



SOUTH GRADE ELEMENTARY SCHOOL

FY25 Collection Development Policy

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Signature Page

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Principal Signature:  Ana Arce-Gonzalez (May 14, 2024 13:06 EDT)

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Purpose of Collection Development Policy

Our objective is to enhance the curriculum. Our selection of materials and services are guided by taking polls and interest surveys in order to select appropriate materials to further the mission of our school library media center.

Background Statement & School Community

Our school community includes large Guatemalan and Honduran populations who speak numerous indigenous dialects. There are approximately 610 students enrolled in our school. Seventy-three percent of our students speak Spanish, or Indigenous languages mentioned above, as their first language and some of those students are even Non-English speakers. Haitian Creole is another language spoken at our school. Sixteen percent of our population is Black, 3% White and 5% Other. Total ELL students at our school is 65%. SWD (students with disabilities) make up 11% of our school population. We serve students from Kindergarten through Fifth grade who are ages 5 to 12 years old. There is one VPK class of 4 year olds here, but they do not use the Media Center. It is a low socioeconomic area in general and we have 100% Title I status. This Title I status allows us to have a 30 minute extended day. Other special programs in our school include: Dual Language (Spanish/English), AVID (Advancement via Individual Determination), SWD, 100% free lunch, Florida Green Apple School Certified and South Grade is a Certified School.

School Mission Statement



The School District of Palm Beach County

Educate. Affirm. Inspire.

Mission

The mission of the School District of Palm Beach County is to educate, affirm, and inspire each student in an equity-embedded school system.

...

Vision

We envision...

The School District of Palm Beach County is an educational and working environment, where both students and staff are unimpeded by bias or discrimination. Individuals of all backgrounds and experiences are embraced, affirmed, and inspired. Each and every one will succeed and flourish.

The School District of Palm Beach County will take ownership for students' academic mastery, emotional intelligence, and social-emotional needs by creating environments where students, families, staff, and communities will develop agency and voice.

A joy of learning is fostered in each student and a positive vision for their future is nurtured. Each student's cultural heritage is valued and their physical, emotional, academic, and social needs are met.

...WE SEE YOU.

Equity Statement

The School District of Palm Beach County is committed to creating safe, equitable and inclusive learning environments that ensure students have what they need to be successful in life.

The School District of Palm Beach County will provide each student – regardless of race, ethnicity, economic status, disability, national origin, religious affiliation, gender identity or sexual orientation – access to any and all opportunities, resources and support they need to develop agency, voice and achieve their dreams.

The School District of Palm Beach County will embrace, celebrate and honor our students, families, staff and community members and their unique cultural histories, while ensuring each student achieves personal, academic and sustainable success

Media Center Mission Statement

The South Grade Elementary School Library Media Center Media Specialist is committed to providing students and staff with instruction, resources as well as opportunities to gain information and develop technology and literacy skills necessary for the 21st century. An additional goal is to enrich their lives with reading. Students and staff will use the entire collection for pleasure, education and research purposes.

Responsibility for Collection Management & Development

Our objective is to enhance the curriculum. Our selection of materials and services are guided by our mission statement. We consult with the school population by taking polls and interest surveys in order to select appropriate materials to further the mission of our school Library Media Center. The Media Specialist should keep in mind the selection criteria outlined in School Board Policy 8.12. The materials should complement the curriculum, and be educationally sound.

Library Program

We are on a 5 day rotation and have 30 minute classes for each grade level Kindergarten through Fifth grade. In addition to teaching classes, all Fine Arts teachers also give: 20 minute supplemental to 2nd grade, 20 minutes Supplemental ELA to Kindergarten, and 25 minutes supplemental math to Kindergarten. It is a fixed schedule. Each year, students learn how to access eBooks in MackinVia. Our school participates in AVID, has a Spanish Dual Language Program and the Media Center has a Makerspace/STEM area. In the school year FY22, the CCTV Studio was updated and set up, but only was being used from February to May 2022. This school year FY24, Morning News began Live Streaming into the classrooms in August and will continue until the end of the year. The morning news crew consists of 5th graders who are mostly Safety Patrols. Also, a group of 6 students from 4th grade have been recruited the last few weeks of school to train so we may begin right away in FY25.

