

FY25 COLLECTION DEVELOPMENT POLICY

South Olive Elementary FY25 Collection Development Policy

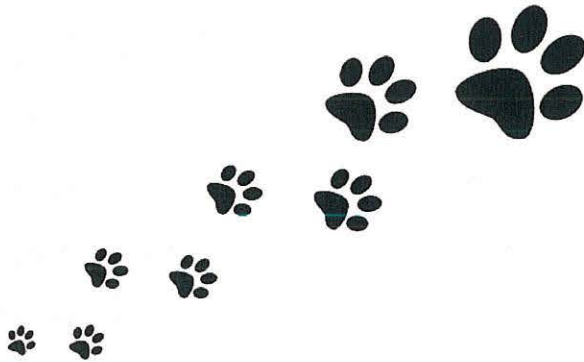
Michelle R. Dunlap

Certified Educational Media Specialist

Read! *READ!* Read!

Signature Page

**South Olive Elementary
FY25 Collection Development Policy**



Date Drafted: May 20, 2024

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

Media Specialist Name: Mrs. Michelle R. Dunlap

Media Specialist Signature: Michelle R. Dunlap

Principal Name: Dr. Saara Saarela-Vening

Principal Signature: _____

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Purpose of Collection Development Policy

As per **SDPBC Policy 8.12 (6.a)**, this collection development policy is a statement of the principles and guidelines used at South Olive Elementary School in the selection, acquisition, evaluation, management, and disposal of library media materials. It will be used both in providing consistency among those responsible for developing and maintaining the collection as well as in communicating the Library Media Center's policies to students, staff, and interested stakeholders of our school community. It is understood that this document is fluid and may be updated as the curriculum, demographics, programs, or needs of our school change.

Background Statement & School Community

South Olive Elementary is located in the South End Neighborhood of West Palm Beach in the city's Latin Quarter. Our school zone boundaries stretch from the midline of Southern Boulevard to the north, the Lake Worth Canal/City of Lake Worth Beach to the south, the Intracoastal Waterway to the east, and the FEC railroad tracks to the west. The fall of 2024 will mark South Olive Elementary's 70th Birthday. We've been a neighborhood school since 1955 where families have attended for generations. Our Pre-Kindergarten - fifth grade public school located adjacent to the South Olive Park and Community Center two blocks from the intracoastal waterway. We are also a Title I Open Enrollment School. We are the tigers - blue and gold!

We offer exciting opportunities for our students. South Olive Elementary has a new and expanding Voluntary Pre-Kindergarten (VPK) program and also a Pre-Kindergarten program for students in the Exceptional Student Education program. We boast strong fine arts and academic programs. Our school has a gifted/talented program and offers an accelerated math program (AMP). Last year we launched the nationally recognized AVID program school-wide. AVID opens doors for opportunities and possibilities for college and careers. Its acronym stands for the Advancement Via Individual Determination.

We currently have 40 teachers on staff with an enrollment of 491 students from Pre-k to 5th grade. According to the Florida Department of Education's *Gold Report*, 62% of our students qualify for free/reduced lunch. We became a Title I school FY24. Also according to the *Gold Report*, our student demographics are 57% Hispanic, 6% Black, 2% Asian, 33% White, and 2% Other. Our student population is 28% English Language Learners. Many of our students are bi-lingual. Some of our students speak Haitian Creole or other languages, but the majority of our students who speak a second language, speak Spanish. Most of our students have connections to families in Latin America. At South Olive, we also offer early intervention and support for approximately 14 % of our population identified as students with disabilities. We are fortunate to have a very active and supportive PTO (Parent Teacher Organization) and SAC (School Advisory Council) that come alongside and support our South Olive Elementary School family.

School Mission/Vision Statement

South Olive Elementary is committed to providing a world-class education with excellence and equality to empower students with the assistance of district, school, family, and community partnerships to reach their highest potential with the most effective staff to foster the knowledge, skills, and ethics required for responsible citizenship and productive careers. South Olive Elementary envisions a dynamic collaborative multi-cultural community where education and lifelong learning are valued and supported, and all learners reach their highest potential and succeed in the global economy.

