



## **The Conservatory School**

### **FY25 Collection Development Policy**

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## Signature Page

### The Conservatory School FY25 Collection Development Policy

Date Drafted: May 13, 2024

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## **Purpose of Collection Development Policy**

Our collection development plan for The Conservatory School serves as a strategic guide to ensure that the media center's resources effectively support the educational curriculum and meet the diverse informational, educational, and recreational needs of students and teachers. Our plan helps to create an environment that fosters literacy, learning, and a love of reading among students. It also ensures that the media center adapts to changing educational standards, technological advancements, and the evolving interests of the school community, while managing budgetary issues and maximizing the use of available resources.

## **Background Statement & School Community**

The Conservatory School is 37% black, 37% white, 20% Hispanic, 2% Asian, 4% mixed race. It is 47% male, 53% female. There are 831 students and 65% are currently enrolled in the free/reduced lunch program. The school accommodates pre-kindergarten through eighth grade and is currently at 132% capacity. Overall, 15% of the students are enrolled as English Language Learners, 13% enrolled as Exceptional Student Education learners. The Conservatory Schools' primary focus is Music.

## **School Mission Statement**

The Conservatory School is meant for those students who are up to the challenge of developing collaborative real-world solutions, participating in high-level challenges and internships, and who want learning to be exhilarating and audacious.

## **Media Center Mission Statement**

At the Media Center at The Conservatory School, we commit to fostering a welcoming environment where every student sees themselves reflected in our resources. Our mission is to provide a diverse and inclusive collection of media that respects and celebrates all cultures, backgrounds, and perspectives. We strive to inspire a lifelong passion for learning, creativity, and critical thinking in a safe and supportive space.

## **Responsibility for Collection Management & Development**

A library media specialist is essential in managing and developing a library's collection to meet the diverse needs of its community. This includes assessing the current collection to identify gaps and outdated materials, selecting new, relevant resources, managing the acquisition budget, organizing the collection for easy access, and routinely evaluating and updating the library's offerings.

The specialist begins by evaluating existing resources to align with current academic standards and emerging educational trends. This informs their decisions when selecting new books, periodicals, digital resources, and multimedia content suitable for different academic levels and interests. Budget management is crucial as the specialist must make cost-effective decisions to ensure the library provides maximum value. They also catalog and classify new materials to enhance accessibility and conduct regular evaluations to keep the collection current and relevant.

Stakeholder engagement is another critical role. The specialist collaborates with school administrators to align the library's goals with the school's

broader educational objectives. They engage with faculty to integrate library resources into the curriculum effectively and gather feedback for future acquisitions. Student input is gathered through surveys and discussions to tailor the library's offerings to their needs. Parents are involved through meetings and events to enhance the library's role in supporting home learning.

Additionally, the specialist works with district-level stakeholders to ensure the library meets district-wide educational standards. This might include participating in district meetings and collaborating on purchasing decisions. By managing the library's collection and actively seeking input from all stakeholders, the library media specialist ensures the library remains a pivotal educational resource.

## **Library Program**

The library program I manage operates on a mixed schedule, with fixed times on Tuesdays and Thursdays and a more flexible arrangement on Mondays, Wednesdays, and Fridays. This flexibility allows me to accommodate a variety of activities and initiatives that enhance our educational offerings. Throughout the year, I organize two book fairs, one in the fall and another in the spring, held in the media center, which is a central hub for numerous other programs.

A notable initiative is the middle school First Lego League, which I oversee from the media center, providing students with an opportunity to engage in STEM-related challenges. Additionally, our TinkerLab caters to third, fourth, and fifth graders who participate in various STEM activities, fostering an

environment of exploration and innovation.

The media center also plays a crucial role in supporting classroom instruction. I deliver topic-related books to classrooms upon request and assist elementary classes in preparing for their exhibitions. Our Book Nook is a popular destination where classes or small groups of students check out books, promoting a culture of reading.

Moreover, the media center is the venue for our Global Classroom series, now in its sixth year, where we host live events with scientists and explorers from around the world. This initiative not only broadens the students' horizons but also integrates real-world experiences into our educational framework. Overall, the library program is a dynamic space that supports learning and discovery across various disciplines and grade levels.

