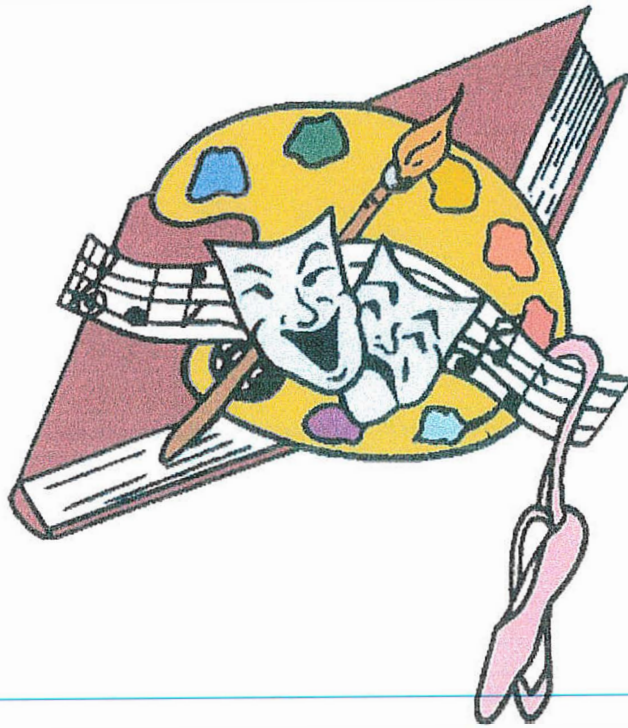


# U. B. Kinsey/Palmview Elementary School of the Arts



## FY25 Collection Development Policy

*Angela Williams, certified ESOL, Reading, and  
Social Studies Teacher*

Certified Educational Media Specialist


Signature Page

**U.B. Kinsey/Palmview Elementary School of the Arts**  
FY25 Collection Development Policy

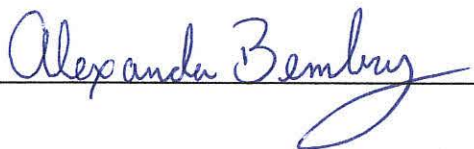
Date Drafted: May 10, 2024

Date Approved by Administration: May 29, 2024

Media Specialist Name: Angela Williams

Media Specialist Signature: 

Principal Name: Alexander Bembry

Principal Signature: 

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## Purpose of Collection and Philosophy Development Policy

The purpose of this plan is to identify the community of learners being served, define the collection, provide the methods of maintaining the collection, and set forth the operational procedures for the U.B. Kinsey/Palmview Elementary School of the Arts' Media Center.

## Background Statement & School Community

The users of U. B. Kinsey/Palmview Elementary School of the Arts(SOA) Library Media Center from Pre-Kindergarten through Fifth in addition to the faculty, staff and parents of that community of users.

## School Community of Users

U. B. Kinsey/Palmview Elementary SOA is a Title 1 school which serves a culturally diverse population, which includes an ESOL population. U.B. Kinsey/Palmview Elementary is a "C" rated School. According to the Gold Report, the media center will appropriately serve 509 students: Pre-K - 5th grade and 62 staff members. The makeup of the student population is as follow: 4% White, \*88% Black, 7% Hispanic, 1% Asian, 1% American Indian, 2% Mixed Race, 43% male, and 57% female. The demographic of its student population is 94%, Free and Reduced Lunch (FRL) students. In addition, it supports the unique curricular needs of ESE and ESOL programs.

U. B. Kinsey/Palmview Elementary is an Arts school, therefore it implements various areas of students such as Visual Arts, String, Theatre, STEM, Communication Arts. All students are introduced to each art beginning in grades Pre-kindergarten through 3rd. By grades 4 and grade 5 they may select an art major to major in. For those students who are interested in continuing their studies of choice in Arts are prepared an extensive portfolio and have auditions to continue their studies at BAK Middle School of the Art or any other performing arts school that offer their field of studies.

In the media center, students are offered opportunities to participate in special programs and activities such as MakerSpace and Project Based Learning. In addition, it will serve all community stakeholders such as parents, U. B. Kinsey/Palmview School of the Arts' Aftercare Program and 21st CenturyProgram.

