



Wynnebrook Elementary School

FY25 Collection Development Policy

Signature Page

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FY25 Collection Development Policy

Date Drafted: June 25, 2024

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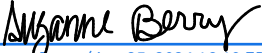
Principal Signature: 
Suzanne Berry (Jun 25, 2024 16:19 EDT) _____

Table of Contents

Purpose Statement	pg 4
Background Statement & School Community	pg 4
School Mission Statement	pg 4
Media Center Mission Statement	pg 4
Responsibility for Collection Management Development	pg 4
Library Program	pg 5
Goals and Objectives	pg 5
Budgeting and Funding	pg 6
Scope of the Collection	pg 7
Equipment	pg 7
Collection Development	pg 8
Selection Evaluation and Criteria	pg 8
District Resources And Services	pg 9
Collection Analysis	pg 10
Gifts and Donations	pg 11
Collection Maintenance	pg 12
Strategic Focus – Weeding & Acquisitions	pg 12
Reconsideration of Materials	pg 13
Appendices	pg 14
A - Library Bill of Rights	pg 14
B - ALA Intellectual Freedom Statement	pg 14
C - Board Policy 8.12	pg 14
D - Board Policy 8.1205	pg 14
E - Specific Material Objection Form	pg 14

Purpose of Collection Development Policy

The Collection Development Policy is designed to support the Wynnebrook Elementary School library's mission to provide a collaborative program that supports the development of inquiring, knowledgeable, and caring young people. The library strives to assist all students in becoming global citizens who have a lifelong love of reading and who use the information to create a better and more peaceful world through intercultural understanding and respect. This policy serves as a guide for selecting, acquiring, and managing the Wynnebrook Elementary Library Collection.

As our student, faculty, and staff population diversifies and grows, we will reassess and adapt our collection to reflect new and differing areas of interest and needs. Our priority is to offer titles and subject areas desired or needed by our users. We also strive to provide materials in print, digital, and electronic media formats. The collection development policy is annually evaluated and revised as necessary to provide guidance for implementing changes in the collection.

Background Statement & School Community

Wynnebrook Elementary Library Media Center serves 680 students in grades kindergarten through fifth grade, in addition to the faculty, staff and parents of that community of users. Wynnebrook Elementary has a culturally and ethnically diverse student population representing different economic backgrounds and includes 61 Caucasian, 353 Hispanic, 232 African-American, and 12 Multi-Racial. 100% of our student population at Wynnebrook Elementary is identified as Economically Disadvantaged.

Wynnebrook Elementary also serves the needs of an Exceptional Student Education population of 14.7% and an ELL population of 33.4%.

School Mission Statement

The Mission of Wynnebrook Elementary is to provide the necessary tools and climate to successfully advance intellectually, socially, and emotionally.

Media Center Mission Statement

The mission of the Wynnebrook Elementary Library Media Center is to provide a collaborative program that supports the development of inquiring, knowledgeable, and caring young people. It strives to assist all students in becoming global citizens who have a lifelong love of reading and who use information to create a better and more peaceful world through intercultural understanding and respect.

Responsibility for Collection Management & Development

The responsibility for collection management and development depends on input from all stakeholders; the media specialist, administration, teachers, students, parents and district personnel. This input comes in the way of surveys, presentations, and suggestions. The library media specialist is on the SAC committee made up of parents, teachers, administration and community members.

Library Program

Library classes meet with classes once every two weeks. As the librarian, every effort is made to stay aware of the curriculum needs of each grade level. It is important to know the interests of the students in each grade level and class. To satisfy the ESOL or multilingual and multicultural resources the Wynnebrook library will increase usage to include a wide variety of formats allowing students to access ideas and concepts to match personal learning styles.

Goals and Objectives

1. Create a Library Media Handbook and/or Web Site

The purpose of this would be to keep Administration, Faculty, and Staff aware of the functioning of the Media Center. This handbook will also have the plans for monthly lessons covered in Media Classes by grade. Plans will be updated in the handbook as often as necessary.

