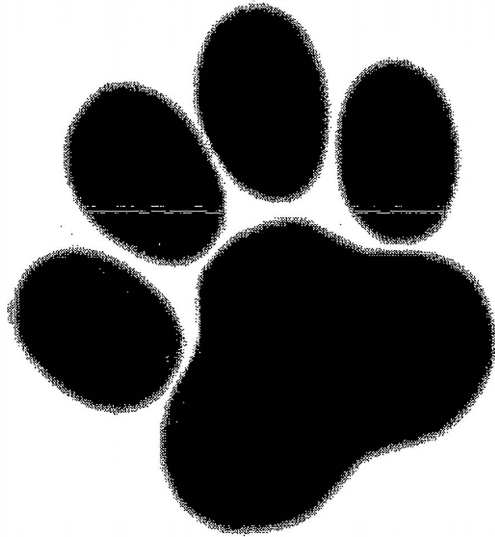# Seminole Trails Elementary School

FY 25 Collection Development Policy
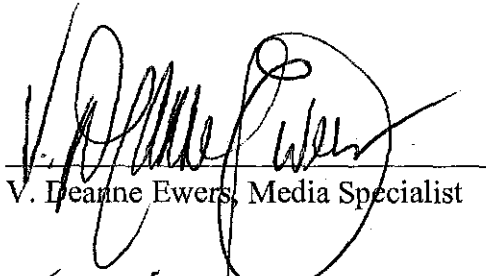
V. Deanne Ewers

Certified Educational Media Specialist

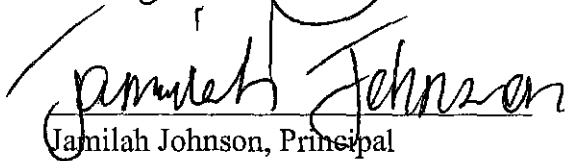**V. Deanne Ewers - Media Specialist**

Jamilah Johnson - Principal

Bristol Bush - Assistant Principal

_____
V. Deanne Ewers, Media Specialist

5/30/24
Date

_____
Jamilah Johnson, Principal

5/30/24
Date

Table of Contents

PURPOSE OF COLLECTION DEVELOPMENT POLICY

The purpose of the Collection Development Plan is to guide the Media specialist in making decisions with regard to the Media Center.

BACKGROUND STATEMENT & SCHOOL COMMUNITY

Seminole Trails Elementary School was opened in 1989 in West Palm Beach Florida. Seminole Trails Elementary School serves a multi-ethnic school population that consists of 710 students in Pre K – 5th grade. They come from a predominantly economically disadvantaged community. The ethnic composition of the student body is 6% White, 69% Black, 15% Hispanic, 4% Asian, American Indian 1%, and Mixed Race 5%. The percentage of students designated as English Language Learners (ELL) is 14% and Exceptional Student Education (ESE) is 31%. The percentage of students receiving free and reduced lunch is 91%.

SCHOOL MISSION STATEMENT

The mission of Seminole Trails Elementary School is to provide a safe, nurturing environment where diversity is celebrated, mutual respect among adults and children is practiced, and parents and caregivers are seen as valued partners in establishing the foundations of academics and life-long learning.

MEDIA CENTER MISSION STATEMENT

The mission of the Seminole Trails Elementary Library Media Center is to provide a collaborative program that will instruct, enhance, and support the goals and objectives of the entire school. It strives to assist all members in becoming effective users of ideas and information while providing an environment that encourages a lifelong love of reading. The media center collection will provide materials that support and enrich the instructional program. Materials will reflect a wide range of interests on varying levels of difficulty and diversity of appeal consistent with our school population.

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, DEN/LTM's, and/or electronic means.

Library Program:

Seminole Trails Elementary library program is based on a fixed, five-day rotational schedule. The media specialist instructs K-5 grade classes for one entire week. The classes are rotated on a weekly schedule A-F. Instruction may include such topics as Women's History, Black History Month, Writing short stories, Poetry, Digital Citizenship, Media Literacy, Critical Reasoning, Research, et cetera.

Goals and Objectives:

The Media Center of Seminole Trails Elementary will help to increase reading in all grade levels through:

- Book selection
- Reading promos
- Interactive Read aloud
- Literacy celebrations
- Author visits
- Maximize circulation
- Encourage summer reading

ANNUAL GOALS

- Weed nonfiction titles which are outdated (priority given to 500 and 900s)
- Host an author visit
- Increase student and faculty circulation
- Increase eBook circulation
- Add titles to our nonfiction collection to support our diverse population
- Increase technology for media center – Makerspace/iPads etc.
- Teach faculty and students how to use the Destiny Library Catalog
- Teach students to utilize Destiny Discover
- Support teachers and students in utilizing technology

LONG TERM GOALS

- Continue to build student use of eBooks in MackinVia and Destiny Discover
- Lower the average age of the collection
- Seek additional funding through grant applications

Budget and Funding

Seminole Trails Elementary School school-based operating budget for the media center includes the following: 551100- Media Supplies, 553420 – Periodicals, 561100 – Instructional Media Services, 562230 – Furniture/Fix Equip, 5-1700.00 (internal) and 556110 – (3070) Media Books. The budget for FY25 school year is expected to be marginally increased.