### **School Mission Statement**

U. B. Kinsey/Palmview Elementary School of the Arts mission is to provide an outstanding education center on artistic excellence and high academic achievement that will inspire and challenge development policy.

### **Media Center Mission Statement**

The specific mission of this media center is to further the educational and recreational learning needs of students, faculty, and staff of the U.B. Kinsey/Palmview Elementary School of the Arts community through travels of the most current and appropriate print media, technology, and the best personal assistance available.

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

The responsibility for maintaining the collection in the media center is ultimately that of the media specialist, with the input from students, teachers, administrators and advisory committee.

### **Library Program**

All classes are scheduled to visit the media center once each week for 45 minutes on a fixed and flexible schedule. The media program is on the Fine Arts' Wheel, which is the fixed schedule. Therefore, the Media Specialist teaches Pre-Kindergarten, Kindergarten, and 4th grade classes during the First Semester and during Second Semester he or she teaches Grades 1 and 5. As the flexible schedule, during the school year, grades 2 and 3 are able to come and check out books weekly at their literature time. In addition, each grade level has an assigned day to come to the media center before school begins. In addition, the students will have access to the Ben Carson Reading Room to select and read books of their choice.

The library Media Specialist will work in conjunction with the general education teachers to align its curriculum with state standards being taught at each grade level within a given week. He or she will work with the classroom teacher to develop comprehension and compatible lessons that support academic and social skills.

## Goals and objectives

**Goal 1:** to focus on weeding the easy read and fictions to bring them more current in FY25.

Objective 1: schedule weeding time weekly starting in August to December.

Objective 2: have a cart readily available with scissors, tape, labels and boxes.

Objective 3: note the reasons why books were pulled.

**Goal 2:** to focus on updating the furniture to invite an environment to read by FY 25.

Objective 1: Do an inventory of furniture.

Objective 2: Apply for Donors Choose for donations

Objective 3: Ask PTO to purchase furniture such as stools and stem carts.

**Goal 3:** collaborate with teachers to better support classroom instruction in the media center by Fall 2024.

---

Objective 1: create an instructional material survey.

Objective 2: meet, plan and create lesson plans with the general education teachers to integrate media activities .

## **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. Additional funding is obtained through grants that are written by members of the school's grant committee.

**FY25 projected budget amounts**

| <b>School-based Operating Budget</b>  | <b>Budget<br/>FY24</b>   | <b>FY25<br/>Projected<br/>Budget</b> |
|---|--------------------------|--------------------------------------|
| <i>Account 551100 - Media Supplies</i>  | \$351.00                 | \$351.00                             |
| <i>Account 553420 - Media Subscriptions<br/>(Periodicals-Newspapers)</i>                              | \$154.86                 | \$155.00                             |
| <i>Account 561100 - Library Books</i>   | \$688.14                 | \$689.00                             |
| <i>Account 562230 - Media A/V Equipment</i>   | \$281.00                 | \$281.00                             |
| <i>Account 564220 - Furn-Fix/Equip</i>  | \$11.00                  | \$11.00                              |
| <b>Fundraising/ Grants</b>  | <b>Budget<br/>Amount</b> |                                      |
| <i>Media Center Internal Account number for<br/>your grant(s) (get this from your<br/>bookkeeper)</i> | \$607.54                 | \$608                                |
| <b>State Media Allocation</b>   | <b>Budget<br/>Amount</b> |                                      |
| <i>Account 556110 (program 3070) - Media<br/>Books</i>  | \$1258.00                | \$1258.00                            |

*Purchasing Plan FY25*

| <b>Approximate Purchasing Plan</b> |                  |
|------------------------------------|------------------|
| <b>Purpose</b>                     | <b>Amount</b>    |
| Media Books                        | \$600.00         |
| MakerSpace/STEM Supplies           | \$400.00         |
| Supplies                           | \$300.00         |
| EBooks                             | \$300.00         |
| Technology Subscriptions           | \$400.00         |
|                                    |                  |
| <b>Total:</b>                      | <b>\$2000.00</b> |

**Scope of the Collection**

Every effort is made to maintain the collection so as to exceed the Southern Association of Schools and colleges requirements. The age of the collection in crucial areas is frequently monitored and every effort is made to weed and replace publications that are as current as possible as funding allows.