2. Create a Parent Newsletter to be sent home bi-monthly

I would like to see if the other Fine Arts Teachers would like to be included in that so that we can keep parents informed about what we do for their children

3. Purchase Books and other Media Materials

Due to the difficulties of being relocated and having no clerk for much needed assistance the ordering of books will have to be done considering how much space there is to shelve purchased books. Currently, there is no space available in the Media Room. There are still a few boxes of books that have not been unpacked due to a lack of space. I definitely think that some new items should be purchased. I have already connected with three vendors and have chosen some books for next year. They understand our predicament and are very willing to help. I have a few ideas to help the situation. One is to weed out some more of our current inventory of books. There certainly are some that would fall into one of the following categories: Rarely checked out, subject matter outdated, aged content, and aged condition.

Budget and Funding

The Wynnebrook Elementary Media Center is supported through various funding sources. The media center receives an operating budget from the school and allocations in specific funding areas from the State of Florida. The media center's budget is supplemented through SAC, book fairs, donations, grants, and fundraising. It is expected that the budget for the FY25 will be similar to FY24.

<i>School-based Operating Budget</i>	<i>Budget FY24</i>	<i>FY25 Projected Budget</i>
<i>Account 551100 - Media Supplies</i>	<i>\$454</i>	<i>\$454</i>
<i>Account 553420 - Media Subscriptions (Periodicals-Newspapers)</i>	<i>\$296</i>	<i>\$296</i>
<i>Account 561100 - Library Books</i>	<i>\$888</i>	<i>\$888</i>
<i>Account 562230 - Media A/V Equipment</i>	<i>\$395</i>	<i>\$395</i>
<i>Account 564220 - Furn-Fix/Equip</i>	<i>\$494</i>	<i>\$494</i>
<i>Fundraising/ Grants</i>	<i>Budget Amount</i>	
<i>Media Center Internal Account number for your grant(s) (get this from your bookkeeper)</i>	<i>\$2500</i>	<i>\$2500</i>
<i>State Media Allocation</i>	<i>Budget Amount</i>	
<i>Account 556110 (program 3070) - Media Books</i>	<i>\$1338</i>	<i>\$1338</i>

Purchasing Plan FY25

Approximate Purchasing Plan	
Purpose	Amount
books	\$2,226
supplies	\$454
Total:	\$

Scope of the Collection

Collection development at Grove Park Elementary School is influenced by the school's curriculum, which follows the guidelines set forth by the School District of Palm Beach County (SDPBC), which in turn is governed by the Department of Education of the State of Florida.

The collection includes databases and ebooks provided by the Department of Library Media Services at the School District of Palm Beach County. These databases and eBooks expand GPES' collection and provide 24/7 access for students.

Per the Palm Beach County School District Board Policy 8.12 (see Appendix A), all collections are arranged by the Dewey Decimal Classification System.

The databases included in the collection are World Book, PebbleGo, Gale inContext Elementary, SIRS Discoverer, and Teaching Books.

The eBooks provided by the Department of Library Media Services include Tumblebooks, Gale eBooks, and a shared collection in MackinVia.

Equipment

Equipment within the media center at Wynnebrook Elementary includes a poster maker along with laminating machines. These are made available to the teachers and staff.

Collection Development

The primary goal of the Wynnebrook Elementary Media Center library collection is to provide focused resources for curriculum support and age-appropriate, high-quality recreational/leisure reading materials. The collection is developed per Florida laws and School Board policies (see Appendix C and D). The state allocations and district budget monies will be used to provide a variety of electronic and physical materials. Duplicate copies are purchased based on the needs of the staff and the popularity of the title. Each format purchased will be considered on an individual basis. Teacher requests will be considered on an individual basis and purchased according to curriculum needs and collection development policies. Devices for using electronic resources are not provided by the Media Center and are the responsibility of the student and teacher.

Selection and Evaluation Criteria

Materials considered for purchase are selected based on the criteria established in the School District of Palm Beach County Board Policy 8.12 Selection of Library Media Materials. (See Appendix A).

Other reputable, unbiased, professional reviewing sources used for selection include Booklist, Hornbook, Kirkus Review, and School Library Journal.

The LMC materials are selected based on many factors. The materials are evaluated for their aesthetic, literary, and social value, appropriateness to student age, and emotional maturity and relevance to the curriculum.

The LMC materials reflect sensitivity to the achievements, needs, and rights of men and women, various ethnic groups, and other cultures.

The selection of LMC materials about political theories and ideologies, religion, public issues, and controversial topics is directed toward maintaining an unbiased, balanced representation of various opinions.

LMC materials are judged as a whole considering the author's/producer's intent rather than focusing solely on individual pages, phrases, pictures, or incidents taken out of context.

