# FY25 COLLECTION DEVELOPMENT POLICY

**Waters Edge Elementary School**

FY25 Collection Development Policy

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Certified Educational Media Specialist

**Waters Edge Elementary School**
FY25 Collection Development Policy

Date Drafted: 5/2/24

Date Approved by Administration: 5/2/24

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**Principal Signature**: _C M Schm_____

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## Purpose of Collection Development Policy

This collection development policy is a statement of the principles and guidelines used by the Waters Edge Elementary School Media Center in its selection, acquisition, evaluation, and maintenance of materials. It will be used both in providing consistency among those responsible for developing the collection and in communicating the Media Center's policies to faculty, students, staff, and other interested members of our school community. It is understood that as the programs and information needs of the school change, so too, the collection development policy will change to meet these needs.

## Background Statement & School Community

The students of the Waters Edge Elementary School Media Center range from kindergarten through fifth grade. Our student population has a diverse ethnic and economic background, specifically 64.8% white, 23.1 % Hispanic, 6.9% black, and 6% other ethnically diverse students, with over 20% receiving free/reduced lunch. Waters Edge has a large gifted population, as well as ESE and ESOL students, which are served by the media center. The Media Center also serves faculty, staff, and families of the WEES community.

## Responsibility for Collection Management & Development

The certified media specialist is responsible for collection development along with the administration and stake holders. Destiny catalog is available for viewing by all stakeholders regarding our collection.

## School Mission Statement

The mission of Waters Edge Elementary School is to provide all students with an innovative, challenging, and stimulating environment that encourages a lifelong commitment to learning.

## Media Center Mission Statement

The mission of Waters Edge Elementary School Media Center is to assist in supporting the Palm Beach County School Board's commitment to "excellence in education and preparation of all our students with the knowledge, skills, and ethics required for responsible citizenship and productive employment." The Media Center supports the philosophy, mission, and program objectives of the school by providing a comprehensive collection of print and non-print resources. The media Specialist teaches classes as part of the Fine Arts Enrichment Program which supports the Language Arts, Media Literacy, Technology, Social Studies, and other benchmarks across the academic curriculum. The Media Specialist and staff foster an environment conducive to learning and compatible with the curriculum needs of students.

# Library Program

The Library Media Center is dedicated to designing and maintaining a library media program that supports, compliments, and expands the instructional program of the school. The library media center and staff:

★ Provide and promote extensive use of resources in multiple formats (ie hard copy, electronic, digital, etc.)that are designed to meet the varying needs of all learners in all aspects of the curriculum;
★ Provide a learning environment which promotes inquiry
★ Stimulate intellectual curiosity
★ Encourage reading for pleasure
★ Develop diverse interests for the enjoyment of life-long learning
★ Provide and promote instruction to prepare students to become independent users of libraries and information resources
★ Provide opportunities for learning how to use a variety of technology tools for learning, research, and productivity.

# Goals and Objectives

★ Continue with part-time flexible scheduling (share rotation with keyboarding)
★ Promote individual check out, and increase circulation as shown by FY 24 Library Circulation report
★ Weed nonfiction section based on CREW Method, and update with new books that are age appropriate for Grades K-5
★ Hold a fall and spring Scholastic book fair
★ Continue to increase student technology skills to include a wide variety of opportunities
★ Update our nonfiction section of the library
★ Participate in SSYRA Battle of the Books, and other special Media events throughout the year
★ Continue to use student/faculty/family suggestion box for ordering of resources
★ Encourage use of MackinVia eBooks, increase collection of ebooks

# Budget and Funding

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

| School-based Operating Budget | Budget FY24 | FY25 Projected Budget |
|---|---|---|
| Account 551100 - Media Supplies | $600 | $700 |
| Account 553420 - Media Subscriptions (Periodicals-Newspapers) | $300 | $350 |
| Account 561100 - Library Books | $1000 | $1500 |
| Account 562230 - Media A/V Equipment | $500 | $700 |
| Account 564220 - Furn-Fix/Equip | $188 | $250 |
| **Fundraising/ Grants** | **Budget Amount** | |
| Media Center Internal Account number for your grant(s) (get this from your bookkeeper) | 51700.01 | 51700.01 |
| **State Media Allocation** | **Budget Amount** | |
| Account 556110 (program 3070) - Media Books | $1740 | $1800 |

## Purchasing Plan FY25

| Approximate Purchasing Plan | |
|---|---|
| **Purpose** | **Amount** |
| Battle of the Books books | $2000 |
| update nonfiction collection | $3000 |
| Media supplies: laminating film, poster paper/ink, book | $3000 |
| student rewards/treasure box | $1000 |
| | |
| | |
| **Total:** | **$9,000** |

## Scope of the Collection

Collection development is determined by the curriculum of Waters Edge Elementary School, which follows the guidelines of the Palm Beach County School District, which in turn is governed by the Department of Education of the State of Florida. Special emphasis will be given to the needs of early reader, reluctant readers, and our gifted accelerated readers. The collection will also include special materials to accommodate students in the ESOL and ESE programs. According to best practices for school libraries in the United States, the print and non-print collection at Waters Edge Elementary School is arranged by the Dewey Decimal Classification System. Additional resources are provided by district wide subscriptions to electronic information databases within the district portal.

## Equipment

As of FY24 our media center has a SMART Board for instruction, and for presentation during faculty or group meetings, and for use during PLCs. There is a computer cart with 25 chrome books for student use as needed. There is a laminating machine and a poster-making machine for teacher materials. Teachers may use the laminator as needed, and the posters are made by the certified media specialist for the faculty as needed, with a 24-hour turn around time. There is a TV Production studio and a crew of 16 students that alternate on a 2-week basis (8 students per rotation) that conduct the morning news show on a daily basis.

