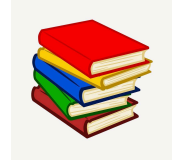


FY2025 COLLECTION DEVELOPMENT POLICY



**Verde K-8
FY2025 Collection Development Policy
Jennifer Berlatsky
Certified Educational Media Specialist**

FY2025 Collection Development Policy

Date Drafted: May 10, 2024

Date Approved by Administration:

Media Specialist Name: Jennifer Berlatsky

Media Specialist Signature: *Jennifer D. Berlatsky*

Principal Name: Linden Codling

Principal Signature: *Mrs. Linden Codling*

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VERDE K-8 MEDIA CENTER COLLECTION DEVELOPMENT PLAN FY2025

PRINCIPAL: Linden Codling

ASSISTANT PRINCIPALS: Jessica Sanchez
Toni McMillan

Purpose of Collection Development Policy

The Collection Development Policy is designed to support the Library's Mission statement and serves as a guide for the selection, acquisition, maintenance, and retention of materials by establishing roles, responsibilities, and a process for addressing Library user concerns. As our state regulations and student population change, the Media Center at Verde K-8 reassesses and adapts its collections to reflect new and differing areas of interest and concern. The collection development policy is annually evaluated and revised as necessary to provide guidance for implementing changes in the collection.

Background Statement & School Community

The users of Verde K-8 School Library Media Center come from grades Kindergarten through Eighth Grade, in addition to the faculty, staff and parents of that community of users. Verde K-8 has a culturally and ethnically diverse student population representing different cultural and economic (42% Free and Reduced Lunch) backgrounds, which include 48% white, 39% Hispanic, 4% Black, 4% Asian, 1% American Indian and 4% multi-race.

In addition, Verde K-8 School Library Media Center supports the unique curricular needs of more than 200 ESE and ESOL students. The Media Center also supports the curricular needs required by the Cambridge Pre-AICE and Technology Certification programs offered in our middle school grades 6-8.

Responsibility for Collection Management & Development

The Library Media Specialist is responsible for the on-going maintenance of a quality collection, which includes procurement of new materials and discarding of ineffective items. Teachers, administration,

and the school library advisory committee assist in the re-evaluation, purchasing, and systematic deleting of materials and equipment to ensure that this collection remains responsive to user needs, changing curriculum, and advancing technology.

Mission Statement

The mission of Verde K-8 is to empower our learners with knowledge, confidence, responsibility, and citizenship for success in a changing world.

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Media Center Mission Statement

The mission of the Verde K-8 Media Center is to provide our students with opportunities to strive for their personal best through literacy and technology experiences in our Media Center, while supporting the Verde K-8 School Mission.

Library Program

The library media center program at Verde K-8 strives to work collaboratively with teachers to develop meaningful traditional literacy and information literacy lesson plans that integrate into classroom learning. At Verde K-8, the library media specialist uses Blender as a mechanism to review the standards being taught at a grade level in each trimester and works to develop compatible lessons that support classroom learning. These lesson plans are designed with emphasis on Standards which support the Information and Media Literacy Standards embedded in Language Arts. The library is open throughout each day that students are in attendance to ensure equitable access for all students to library media resources.

The school administration and faculty are aware that recent research documents improvement in student learning gains when the library media center is available to the student at the point of need. At Verde K-8, the Library Media Center works on a fixed schedule to ensure that all elementary classes have access to materials and resources on a rotating schedule. Grades 6 - 8 teachers are invited to schedule times to access the resources in the Media Center in coordination with the Media Specialist's schedule.

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Open Media is offered to students in Grades 3 - 8 every day for 60 minutes to ensure equitable access for all students. The Media Specialist is also responsible for offering a middle school elective, based on FLDOE Learning Standards. In the past three years, these electives have included Creative Writing, TV Production, and Media Production, and will continue to develop as needs warrant.