## **Goals and Objectives**

### SMART Goal 1: Expand STEM Learning Opportunities

- Specific: Develop and enhance STEM (Science, Technology, Engineering, Mathematics) learning opportunities in the media center.
- Measurable: Implement at least three new STEM-focused programs or activities by the end of the school year, with at least 50% student participation in these programs.
- Attainable: Utilize media center resources and collaborate with STEM teachers to create engaging and educational programs.
- Relevant: STEM education is critical for equipping students with necessary

skills in increasingly technical fields and fostering problem-solving capabilities.

- Time-bound: Achieve this goal by the end of the academic year.Objectives:
  1. Objective 1: Develop a monthly "STEM Exploration Day" where students can engage in hands-on experiments, coding workshops, or robotics demonstrations using media center resources.
  2. Objective 2: Partner with local science and technology professionals to offer quarterly guest lectures or workshops in the media center, aiming to connect theoretical knowledge with real-world applications and inspire student interest in STEM careers.

#### SMART Goal 2: Increase Resource Utilization

- Specific: Increase student and faculty engagement with media center resources.
- Measurable: Achieve a 25% increase in check-outs and log-ins to digital resources.
- Attainable: Promote resources through targeted marketing and orientation sessions.
- Relevant: Enhanced engagement with resources supports educational outcomes and resource investment.
- Time-bound: Reach this goal by the end of the first semester.
  1. Objective 1: Launch a bi-weekly newsletter highlighting resources, new arrivals, and tutorials on how to use specific tools and materials.
  2. Objective 2: Host orientation sessions at the start of the school year for new students and staff, showcasing how to access and utilize media center resources effectively.



### SMART Goal 3: Foster a Culture of Reading

- Specific: Promote regular reading habits among students.
- Measurable: Increase participation in reading programs and book check-outs by 40%.
- Attainable: Organize reading challenges and author visit events.
- Relevant: Reading enhances cognitive and language skills, and fosters lifelong learning.
- Time-bound: Complete this initiative by the end of the academic year.
- Objectives:
  1. Objective 1: Start a monthly reading challenge that rewards students for reading books across different genres.
  2. Objective 2: Arrange for at least two author visits during the school year to discuss their books and the writing process, aiming to inspire student interest in reading.

### Budget and Funding

<b><i>School-based Operating Budget</i></b>	<b><i>Budget FY24</i></b>	<b><i>FY25 Projected Budget</i></b>
<i>Account 551100 - Media Supplies</i>	<i>\$300</i>	<i>\$300</i>
<i>Account 553420 - Media Subscriptions (Periodicals-Newspapers)</i>	<i>\$500</i>	<i>\$500</i>
<i>Account 561100 - Library Books</i>	<i>\$1162</i>	<i>\$1200</i>
<i>Account 562230 - Media A/V Equipment</i>	<i>\$350</i>	<i>\$350</i>
<i>Account 564220 - Furn-Fix/Equip</i>	<i>\$600</i>	<i>\$600</i>

<b><i>Fundraising/ Grants</i></b>	<b><i>Budget Amount</i></b>	
<i>Media Center Internal Account number for your grant(s) (get this from your bookkeeper)</i>	\$1000	\$1000
<b><i>State Media Allocation</i></b>	<b><i>Budget Amount</i></b>	<b>\$5050</b>
<i>Account 556110 (program 3070) - Media Books</i>	2100	\$2100

## Purchasing Plan FY25

<b>Approximate Purchasing Plan</b>	
<b>Purpose</b>	<b>Amount</b>
books	\$3000
supplies	\$1000
STEM	\$2500
<b>Total:</b>	<b>\$6500</b>

### Scope of the Collection

The Conservatory School maintains a collection of books and magazines in its Book Nook. The Conservatory School also partners with the North Palm Beach Public Library. A field trip permission slip is completed at the beginning of the school year for library visits. Classrooms routinely utilize the library for research and/or personal browsing.

The Conservatory School utilizes smartboards (every classroom) and chrome books (every student grades 1-8). There are iPads and document cameras available as well. The Conservatory School has a small studio that is available to use for content creation.

The Conservatory School utilizes multiple district ebook platforms - MackinVia, Follett, Gale Research as a way to provide 24/7 reading availability to our students.

