FY25 COLLECTION DEVELOPMENT POLICY

ROSENWALD ELEMENTARY SCHOOL

FY25 Collection Development Policy

Tara Lawrence

Educational Media Specialist

Signature Page

Rosenwald Elementary School
FY25 Collection Development Policy

Date Drafted: **May 15, 2024**

Date Approved by Administration: **May 16, 2024**

Media Specialist Name: Tara Lawrence

Media Specialist Signature: _Tara Lawrence_

Principal: Bruce Hightower

Principal Signature: _[signature]_

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Purpose of Collection Development Policy

Collection Development is the process of providing quality materials and equipment for the library media center. The goal of collection development is to ensure the collection has information sources in adequate quantity and variety to support student's academic and personal interest and needs. The media specialist is charged with leading this process with the input of teachers, students and parents.

Background Statement & School Community

The School Community consists of 278 students.

Classroom Teacher (FTE) - 18.00 Free Lunch Eligible: 278

Directly Certified: 278

Student/Teacher Ratio: 9.58

Male Students-152

Female Students-126

Classroom FTE: 278

Title I: Yes

County: Palm Beach

Asian-1 Black- 245 Hispanic-23 White-9

2 Or More Races-0

AVID School

School Mission Statement

Rosenwald Elementary School strives to create an equitable and safe environment where every child can become proficient in all academic areas, develop character, and become life-long learners. The mission of the Rosenwald Elementary School

Library is to prepare students to be responsible digital citizens in today's information age.

Media Center Mission Statement

To create collaborative relationships between the Media Specialist, Teachers, and Community Library Partnerships. The Library is committed to Educate, Affirm and Inspire every student. To curate a diverse Library Collection and engage students with books and technology.

Responsibility for Collection Management & Development

Responsibility for Collection Management & Development Collection Development is the process of providing quality materials and equipment for the library media center. The goal of collection development is 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.

Library Program

The Library is on the Fine Arts Scheduled Classes Rotation. The Library supports special programs including Children's Book week, Teen Read Week and National Library Month, Battle of the Books and Sunshine State Readers Programs The students obtain instruction in Digital Citizenship and Library Utilization Skills.

Goals and Objectives

- Goal 1: I will promote reading for information and engagement among Teachers and Students while fostering a culture of Literacy and Information Technology at Rosenwald Elementary

- I will use Data from A Literacy and Technology needs assessment to inform engagement with literacy and Technology • I will promote Library Usage and Literacy Initiatives during the school year such as Children's Book Week, Scholastic Book Fair, Public Library Partnership, and Online Events.

- Goal 2: I will grow the AVID Resources Collection
- Use survey data from a needs assessment to inform AVID resource Selections
- I will purchase and promote AVID Resources FY 25 to teachers and students

- Goal 3: I will increase engagement with SMART and Lumio Resources for the Teachers and Students at Rosenwald 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 FY 25 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 Rosenwald Elementary School administration uses a formula to disperse the appropriated funds. The budget for the 2024 - 2025 school year is expected to be similar to the 2023-2024.

School-based Operating Budget	Budget FY24	FY25 Projected Budget
Account 551100 - Media Supplies	$584	$800
Account 553420 - Media Subscriptions (Periodicals-Newspapers)	$356	$300
Account 561100 - Library Books	$1052	$1000
Account 562230 - Media A/V Equipment	$466	$500
Account 564220 - Furniture-Fix/Equip	$188	$200
Fundraising/ Grants	Budget Amount	2500
Media Center Internal Account number for your grant(s) (get this from your bookkeeper)	$2500	517.00.02
State Media Allocation	Budget Amount	700
Account 556110 (program 3070) - Media Books	$1403	$700

Purchasing Plan FY25

Approximate Purchasing Plan	
Purpose	Amount
subscriptions	$300
books	$1000
supplies	$800
STEM/AVID	$800
Total:	$2900

Scope of the Collection

The Collection will contain a wide variety of print and non -print resources which

reflect diverse points of view, multicultural titles, varying abilities and learning styles.

The District Databases and e-books are also a part of this vast collection.

The District provides databases and eBooks that expand your local collection and provide 24/7 access for students. Please See District Policy 8.12

Materials will 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].

Equipment

Equipment available for use include laptop and desktop computers/Apple Technology and Additional equipment is available for teacher/staff use in the media center and workroom areas. A TV production studio is housed within the media center.

Collection Development

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equipment for the library media center. The goal of collection development

is 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, and stakeholders.

Selection and Evaluation Criteria

Library Materials Selection and Evaluation is a continual process grounded in 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. This criteria will apply to all print, non-

print, and electronic media purchases.

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:
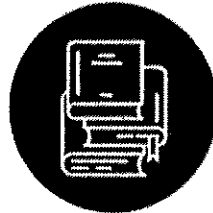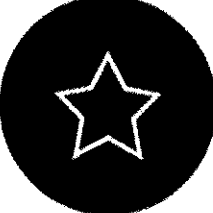
- Maintaining a professional library collection to assist with recertification and knowledge acquisition on education-related topics;
- Managing the online catalog including the library inventory and circulation software;
- Selecting and making accessible online information databases for reference and 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 Title Wise Analysis.

16,621 Items in the Collection	**38.5** Items per Student	**2,740** Fiction Titles in the Collection	**35%** 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.	**1998** Average Age of the Collection	**45%** Aged Titles	**2%** 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.	
18% Representative Titles in Collection	**1998** Representative Titles Average Age	**2,916** 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	127	1996
Philosophy & Psychology	49	1992
Religion	79	1993
Social Sciences	1,617	1995
Language	180	1991
Science	1,716	1996
Technology	646	1996
Arts & Recreation	507	1994
Literature	256	1990
History & Geography	705	1997
Biography	609	1999
Easy	3,887	1991
General Fiction	2,889	1998
Graphic Novels	30	2022

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 (5).

Outdated materials will be weeded out of the Library Collection and not placed in classrooms.

Lost or Damaged Library Materials

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	**Selection Priorities** • Priority 1 AVID • Priority 2 Non Fiction Books • Priority 3 Resource Material
	Inventory Priorities • Priority 1 Biography • Priority 2 Reference • Priority 3 Resource Material
	Weeding Priorities • Priority 1 Biography • Priority 2 Reference • Priority 3 Resource Material
FY26	**Selection Priorities** • Priority 1 Fiction Books • Priority 2 Graphic Novels • Priority 3 Fiction Books
	Inventory Priorities • Priority 1 Fiction • Priority 2 Non Fiction • Priority 3 Easy
	Weeding Priorities • Priority 1 Fiction • Priority 2 Non Fiction • Priority 3 Easy
FY27	**Selection Priorities** • Priority 1 Reference • Priority 2 AVID • Priority 3 E-Books
	Inventory Priorities • Priority 1 Intermediate • Priority 2 Science • Priority 3 AVID
	Weeding Priorities • Priority 1 Intermediate • Priority 2 Science • Priority 3 AVID

Reconsideration of Materials

See Appendices
Please note the important connection to Board Policy 8.1205 on Challenged materials.

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The Media Specialist will follow Policy 8.125 in its entirety.

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)