FY25 COLLECTION DEVELOPMENT POLICY

West Gate Elementary

FY25 Collection Development Policy

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West Gate Elementary
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Date Drafted: **5/21/2024**

Date Approved by Administration: **5/21/24**

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Principal Signature: _____

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Purpose of Collection Development Policy

This collection development policy is a statement of the principles and guidelines used by the West Gate Elementary Media Center in its selection, acquisition, evaluation, and maintenance of media center materials. It will be used for both providing consistency among those responsible for developing the collection and in communicating the Media Center's policies to faculty, staff, students and other members of the 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 those needs.

Background Statement & School Community

The students of the West Gate Elementary School Media Center range from grades kindergarten through fifth. West Gate Elementary is a dual language academy. The students represent culturally diverse ethnic and economic backgrounds. The Media Center also serves the faculty and staff. In addition, the Media Center serves all county school libraries.

According to the most recent data, below is the breakdown of our school population.

~750 students:

White- 5%

Black- 9%

Hispanic- 84%

Other- 2%

Free and Reduced Lunch- 95%

School Mission Statement

The mission of the West Gate Elementary is to educate, affirm, and inspire each student in an equity-embedded school system.

Media Center Mission Statement

West Gate Elementary School is committed to working collaboratively with all stakeholders to provide a nurturing, inspirational and creative learning environment where all students can achieve their utmost potential and a love of literacy through a challenging and motivating curriculum while supporting and enriching the classrooms. We believe all students will become literate and productive citizens of a global society.

Responsibility for Collection Management & Development

The media specialist is responsible for collection management and the development of the media goals. The administration as well as faculty at West Gate Elementary are important stakeholders when it comes to decision making for the direction of the collection. Our goals are always directed toward supporting and driving student growth and achievement.

Library Program

The West Gate Media Center is on the Fine Arts wheel and receives classes all day. In addition, it is open to the entire school for checking out books and research while also being used as a gathering place for group projects and meetings.

This year's instruction in Media started with the basics: library care, parts of the book, how to use Destiny, how to locate fiction and nonfiction books using call numbers and exploring the Dewey Decimal System. The primary grades were focused on storytelling where students had to retell, sequence, and act out plays. We then moved on to award winning books, accessing e-books and literature appreciation. The intermediate grades were further focused on STEAM activities, MakerSpace, Robotics, How to Stations and Coding.

One of our biggest accomplishments this year was to continue and expand our MakerSpace! We provided students the opportunity to explore, build and be creative with Snap Circuits, Sphero balls, Structures & Architecture, Makey Makey, Botley 2.0, Coding, Cubelets, Little Bits, Magnetic Tiles and Lego Robotics.

West Gate also planned school wide events during Literacy Week which included a variety of reading activities and events throughout the week.

Furthermore, we participated in Read Across America, International Dot Day, Hour of Code, Read for the Record and Love Your Library Month.

Goals and Objectives

- Goal 1: Update our Furniture/look of the media center
  - use cost effective student led redecorating efforts to revive the tired look in the media center
  - apply for grants for a media center makeover
- Goal 2: Expand Makerspaces in our Media Center
  - Purchase new materials needed to use in the Makerspace stations using funds generated by Book Fair profits.
  - Create a dedicated space in the media center for a permanent makerspace
- Goal 3: Update the Media Center collection
  - Replace old books with fresh, new ones. By continuing to weed, I am able to see our needs, replace with new purchases and excite students.
  - Use our book funds to update the Fiction Collection

Budget and Funding

The West Gate Elementary Media Center receives funds for supplies, periodicals, AV equipment and books through our school based operating budget. It also receives funds raised through the Scholastic Spring and Fall Book Fairs. We expect our budget for FY25 to be similar to FY24.

2023-2024 (FY24) projected budget amounts

School-based Operating Budget	Budget FY24	FY25 Projected Budget
Account 551100 - Media Supplies	$923.94	$923.94
Account 553420 - Media Subscriptions (Periodicals-Newspapers)	$266	$266
Account 561100 - Library Books	$903.61	$903.61
Account 562230 - Media A/V Equipment	$102.45	$102.45
Account 564220 - Furn-Fix/Equip	$521.60	$521.60
Fundraising/ Grants	Budget Amount	

Media Center Internal Account number for your grant(s) ACCT# 5-1700.00	*$281.30*	*$295.80*
State Media Allocation	*Budget Amount*	
Account 556110 (program 3070) - Media Books	*$1764.20*	*$1764.20*

Purchasing Plan 2024-25

Approximate Purchasing Plan	
Purpose	**Amount**
Supplies	$430
books	$2855
Furniture	$338
STEM	$451
Total:	**$4074**

Scope of the Collection

The collection development is focused on the curriculum of West Gate 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. It will also support the goals of pleasure reading as per School Board Policy 8.12. According to best practices for school libraries in the United States, the print and non-print collection at West Gate Elementary School 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 administration can access through interlibrary loan.

