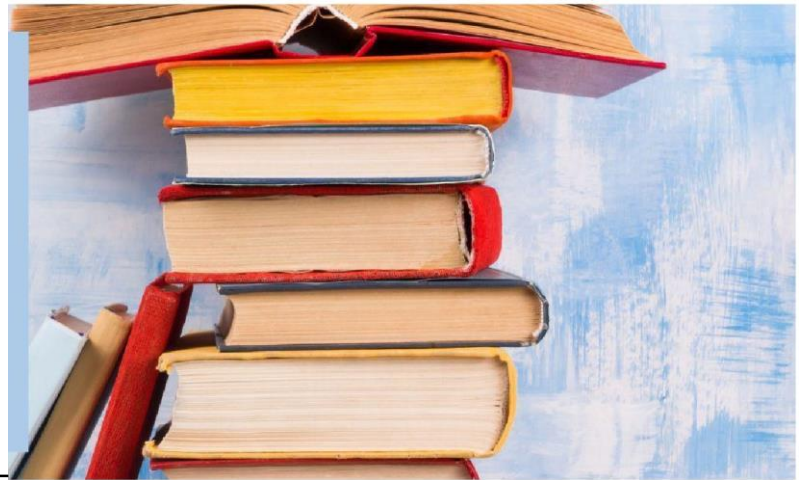




FY25  
COLLECTION  
DEVELOPMENT  
POLICY



## Table of Contents

## Page #

<u>Purpose Statement</u>	3
<u>Background Statement &amp; School Community</u>	3
<u>Responsibility for Collection Management Development</u>	4
<u>School Mission Statement</u>	3
<u>Media Center Mission Statement</u>	3
<u>Library Program</u>	4
<u>Goals and Objectives</u>	5
<u>Budgeting and Funding</u>	6
<u>Scope of the Collection</u>	7
<u>Collection Development</u>	8
<u>Selection Evaluation and Criteria</u>	8-12
<u>Analysis of the Collection</u>	13-14
<u>Gifts and Donations</u>	14
<u>Collection Maintenance</u>	15
<u>Strategic Focus – Weeding &amp; Acquisitions</u>	15
<u>Reconsideration of Materials</u>	16
<u>Appendix A</u>	
<u>_____</u>	
<u>_____</u>	
<u>_____</u>	
<u>_____</u>	
<u>_____</u>	

## **Purpose of Collection Development Policy**

The purpose of a collection development policy is to provide a blueprint for the manner in which materials are acquired. It shows the process for each step of the collection maintenance process. We believe that knowledge empowers students to grow fully into contributing members of society.

### **Background Statement & School Community**

Located in the beautiful city of Riviera Beach, the students of Washington Elementary are in grades Kindergarten through Fifth grade. We currently have an enrollment of 250 with growth projected to 350 by next school year. Although we currently have 85% African American students, we have a rapidly increasing hispanic population. Many of these student have limited English proficiency. Our students come from an urban neighborhood area that has multiple challenges. These challenges include poverty, crime and housing instability. Students who attend Washington Elementary are primarily from the immediate vicinity of the school. The community's graduation rates indicate the need for intensive family literacy activities especially in ages 0-4.

### **School Mission Statement**

Washington Elementary Magnet School envisions a dynamic collaborative multicultural community where education and lifelong learning are valued and supported, and all learners reach their highest potential and succeed in a global economy.

### **Media Center Mission Statement**

Washington Elementary Media Center will promote respect for diversity and equality, strengthen the social and emotional skills of our students which creates a safe place for all. We will prepare students to develop higher thinking skills, open minds, creativity, responsible decision-making, and problem-solving skills needed for life. We will teach these skills through literacy and STEAM-based activities.

## Responsibility for Collection Management & Development

Developing diverse interests in reading materials

Providing and promoting instruction for students to be independent users of libraries and information resources.

