

**Wellington Elementary School**

**FY25 Collection Development Policy**

Cathy West

Educational Media Specialist

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2. The second part is a list of dates.

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**Signature Page**

**Wellington Elementary School**  
FY25 Collection Development Policy

Date Drafted: May, 2024

Date Approved by Administration: May 2024

**Media Specialist Name:** Cathy West

**Media Specialist Signature:** Cathy West

**Principal Name:** Dr. Maria Vaughan

**Principal Signature:** Dr. Maria Vaughan



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#### **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 student population changes, the Media Center at Wellington Elementary School, 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**

Wellington Elementary was the first school built in the western communities. Our school is greatly supported by our community and the Village of Wellington. Most of our students live within two miles of the school. Our student population includes grades Pre-K, VPK, and kindergarten through grade 5. Our school currently serves about 834 students. The users of Wellington Elementary School Library Media Center come from kindergarten through grade 5, as well as the faculty, staff, and parents of that community of users. Wellington Elementary has a culturally and ethnically diverse student population representing different economic and ethnic backgrounds, which include 11% Black, 35% Hispanic, 2% Asian, 5% Mixed, and 47 % White. In addition, the Wellington Elementary School Library Media Center supports the unique curricular needs of the ESE, ESOL, and LEP students.. Wellington Elementary Fine Arts Academy is a choice school that pulls in diverse students from outside of our attendance zone with an interest in the arts.

#### **School Mission Statement**

Wellington Elementary School envisions a community where students are given the skills to maximize their individual potential to become life-long learners and are inspired by creativity with an appreciation of the arts.

#### **Media Center Mission Statement**

The Library Media Center is committed to helping students achieve academic success, be effective users of information, enjoy literature, and become lifelong learners. The Library Media Center is dedicated to designing and maintaining a library media program that supports, complements, and expands the instructional program of the school. The library media staff: provide and promote extensive use of resources in multiple formats 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 pleasure reading; develop diverse interests for the enjoyment of life-long learning, and; provide and promote instruction to prepare students to become independent users of libraries and information resources.

## 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 discard of ineffective items. Teachers and administration assist in the re-evaluation of materials to ensure that the collection remains responsive to user needs, changing curriculum and advancing technology. A certified media specialist has the responsibility for collection management and development. The media specialist will gather recommendations from valid professional sources, staff recommendations, and student requests. All state and district procedures will be followed when purchasing materials for the Media Center.

## Library Program

Foremost among national standards for school library media center programs is the need to work collaboratively with the teachers to develop meaningful information literacy lesson plans that integrate into classroom learning. At Wellington Elementary School, the library media specialist uses Blender as a mechanism to review the standards being taught at each grade level and works with the classroom teachers to develop compatible lessons that support classroom learning. The media specialist uses the state standards and frequently has conversations with teachers to determine which skills will be taught during media lessons. The library media specialist stays in close communication with the teachers through the use of email, leadership meetings, and PLCs. The library is open on a fixed schedule during the school day. The media specialist instructs seven classes per day. In addition, the media clerk oversees seven classes per day so students may work on their computer lessons. The library is open before school for student check out and for the production of the morning news. Students at Wellington Elementary participate in the Sunshine State Young Young Readers Award at the primary and intermediate levels as well as other programs. Students are introduced to a wide variety of books and authors throughout the year.

## **Goals and Objectives**

**Goal 1: Update and build the collection to support the school curriculum and meet the needs of students, teachers, and administration. Our current age of the collection is 2010. Next year I would like to increase the age of the collection by at least one year.**

- **Weed collection where books are outdated and damaged**
- **Replace well loved books that look worn.**

**Goal 2: Develop an instructional program with students, teachers and administrators utilizing the library media program as an integral component of the school-wide instructional program.**

- **Work with teachers to integrate what is being taught in the classroom into my lessons.**
- **Introduce students to books and authors to create lifelong readers.**

**Goal 3: Prepare for the smooth transition of a new media specialist for FY 2027**

- **Organize professional materials**
- **Organize closet and equipment**
- **Create files to share with new Media Specialist**



**Budget and Funding**

Funding for the library media program is provided by the state, district and school fundraisers. Most of the district funds are moved to Library Books Account 561100 so books can be purchased for the library.