The library at Verde K-8 typically hosts two book fairs each year. The first book fair is held in the fall, the second book fair is held in the spring and will promote summer reading. Money raised from the book fairs will be used to purchase books, ebooks, computer equipment, cameras or other materials for the library media center. The Verde K-8 media center participates and promotes Read Across America, Families Read Together, SSYRA, Battle of the Books, Barnes & Noble Book Fairs, Scholastic Book Fairs, special programs through The Children's Service Council of Palm Beach County, World Read Aloud Day, Day of Code, and Literacy Week events. In FY2024, the Media Center organized and implemented a school-wide Career Week, to promote career awareness and literacy. Students and staff are already looking forward to making this an annual event.

Goals and Objectives

Goal 1: Increase the collection of books to represent cultural diversity. Books will represent different abilities, cultures, beliefs, and races. 10% of library funds will be used for this purpose. This amount will hopefully be supplemented by Golden Bell Grant monies to fund the purchase of books in students' first languages, especially Russian and Portuguese.

Goal 2: Based on the collection analysis, the nonfiction collection will continue to be updated to include more recent informational texts in high-interest areas, such as sports, technology, and other research areas to meet the needs of intermediate and middle school students in the Cambridge AICE program. 10% of library funds will be use for this purpose.

Goal 3: In conjunction with Goal 2, the nonfiction collection will be weeded for outdated materials. The current average age of the nonfiction collection is 2010. Weeding and updating the nonfiction collection will help to improve the average age.

Goal 4: Currently, the Verde K-8 Media Center has available 12.2 items per student. This is in agreement with the SACS recommendation of an average of 10 items available per student. A goal for SY2025 will be to update the average age of the items available to students, in conjunction with Goals 1 and 2.

Budget and Funding

The media center at Verde K-8 receives school funds for supplies, periodicals, AV equipment, furniture and fixtures and books. We also receive district funds from Library Media Services that can be used for books and ebooks. Library Media Services also offers a choice of technology equipment to schools each year, this equipment is selected by the librarian. Funding is also earned through Scholastic Book Fair and Barnes & Noble Book Fair events. This funding is used to purchase books, supplies, incentives, and subscriptions to online reading platforms, such as BookFlix.

2024-2025 (FY25) Projected Budget Amounts

School-Based Operating Budget	FY24 Budget	FY25 Projected Budget
Account 55110- Media Supplies	\$2833	\$2830
Account 553420- Media Subscriptions	\$207	\$200
Account 561100- Media Books	\$1161	\$1100
Account 562230- Media A/V Equipment	\$599	\$600
Fundraising / Grants	Budget Amount	
Golden Bell Grant (Applied for, pending decision)	N/A	\$2000
Scholastic Book Fair	\$4500	\$4500
Barnes and Noble Book Fair	\$695	\$700

Media Center Internal Account 5-1700.00	\$7250	\$7250
State Media Allocation		
Account 556110 (program 3070) - Media Books	\$3120	\$3120

Purchasing Plan 2024-2025

Approximate Purchasing Plan	
Purpose	Amount
Books	\$5000
Supplies	\$2000
Incentives	\$1000
Subscriptions: BookFlix	\$1495
Subscription: Book Taco	\$5000
Total:	\$14,495

Scope of the Collection

The collection development is focused on the curriculum of Verde K-8 School, which follows the guidelines of the School District of Palm Beach County, which in turn are governed by the Department of Education of the State of Florida. According to best practices for school libraries in the United States, the print and non-print collection at Verde K-8 is arranged by the Dewey Decimal Classification System (per District policy). Additional resources are provided by district-wide subscriptions to electronic information databases.

The library media collection includes all the resources available in the school library media center along with all those that students, faculty, and administrators can access through interlibrary loan. Students also have access to eBooks 24/7 through tiles on their PBCSD Portals, such as MackinVIA, BookFlix, and Capstone. Materials at Verde K-8 support both curriculum and pleasure reading as per School Board Policy 8.12.

Collection Development

Collection Development is the process of providing quality materials and equipment for the library media center. 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 is charged with leading this process with the input of teachers, students and parents.

Selection and Evaluation Criteria

Selection of materials for the Verde K-8 Media Center will be made in accordance with school district policy, using the needs of the Verde K-8 students and curriculum as a guide.

