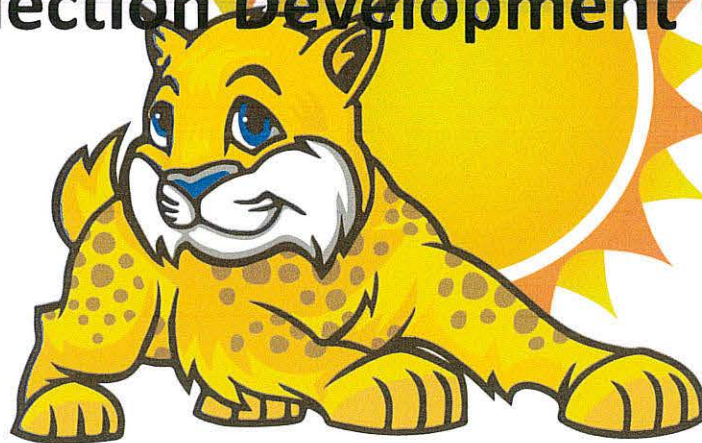


**Sunrise Park Elementary School
Boca Raton, Palm Beach County, Florida
FY25 Collection Development Policy**



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FY24 Collection Development Policy

Date Drafted: April 2024

Date Approved by Administration: 5/7/24

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Purpose of Collection Development Policy

The purpose of the Collection Development Policy is to outline the principles and guidelines followed by the Sunrise Park Elementary School Library Media Center. This policy guides the selection, acquisition, evaluation, and maintenance of materials within the library media center. It ensures consistency among those involved in developing the collection and communicates the center's policies to faculty, students, staff, and other stakeholders in our school community. It is acknowledged that as the school's programs and information needs evolve, the collection development policy will also be updated to align with these changes.

Background Statement & School Community

Sunrise Park Elementary currently enrolls around 1023 students, including Pre-K. The school's Media Center caters to Kindergarten through fifth-grade students, as well as faculty and staff. It offers resources tailored to the culturally diverse needs of students, including those with Specific Language Learning (SLL) requirements. According to The Gold Report, the student body comprises approximately 635 white students, 42 Black students, 291 Hispanic students, 33 Asian students, and 22 students of mixed ethnicity.

School Mission Statement

Sunrise Park Elementary School is committed to delivering exceptional education that fosters excellence, empowering every student to achieve their academic best. Our dedicated staff endeavors to cultivate the knowledge and capabilities essential for our students to become global citizens, well-prepared for both college and career paths.

Media Center Mission Statement

The Sunrise Park Elementary Library Media Center is dedicated to equipping students with essential information literacy skills required for success in the 21st century, aligned with Florida State Standards. Our mission is to develop and maintain a library media program that enhances and extends the school's instructional endeavors.

The library media staff will:

- Provide and advocate for the extensive utilization of resources in diverse formats, tailored to meet the diverse needs of all learners across the curriculum.
- Foster an inquiry-driven learning environment that encourages intellectual curiosity and promotes pleasure reading.

- Cultivate diverse interests to instill a love for lifelong learning.
- Offer instruction to empower students to become proficient and independent users of libraries and information resources.

We expect successful, self-aware learners to:

- Identify, plan, and utilize resources effectively.
- Evaluate and acquire information critically.
- Organize and manage information proficiently.
- Interpret and communicate information accurately.
- Utilize computers and technology to process information efficiently.
- Adapt to and work with various technologies seamlessly.

Responsibility for Collection Management & Development

The management and development of the Library Media Center's collection are central to fulfilling the library's mission. Collection development encompasses the processes involved in acquiring and sustaining materials in both physical and digital formats. These processes include establishing policies and procedures, allocating budgets, conducting needs assessments, selecting materials, maintaining the collection, evaluating resources, and facilitating resource sharing.

The primary objective of the Media Center's collection development activities is to create a contemporary collection that meets the needs of the school community. This objective aligns with the missions of both the School District of Palm Beach County and Sunrise Park. The Library Media Center acknowledges its responsibility to address the research requirements of students and faculty. It fulfills this responsibility by offering access services such as online database searching and document delivery.