Media Center Mission/ Vision Statement

South Olive Elementary's Library Media Center is a place where exploration, creativity, and imagination make learning exciting. The purpose of library media fine arts class is to prepare, engage, and inspire our students to do their best in a quickly changing global community. During library media fine arts rotations, lessons:

- promote and celebrate reading.
- explain and encourage digital citizenship.
- strengthen research and tech skills.

The Library Media Center is a gathering place for students, staff, and our community. It is also a "5 C's" focused classroom - a place where Critical thinking, Creativity, Compassion, Communication, and Collaboration abound. These "C's" identified by *the Partnership for 21st Century Skills Team* are key skills needed to succeed in today's world and job market.

Responsibility for Collection Management & Development

The acquisition and maintenance of the Library Media Center materials collection is a primary function of the educational media specialist. Collection development and management refers to the process of building and maintaining the library's entire materials collection to support and enrich every student's educational experience. Students and staff have opportunities throughout the year to respond to surveys and give feedback to suggest books and program ideas for our library media center. For example, many students have made title, genre, and subject suggestions via Google Classroom which have been purchased for our library collection. Families, staff members, and community stakeholders also give suggestions and ideas via email, class dojo, notes, in person, and at various meetings to be considered. Lists of Award Winners and Nominees, Book Reviews, Patron Reports, and so much more go into consideration to grow our collection.

Library Program

Our library program is on a fixed schedule on a fine arts rotation wheel with physical education, (sometimes guidance), music, and art. FY25 each fine arts teacher will see each Kindergarten - 5th grade student every four weeks (which is about 1 full week each month). The students usually come with their homeroom to fine arts class, but may be divided into mixed grade level groups. Some teachers also sign up to check out library books with their classes outside of their fine arts time. Teachers can also request books for their classrooms, which I pull and pack for them to pick up in special library bags. Our 45 minute fine arts time has 30 minutes for instruction and 15 minutes for recess. During recess, also known as GAP (Games, Activities, and Puzzles) Time, students from other fine arts classes may come with library passes to check out books or tend to library business. During library media fine arts rotations students check out books, listen to books read aloud, learn about digital citizenship, use learning resources in the SDPBC portal, create research projects in Google classroom, and more. The skills I teach them and resources I show them all transfer to their classroom learning. Each grade has a different Dunlap Destination continent to explore and research during our fine arts time. By the time our students get to fifth grade, they have gone around the world and visited each continent. The guidance counselor often will come and teach a lesson on one day of my rotations in order to teach something school wide and also to give me time to catch up with the ever expanding duties put on the educational media specialist. As the Tech Safe Point of Contact for our school, I address:

- How to be safe on the Internet, including how to be aware of cyberbullying and how to respond
- How to behave appropriately while online and while using social networking
- Understanding digital citizenship and responsibility, and how to protect personal information and privacy

Our fine arts team also works together to create memorable school-wide grade level events during our fine arts time and after school/ evenings as to not take away from instructional time during the day. We have organized: Jump Rope for Heart (and raised money for the American Heart Association), Pre-Spring Break Shamrock Race, Book Fair Preview & Shopping, Field Days, Art Contests, Fine Arts Night, Concerts and Shows, Guest Speakers/Authors, Science Museum Guests, and more.

Goals and Objectives

- **Goal 1: Grow and update the non-fiction section FY25**
 - Rearrange bookshelves and update shelf labels
 - Plan to explore Dewey Decimal Sections during Library Lessons
 - Add more books for campus club and activities (i.e. chess, golf, etc.)
 - Continue to weed shelves based on Titelwave Report suggestions
 - Use data from needs assessments, surveys, and requests to create book wishlist
 - Find reviews to support selections and then post list for stakeholders
 - Purchase Dewey Decimal Numbered books that will capture the interest of students (support science and ELA curriculum needs especially)

- **Goal 2: Increase the number of new fiction & picture books FY25**
 - Weed books older than 1980 on Destiny reports
 - Weed damaged and yellowed books - replace with new copies if needed
 - Purchase new library books at Book Fairs
 - Research, review, and add more Fiction chapter books
 - Add more E for Everyone picture books
 - Accept book wishlist nominees from stakeholders for 70th birthday celebration
 - Check lists of top books and Award Winners - cross check to see if we have them
 - Label former SSYRA nominees consistently/ consider adding missing books