Selection Criteria

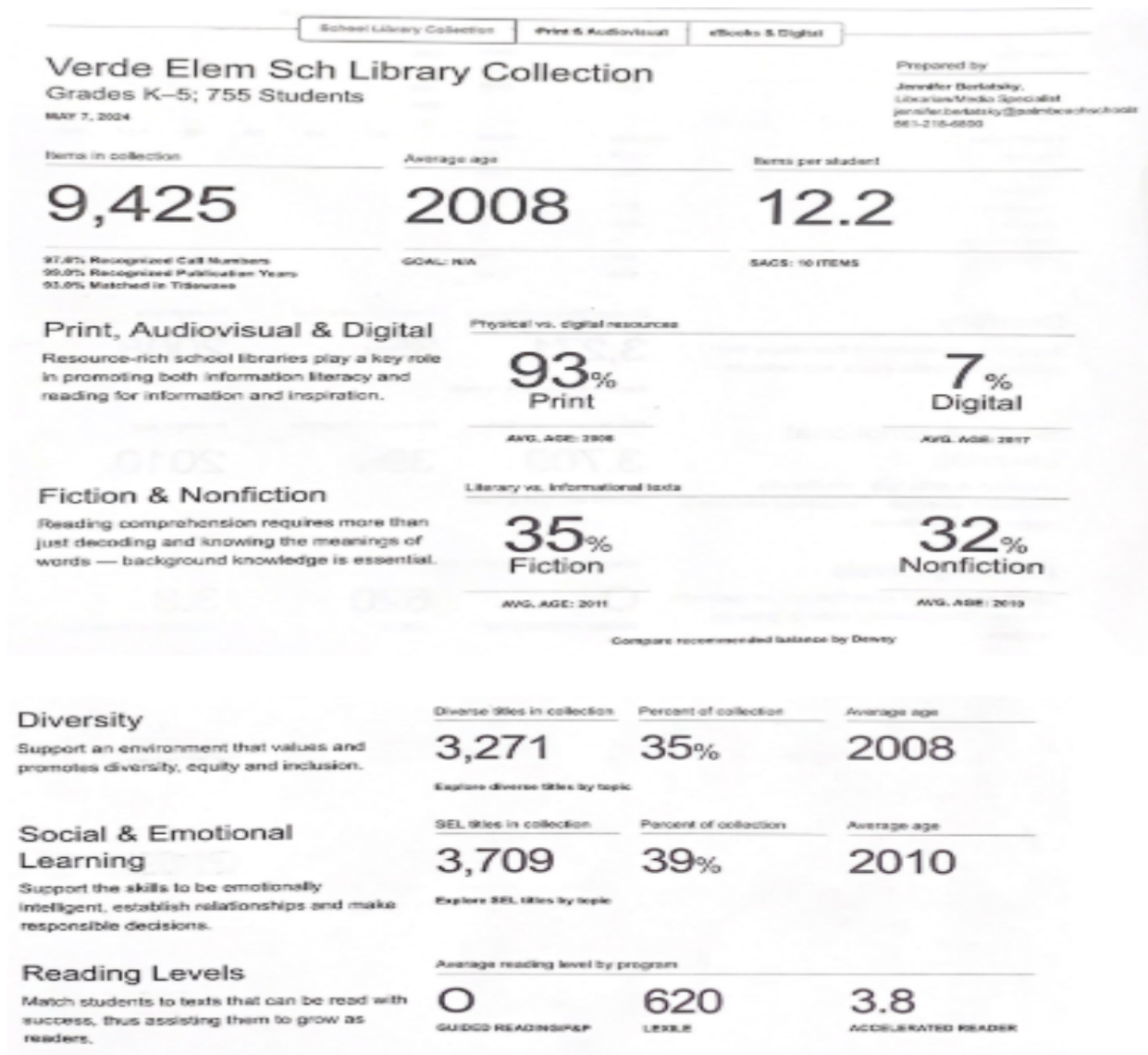
- a. Materials for use in school media centers or classroom library collections shall be carefully selected. A choice of materials that support the instructional program and promote reading shall be available to students and professional staff to allow for varying achievement levels, interests, and teaching/learning styles. Each school shall, in conjunction with the "Library Bill of Rights" (www.ala.org/advocacy/sites/ala.org.advocacy/files/content/intfreedom/librarybill/lbor.pdf) of the American Library Association ("ALA") and District policy, establish procedures for the evaluation, selection, management, and disposal of library media materials in conformance with this policy and Policy 8.1205 and shall record such in the school's collection development plan.
- b. The "Library Bill of Rights" referenced herein is to be used as a suggested guideline. To the extent that there are inconsistencies between the guidelines in the "Library Bill of Rights" and District policy, District policy shall take precedence and shall govern the selection, retention and disposition criteria of library media materials for library media centers and classrooms.
- c. Selection of materials shall also be consistent with the provisions in the School Board's collective bargaining agreement with CTA relating to academic freedom and responsibilities--Article II, Section K--to the extent those provisions are applicable.
- d. Moreover, consistent with Fla. Stat. § 1006.28 (2) (a) 2, library media materials must be suited to student needs and their ability to comprehend the material presented, and be appropriate for the grade level and age group for which the material is used.