Recognizing that no library can fully meet all user needs, the Library Media Specialist at Sunrise Park Elementary School acts as the liaison for all grade levels, parents, and students. This role ensures effective communication and collaboration in supporting the diverse information needs of the school community.

Library Program

The Sunrise Park Elementary Library Media Center operates as an open access facility, welcoming students and staff to utilize its resources throughout the school day. Classes are scheduled on an 8-day rotation basis, ensuring that every student has regular access to the Library Media Center. The library media program is designed with the goal of offering students a diverse array of resources and technology while equipping them with the skills needed to utilize these resources proficiently and productively. Additionally, the program aims to foster a passion for reading among students. Furthermore, we integrate Skills for Learning and Life (SLL) into our media offerings to enhance students' abilities in various aspects of their academic and personal development.

Goals and Objectives

Here are three SMART goals for a collection development policy, along with objectives for each goal:

1. Increase Diversity and Inclusivity in the Collection

- **Specific:** Add books representing diverse cultures, identities, and perspectives to the collection.
- **Measurable:** Increase the percentage of diverse books in the collection by 15% within the next year.
- **Attainable:** Collaborate with local cultural organizations and publishers specializing in diverse literature.
- **Relevant:** Reflect the community's demographics and promote inclusivity and understanding.
- **Time-Bound:** Complete the selection and acquisition process for new diverse titles within six months.

2. Enhance Digital Resources and Accessibility

- **Specific:** Expand the digital collection by adding eBooks, audiobooks, and online databases.
- **Measurable:** Increase digital resources by 20% compared to the previous year's offerings.
- **Attainable:** Allocate a budget for digital acquisitions and negotiate licensing agreements with digital content providers.
- **Relevant:** Cater to patrons who prefer digital formats and improve accessibility for users with disabilities.
- **Time-Bound:** Launch the expanded digital collection and promote its availability within nine months.

3. Promote Lifelong Learning and Literacy

- **Specific:** Develop programs and acquire materials that support literacy and lifelong learning.
- **Measurable:** Increase participation in literacy programs by 25% and track circulation of relevant materials.

- Attainable: Partner with local schools, literacy organizations, and authors for workshops and events.
- Relevant: Foster a culture of reading, learning, and skill development within the community.
- Time-Bound: Implement a new literacy program and acquire related materials within the next school year.

These goals and objectives are designed to be specific, measurable, attainable, relevant, and time-bound, providing a clear roadmap for achieving the desired outcomes in collection development.

Budget and Funding

The Sunrise Park Elementary Library Media Center is given a school-based operating budget at the beginning of every school year. The administrator uses a formula in order to disperse the appropriated funds. Below is the current budget of all accounts. The expected budget for the 2024-2025, the school year will be similar to that of the current year.

In the FY25 projected budget amounts replace the amounts with your actual ones.

<i>School-based Operating Budget</i>	<i>Budget FY24</i>	<i>FY25 Projected Budget</i>
<i>Account 551100 - Media Supplies</i>	<i>\$836.55</i>	<i>\$836.55</i>
<i>Account 553420 - Media Subscriptions (Periodicals-Newspapers)</i>	<i>\$0</i>	<i>\$0</i>
<i>Account 561100 - Library Books</i>	<i>\$3900.00</i>	<i>\$3900.00</i>
<i>Account 562230 - Media A/V Equipment</i>	<i>\$0</i>	<i>\$0</i>
<i>Account 564220 - Furn-Fix/Equip</i>	<i>\$0</i>	<i>\$0</i>
<i>Fundraising/ Grants</i>	<i>Budget Amount</i>	
<i>Media Center Internal Account number for your grant(s) (get this from your bookkeeper)</i>	<i>\$9500</i>	<i>\$9500</i>
<i>State Media Allocation</i>	<i>Budget Amount</i>	
<i>Account 556110 (program 3070) - Media Books</i>	<i>\$2733.00</i>	<i>\$2733.00</i>

Purchasing Plan FY25

Approximate Purchasing Plan	
Purpose	Amount
Books	\$3900.00
Supplies	\$836.55
Total:	\$4,736.55

Scope of the Collection

The collection development policy of Sunrise Park Elementary School/Media/SLL outlines the scope and focus of materials included in our library collection. Our collection aims to support both the academic curriculum and recreational reading, as outlined in School Board Policy 8.12. The collection is curated to align with the educational goals of our institution while also catering to the diverse interests and needs of our students, faculty, and administrators.