- **Goal 3: Increase participation reading SSYRA nominated books FY25**
 - Write middle school battle questions in exchange for a set of 15 SSYRA titles
 - Ask PTO and business partners to purchase sets for grades 3-5 ELA classes AND SSYRA Jr. for K-2 homerooms
 - Send home SSYRA book lists with report cards at the end of the year to match rising grades of students
 - Procure a set of SSYRA and SSYRA Jr. books for the library and digital versions for MackinVIA
 - Plan library media fine arts lessons to promote books: read aloud, book tastings, special activities to showcase authors & genres, etc.
 - Increase number of students who vote for winning book (read 3 to vote)
 - Maintain FAME Membership to allow voting
 - Use new technology in updated TV Studio and FLIP grid of videos for book teasers
 - Meet with ELA team for grades 3-5 and talk up Battle of the Books
 - We had 66 participants FY23 and 179 participants FY24. Hoping for more FY25!
 - Participate in the SDPBC Tournament

Budget and Funding

The Library Media Center is given a school-based operating budget at the beginning of every school year to purchase books and online materials as well as resources, supplies, equipment, and furnishings which support instruction. Next year's projected budget FY25 is expected to be in line with this FY24 school year.

School-based Operating Budget	Budget FY24	FY25 Projected Budget
	\$9,588.72	\$9,126.63
<i>Account 551100 - Media Supplies</i>	\$955.92	\$560
<i>Account 553420 - Media Subscriptions (Periodicals-Newspapers)</i>	0	\$241.43
<i>Account 561100 - Library Books</i>	\$616.00	\$616
<i>Account 562230 - Media A/V Equipment</i>	0	\$274
<i>Account 564220 - Furn-Fix/Equip</i>	0	\$342
Fundraising/ Grants	Budget Amount	
<i>Media Center Internal Account number for Grant and Book Fair profits</i>	\$6,827.10	\$5,903.20
State Media Allocation	Budget Amount	
<i>Account 556110 (program 3070) - Media Books</i>	\$1,190.00	\$1,190

Purchasing Plan FY25

Approximate Purchasing Plan	
Purpose	Amount
New Books and eBooks	\$5,000
Reading Celebrations & Bookmarks /Incentives	\$500
Office Supplies & Teacher Workroom Items	\$400
STEAM supplies & GAP (Games Activities Puzzles)	\$500
Furniture for updated TV Studio	\$400
Memberships: FAME, Screencastify, Conference Registrations	\$200
Total:	\$7,000

Scope of the Collection

From this year's teacher survey, it seems we still need more scientists and positive difference makers in our biography collection. We also need more children's poetry books. The Maker Space movement + our Green School Status + STEAM emphasis = need for more craft, recipe, creative how to books. This year's inventory was of our non-fiction section. The average age of our collection was 1980 until this year's weeding. We are now in the 2000's, but need to fill in some shelves with new books. So for this coming year, the main areas of focused growth for our collection and resources are the numbered Dewey Decimal books. I am planning activities to showcase each Dewey Section and conduct an informal needs assessment. Our school's science test scores are very low. Highlighting the science topics in Non-Fiction hopefully will boost interest and scores. Our reading scores are on the rise. Showcasing authors and genres will be key to keeping our readers reading. We still will continue to add authors and series to update our E and F sections as well. Students give me feedback at our twice annual Book Fairs for books they would like to see on the shelves. I will continue to use that feedback to guide purchases at our Book Fairs as well.

Our library collection includes sections for E for Easy/Everybody books, F for Fiction, and Non-Fiction Books categorized by the Dewey Decimal System. Biographies have their own section (92 and collective biographies 920) by the wall with inspiring quotes from positive difference makers. Our books are cataloged in Destiny.

Our digital collection in MackinVIA has eBooks, databases, and DogoNews. The District provides databases and eBooks that expand our local digital collection and provides 24/7 access for students. I have ordered new eBooks this year based on interest inventories that children shared with me in our Google Classrooms. We currently have 450 eBooks including SSYRA nominees. We have less than 500 students, yet this year on MackinVIA we had a total of 5,808 Logins, 8,744 Views, and **1,970 eBook Checkouts**. We averaged between 150 - 200 eBook checkouts a month with some months having over 300 eBook checkouts FY24. That is up 50 - 100 more eBook checkouts per month over last year.

