



FY25 COLLECTION DEVELOPMENT POLICY

**Westward Elementary International Baccalaureate
PYP/Title I Magnet School**

FY25 Collection Development Policy

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Signature Page

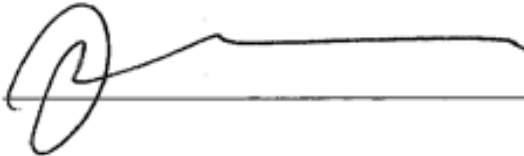
Westward Elementary
FY25 Collection Development Policy

Date Drafted: May 28, 2024

Date Approved by Administration: May 28, 2024

Media Specialist Name: Josette Archbold

Media Specialist Signature:

A handwritten signature in black ink, appearing to be 'Josette Archbold', written over a horizontal line.

Principal Name: Bobbie E. Brooks, Jr.

Principal Signature:

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Purpose of Collection Development Policy

Purpose of Collection Development This collection development policy is a statement of the principles and guidelines used by Westward Elementary 1B Magnet school media center in the selection, acquisition, evaluation, and maintenance of library media center materials.

It will be used both and providing consistency among those responsible for developing the collection and in communicating the library media centers policies to faculty, students, and staff and other interested stakeholders of the school Community.

Background Statement & School Community

The uses of Westward Elementary 1B Magnet School library media center come from pre-k through fifth grade in addition to the faculty, staff and parents of that community of users. According to the Gold Report, Westward Elementary 1B Magnet has a culturally and ethnically diverse student population representing different economic backgrounds which include 91% black, 5% Hispanic and 1% Caucasian, 0% Asian, 1% American Indian, and 2% multiracial. In addition to the Westward Elementary 1B Magnet School Library Media Center supports the unique curricular needs of the International Baccalaureate primary years program, ESE & ESOL

District Mission Statement

The mission of the School District of Palm Beach County is to educate, affirm, and inspire each student in an equity-embedded school system.

School Mission Statement

Westward Elementary International Baccalaureate Magnet School encourages the development and knowledgeable, principled, caring students who strive to become active citizens of their global community. The responsibility of the development of each child is shared by the home, school, and community.

Media Center Mission Statement

The Westward Elementary International Magnet School Library Media Center is committed to providing enriching instruction, resources, and opportunities to be given the best information literacy skills necessary for the 21st Century student. This will be accomplished by implementing the Florida State Standards and using stakeholders like the library media specialist, administration, faculty, students, parents, and district stakeholders. Each of these stakeholders can provide input and suggestions. All stakeholders are invited and encouraged to review book choices according to the state and district guidelines.

Library Program

Responsibility for Collection Management & Development

The Westward Elementary International Magnet School Library Media Center is committed to providing enriching instruction, resources, and opportunities to be given the best information literacy skills necessary for the 21st Century student. This will be accomplished by implementing the Florida State Standards and using stakeholders like the library media specialist, administration, faculty, students, parents, and district stakeholders. Each of these stakeholders can provide input and suggestions. All stakeholders are invited and encouraged to review the book choices according to the state and district guidelines.

Library Program

The library media staff and volunteers will:

Provide and promote extensive use of resources in multiple formats designed to meet the varying needs of all learners in all aspects of the curriculum.

- Provide a learning environment that promotes inquiry;
 - Stimulate intellectual curiosity;
 - Encourage pleasure reading.
 - Develop diverse interests for the enjoyment of lifelong learning and
 - Provide and promote instruction to prepare students to become independent users of libraries and information resources.

The successful, self-aware learner should be able to:

- Identify, plan, and use resources; find and evaluate information; organize and maintain information; interpret and communicate information; use computers and Technology to process information; use technology to present information: work with this variety of Technologies.

- Annual goals to establish a strong reading base program that encourages small successes as well as including family involvement... H. E. R. E. Program

- To incorporate technology that enriches student curriculum, including building websites, coding, and print media. • To enhance audiovisual collection for student research

Goals and Objectives

Library media center program:

- The library is open throughout each day that students attend to ensure Equitable access for all students to library media resources.

- The school administration and faculty know that recent research documents show improvement in student learning gains when the library media center is available to the student at the point of need. At Westward Elementary I13 Magnet PYP Title I School, the library media center

schedule is on a Six-Day rotation. Students visit the library every 6 days, and Monday through Thursday, I stay after school for an additional hour to allow students time to complete projects, check out books, and use the computers. I use the help of some of my media club students to assist with book checkout.

Goal 1: Grow the MackinVia eBookCollection

o use data from a needs assessment to inform MackinVia ebook selections

o purchase up-to-date ebooks that relate to the needs and interests of the student population in FY24.

Budget and Funding

Budget goals at the beginning of every fiscal year school year Westward Elementary IB Magnet (Title One school) is given a school-based operating budget. It is expected that the budget for the 2024-2025 school year will be similar to the school year of 2023-2024.