Other factors considered in the final decision to purchase new materials include their educational significance, need, and value to the collection as a whole and their relationship to the interests of students and the curriculum course of study.

User Needs: At Wynnebrook Elementary, we have a variety of patrons to provide for, including students, faculty, and staff members. Our utmost concern and duty are to select and deliver materials for these patrons. We use a variety of resources to keep our collection rich and diverse.

We strive to keep the collection current and updated with topics and interest levels. We encourage our patrons to request materials they feel would enhance our current collection. We understand that our library situation is not ideal right now, but with the offerings of online books, the students will have access to the materials they need.

Diversity: We strive to provide students with books and materials in which they can relate to and see themselves. We have a very diverse population of students. Our library does not discriminate based on race, religion, gender, sexual preference, national origin, the author's political views, the material, or the user. Our goal is to provide a collection that mirrors our student's ethnic backgrounds, socio-economic standings, sexual orientation, and various abilities.

Quality: We aim to provide quality material to our patrons. When acquiring both print and electronic materials for the collection, we use various resources to evaluate the material before purchasing it. We use standards established by library professionals and use resources such as book reviews and books that have won esteem by winning awards such as the ALA Youth Media Awards and The Newberry Award. It is necessary to rotate through various resources when selecting materials to ensure the collection is diverse and unbiased. Consulting different resources will also provide the books we have chosen are appropriate and suitable for our elementary-level population. The resources that we use when selecting items for the library include but are not limited to:

- Booklist
- Books In Print
- School Library Journal
- Horn Book
- ALA Youth Media Awards
- Kirkus

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.

			
20,220 Items in the Collection	29.3 Items per Student	50% Fiction Titles in the Collection	48% Percent of nonfiction in the collection
Library media resources are curated to include both recently published works and classics that rightfully impact the average age of the collection.			
	2001 Average Age of the Collection	67% Aged Titles	3% 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.	
			
24% Representative Titles in Collection	2000 Representative Titles Average Age	23% SLL Titles in Collection	2002 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	140	2010
Philosophy & Psychology	107	2006
Religion	122	2000
Social Sciences	1,055	1999
Language	212	2003
Science	2,023	2000
Technology	664	2000
Arts & Recreation	842	2003
Literature	331	1998
History & Geography	1,079	1998
Biography	1,057	1997
Easy	6,877	2001
General Fiction	3,299	2004
Graphic Novels	40	2003

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

Inventory will be completed on a three-year rotation as per [Board Policy 8.12 \(8\)](#). Inventory of a particular section of the collection shall be completed every year. For the next three years, inventoried sections will be:

- FY2025: Inventory Fiction Section
- FY2026: Inventory Nonfiction Section
- FY2027: Inventory Easy Section

Strategic Focus – Weeding and Acquisitions

FY25	Selection Priorities <ul style="list-style-type: none"> • General Fiction and current SSYRA and SSYRA JR titles • Graphic Novels • Student requests that meet selection policy
	Inventory Priorities <ul style="list-style-type: none"> • Fiction • Professional • Uncategorized
	Weeding Priorities <ul style="list-style-type: none"> • Worn, damaged, outdated titles • Fiction • Professional and Uncategorized
FY26	Selection Priorities <ul style="list-style-type: none"> • Easy and current SSYRA and SSYRA JR titles • Biographies • Student requests that meet selection policy
	Inventory Priorities <ul style="list-style-type: none"> • Non-fiction
	Weeding Priorities <ul style="list-style-type: none"> • Worn, damaged, outdated titles • Non-fiction sections as they are inventoried
FY27	Selection Priorities <ul style="list-style-type: none"> • Non-fiction and current SSYRA and SSYRA JR titles • Science section using Titlewave Analysis • Student requests that meet selection policy
	Inventory Priorities <ul style="list-style-type: none"> • Easy
	Weeding Priorities <ul style="list-style-type: none"> • Worn, damaged, outdated titles • Easy section as it is inventoried

Reconsideration of Materials

While the library recognizes the right of any individual to challenge available materials, the library does not add or withdraw, at the request of any individual or group, materials that have been chosen or excluded based on stated selection criteria. In the event of a challenge by a citizen of Palm Beach County, personnel at Wynnebrook Elementary will follow SDPBC Policy 8.1205 (Appendix D). Any person wishing to make a challenge will fill out the Specific Material Objection Form (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)