Formats and Access

Our collection comprises a variety of formats, including print materials such as books, magazines, and newspapers. Additionally, we provide access to electronic resources, including eBooks, audiobooks, and digital databases. These resources are accessible 24/7 to students and staff members, offering flexibility and convenience in research and learning. We do not include outdated formats like VHS videos and obsolete hardware in our collection, in line with modern educational standards.

Special Emphasis

A special emphasis in our collection is placed on non-fiction materials that support STEM (Science, Technology, Engineering, and Mathematics) programs. These materials are curated to enhance learning experiences in these critical areas, fostering inquiry, critical thinking, and problem-solving skills among our students.

District-provided Resources

Our library also benefits from District-provided databases and eBooks, enriching our local collection and ensuring a comprehensive range of resources for our users. These resources complement our physical collection and offer a wealth of information across various subjects and disciplines.

Management and Organization

As per District policy and best practices for school libraries, our collection is organized using the standard Dewey Decimal Classification System and alphabetically. This systematic arrangement facilitates easy access and navigation for users, promoting efficient research and exploration of topics of interest.

Financial Support

Financial support for the maintenance and enhancement of our media center is allocated from various sources. Supplies funds cover essential items such as laminating materials, poster paper, ink, and other necessary supplies for the media center and teacher workroom. Additionally, capital funds, such as Project 8430 Capital Funds for the Destiny Project, are utilized to support the management and development of our library program, ensuring a well-maintained and up-to-date learning environment for our school community.

In conclusion, our collection development policy reflects a commitment to providing a diverse, up-to-date, and accessible collection of resources that support the educational objectives and interests of our school community.

Equipment

Equipment plays a vital role in supporting our media programs and enhancing the educational experience within our institution. Our collection development policy underscores the importance of providing a diverse range of equipment to meet the evolving needs of our students, teachers, and staff.

For student use, we offer a variety of equipment such as Chromebooks and computers. These devices are essential for conducting research, accessing digital resources, and completing assignments that require technological integration. Our goal is to ensure that students have access to up-to-date technology that fosters their learning and prepares them for future endeavors.

In addition to student-focused equipment, we also provide a range of resources for teacher and staff use within our media center and workroom areas. This includes heavy-duty copier machines and two

laminators, which are instrumental in producing high-quality educational materials and supporting administrative tasks. These resources empower our educators to create engaging learning materials and streamline their workflow, ultimately benefiting the entire educational community.

One of the standout features of our media center is the State of the Art WSUN TV production studio. This studio is equipped with cutting-edge technology and resources, allowing students and staff to engage in multimedia production, broadcasting, and storytelling. It serves as a creative hub where individuals can explore the realms of media production, digital storytelling, and communication skills.

Overall, our commitment to providing comprehensive equipment resources reflects our dedication to supporting innovative teaching methods, fostering digital literacy, and empowering individuals to excel in a technology-driven world.

Collection Development

The Library Media Center at Sunrise Park Elementary School recognizes the importance of building and maintaining a comprehensive collection of materials to support the educational and personal interests of our school community. Collection development encompasses the processes involved in acquiring, organizing, and managing the library's materials in both print and non-print formats.

This includes the development of policies and procedures, budget allocation, needs assessment, selection of materials, collection maintenance, evaluation, and resource sharing. Our primary goal is to create a dynamic and current collection that aligns with the educational goals of the School District of Palm Beach County and Sunrise Park Elementary School.

As the Library Media Specialist, I serve as the liaison between all grade levels, parents, and students to ensure that our collection meets the diverse needs of our users. Our budget allocations for the current period are as follows:

- *Supplies: \$836.55*
- *Periodicals: \$0*
- *AV Materials: \$0*
- *Books: \$3,900.00*
- *Equipment: \$0*

These funds are allocated strategically to support the acquisition of materials that enhance learning experiences and promote information literacy among our school community. We also provide access services such as online database searching and document delivery to further support research needs while recognizing that our collection may not fulfill every user's specific requirements.