- e. In conjunction with the selection criteria above, library media specialists, teachers and administrators at each school location shall evaluate and select print and non-print materials for the library media center using several of the criteria outlined below, as appropriate for the media type. Any library media material containing pornography or otherwise prohibited by Fla Stat. § 847.012 as harmful to minors may not be used or made available within any public school.
- f. Additional criteria used in evaluating all materials include:
 - i. PROFESSIONAL REVIEWS. -- Print or non-print media including video footage that have been favorably reviewed by two or more professional sources such as a School Library Journal, Horn Book, Booklist, and/or Children's Catalog.
 - ii. EDUCATIONAL SIGNIFICANCE. -- Material is valuable to an individual course of study or to the library media collection; the degree to which the material would be supplemented and explained by mature classroom instruction.
 - iii. APPROPRIATENESS. -- Material is geared to the age, maturity, diverse interests, and learning levels of students for whom it is intended. Reading levels and Lexile's are considered to provide a range of material that challenges the student and guides their selection process.
 - iv. ACCURACY. -- Nonfiction information is correct, recent, and objective.
 - v. LITERARY MERIT. -- Fiction that has a noteworthy plot, setting, characterization, style and theme.
 - vi. SCOPE. -- Content is covered adequately to achieve its intended purpose.
 - vii. AUTHORITY. -- The author, editor, or producer has a superior reputation for producing materials of this nature.
 - viii. SPECIAL FEATURES. -- The item has maps, charts, graphs, glossaries, and/or other learning aids that support the content, are unique or are valuable.
 - ix. TRANSLATION INTEGRITY. -- Material translated from one language to another maintains the stylistic characteristics of the original.
 - x. ARRANGEMENT. -- Concepts are presented in a logical sequence and in a way that assures learning.
 - xi. TREATMENT. -- Typeset, visuals, style, and/or medium captures and holds the student's attention.
 - xii. TECHNICAL QUALITY. -- Sound is clear and audible; visuals project clearly.
 - xiii. AESTHETIC QUALITY. -- Material is superior to similar items in attractiveness and presentation of content.
 - xiv. POTENTIAL DEMAND. -- Item has particular timeliness or popular appeal.
 - xv. DURABILITY. -- Material has the potential for frequent use or is of a nature that it will be considered consumable.
 - xvi. OBSCENITY.-- No books or other material containing pornography or otherwise prohibited by Fla. Stat. § 847.012 as harmful to minors shall be used.
 - xvii. COPYRIGHT.-- Library media materials used in a school shall be procured and used in accordance with federal, state and District copyright laws, rules, and policies as referenced in School Board Policy 8.121.

COLLECTION ANALYSIS

The collection is developed for and influenced by students, their interests, academic needs and alignment to the curriculum. The data below is a snapshot of the collection based on a Titlewave Analysis.

The collection is developed for and influenced by students, their interests, academic needs and alignment to the curriculum. The data below is a snapshot of the collection based on a Titlewave Analysis conducted in May 2024.



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, in May 2024.