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

to

<i>School-based Operating Budget</i>	<i>Budget FY24</i>	<i>FY25 Projected Budget</i>
<i>Account 551100 - Media Supplies</i>	<i>\$584</i>	<i>\$689</i>
<i>Account 553420 - Media Subscriptions (Periodicals-Newspapers)</i>	<i>\$356</i>	<i>\$414</i>
<i>Account 561100 - Library Books</i>	<i>\$1052</i>	<i>\$1241</i>
<i>Account 562230 - Media A/V Equipment</i>	<i>\$466</i>	<i>\$551</i>
<i>Account 564220 - Furn-Fix/Equip</i>	<i>\$188</i>	<i>\$</i>
<b><i>Fundraising/ Grants</i></b>	<b><i>Budget Amount</i></b>	
<i>Media Center Internal Account 5.1700.00</i>	<i>\$2500</i>	<i>\$20,000</i>
<b><i>State Media Allocation</i></b>	<b><i>Budget Amount</i></b>	
<i>Account 556110 (program 3070) - Media Books</i>	<i>1403</i>	<i>\$2350</i>

## Purchasing Plan FY25

Approximate Purchasing Plan	
Purpose	Amount
Poster Printer	5000
books	5000
supplies	500
incentives	200
<b>Total:</b>	<b>\$10,700</b>

### Scope of the Collection

The collection development is focused on the curriculum of Wellington 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. Materials will support both curriculum and pleasure reading as per School Board Policy 8.12 (see Section 5 d).

According to best practices for school libraries in the United States, the print and non-print collection at Wellington Elementary School is arranged by the Dewey Decimal Classification System. Additional resources are provided by district-wide subscriptions to electronic information databases and electronic books. Through affiliation with the public library system, and SEFLIN, the Wellington Elementary School library can extend its collection to provide any major resource needed by a patron.

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. Wellington Elementary also has a resource room where multiple copies of books and class sets of books can be found. You will find a total collection map that portrays a broad picture of the current state of the collection below.

### Equipment

The library media center has a class set of chromebooks and ipads for students to use. The ipads are outdated and no longer supported by the district. We have a fully functioning TV production studio which is used on a daily basis to broadcast the daily news to the school.

Located in the Library workroom is the poster maker, two laminators, several sets of die cuts, bulletin board paper, and a colored printer. There are also three copiers in the media center.

## Collection Development

SDPBC Policy 8.12 (6.a) stipulates: "Each school shall, in conjunction with the "Library Bill of Rights" ([www. Ala.org/ala/oif/statementspols/statementsif/librarybillrights.htm](http://www.Ala.org/ala/oif/statementspols/statementsif/librarybillrights.htm)) 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 policy."

This collection development policy is a statement of the principles and guidelines used by the Wellington Elementary School Media Center in the selection, acquisition, evaluation, and maintenance of library media center materials.

It will be used both in providing consistency among those responsible for developing the collection and in communicating the library media center's policies to faculty, students, and staff and other interested stockholders of the school community. It is understood that this document is fluid and changes in the curriculum, demographics, information needs or programs of the school will mandate updates to the collection and its governing policies.

The acquisition and maintenance of the Library Media Center materials collection is a primary function of the library media staff. Collection development and management refers to the process of building and maintaining the library's entire materials collection, in print, non-print, audio visual and electronic formats so that they are available to every student at the time of need to support and enrich the student's educational experience. The collection development process includes the formulation of policy and procedures, budget allocations, needs assessments, selection, collection maintenance and evaluation, de-selection and resource sharing

The primary goal of the Media Center's collection development efforts is to build a current collection that supports the needs of the curriculum and the school community and maintains the recommended boundaries for size of collection, average age of collection and access to the collection.

This goal supports the information needs of students as defined by the mission and goals of the:

- School District of Palm Beach County;
- ALA / AASL Standards Framework for Learners;
- International Society for Technology in Education (ISTE)
- National Education Technology Standards (NETS)

The Library Media Center recognizes its responsibility to respond to the reading, reference and research needs of the student body and faculty in an age of information abundance. The electronic catalog of resources for the school and the district is maintained by the Department of K-12 Instructional Materials and Library Media Services and is available at all times to students, faculty and parents.