Selection and Evaluation Criteria

The collection development policy of Sunrise Park Elementary School Library Media Center is deeply rooted in the Board Policy on Selection, which serves as the foundation for our selection and evaluation criteria. Our primary goal is to provide a diverse and inclusive collection that meets the informational, educational, and recreational needs of our students, faculty, and staff.

Selection Criteria:

1. **Relevance to Curriculum and Information Needs:** Materials selected must support and enhance the curriculum and information needs of students and educators. We prioritize materials that align with instructional goals and promote critical thinking, creativity, and cultural understanding.
2. **Accuracy and Authority:** We prioritize materials that are accurate, current, and authoritative. Informational materials undergo rigorous evaluation to ensure factual accuracy and reliability.
3. **Quality and Suitability:** Materials are evaluated based on their overall quality, including content, writing style, illustrations (for visual materials), and production values. We ensure that materials are suitable for the intended age group and reading level.
4. **Reputation and Reviews:** We consider reviews from reputable sources such as School Library Journal, Booklist, and professional journals. Reviews help us assess the quality, appropriateness, and potential impact of materials on our collection.
5. **Diversity and Inclusivity:** We strive to represent diverse perspectives, experiences, and voices in our collection. Materials that promote cultural diversity, inclusivity, and social equity are given special consideration.
6. **Relevance to Community Interests:** We take into account the interests and preferences of our school community, including students, educators, and parents. Popular and high-demand materials that align with community interests are considered for inclusion.
7. **Budgetary Considerations:** While quality and relevance are paramount, we also consider budgetary constraints when making selection decisions. We seek to maximize the value of each acquisition while ensuring a balanced and comprehensive collection.

The selection process involves thorough review and discussion among library staff, educators, and administration. We utilize a variety of reviewing tools and resources such as online databases, publisher catalogs, professional recommendations, and user feedback to inform our decisions. Additionally, we regularly review and update our collection development policy to adapt to evolving educational needs and community interests.

By adhering to these selection and evaluation criteria, we ensure that our library collection remains dynamic, engaging, and reflective of the diverse learning needs of our school community.

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











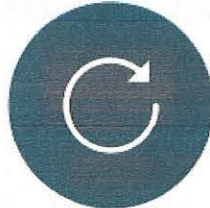
The School District Library Media Services provides support to school library media center personnel and establishes uniform policies and procedures for school library media centers throughout the District. These services include, but are not limited to:

- 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.

			
14,375 Items in the Collection	15.7 Items per Student	25% Fiction Titles in the Collection	44% 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.			
	2005 Average Age of the Collection	61% Aged Titles	9% 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	2004 Representative Titles Average Age	34% SLL Titles in Collection	2006 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	69	2008
Philosophy & Psychology	112	2004
Religion	79	2003
Social Sciences	1,025	2001
Language	98	2001
Science	1,836	2005
Technology	975	2006
Arts & Recreation	991	2011
Literature	307	2001
History & Geography	843	2002
Biography	1,075	2005
Easy	2,781	2004
General Fiction	3,664	2006
Graphic Novels	3,664	2006

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 Rotation:

The Library Media Specialist will conduct inventory on a three-year rotation as per Board Policy 8.12 (8). The rotation plan by year is as follows:

- 2022: Fiction
- 2023: Easy
- 2024: Non-fiction

Organizational Systems:

The library employs a comprehensive labeling, shelving, and organizational system to facilitate efficient access to materials. Fiction and Non-fiction materials are categorized using the Dewey Decimal Classification System, while Easy materials are organized using a simplified alphabetical system by author's last name. Additionally, the library utilizes color-coded stickers to denote reading levels for Easy materials and genres for Fiction materials.

Collection Development Criteria:

The Library Media Specialist reserves the right to incorporate into the collection only those items that meet the specific criteria outlined in the collection development plan. Materials are selected based on relevance to the curriculum, alignment with educational goals, patron requests, and professional reviews.