In addition, the media center will purchase nonfiction printed materials, and equipment to support STEM, Social Emotional Learning and Battle of the Books Programs. Also, the media center will utilize the District's databases and eBooks that will expand our local collection and provide 24/7 access to students. We will purchase additional electronic resources.

These materials will support both curriculum and pleasure reading as per School Board Policy 8.12 (see Section 2d) and also that per District policy the collection will be arranged in standard Dewey order (see Section 5 Management of Library media Instructional Materials).



Using the Titlewise Analysis to determine areas where attention is needed is very valuable. It allows the media specialist to target areas to weed and purchase materials.

The types of media formats in the collection are hardback, paper books, video tapes & DVDs, audio book, music compact disk, big books, downloadable e-books, magazines and district-access internet resources which are found on the student's portal. Board Policy 8.12.

### **Equipment**

The equipment available is used through our media programs. Other equipment such as our computer lab is available for teacher and staff use in the media center and teacher work area.

### **Collection Development**

The Collection Development is the process of providing quality materials and equipment for the library media center. It states the principles and guidelines used by U.B. Kinsey/Palmview Elementary School of the Arts Library Center in selection, acquisition and maintenance of library materials. The goal of collection development is to ensure the collection has information sources in adequate quantity and variety to support student's academic and personal interest needs. The media specialist leads this process with the input of administration, teachers, students, parents, and stakeholders.

### **Replacement Policy/Criteria For Weeding Library Materials**

It is essential that the collection is a balanced collection that is useful to students and staff. The media specialist will assess the need for replacement, which is influenced by:

- Availability of copies;
- Popular interest;
- Cost;
- Relevant to current curriculum.

## Guidelines

The decision is based on a number of factors including:

- Material in poor condition -beyond repair.
- Materials no longer appropriate for the span of reading and comprehension levels in the school library.
- Materials outdated.
- Duplicated copies that are no longer in demand.
- Materials no longer relevant to the school curriculum or students interested in.
- Encyclopedia and atlases should be considered in the replacement if they are over five (5) years old.
- Magazines that are researched/referenced may be retained for no more than three (3) years.

## Weeding Procedures

1. Weed different sessions of the collection at different times. Current curriculum may determine how often and regularly assessments are. The final decision to weed materials in the media collection is made by the media specialist, however seeking input from the library advisory committee.
2. Delete items for Destiny.
3. Cross our school identification with black sharpie and include barcode on all discarded materials.
4. Discard magazines and audiovisual materials resources directly in the trash.
5. Pack weeded books in boxes and marked as "Weeded" using the provided labels by Library Media Services- must consider weight restriction, which is at least 30 lbs. Call for pickup by August.
6. Discarded materials may not be offered to students.

## Inventory

As per Board Policy, inventory of  $\frac{1}{3}$  of the collection is required each year. We are to do inventory and keep the library open and functioning.

## Selection and Evaluation Criteria

Per Florida Statute governing Instructional Materials, instructional material stored in the Library Media Center must be inventoried annually. Along with the PBSB policy, the media center materials review committee and media specialist are charged to read and review reading material and instructional materials are both age appropriate and informationally current. Materials considered for purchase are selected on the basis of the criteria established in School Board Policy 8.12.

Selection of books is considered through reviews for School Library Journals, Publishers Weekly, Booklists, BookTalk, America School Library Journal, Kirkus, and Book Horn.