Section	# of Titles	Average Age (year)
Computer Science, Information, and General Works	52	2013
Philosophy & Psychology	43	2006
Religion	18	2006
Social Sciences	414	2005
Language	116	1997
Science	841	2010
Technology	341	2010
Art & Recreation	732	2015
Literature	79	2003
History & Geography	343	2009
Biography	553	2008
Easy	2318	2003
General Fiction	3294	2011

Gifts and Donations

Gifts to the library media center are encouraged. However, the Library Media Specialist reserves the right to add such items to the school's library or classroom collections only if it has been determined that they meet the SDPBC 8.12 selection policy. Such materials will meet the same criteria as resources which are purchased, items will not be out of date, in excellent condition and will be age appropriate. Gifts that are not deemed appropriate for the school collection may be disposed of at the discretion of the Library Media Specialist.

Collection Maintenance

Per Florida Statute governing Instructional Materials, instructional material stored in the Library Media Center must be inventoried annually. To facilitate the circulation and inventory process, Destiny Library Manager software has been made available to all schools. Verde K-8 School typically inventories part of its collection each year on a rotational basis, every 3 years. A full inventory was completed each year in May of 2019, 2020, and 2021, to prepare for movement of the collection to a new building and to monitor for gaps in the collection due to COVID restrictions and losses.

A partial inventory of the collection will be conducted in this order:

May 2025 - Nonfiction

May 2026 - Fiction

May 2027 - Easy (Picture books)

Strategic Focus - Weeding and Acquisitions

School Year	Strategic Focus
2024-2025	<p>Selection Priorities</p> <ul style="list-style-type: none"> *Priority 1 Update average age of Easy (Picture)Books *Priority 2 Increase number of books written in Russian and Portuguese *Priority 3 Nonfiction Space, Dinosaurs, Technology, Sports
	<p>Inventory/ Weeding Priorities</p> <ul style="list-style-type: none"> *Priority 1 Inventory Nonfiction *Priority 2 Weed Nonfiction *Priority 3 Repair/ Replace Damaged or Worn Books
2025-2026	<p>Selection Priorities</p> <ul style="list-style-type: none"> *Priority 1 Diverse Series Grades 5-8 *Priority 2 Nonfiction Literature 808 Poetry *Priority 3 Nonfiction Biography
	<p>Inventory/ Weeding Priorities</p> <ul style="list-style-type: none"> *Inventory Fiction *Priority 2 Weed Fiction *Priority 3 Repair / Replace Damaged or Worn Books
2026-2027	<p>Selection Priorities</p> <ul style="list-style-type: none"> *Priority 1 Update average age of Nonfiction Books *Priority 2 Add diverse series to Middle School Collection *Priority 3 Fiction Early Reader chapter book series
	<p>Inventory/ Weeding Priorities</p> <ul style="list-style-type: none"> *Priority 1 Inventory Easy (picture) Books * Priority 2 Weed Easy (picture) Books *Priority 3 Repair / Replace Damaged or Worn books

Weeding of materials and resources is essential for the maintenance of a healthy reading, research and reference library media collection. Weeding is a form of quality control of the collection in which outdated, inaccurate and worn-out materials and equipment are discarded from the electronic catalog and physically removed from the collection.

The Library Media Specialist is responsible for the on-going maintenance of a quality collection which includes procurement of new materials and discarding of ineffective items. Teachers, administration, and the school library media advisory committee assist in the re-evaluation and systematic deleting of materials and equipment to ensure that the collection remains responsive to user needs, changing curriculum and advancing technology.

In coordinating this process, the library media specialist will follow objective criteria for removing materials and equipment from the media center, which include obsolescence, physical age and condition, and general inapplicability for continued inclusion in the existing collection. Weeded materials will be disposed of in accordance with PBCSD policies and will not be placed in classrooms.

Reconsideration of Materials

In the event of a challenge by a citizen of Palm Beach County, personnel at Verde K-8 will follow SDPBC Policy 8.1205 Objection Procedures for Instructional Materials, Library Media Materials, and Supplemental Classroom Materials, referenced here and in the appendix.

[Specific Material Objection Form](https://www.palmbeachschools.org/cms/lib/FL50010848/Centricity/Domain/347/SpecificMaterialObjectionForm.pdf)

<https://www.palmbeachschools.org/cms/lib/FL50010848/Centricity/Domain/347/SpecificMaterialObjectionForm.pdf>

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)