Gifts and Donations:

In accordance with IRS guidelines, the library does not assign monetary value to gift books and other used materials unless appraised by a certified appraiser. When acknowledging gifts, the library will provide a letter indicating the type and quantity of materials received but will not assign a value. Donated materials are subject to the same evaluation criteria as purchased materials to ensure alignment with collection goals.

By documenting these policies and procedures, we ensure continuity in collection management practices and facilitate a smooth transition for future personnel.

Lost or Damaged Library Materials

Policy Overview:

Our school's policy regarding lost or damaged library materials aligns with School Board Policy 2.21B(9), which states that students are responsible for paying for, replacing, or repairing district property, including library books and textbooks loaned to them.

Fees and Fines:

Fees may be charged for lost or damaged materials, but the decision is made at the discretion of the Library Media Specialist or media clerk. The following guidelines apply:

1. Lost Materials:

- Students who lose library materials are responsible for either paying the replacement cost or providing a replacement copy in good condition.
- The replacement cost will be determined based on the current market value of the item or the cost to purchase a new copy.
- Students may also have the option to provide a comparable replacement item approved by the Library Media Specialist.

2. Damaged Materials:

- Students who damage library materials are responsible for paying for the repair or replacement of the damaged item.
- The extent of the damage and the feasibility of repair will be assessed by the Library Media Specialist or designated staff.
- If repair is not possible, the student will be required to pay for the replacement cost or provide an acceptable replacement as determined by the library.

Notification and Payment:

- Students and their parents/guardians will be notified of any fees or fines associated with lost or damaged materials.
- Payments can be made at the library or through the school's designated payment system.
- Failure to address outstanding fees or fines may result in restrictions on borrowing privileges until the issue is resolved.

Appeals Process:

- Students have the right to appeal fees or fines for lost or damaged materials.
- Appeals should be made in writing to the Library Media Specialist, outlining the reason for the appeal and any supporting evidence.
- The Library Media Specialist will review the appeal and make a decision based on the circumstances presented.

By implementing these policies and procedures, we ensure accountability for library materials while also providing a fair and reasonable approach for addressing lost or damaged items within our school community.

Strategic Focus – Weeding and Acquisitions

School Year	Strategic Focus
FY25	Selection Priorities <ul style="list-style-type: none"> ● Easy ● Fiction ● Non-fiction
	Inventory Priorities <ul style="list-style-type: none"> ● Fiction ● Easy ● Non-Fiction
	Weeding Priorities <ul style="list-style-type: none"> ● Fiction ● Easy ● Non-Fiction
FY26	Selection Priorities <ul style="list-style-type: none"> ● Fiction ● Non-fiction ● Easy
	Inventory Priorities <ul style="list-style-type: none"> ● Easy ● Non-Fiction ● Fiction
	Weeding Priorities <ul style="list-style-type: none"> ● Easy ● Non-Fiction ● Fiction
FY27	Selection Priorities <ul style="list-style-type: none"> ● Non-fiction ● Easy ● Fiction
	Inventory Priorities <ul style="list-style-type: none"> ● Non-Fiction ● Easy ● Fiction
	Weeding Priorities <ul style="list-style-type: none"> ● Non-Fiction ● Easy ● Fiction

Reconsideration of Materials

In accordance with Board Policy 8.1205 on Challenged Materials, our library system is committed to upholding the principles of intellectual freedom and providing access to a diverse range of materials that reflect varying perspectives and interests within our community. This policy ensures that individuals have the right to express concerns about library materials and that these concerns are addressed through a formal reconsideration process.

Our collection development plan aligns with Policy 8.1205 by acknowledging the importance of considering diverse viewpoints while maintaining a collection that serves the informational, educational, and recreational needs of our patrons. When a concern regarding a specific material arises, we follow the procedures outlined in the policy to address these concerns respectfully and responsibly.

Furthermore, we have included the Specific Material Objection form and a copy of Policy 8.1205 in our appendix for easy reference. This allows staff and patrons to familiarize themselves with the policy and procedures in the event of a material challenge, ensuring transparency and consistency in our approach to handling such situations.

By adhering to Policy 8.1205 and providing clear guidelines for addressing material challenges, we strive to uphold the values of intellectual freedom and inclusivity within our library community while maintaining a robust and relevant collection for all users.

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)