- **Selection Criteria**

- support and enrich school curriculum
- meet state standards
- age appropriateness
- cost
- reviews
- patrons interest

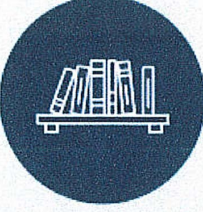



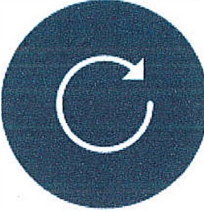





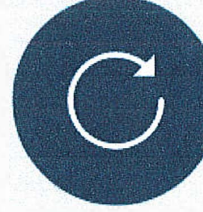
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## District-Wide Procedures for Selecting and Developing Library Collections

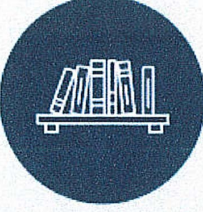



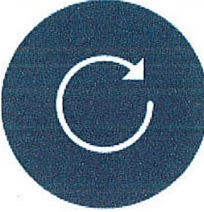





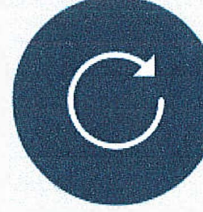
[School Board Policy 8.12](#) sets out the procedures for selecting and developing library collections. These procedures are followed district-wide.

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.

### TitleWise Analysis

|  |   |   |   |
|--|---|---|---|
|   |    |                    |    |
| <b>13,536</b><br>Items in the Collection   | <b>26.9</b><br>Items per Student  | <b>14%</b><br>Fiction Titles in the Collection  | <b>43 %</b><br>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>1994</b><br>Average Age of the Collection  | <b>87%</b><br>Aged Titles   | <b>2%</b><br>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>40%</b><br>Representative Titles in Collection  | <b>2019</b><br>Representative Titles Average Age                                    | <b>29%</b><br>SLL Titles in Collection  | <b>1997</b><br>SLL Titles Average Age   |

### TitleWise Analysis

|  |   |   |   |
|--|---|---|---|
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## Collection Analysis

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 | 42          | 2001               |
| Philosophy & Psychology                       | 32          | 2006               |
| Religion                                      | 46          | 1993               |
| Social Sciences                               | 1485        | 1991               |
| Language                                      | 241         | 1991               |
| Science                                       | 1114        | 1995               |
| Technology                                    | 680         | 1995               |
| Arts & Recreation                             | 565         | 1995               |
| Literature                                    | 656         | 1991               |
| History & Geography                           | 965         | 1994               |
| Biography                                     | 1195        | 1995               |
| Easy  | 4447        | 1994               |
| General Fiction                               | 1961        | 1998               |
| Graphic Novels                                | 33          |                    |

## 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.

## Weeding and Acquisitions

### Strategic Focus- Weeding and Acquisitions

| School Year | Strategic Focus   |
|-------------|---|
| FY25        | <b>Selection Priorities</b> <ul style="list-style-type: none"> <li>• Computer Science, Information &amp; General Works</li> <li>• Technology</li> <li>• Science</li> </ul>          |
|             | <b>Inventory/ Weeding Priorities</b> <ul style="list-style-type: none"> <li>• Computer Science, Information &amp; General Works</li> <li>• Technology</li> <li>• Science</li> </ul> |
| FY26        | <b>Selection Priorities</b> <ul style="list-style-type: none"> <li>• Fiction</li> <li>• Professional Resources</li> <li>• Reference</li> </ul>                                      |
|             | <b>Inventory/ Weeding Priorities</b> <ul style="list-style-type: none"> <li>• Fiction</li> <li>• Professional Resources</li> <li>• Reference</li> </ul>                             |
| FY27        | <b>Selection Priorities</b> <ul style="list-style-type: none"> <li>• Easy</li> <li>• Arts &amp; Recreation</li> <li>• Literature</li> </ul>   |
|             | <b>Inventory/ Weeding Priorities</b> <ul style="list-style-type: none"> <li>• Easy</li> <li>• Arts &amp; Recreation</li> <li>• Literature</li> </ul>                                |

### Reconsideration of Materials

Books and other materials are challenged on occasion. The media specialist will follow the School District of Palm Beach County policy [8.1205](#) on challenged materials. Please note that the policy and the Specific Objection form are linked in the appendix.

### Annual Evaluation and Revision of CDP

This collection development plan will be reviewed each school year.

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## 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

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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)