and Evaluation Criteria**

The media specialist is responsible for coordinating the collection development plan.

The media specialist chooses materials that support the instructional program and promote reading. Library materials must be suited to students needs and their ability to



comprehend the material presented. Library materials must be appropriate for the grade level and age group for which the material is used. The library media specialist shall evaluate and select print and non-print materials by using professional reviews like School Library Journal, Booklist, Publishers Weekly and or Kirkus Reviews.

### **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**

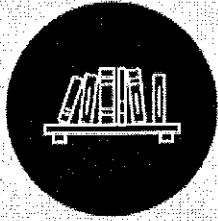

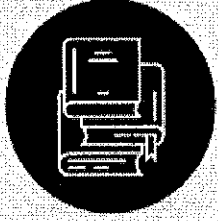

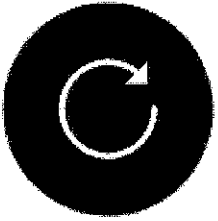
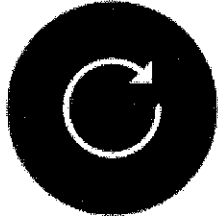
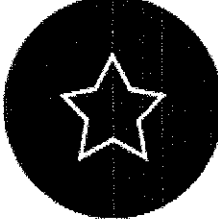
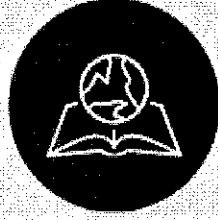
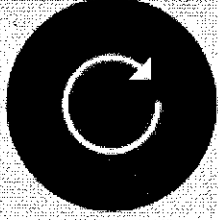

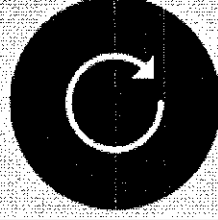
The School District Library Media Services provides support to school library media center personnel and establishes uniform policies and procedures for school library media centers throughout the District. These services include, but are not limited to:

- 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.

			
<b>17,343</b> Items in the Collection	<b>29</b> Items per Student	<b>24%</b> Fiction Titles in the Collection	<b>35 %</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>1999</b> Average Age of the Collection	<b>67%</b> Aged Titles	<b>6%</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>16%</b> Representative Titles in Collection	<b>2001</b> Representative Titles Average Age	<b>29%</b> SLL Titles in Collection	<b>2002</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	45	2004
Philosophy & Psychology	54	2007
Religion	45	2000

Social Sciences	892	1996
Language	85	1995
Science	2014	1996
Technology	722	2000
Arts & Recreation	548	2005
Literature	428	1992
History & Geography	1148	1998
Biography	948	1998
Easy	4595	1998
General Fiction	4181	2004
Graphic Novels		

### **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). 2024 Fiction and Biographies were inventoried; in 2025 Non-Fiction will be inventoried; in 2026 Easy books will be inventoried. I do not have a graphic novel section, I place the graphic novels in the Fiction section using the authors last name. That is probably why the Titlewave Analysis does not show the number of graphic novels in the collection.

### Lost or Damaged Library Materials

Poinciana STEM Elementary does not charge students for late materials. However, since the budget for library books is so limited, we do charge students for lost or damaged books. This is 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"

### Strategic Focus – Weeding and Acquisitions

School Year	Strategic Focus
FY25	<b>Selection Priorities</b> <ul style="list-style-type: none"> <li>● Non-fiction</li> <li>● Fiction</li> <li>● Biography</li> </ul>
	<b>Inventory Priorities</b> <ul style="list-style-type: none"> <li>● Fiction/Biography</li> <li>● Easy</li> <li>● Non-fiction</li> </ul>
	<b>Weeding Priorities</b> <ul style="list-style-type: none"> <li>● Non-fiction</li> <li>● Fiction</li> <li>● Biography</li> </ul>
FY26	<b>Selection Priorities</b> <ul style="list-style-type: none"> <li>● Non-fiction</li> <li>● Fiction</li> <li>● Biography</li> </ul>
	<b>Inventory Priorities</b> <ul style="list-style-type: none"> <li>● Easy</li> <li>● Non-fiction</li> <li>● Fiction</li> </ul>
	<b>Weeding Priorities</b> <ul style="list-style-type: none"> <li>● Non-fiction</li> <li>● Fiction</li> <li>● Biography</li> </ul>
FY27	<b>Selection Priorities</b> <ul style="list-style-type: none"> <li>● Fiction</li> <li>● Biography</li> <li>● Non-fiction</li> </ul>
	<b>Inventory Priorities</b> <ul style="list-style-type: none"> <li>● Non-fiction</li> <li>● Fiction</li> <li>● Easy</li> </ul>

**Weeding Priorities**

- Fiction
- Biography
- Easy

**Reconsideration of Materials**

**The Media Specialist at Poinciana STEM Elementary will select its Library Media Center materials based upon the principles outlined in this Collection Development Policy and in accordance with SDPBC Board Policy 8.12 - Selection of Library Media Center Materials. Citizens may request reconsideration of materials contained in Poinciana Elementary's Library Media Center by filling out the Specific Material Objection Form linked in Appendix E. Reconsideration of materials will follow the SDPBC Board Policy 8.1205, linked in Appendix D.**

**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)