Providing up to date materials that will stimulate growth in factual knowledge, literary appreciation, aesthetic values and ethical standards.

Providing a background of information that will allow students to make intelligent choices and judgments in their daily lives.

Providing materials on opposing sides of controversial issues so that young citizens may develop, under guidance, the practice of critical analysis of all media.

Develop students into independently motivated readers.

## Library Program

WES is on a five day rotation fine art schedule. Students attend each fine Art subject for four of the five day rotations. Fine Art Teachers, especially the media specialist have been used for academic reinforcement including sucessmaker and typing instruction.

## Special Programs

**The Book Shopping Program** has provided students with over three thousand books to be taken home by students. Students select books from our "book room" to take home and keep. The primary reason to send home books is to build the home libraries of students and develop a culture of reading.

**Science Immersion Minute** Our students are given science mini-lesson on core science concepts like plant life cycle.

**Gardening Club** This club teaches students about growing various plants including trees. Activities are scheduled throughout the year.

## Goals and Objectives

### **Goal 1** To in

crease the overall average publication date of Washington Elementary Media Collection.

**Objective 1:** To weed and replace outdated materials, focusing on science, African American history and advancing technology.

**Objective 2 :** To weed materials that are no longer relevant to the students of WES.

**Goal 2:** To support the students 21st literacy skills through the incorporation of technology.

**Objective 1:** To teach all students to use Destiny to locate and check out books in the library media center.

**Objective 2:** To teach students how to access ebooks using MackinVia as well as other sources of ebooks.

**Objective 3:** To use Chromebooks and computers as tools to find information on the internet and determine validity.

**Objective 4:** To incorporate the USE of Smart Board technology into Media Center lessons

**Goal 3** To support the District's goal of College and Career Ready Students, addition of books that explore college and career choices.

**Objective1 :** Research and purchase books based on the latest edition of Career Outlook Handbook projections.

**Objective 2:** Purchase books based on career fields that are under-represented by African Americans.

## Budget and Funding

### ***2024-2025 (FY25) projected budget amounts***

<b><i>School Based Operating Budget</i></b>	<b><i>FY24 Budget</i></b>	<b><i>FY25 Projected Budget</i></b>
<i>Account 55110 - Media Supplies</i>	\$0	100
<i>Account 553420 - Media Subscriptions</i>	\$0	0
<i>Account 561100 - Media Books</i>	503	503
<i>Account 562230 - Media A/V Equipment</i>	\$0	
<b><i>Fundraising/ Grants</i></b>	<b><i>Budget Amount</i></b>	<b><i>1,000</i></b>
<i>Media Center Internal Account number (get this from your bookkeeper)</i>	500	500
<b><i>State Media Allocation</i></b>	<b><i>Budget Amount</i></b>	
<i>Account 556110 (program 3070) - Media Books</i>	503	503

## Purchasing Plan 2024-2025

Approximate Purchasing Plan	
Purpose	Amount
Books	1000
Supplies	200
STEM	200
<b>Total:</b>	<b>\$1400</b>

### Scope of the Collection

The collection development is focused on the curriculum of Washington Elementary 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 Washington Elementary is being arranged by the Dewey Decimal Classification System. Additional resources are provided by the district-wide subscriptions to electronic information databases.

The term “collection” refers to all the information resources available through the library media center. All materials selected for the collection support the curriculum and meet the personal information and recreational needs and interests of the students. Information resources will be collected

in a variety of formats to meet the learning needs of all students. These formats include print, non-print and electronic. The minimum size of the collection will be 10 books per student. The collection will include the hardware and/or equipment necessary to view, listen to, or manipulate information in the collection.

## **Collection Development**

Content development is the process of building and maintaining the Media Centers entire collection, in print and digital formats The collection development process includes the formulation of policy and procedures, budget allocations and needs assessment collection maintenance and evaluation, and resource sharing.

## **Selection and Evaluation Criteria**

Selection is based on guidelines provided by the Palm Beach County School District. These guidelines follow state legislative requirements.