## Collection Development

Collection development refers to the process of building and maintaining the Media Center's entire materials collection, in both print and non-print formats. The collection development process includes the formulation of policy and procedures, budget allocations, needs assessment, selection, collection maintenance and evaluation, and resource sharing. The acquisition and maintenance of the Waters Edge Elementary Media Center materials collection is a primary function of the media center's mission. The primary goal of the media center's collection development efforts is to build a collection that supports the diverse needs of the school community. This goal reinforces the Palm Beach County School District and the Waters Edge elementary School missions. The media center recognizes its responsibility to respond to the research needs of the student body and faculty. It will do this through its commitment to provide access services including online database searching and document delivery. The main focus for our media center for FY25, with regards to collection and development, is to continue to weed, inventory, and update our library as needed.

# Selection and Evaluation Criteria

Materials considered for purchase are selected on the basis of the following criteria:

* Firsthand examination by a library media professional
* Recommendation by a faculty member
* A favorable review in a reputable, unbiased, professionally prepared selection took, including but not limited to: Booklist, School Library Journal, Bulletin for the Center for Children's Books, Kirkus Reviews, Online-Offline, Book Links, THE Journal
* Award winning materials included but not limited to the following awards: The Newbery Award, The Caldecott Award, The Alex Award, SSYRA, etc.
* Educational significance
* Need and value to the collection/curriculum
* Quality of the writing/production
* Readability level\
* Organization and presentation of content
* Timeliness or permanence
* Quality of format
* Student requests/interests
* Age appropriateness

All district wide procedures for selecting materials and books to be added to our library will be strictly adhered to as stated in the following procedural outline that has been provided by the school district.

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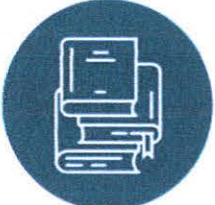
### District Resources and Services
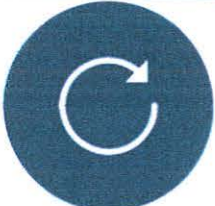
The School District Library Media Services provides support to school library media center personnel and establishes uniform policies and procedures for school library media centers throughout the District. These services include, but are not limited to:

* 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 to the curriculum. The data below is a snapshot of the collection based on a Titlewise Analysis.

| | | | |
|---|---|---|---|
| **18, 975** Items in the Collection | **23.6** Items per Student | **24%** Fiction Titles in the Collection | **40%** 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. | **2002** Average Age of the Collection | **62%** Aged Titles | **15%** 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. | |
|---|---|---|---|
| **34%** Representative Titles in Collection | **2002** Representative Titles Average Age | **29%** SLL Titles in Collection | **2005** 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 | 135 | 2010 |
| Philosophy & Psychology | 51 | 2002 |
| Religion | 72 | 1997 |
| Social Sciences | 1177 | 2000 |
| Language | 132 | 2002 |
| Science | 2053 | 2002 |
| Technology | 918 | 2003 |
| Arts & Recreation | 1206 | 2008 |
| Literature | 362 | 1997 |
| History & Geography | 1553 | 2000 |
| Biography | 1634 | 2000 |
| Easy | 4319 | 1999 |
| General Fiction | 4551 | 2007 |
| Graphic Novels | 700 | 2012 |

## 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. Donations to the library will only be added to the collection after the items have been evaluated to meet the policy of the School District of Palm Beach School Board. Only donations already present in Destiny Catalog will be considered for addition to our library.

## Collection Maintenance

Inventory to be completed on a 3-year rotation per board policy 8.12(8). See below for specific sections of the library. For fy25 our weeding focus will be on the non-fiction section of the library. Then our inventory focus will be on our entire non-fiction section to include all of 100 – 999 catalog numbers of the Dewey Decimal system. We will then focus on selecting materials to replace the weeded and dated resources that were removed to replenish and update our entire non-fiction section. For fy26 our weeding focus will be on the easy fiction and biography sections of the library. Then our inventory focus will be on our easy fiction and biography section to include all of 92 catalog numbers of the Dewey Decimal system. We will then focus on selecting materials to replace the weeded and dated resources that were removed to replenish and update our entire easy fiction and biography section. For fy27 our weeding focus will be on the entire fiction section of the library. Then our inventory focus will be on the entire fiction section. We will then focus on selecting materials to replace the weeded and dated resources that were removed to replenish and update our entire fiction section.

## Strategic Focus – Weeding and Acquisitions

| School Year | Strategic Focus |
|---|---|
| Fy25 | **Selection Priorities**<br>• Intermediate non-fiction<br>• Primary non-fiction |
| | **Inventory/ Weeding Priorities**<br>• Intermediate non-fiction<br>• Primary non-fiction |
| Fy26 | **Selection Priorities**<br>• Easy Fiction<br>• Biographies |
| | **Inventory/ Weeding Priorities**<br>• Easy Fiction<br>• Biographies |
| Fy27 | **Selection Priorities**<br>• Fiction |
| | **Inventory/ Weeding Priorities**<br>• Fiction |

## Reconsideration of Materials

While the library recognizes the right of any individual to challenge available materials, the library
does not withdraw materials chosen based on stated selection criteria at the request of any individual or group. In the event of a challenge by a citizen of Palm Beach County, personnel at Waters Edge Community Elementary School will follow SDPBC Policy 8.1205 (Appendix D) – Objection Procedures for Instructional Materials, Library Media Materials, and Supplemental Classroom Materials, including Reading Lists. Any person wishing to make a challenge will fill out the Specific Material Objection Form linked in Appendix E.

## 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)