Our Library Media books, eBooks, and media materials will support both curriculum and pleasure reading as per School Board Policy 8.12 (section 5d) and also per District policy, our collection will be arranged in standard Dewey order. (See section 8 of Management of Library Media Instructional Materials.)

Equipment

Our library media center includes a computer lab of Dell Computers that children and staff use. We also have a Teacher Workroom with Ellison Dycuts, paper cutters, electric hole punchers, laminators, and more. Where filmstrip projectors and cassette players were once stored, we now have sharing shelves with resources and materials for staff to use and share. This summer, our Tiger TV Studio should be updated with new state of the art equipment. We are looking forward to using it for fine arts classes and a news show. We also have a few touch screen chromebooks, ipads, and a green screen that have been used for book reviews and FLIP video responses to library media prompts.

Collection Development

The acquisition and maintenance of the Library Media Center materials collection is a primary function of the educational media specialist. Collection development and management refers to the process of building and maintaining the library's entire materials collection to support and enrich every student's educational experience with consideration of input from staff, students, and stakeholders.

Selection and Evaluation Criteria

Materials considered for purchase are selected on the basis of the criteria established in SDPBC Policy 8.12. There are many professional reviews to consider when choosing a book. The *School Library Journal* Book Review offers professional reviews of approximately 6,000 current titles published for children and young adults across a wide range of genres and subject areas. *The Horn Book, Inc. Guide/Reviews Database* offers short, critical reviews by trusted professionals of recommended hardcover trade books published in the United States for young people from 2000 to the present. *Booklist Reader* features diverse readers' advisory recommendations, for readers and listeners of all ages. *The Children's Book Review* has been a resource devoted to children's literature and literacy since 2008 finding the best books for kids of all ages. Many other professional

review sites also put together reviews and book lists to help with book selections for our Library Media Center. Many factors are taken into consideration as per SDPBC Policy 8.12. Award winning materials are also considered for our Library Media Center such as books on these lists: The Newbery Medal and Honor Books, Coretta Scott King Book Awards, Caldecott Medal Winners, Pura Belpre Awards, Sunshine State Young Reader Award Nominees and Winners, Florida Literacy Association's Children's Book Award Nominees, and more. Materials are also considered for purchase based on the reputation and significance of the author/producer. South Olive Elementary School supports *Intellectual Freedom* as stated in documents published by the American Library Association.

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

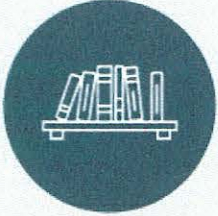

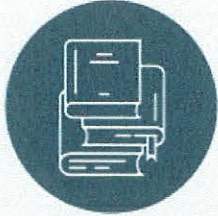

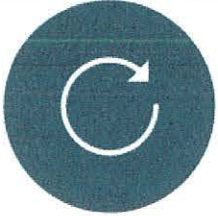
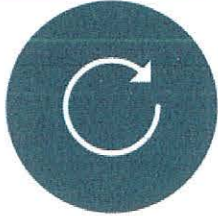


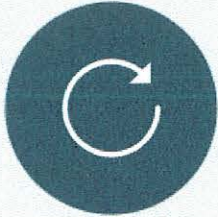

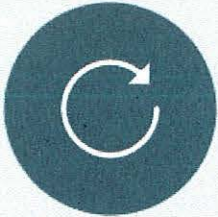
The School District Library Media Services provides support to school library media center personnel and establishes uniform policies and procedures for school library media centers throughout the District. These services include, but are not limited to:

- 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.

			
9,177 Items in the Collection	14.1 Items per Student	32% 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.			
	2008 Average Age of the Collection	44% Aged Titles	11% 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.	
			