### **NONFICTION BOOK SELECTION GUIDELINES**

- The vendor or publisher is of repute
- Student and teacher requests
- Florida Standards content topics
- Textbook and instructional program correlations
- Reputable bibliographies












### **FICTION BOOK SELECTION GUIDELINES**

- Reputable bibliographies
- 2 or more reviews through Follett title search
- Textbook and instructional program correlations
- Database of Award-Winning Children's Literature
- American Library Association Website
- Publisher's Weekly Website, children's section
- Sunshine State Young Reader's Award Books



## 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 Titlewise Analysis.

			
<b>4382</b> Items in the Collection	<b>9.3</b> Items per Student	<b>26%</b> Fiction Titles in the Collection	<b>39%</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>2006</b> Average Age of the Collection	<b>50%</b> Aged Titles	<b>10%</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>1,541</b> Representative Titles in Collection	<b>2006</b> Representative Titles Average Age	<b>1,444</b> SLL Titles in Collection	<b>2007</b> 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	19	2011
Philosophy & Psychology	31	2009
Religion	13	2003
Social Sciences	358	2003
Language	39	2002
Science	498	2006
Technology	181	2007
Arts & Recreation	290	2005
Literature	75	2005
History & Geography	198	2009
Biography	344	2005
Easy	1,151	2004
General Fiction	1,141	2007
Graphic Novels	21	2011

## 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 material simply because they were donated. All gifts and donations must follow the same processes as new book orders.

## Collection Maintenance

In accordance with Florida State Statute all instructional materials stored in the Library Media Center must be inventoried annually. This year( 2022) a third of the books (Easy and Fiction) will be counted. Next year 2023 a second year will be counted (Non-Fiction). The final year of the counting cycle will be 2024 and the remainder of the collection will be counted.

\*\*Determine Rotation schedule based off of prior year's inventory.

## Strategic Focus – Weeding and Acquisitions

Weeding of materials and resources is essential for maintenance of quality reading materials Weeding is a form of quality control for a collection in which outdated, inaccurate and worn out materials and equipment are discarded. In coordinating the weeding process, the library media specialist will coordinate the weeding process. We will follow the CREW Manual, which is a method for determining a standard for discarding material.

School Year	Strategic Focus
2023-2024	<ol style="list-style-type: none"> <li>1. Replacing aged science texts</li> <li>2. Adding graphic novels</li> <li>3. Adding STEM related books</li> </ol>
	<b>Inventory/ Weeding Priorities</b> <ol style="list-style-type: none"> <li>1. Removing aged texts of all genres</li> <li>2. Add books to inventory.</li> <li>3. Place books in dewey decimal order</li> </ol>
2024-2025	<b>Selection Priorities</b> <ol style="list-style-type: none"> <li>1. Build early childhood section of library.</li> <li>2. Develop stem section of library</li> <li>3. Build digital collection</li> </ol>
	<b>Inventory/ Weeding Priorities</b> <ol style="list-style-type: none"> <li>1. Reorganize entire library/media center</li> <li>2. Label all book sections</li> <li>3. Remove all aged science books</li> </ol>
2025-2026	<b>Selection Priorities</b> <ol style="list-style-type: none"> <li>1. Add Biligual books to collection</li> <li>2. Build reference section</li> <li>3. Increase number of anime/manga book to collection.</li> </ol>
	<b>Inventory/ Weeding Priorities</b> <ol style="list-style-type: none"> <li>1. Remove aged books from technology section</li> <li>2. Develop set inventory cycle.</li> <li>3. Establish written library management policy.</li> </ol>

## **Reconsideration of Material**

In the event of challenge by a citizen of Palm Beach County. Administration and school personnel at WES will follow SDPBC policy 8.1205-Challenge Procedure for Instructional Materials  
The challenge procedure requires the complainant to complete the Specific Materials Objection form.

## 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)