Students also have access to eBooks 24/7 through numerous sites. As of this year, we now have 25 laptops and 20 iPads to enable more accessibility to research, projects and more. Materials at West Gate support both curriculum and pleasure reading as per School Board Policy 8.12.

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 West Gate Elementary Media Center materials collection is a primary function of the Media Center's mission.

Collection Development at West Gate is focused on providing quality materials and equipment for our patrons. Our goal is to meet the expectations, requirements and needs of our students and staff while at the same time expanding and enriching their curriculum and world views.

Selection and Evaluation Criteria

xii. 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
* At least two favorable reviews in a reputable, unbiased, professionally prepared selection tool, including but not limited to:
*Booklist

*School Library Journal
* BookTalk
* Book Report
* Bulletin for the Center for Children's Books
* Online-Offline
* Book Links
* T.H.E. Journal
* Award winning materials included but not limited to the following awards:
* The Newbery Award
* The Caldecott Award
* The Alex Award
* The Pulitzer Prize for Literature
* The Nobel Prize for Literature
* Sunshine State Young Reader's Award Nominees
* Florida Reading Association Children's Book Award Nominees
* Educational Significance
* Need and value to the collection/curriculum
* Quality of the writing/production
* Readability level
* Organization and presentation of content
* Relationship to the course of study and curriculum
* Reputation of the publisher/producer
* Reputation and significance of the author/producer, et al
* Timeliness or permanence
* Quality of format
* Degree of potential user appeal

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. Gifts that are not deemed appropriate for the school collection may be disposed of at the discretion of the Library Media Specialist who can consult if needed with the Reading Leadership Committee assigned to provide oversight to the library media program. A librarian, regardless of education and training, is not considered by the Internal Revenue Service (IRS) to be qualified to place a value on gift books and other used materials unless the librarian is a certified appraiser of such materials. In acknowledging gifts the library may write a letter indicating how many and what kind of material has been given (i.e., 10 trade paperbacks in excellent condition or 56 hardcover adult nonfiction books about animals) but the library cannot say how much such materials might be worth. Furthermore, material is considered used unless the library buys it directly even if the donor has not read the book, if they own it or just bought it and then gave it to the library, it is considered used and should not be referenced in the letter as "new".

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.

18,977 Items in the Collection	**26.1** Items per Student	**17%** Fiction Titles in the Collection	**41%** 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.	**1998** Average Age of the Collection	**64%** Aged Titles	**8%** 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.	
		26% SLL Titles in Collection	**2000** 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	86	2004
Philosophy & Psychology	100	1998
Religion	75	1994
Social Sciences	1417	1995
Language	736	1999
Science	2390	1999
Technology	830	1998
Arts & Recreation	814	2001
Literature	379	1997
History & Geography	912	1997
Biography	1103	1998
Easy	5475	1995
General Fiction	3140	2002
Graphic Novels	336	2001

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

Strategic Focus – Weeding and Acquisitions

School Year	Strategic Focus
FY25	**Selection Priorities** ● Non Fiction ● Fiction ● Easy
	Inentory/ Weeding Priorities ● Easy
FY26	**Selection Priorities** ● Fiction ● Easy ● Non Fiction
	Inventory/ Weeding Priorities ● Fiction
FY27	**Selection Priorities** ● Easy ● Non Fiction ● Fiction
	Inventory/ Weeding Priorities ● Non fiction

Reconsideration of Materials

Policy 8.1205 will be followed in the event of an objection to material in the media center. The Specific Material Objection form is linked in the appendix.

Appendix A

LIBRARY BILL OF RIGHTS

The American Library Association affirms that all libraries are forums for information and ideas and that the following basic policies should guide their services.

I.   Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.

II.   Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

III.   Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

IV.   Libraries should cooperate with all persons and groups concerned with resisting the abridgment of free expression and free access to ideas.

V.   A person's right to use a library should not be denied or abridged because of origin, age, background, or views.

VI.   Libraries that make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted June 19, 1939.
Amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; and January 23, 1980;

inclusion of "age" reaffirmed January 23, 1996, by the ALA Council

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)