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School-based Operating Budget	Budget FY24	FY25 Projected Budget
Account 551100 IMS/Supplies	$769.00	$869.00
Account 553420 Periodicals	0.00	0.00
Account 561100 Instructional Media Services	$865.00	$965.00
Account 562230 AV Materials	$385.00	$485.00
Account 564200 Furniture/Fix/Equip	0.00	0.00
Account 5-1700.00 (Internal)	$6,826.60	$7,826.

Account 556110 Media Books	*$1,552.93*	*$1,653.60*

Purchasing Plan FY25

Approximate Purchasing Plan	
Purpose	**Amount**
Books	**$2,800.00**
Library Media Supplies	**$1,000.00**
Internal Account	**$2,000.00**
Total:	**$5,8000.00**

Scope of the Collection
At Seminole Trails Elementary School, the collection will contain a wide variety of print and non-print materials that are appropriate for the different ability levels and learning styles. The collection will maintain at least 12 books per student. Patrons will be encouraged to use the district and state media center databases as sources for additional materials. The 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 Seminole Trails Elementary School 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 PebbleGod), and eBooks (Gale EBooks, Tumblebooks, 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 equipment in the Media Center includes a laminator, poster maker, anchor charts, and colored paper in the teachers workroom. 3-D printers, 9 chromebooks, and two iPads for student use.

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"

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:
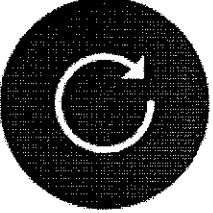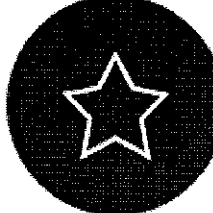
Maintaining a professional library collection to assist with recertification and knowledge acquisition on education-related topics;

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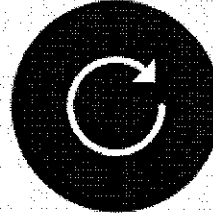 program planning, curriculum development, budget, technology, collection maintenance, facility use and media production; Participating in inter-departmental curriculum development, facility planning, personnel staffing, and task forces at the administrative level;Managing technical services for acquiring and processing resources for schools; distributing to schools and monitoring categorical and capital budgets allocated for library programs 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 Tittewise Analysis.

15,056 Items in the Collection	**16.0** Items per Student	**48%** 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.			
	2007 Average Age of the Collection	**36%** Aged Titles	**5%** 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.	
3,073 Representative Titles in Collection	**2007** Representative Titles	**6,278** SEL Titles in Collection	**2008** SEL Titles Average Age

	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.
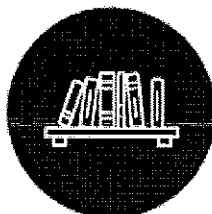
Section	# of Titles	Average Age (year)
Computer Science, Information & General Works	53	2012
Philosophy & Psychology	63	2008
Religion	37	2006
Social Sciences	649	2003
Language	53	2004
Science	1,378	2008
Technology	385	2011
Arts & Recreation	915	2013
Literature	254	2003
History & Geography	648	2009
Biography	872	2010
Easy	-	-
General Fiction	-	-
Graphic Novels	-	-

Gifts and Donations

Gifts to the library media center are encouraged. However, gifts will be added to the collection only after the items have been evaluated to determine if they meet the policy of the School District of Palm Beach County regarding gifts and donations. Such materials will meet the same criteria as resources that are purchased. The Library Media Specialist reserves the right to incorporate into the collection only those items, which meet the specific criteria of the collection development plan.

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

Seminole Trails Elementary school 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

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

	• Priority 3 - Geography, Maps and Atlases
FY27	**Selection Priorities** • Priority 1 - Political Science • Priority 2 - Life Science • Priority 3 - Geography, Maps and Atlases
	Inventory Priorities • Priority 1 Political Science • Priority 2- Life Sciences/Biology • Priority 3- Geography, Maps and Atlases
	Weeding Priorities • Priority 1 Political Science • Priority 2 Life Sciences/Biology • Priority 3 - Geography, Maps and Atlases

Reconsideration of Materials The certificated 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)