

**FY25 COLLECTION
DEVELOPMENT
POLICY**



ROLLING GREEN
Elementary School

Rolling Green Elementary FY25 Collection Development Policy

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Rolling Green Elementary School
FY25 Collection Development Policy

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Purpose of Collection Development Policy

This collection development policy is a statement of the principles and guidelines used by the Rolling Green Elementary School Library 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 media center's policies to faculty, students, staff and other interested members of our school community. It is understood that as the programs and other information needs of the school change, so too, the collection development policy will change to meet these needs.

Background Statement & School Community

The current enrollment at Rolling Green Elementary is 711 students including Head Start.

The Rolling Green Media Center serves kindergarten through fifth grade students, faculty, staff, and parents.

According to the Public School Showcase, % of enrolled students approximately:

2.4% White, 67% Black, 29% Hispanic, .2% Asian and 1.1% mixed ethnicity.

Approximately 97% of the student population qualifies for Free or Reduced Lunch. The media center provides resources for the culturally diverse needs of the students.

Special Programs include:

The first of its kind in Florida and only the second in the country. Kindergarten Students and newly added First Grade Students at Rolling Green Elementary School in Boynton Beach are participating in a dual language Haitian Creole program.

The Fine Arts Wheel Rotation includes an ESOL/Creole Teacher for Grades K-2 and a STEM Teacher for Grades 3-5.

School Mission Statement RGE

Create a community of life-long learners who are responsible, learn with pride and dream of a better tomorrow.

Media Center Mission Statement

The Rolling Green Library Media Center is committed to providing the instruction, resources and the opportunity to gain information literacy skills necessary for the 21st Century, lifelong learners, informed decision makers, and ethical and responsible users of ideas and information in an environment that empowers staff and students to be enthusiastic readers.

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 by providing a comprehensive collection of print and non-print resources.

The Media Specialist teaches classes as part of the Fine Arts Enrichment Program covering Sunshine State and B.E.S.T. Standards in Language Arts, Media Literacy, Technology, and other benchmarks across the academic curriculum. The Media Specialist fosters an environment conducive to learning and compatible with the curriculum needs of students.

The library media staff will:

- provide and promote use of 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.

The successful, self-aware learner is expected to:

- identify, plan, and use resources;
- acquire and evaluate information;
- organize and maintain information;
- interpret and communicate information;
- use computers and technology to process information; and
- work with a variety of technologies.

Responsibility for Collection Management & Development

The acquisition and maintenance of the Library Media Center materials collection is a primary function of the library media center's mission. Collection development refers to the process of building and maintaining the library's entire materials collection, in both print and non-print formats. The collection development process includes the formulation of policy and procedures, budget allocations, needs assessment, selection, collection maintenance and evaluation, 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 school community. This goal reinforces the missions of the School District of Palm Beach County and Rolling Green Elementary School. The Library Media Center recognizes its responsibility to respond to the research needs of the student body and faculty. It will do this through its commitment to provide access services, including online database searching and document delivery. With the understanding that no library media center can supply materials to satisfy all the needs of its users, the Library Media Center will help to assist in inter-library loans for our students and staff.

The Library Media Specialist at Rolling Green Elementary School serves as the liaison to all grade levels as well as to parents and students.

Library Program

Foremost among national standards for school library media center programs is the need to work collaboratively with teachers to develop meaningful information literacy lesson plans that integrate into classroom learning. At Rolling Green Elementary School, the library media specialist uses Blender as a mechanism to review the standards being taught at a grade-level in any given week and works with the classroom teacher to develop compatible lessons that support classroom learning.

The Department of Instructional Materials and Library Media Services oversees lesson plans that are uploaded to Blender on the district's main web page. These lesson plans are designed to be collaborative lessons with emphasis on Standards which support the Information and Media Literacy Standards embedded in Language Arts.

The library is always open and available when 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 notable improvement in student learning gains when the library media center is available to the student at the point of need. At Rolling Green, the library media center is on a fixed schedule. Currently there are 6 classes per day, each running for 30 minutes. The Media Center is not open before or after school since the Media Specialist is assigned to other duties during those times.