2,650 Representative Titles in Collection (29%)	2007 Representative Titles Average Age	2,820 SLL Titles in Collection (31%)	2009 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	73	2014
Philosophy & Psychology	32	2012
Religion	51	2009
Social Sciences	473	2002
Language	35	2000
Science	932	2009
Technology	309	2012
Arts & Recreation	480	2012
Literature	144	2002
History & Geography	657	2007
Biography	730	2004
Easy	2,282	2006
General Fiction	2,963	2011
Graphic Novels	176	2017

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

Officially, I have now inventoried our entire collection during my first four years as media specialist at South Olive. Our library book inventory will continue to be completed on a three-year rotation as per **SDPBC Policy 8.12 (5)** i.e. FY25 - F for Fiction Inventory, FY26 - E for picture books for Everyone and Easy Readers Inventory, FY27 - NF for Non-Fiction Dewey Decimal classified books. Upon completion of inventory, books will be weeded. This means that books marked lost will be deleted. It also means that books that are aged and yellow, not being checked out, or no longer current/accurate will be weeded and removed from the collection. Some fiction and nonfiction titles may be available as giveaways. However, out of date material will not be placed in classrooms or hands of children. Otherwise, weeded materials will be boxed and disposed of according to district policy. Once materials are identified to be weeded, in Destiny the copies will be updated and marked "track as weeded." The barcode will be removed or marked out and DISCARD will be written or stamped in the front cover. Broken equipment will be weeded if broken beyond repair or obsolete. Our ITSA would complete the forms and process for ewaste.

Lost or Damaged Library Materials

Students are encouraged to keep their library books in their backpacks. Even our digital library in MackinVIA has virtual backpacks for checked out eBooks. Book check outs are for two weeks both for eBooks and print books. Students and staff library patrons may return library books at one of two book return bins in the downstairs hall or in person during fine arts. The last 15 minutes of fine arts is a recess time we call Games Activities and Puzzles AKA GAP Time. Students may use a library pass during fine arts GAP time for library business i.e. check out or return a book, ask a question, pay a fine, etc. We do not charge daily fines for overdue books. If books are overdue and lost, we ask that students find and return them, replace them (with a note so it is credited to their account), or pay for them. At the end of the school year, a fine will be posted as an obligation in SIS for the value of any lost books 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 to pay for, replace or repair said district property."

Strategic Focus – Weeding and Acquisitions

School Year	Strategic Focus
FY25	Selection Priorities <ul style="list-style-type: none"> ● Assess needs 000 - 400's, Build Collection ● Assess needs 500 - 600's, Build Collection ● Assess needs 700 - 900's, Build Collection
	Inventory Priorities <ul style="list-style-type: none"> ● Inventory fiction chapter books A-Z ● Inventory fiction intermediate ¼ chapter books ● Inventory fiction paperback speed read baskets &

	<p>holiday fiction in office</p> <p>Weeding Priorities</p> <ul style="list-style-type: none"> ● Weed 000 - 400's (consult Titlewise Aged Report) ● Weed 500 - 600's (consult Titlewise Aged Report) ● Weed 700 - 900's (consult Titlewise Aged Report)
FY26	<p>Selection Priorities</p> <ul style="list-style-type: none"> ● Add new authors & series of beginning chapter books ● Procure more fiction chapter books with intermediate grade 4/5 appeal ● Add more paperback "Speed Reads" & eBooks & Award Winners
	<p>Inventory Priorities</p> <ul style="list-style-type: none"> ● Inventory E for Everyone Hardback Picture Books ● Inventory E for Everyone Paperback Picture Books ● Inventory E for Everyone Holiday & Intermediate Shelf Picturebooks
	<p>Weeding Priorities</p> <ul style="list-style-type: none"> ● Weed E hardback books during/ after inventory ● Weed E paperback books during/ after inventory ● Weed fiction books with titlewise report as guide
FY27	<p>Selection Priorities</p> <ul style="list-style-type: none"> ● Add more E hardback books ● Add more E paperback books ● Add more holiday/ seasonal books
	<p>Inventory Priorities</p> <ul style="list-style-type: none"> ● Inventory 000 - 400's / Biographies ● Inventory 500 - 600's ● Inventory 700 - 900's
	<p>Weeding Priorities</p> <ul style="list-style-type: none"> ● Weed non-fiction during / after inventory ● Use titlewise reports to guide weeding of E section ● Use titlewise reports to guide weeding of Fiction

Reconsideration of Materials

SDPBC Policy 8.1205 "Challenge Procedures for Instructional Materials" will be followed as our guide of the district approved steps for any resident within our school boundary or parent of a student attending our school who wishes to challenge specific instructional material, such as a library book in our South Olive Library Media Center. (See [Board Policy 8.1205](#) on challenged materials linked in Appendix D. The Specific Material Objection Form is linked in Appendix E.)

Annual Evaluation and Revision of Collection Development Plan

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)