Goals and Objectives

For the FY25 school year, I have considered 3 goals:

1. I want to create stations in my Media Center lessons in order to utilize the STEM area and Makerspace more often. I have solar-power robotic vehicles to make, stop-motion characters to photograph and create animations, a 3D printer, as well as many gears and circuit activities to utilize. I plan to purchase a spool of thread for the 3D printer in order to implement these ideas for next year.
2. I will create a Vlog with News Crew students that will be part of a weekly report during the morning news. In a survey of students conducted last year, 40% of students wish to become YouTubers as an occupation making these skills very relevant. I received some new equipment in FY24 that allows students to create their own Vlog. It includes an iPad, a tripod, a light and a microphone. I will be researching the topics to be discussed on the weekly vlog, as well as using the

equipment over the summer before FY25 begins. Once learned, I can teach students how to use this technology and then they can create their own. This knowledge will help students when creating content and possibly entering the James Harbin Film Contest, too.

3. I still want to enlarge my Spanish and Creole library selections in print books. In FY24, I did add a few more popular titles in Spanish. Considering the large number of ELL students at our school (73%), my current Spanish and Creole language books library is miniscule and does not reflect the needs of ELL students. I plan to research, review and get purchase lists of titles early in the school year and have them ready to place on the waiting list for FY25. This goal will continue over the next several years.

Budget and Funding

The LMC is given a school-based operating budget at the beginning of every school year. The school administration uses a formula to disperse the appropriated funds. The budget for the FY25 school year is expected to be similar to FY24.

School-based Operating Budget	Budget FY24	FY25 Projected Budget
<i>Account 551100 - Media Supplies</i>	\$967	\$980
<i>Account 564220 - Furniture/Fixtures</i>	\$443	\$450
<i>Account 561100 - Library Books</i>	\$396	\$400
<i>Account 562230 - Media A/V Equipment</i>	\$355	\$375
Fundraising/ Grants	Budget Amount	
<i>Media Center Internal Account number for your grant(s) (get this from your bookkeeper)</i>	\$1200	\$1500
State Media Allocation	Budget Amount	
<i>Account 556110 (program 3070) - Media Books</i>	\$1535	\$1540

Purchasing Plan FY25

Approximate Purchasing Plan	
Purpose	Amount
Spanish & Creole Books	\$850
15 Chromebooks	\$3000
Missing editions from various series Fiction/Graphic N	\$450
STEM	\$1,000
STEM Titles Print & Electronic	\$1,000
Total:	\$6,300

Scope of the Collection

The collection of District provided databases and eBooks expands our local collection and provides 24/7 access for students. Materials will support both curriculum and pleasure reading as per School Board Policy 8.12 (see Section 3 d) and also per District policy, the collection will be arranged in standard Dewey Decimal order for Non-fiction and Alphabetical order by author's last name for all Fiction and Early Reader books.

SDPBC Policy 8.12 (6.a) stipulates:

“Each school shall, in conjunction with the ‘Library Bill of Rights’ of the American Library Association (ALA) www.ala.org/advocacy/intfreedom/librarybill and www.ala.org/advocacy/intfreedom/freedomreadstatement and District policy, establish procedures for the evaluation, selection, management, and disposal of library media materials in conformance with this policy and Policy 8.1205 <http://go.boarddocs.com/fl/palmbeach/Board.nsf/goto?open&id=AVGML85BB817> and shall record such in the school's collection development policy.”

Equipment

The equipment available for use in the Media Center includes an extra-wide Smartboard with 2 microphones that can be heard through the newly installed ceiling speaker system; 10 chromebooks; 2 iPads; 2 digital cameras; a poster maker; Fully-functioning Live Stream CCTV Studio, which includes 3 video cameras, a Switcher, Teleprompter (desktop computer & viewing monitor), another desktop computer & viewing monitor, Sound Board, 3 microphones, 2 wearable microphones, large smartboard + laptop to see what is streaming. There is also a 3-D printer, however, we haven't used it yet. In the teacher workroom, there

are 2 laminators, a die-cut punch system with uppercase & lowercase letters, numbers, and some pictures, a book binder and electronic hole-punch machine.

Collection Development

Collection Development is the process of providing quality materials for the Media Center. The goal is to ensure an adequate quantity and variety of materials to support the academic and personal interest needs of our patrons. The Media Specialist gets input from the teachers, students and parents.