The Conservatory School maintains District-provided databases and

eBooks that expand our local collection and provide 24/7 access for students. We currently have digital subscriptions for Time for Kids, Nat Geo for Kids, Science News Explorers and Discovery Box.

The Conservatory School will support both curriculum and pleasure reading as per School Board Policy 8.12 (see Section 2 d) and also that per District policy the collection will be arranged in standard Dewey order.

## **Equipment**

The Conservatory School utilizes smartboards (every classroom) and chrome books (every student grades 1-8). There are iPads and document cameras available as well. The Conservatory School has a small studio that is available to use for content creation.

The Conservatory School utilizes multiple district ebook platforms - MackinVia, Follett, Gale Research as a way to provide 24/7 reading availability to our students.

## **Collection Development**

The Conservatory takes the selection and evaluation process seriously. Staff and students provide input on what material should be added to our collection and why it should be added. We take the student input into account when selecting materials.

## **Selection and Evaluation Criteria**

The Conservatory takes the selection and evaluation process seriously. Staff and students provide input on what material should be added to our collection and why it should be added. We take the student input into account when selecting materials.

Selecting and evaluating materials for our library media center involves criteria that ensure the resources are educational, relevant, and diverse. Materials should support the curriculum and cater to various age levels, with an emphasis on their educational value to promote critical thinking and literacy. Accuracy, currency, and authority are critical, ensuring that information is up-to-date and sourced from reputable authors and publishers.

The collection should be diverse and inclusive, reflecting a wide range of cultures and perspectives. Both physical books and digital formats are considered to accommodate different learning styles and accessibility needs. Given budget constraints, selections must be cost-effective. Feedback from teachers, students, and staff is also crucial for assessing material effectiveness.

Resources must comply with educational standards and policies. For quality and appropriateness evaluation, professional review sources like *School Library Journal* are instrumental, helping ensure the library meets the educational goals and needs of the 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 monitor 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

			
<b>11,176</b> Items in the Collection	<b>22.7</b> Items per Student	<b>37%</b> Fiction Titles in the Collection	<b>24%</b> 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.			
	<b>2007</b> Average Age of the Collection	<b>52%</b> Aged Titles	<b>4%</b> 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.	
			
<b>34%</b> Representative Titles in Collection	<b>2004</b> Representative Titles Average Age	<b>40%</b> SEL Titles in Collection	<b>2006</b> SEL 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	45	2005
Philosophy & Psychology	20	2000
Religion	20	1996
Social Sciences	476	2000
Language	52	1999
Science	640	2005
Technology	210	2004
Arts & Recreation	590	2010
Literature	185	1998
History & Geography	496	2004
Biography	382	2003
Easy	3093	2004
General Fiction	4085	2007
Graphic Novels	380	2013

## 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

Collection maintenance remains an unanswered issue with the loss of the traditional media center due to overcrowding. In our Book Nook we have labeling to reflect areas of high interest such as Graphic Novels and New Books.

## Lost or Damaged Library Materials

It has been a long standing school policy at The Conservatory School not to collect fees for lost, damaged or late materials.

## Strategic Focus – Weeding and Acquisitions

School Year	Strategic Focus
FY25	<b>Selection Priorities</b> <ul style="list-style-type: none"><li>• graphic novels</li><li>• 500</li><li>• 92</li></ul>
	<b>Inventory/ Weeding Priorities</b> <ul style="list-style-type: none"><li>• 500</li><li>• 92</li><li>• 700</li></ul>
FY26	<b>Selection Priorities</b> <ul style="list-style-type: none"><li>• C</li><li>• E</li><li>• 900</li></ul>
	<b>Inventory/ Weeding Priorities</b> <ul style="list-style-type: none"><li>• C</li><li>• E</li><li>• 900</li></ul>
FY27	<b>Selection Priorities</b> <ul style="list-style-type: none"><li>• 700</li><li>• 600</li><li>• 400</li></ul>
	<b>Inventory/ Weeding Priorities</b> <ul style="list-style-type: none"><li>• 700</li><li>• 600</li><li>• 400</li></ul>

## **Reconsideration of Materials**

We will adhere to Board Policy 8.1205 on Challenged materials. It should be noted that 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)