The media center also hosts our CCTV Studio, which is supervised by the Media Specialist. Each morning, the RG News Announcements are broadcast live. Fifth Grade students are selected to be on the RGNews Team. These students learn how to operate the Cameras, sound board, and operate the live-streaming

system. These students rotate around the Anchor Positions, and assist with the daily preparations of the Google Slides Presentations.

Goals and Objectives

- **Goal 1:** Teach Digital Citizenship lessons to 100% of RGES students in K-5 as assigned and designated by the principal
 - *Utilize District TechSafe Curriculum resources*
 - *Supplement with Brainpop/Brainpop Jr Lessons as a Certified Educator*
 - *Utilize activities/quiz/skills as assessment tools*

- **Goal 2:** Media Club with RG News Students
 - *Instruct/Implement Google Slides Presentations Weekdays*
 - *Utilize Adobe Express and Canva to create graphics for Daily Slides Presentations*

- **Goal 3:** Increase RGES Students proficiency in keyboarding/letter recognition
 - *Instruct/Implement Typing Club Lessons on grade level*
 - *Utilize Courses: Jungle Junior, Typing Junior, Typing Basics*
 - *Measure progress with lesson completion stars & accuracy*

Budget and Funding

<i>School-based Operating Budget</i>	<i>Budget FY24</i>	<i>FY25 Projected Budget</i>
<i>Account 551100 - Media Supplies</i>	\$584	\$862
<i>Account 553420 - Media Subscriptions (Periodicals- Newspapers)</i>	\$356	\$0
<i>Account 561100 - Library Books</i>	\$1052	\$888
<i>Account 562230 - Media A/V Equipment</i>	\$466	\$0
<i>Account 564220 - Furn-Fix/Equip</i>	\$188	\$250
<i>Fundraising/ Grants</i>	<i>Budget Amount</i>	
<i>Media Center Internal Account number for your grant(s) (get this from your bookkeeper)</i>	\$2500	\$1036.34
<i>State Media Allocation</i>	<i>Budget Amount</i>	
<i>Account 556110 (program 3070) - Media Books</i>	\$1403	\$1661 (FY24)

Purchasing Plan FY25

Approximate Purchasing Plan	
Purpose	Amount
Books	\$888
Supplies	\$862
State Media Allocation	\$1700
Total:	\$3450

Scope of the Collection

The collection development is focused on the curriculum of Rolling Green Elementary School, which follows the guidelines of the School District 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 RGES is arranged by the Dewey Decimal Classification System. Additional resources are provided by the district-wide subscriptions to electronic information databases.

The term "collection" refers to all the information resources available through the library media center. All materials selected for the collection support the curriculum and meet the personal information and recreational needs and interests of the students. Information resources will be collected in a variety of formats to meet the learning needs of all students. These formats include print, non-print and electronic.

When evaluating items for consideration, the media specialist will use the following guidelines:

Curriculum needs of students and teachers; Personal and recreational needs of students;

Cultural diversity of the school community; Physical and developmental needs of the students;

Quality and relevance of the resources; Access to resources beyond the school.

All materials selected for the collection will be evaluated by the following criteria: appropriateness, accuracy, literary merit, scope, authority, reputation, special features, arrangement, pacing, treatment, technical quality, aesthetic quality, availability, durability, value to the collection and

cost.

It should be noted that materials will support both curriculum and pleasure reading as per School Board Policy 8.12 (see Section 2 d) and it should be noted that as per District policy, the collection will be arranged in standard Dewey order.

Equipment- Located in Teacher Workroom

Television Production Studio for the Rolling Green News Network

Teacher Workroom: Variquest Poster Maker with accessories

Laminator

Ellison Letter Machine with various cut-uts (shapes/sizes)

GBC 4000 Binding Machine

Paper Cutters- various sizes

Collection Development

Collection Development is intended to provide a comprehensive group of independent and instructional reading items and materials. In addition, these materials will support the curriculum, while also considering the students' needs, demographics, interests and ability.