## **Selection and Evaluation Criteria**

Any books added to the Wellington Elementary Collection in the Media Center will be selected and vetted by a certified Media Specialist and will follow all of the policies and procedures of the Palm Beach County School Board and the State of Florida. These policies and procedures are explained below.

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**



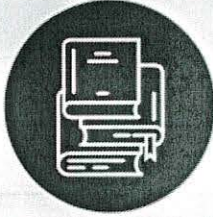





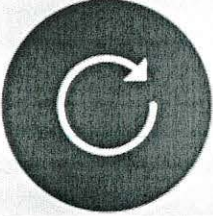

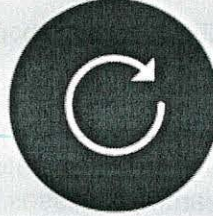
The School District Library Media Services provides support to school library media center personnel and establishes uniform policies and procedures for school library media centers throughout the district. These services include; but are not limited to:

- 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 <<Use Titlewave to Fill in This Infographic>>**

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.

			
<b>10,669</b> Items in the Collection	<b>11.9</b> Items per Student	<b>29%</b> Fiction Titles in the Collection	<b>29%</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>2010</b> Average Age of the Collection	<b>36%</b> Aged Titles	<b>16%</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>33%</b> Representative Titles in Collection	<b>2009</b> Representative Titles Average Age	<b>38%</b> SLL Titles in Collection	<b>2011</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	67	2017
Philosophy & Psychology	46	2015
Religion	29	2012

Social Sciences	505	2006
Language	36	2004
Science	1114	2013
Technology	311	2014
Arts & Recreation	559	2015
Literature	135	2011
History & Geography	338	2013
Biography	806	2007
Easy	3576	2009
General Fiction	3100	2011
Graphic Novels	332	2019

**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**

As required by Board Policy 8.12 (8) the books in the collection should be inventoried on a three year rotation. We have been able to inventory the collection much more often. Most of the collection has been inventoried on an annual basis.

**Lost or Damaged Library Materials**

School Board Policy 2.21B(9) which states that if a student loses or damages District property, including library books and textbooks loaned to said student, said student shall be required to pay for, replace or repair said district property” It has been our policy at Wellington Elementary for students who lose or damage a book to pay a fine for the replacement of the book. We do not charge fines for overdue books.

## Strategic Focus – Weeding and Acquisitions

School Year	Strategic Focus
FY25	<b>Selection Priorities</b> <ul style="list-style-type: none"> <li>● Priority 1 Biographies</li> <li>● Priority 2 Folktales/Social Sciences</li> <li>● Priority 3 Replacing well loved books</li> </ul>
	<b>Weeding Priorities</b> <ul style="list-style-type: none"> <li>● Priority 1 Social Sciences</li> <li>● Priority 2 ½ Easy</li> <li>● Priority 3 Biographies</li> </ul>
FY26	<b>Selection Priorities</b> <ul style="list-style-type: none"> <li>● Priority 1 Easy</li> <li>● Priority 2 Fiction</li> <li>● Priority 3 Popular Series</li> </ul>
	<b>Weeding Priorities</b> <ul style="list-style-type: none"> <li>● Priority 1 ½ Easy</li> <li>● Priority 2 ½ Fiction</li> <li>● Priority 3 ½ of Non-fiction</li> </ul>
FY27	<b>Selection Priorities</b> <ul style="list-style-type: none"> <li>● Priority 1 Non-fiction</li> <li>● Priority 2 Poetry</li> <li>● Priority 3 New Series</li> </ul>
	<b>Weeding Priorities</b> <ul style="list-style-type: none"> <li>● Priority 1 ½ Non-fiction</li> <li>● Priority 2 Biographies</li> <li>● Priority 3 Popular Series</li> </ul>

### Reconsideration of Materials

Board Policy 8.1205 explains the procedure the school board has put in place for challenged materials. Wellington Elementary will follow these policies. This policy and the Specific Material Objection form are linked in the appendix of this document.

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)