Selection and Evaluation Criteria

In order to Select books for the Library Media Center, I follow the process and procedures stipulated District-Wide in <http://l.sdpbc.net/rovyf>. I use the free academic book review sites provided by the Library Media Services which include: Follett Titlewave, Mackin, Kirkus, Booklist, and Publishers Weekly. Once books are selected that have at least 2 academic reviews, I save my research in a Google Doc folder. Next, I place the list of books on the Active Book Order Website for the 2 week waiting period. If books are donated, then they will be reviewed with the same criteria and placed on the Active Book Order Website, also, before entering them in the Destiny system. If books are for purchase, then I will continue the purchasing process with the Principal and the Bookkeeper.

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.

			
13,769 Items in the Collection	19.1 Items per Student	25% Fiction Titles in the Collection	39% 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.			
	2001 Average Age of the Collection	76% Aged Titles	4% 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.	
			
34% Representative Titles in Collection	2000 Representative Titles Average Age	33% SLL Titles in Collection	2001 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	58	2007
Philosophy & Psychology	94	2003
Religion	61	1998
Social Sciences	1,083	1999
Language	193	2000
Science	2003	1,423
Technology	584	2003
Arts & Recreation	626	2007
Literature	337	1998
History & Geography	950	2000
Biography	758	2002
Easy	3,660	1997
General Fiction	3,485	2002
Graphic Novels	321	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 is completed on a three-year rotation as per [Board Policy 8.12 \(8\)](#) In FY22, Paperback and Hardcover Fiction inventory was completed. Paperback Fiction has a pink sticker on the spine one inch from the bottom with the first letter of the author's last name on

it written in sharpie. Hardcover Fiction has a printed label on the spine one inch from the bottom with uppercase F above the first three uppercase letters of the author’s last name. In FY23, Non-Fiction inventory was completed. All Non-Fiction books are labeled using the Dewey Decimal System: Numbers above the first three letters of the author’s last name in uppercase letters. Non-fiction paperback books have a label on the front cover above the library barcode, and Non-fiction Hardcovers have their label on the spine one inch from the bottom. In FY24, Early Readers and Biographies are being inventoried. Hardcover Early Readers are labeled with a printed label on the spine one inch from the bottom with uppercase E above the first three uppercase letters of the author’s last name. Paperback Early Readers have a label on the front cover above the library barcode with uppercase E above the first three uppercase letters of the author’s last name.

Lost or Damaged Library Materials

South Grade Elementary School charges fees for lost/damaged materials 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.” Because our school is in a low socioeconomic level and a full Title I school, fees are forgiven if the students come speak to the Media Specialist and explain their situation.

Strategic Focus – Weeding and Acquisitions

School Year	Strategic Focus
FY25	Selection <ul style="list-style-type: none"> ● Priority 1 Spanish & Creole titles ● Priority 2 Missing editions from various Series in Fiction/Graphic Novels ● Priority 3 Biographies
	Inventory Priorities <ul style="list-style-type: none"> ● Priority 1 Fiction Hardcover ● Priority 2 Fiction Paperback ● Priority 3 Reference books
	Weeding Priorities <ul style="list-style-type: none"> ● Priority 1 All damaged books ● Priority 2 Non-fiction that has incorrect/out-of-date information
FY26	Selection <ul style="list-style-type: none"> ● Priority 1 Biographies ● Priority 2 SSYR titles ● Priority 3 Graphic Novels
	Inventory Priorities <ul style="list-style-type: none"> ● Priority 1 Non-Fiction Hardcover ● Priority 2 Non-Fiction Paperback
FY27	Selection Priorities

	<ul style="list-style-type: none"> ● Priority 1 Non-Fiction about Technology ● Priority 2 Graphic Novels ● Priority 3 SSYR titles
	Inventory Priorities <ul style="list-style-type: none"> ● Priority 1 E- Early Reader Hardcover ● Priority 2 E- Early Reader Paperback ● Priority 3 Biography- Hardcover & Paperback
	Weeding Priorities <ul style="list-style-type: none"> ● Priority 1 All damaged books ● Priority 2 Non-fiction that has incorrect/out-of-date information

Reconsideration of Materials

If there is a question about suitability of materials selected using the criteria outlined in School [Board Policy 8.1205](#) . If there is a question about suitability of materials selected using the criteria outlined in School Board policy 8.12 by the Media Specialist, then the Media Specialist together with Administration (Principal), will follow Challenge Procedures for Instructional Materials in School Board Policy 8.1205 using the Specific Material Objection form found in Appendix 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)