The acquisition and maintenance of the Library Media Center materials collection is a primary function of the library media center's mission. Collection development refers to the process of building and maintaining the library's entire materials collection, in both print and non-print formats. The collection development process includes the formulation of policy and procedures, budget allocations, needs assessment, selection, collection maintenance and evaluation, and resource sharing.

Selection and Evaluation Criteria

The media materials and equipment will be purchased according to District guidelines from authorized vendors. All media materials will be purchased, processed and "shelf ready" whenever possible. All media materials will be processed and recorded in the library management system, Destiny. The school-based budget is the main source of funding for the acquisition of media materials and equipment. Other sources of funds include: capital funds allotted by the school district, state categorical funds.

Fiction Book Selection Indicators include the following criteria for consideration: Reputable bibliographies.

2 or more reviews through Follett title search, Textbook and instructional program correlations,

Database of Award-Winning Children's Literature, American Library Association Website,

Publisher's Weekly Website, children's section, School Library Journal, and Hornbook reviews.

NonFiction Book Selection Indicators include the following criteria for consideration: The vendor or publisher is of repute, Student and teacher requests, Florida Standards content topics, Textbook and instructional program correlations, Reputable bibliographies.

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.

			
9503 Items in the Collection	13.5 Items per Student	25% Fiction Titles in the Collection	30% 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.			
	2004 Average Age of the Collection	61% Aged Titles	7% 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.	
			
33% Representative Titles in Collection	2003 Representative Titles Average Age	3584 SLL Titles in Collection	2004 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	47	2014
Philosophy & Psychology	50	2005
Religion	16	2003
Social Sciences	656	2000
Language	37	2003
Science	773	2008
Technology	196	2008
Arts & Recreation	604	2014
Literature	319	2007
History & Geography	131	2007
Biography	655	2005
Easy	3384	1999
General Fiction	2367	2005
Graphic Novels	390	2016

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).

FY25	Selection Priorities <ul style="list-style-type: none">● E-books● Biography● Popular RGE Requests
	Inventory/ Weeding Priorities <ul style="list-style-type: none">● Non-Fiction● Damaged/Out of Date● Low Circulation/Interest
FY26	Selection Priorities <ul style="list-style-type: none">● E-books● Non-Fiction● Popular RGE Requests
	Inventory/ Weeding Priorities <ul style="list-style-type: none">● Easy● Damaged/Out of Date Easy● Low Circulation/Interest Easy
FY27	Selection Priorities <ul style="list-style-type: none">● E-books● Priority 2● Priority 3
	Inventory/ Weeding Priorities <ul style="list-style-type: none">● Intermediate Fiction/Biography● Damaged/Out of Date● Low Circulation/Interest

Lost or Damaged Materials

In accordance with School Board Policy 2.21B(9)(10) which states:

9. 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.

10. Students may be charged a modest fine for library books returned late.

The LMS and student review the printed copy of the overdue/lost book(s) that contains the actual cost. In order to facilitate cooperation and compliance, a reduction of fees is agreed upon.

Reconsideration of Materials

We are aware that there might be occasions where objections regarding materials, in spite of the careful consideration and procedures reviewed by the accredited media specialist, may occur.

Challenged Materials will be referenced for the correct steps and district personnel to implement into action with the Specific Materials Objection form.

Strategic Focus – Weeding and Acquisitions

School Year	Strategic Focus
FY25	Selection Priorities <ul style="list-style-type: none">● E-books● Biography● Popular RGE Requests
	Inventory/ Weeding Priorities <ul style="list-style-type: none">● Non-Fiction● Damaged/Out of Date● Low Circulation/Interest
FY26	Selection Priorities <ul style="list-style-type: none">● E-books● Non-Fiction● Popular RGE Requests
	Inventory/ Weeding Priorities <ul style="list-style-type: none">● Easy● Damaged/Out of Date Easy● Low Circulation/Interest Easy
FY27	Selection Priorities <ul style="list-style-type: none">● E-books● Stem/Science● Popular RGE Requests
	Inventory/ Weeding Priorities <ul style="list-style-type: none">● Intermediate Fiction/Biography● Damaged/Out of Date● Low Circulation/Interest

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)