2024-2025 (FY25) projected budget amounts

School-based Operating Budget	Budget FY24	FY25 Projected Budget
Account 551100 - Media Supplies	\$1207.00	\$1207.00
Account 553420 - Media Subscriptions (Periodicals-Newspapers)	\$0.00	\$0.00
Account 561100 - Library Books	\$639.00	\$639.00
Account 562230 - Media A/V Equipment	\$284.00	\$284.00
Account 564220 - Furn-Fix/Equip	\$355.00	\$355.00
Fundraising/ Grants	Budget Amount	
Media Center Internal Account number for your grant(s) (get this from your bookkeeper)	\$0.00	\$0.00
State Media Allocation	Budget Amount	
Account 556110 (program 3070) - Media Books	\$1250	\$1250

Purchasing Plan FY25

Approximate Purchasing Plan	
Purpose	Amount
FY25 purchasing plan	
books	\$1350
supplies	\$1200
STEM	\$1350
Total:	\$ 3900

Scope of the Collection

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 will include but are not limited to print, non print, and electronic devices. The collection development is focused on the curriculum of Westward Elementary IB Magnet School, which follows the guideline of the School District of Palm Beach County, which in turn are governed by the Department of States, the print and non print collection at Westward Elementary IB Magnet School is arranged by the Dewey Decimal classification system. Additional resources are provided by district-wide subscriptions to electronic information databases. Through affiliation with the public library system. Sunlink and SEFLIN. The Westward Elementary IB Magnet School library can extend its collection to provide any major resource needed by a patron. An emphasis area that gives a portrait of each section of the collection and how it supports and matches specific standards of the school curriculum is available by using Titlewise collection analysis software from Follet; used to collect and update materials in the 001 and 299 as needed to support the Science Focus and primary years program.

Equipment

The equipment available for use through the Westward Elementary Media program for both teacher/staff use in the media center workroom area are a laminator, desktop computer, poster maker, copiers, bookbinder machine, Ellis machine, both manual and computerized, and a bulletin board carousel. Additionally, the media center has a TV production studio.

Collection Development

Selection and Evaluation Criteria

Policy 8.12 - Selection of Library Media Center Materials Ensure adequate Library Media Materials

Shared responsibility of state, district and school within budgetary constraints to provide on adequate number and range of library media materials

Materials should be provided in a variety of formats:

- Appropriate
- Timely
- Provide materials that represent the diversity of the district and are free of bias. stereotypes, distortions, and prejudices.

Purpose:

- Promote the development of lifelong reading habits and information literacy
- Support the general educational goals of the district
- Meet the personal needs and interests of students,
- Support the professional needs of teachers and administrators
- Introduce new instructional technologies
- Choice - library media materials are available to students and faculty as optional resources

All materials in a library media center may not be appropriate for all individuals ▪ Must meet selection criteria

- Material remains to address the needs of some community members
- Address parental concerns with a reasonable solution

- Selection Criteria

- o Establish procedures for the evaluation, management, and disposal of materials with this policy and 8.1205
- o Record this in the school's collection development plan

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

			
11,489 Items in the Collection	17.4 per student Items per Student	61% Fiction Titles in the Collection	10% 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.			
	1997 Average Age of the Collection	83% Aged Titles	2% 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.	
			
35% Representative Titles in Collection	1997 Representative Titles Average Age	36% SLL Titles in Collection	1997 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	39	2001
Philosophy & Psychology	43	1998
Religion	26	1996
Social Sciences	674	1997
Language	72	2000
Science	784	2003
Technology	299	2004
Arts & Recreation	262	2006
Literature	167	1996
History & Geography	726	1998
Biography	665	2000
Easy	2979	1993
General Fiction	3248	1997
Graphic Novels	469	2015

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

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 updated, 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 ongoing

maintenance of quality collection. One third of the collection will be inventoried as follows:

FY25 Nonfiction, FY26 Easy/Biography, FY27 Fiction

Lost or Damaged Library Materials

Our school's policy requires students to pay for any lost or damaged library books in accordance with School Board Policy 2.21B(9). If a student loses or damages district property, they must either pay for the replacement or repair of the item. Alternatively, students can work in the library to clear their fines. This ensures accountability and allows students to fulfill their obligations even if they cannot pay the fines directly.

Strategic Focus – Weeding and Acquisitions

Weeding is an ongoing process done almost monthly to bring the average age under 8 years swiftly. In-house analyses are being completed, and weak sections are being replenished with new titles using budgeted funds or fundraising dollars.

School Year	Strategic Focus
FY25	Selection Priorities <ul style="list-style-type: none"> ● 100's ● 200's ● 300's
	Inventory Priorities <ul style="list-style-type: none"> ● Nonfiction
	Weeding Priorities <ul style="list-style-type: none"> ● Video's ● CD's ● 000's
FY26	Selection Priorities <ul style="list-style-type: none"> ● 400's ● 500's ● 600's
	Inventory Priorities <ul style="list-style-type: none"> ● Easy/Biography
	Weeding Priorities <ul style="list-style-type: none"> ● 000's ● 100's ● 200's
FY27	Selection Priorities <ul style="list-style-type: none"> ● 800's ● 900's ● Non-Fiction
	Inventory Priorities <ul style="list-style-type: none"> ● Fiction
	Weeding Priorities <ul style="list-style-type: none"> ● 92's ● 200's ● 300's

Reconsideration of Materials

The professional selection criteria are used when choosing materials for the Library Media collection; citizens may, on occasion, request that an item be considered. Should such a complaint arise, the due process procedures established in School Board Rule 8.1205 will be implemented. All informal complaints should be addressed to the principal in writing. All formal complaints must be made on the Specific Materials Objection form and submitted to the school.

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.

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