Dr. Mary McLeod Bethune Elementary

FY26 Collection Development Policy

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Signature Page

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Date Approved by Administration:

Media Specialist Name: _____ Jacki Holroyd _____

Media Specialist Signature: _____

Principal Name: _____ Katrina Granger _____

Principal Signature: _____

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Purpose of Collection Development Policy

The purpose of collection development in the media center is to cultivate a diverse, inclusive, and dynamic collection of resources that supports the academic, social, and personal growth of all students. By aligning with the school's mission and curriculum, including inquiry-based learning and the IB Primary Years Programme (PYP), the collection aims to inspire curiosity, critical thinking, and a love of reading. It serves as a tool to empower students to become knowledgeable thinkers, effective communicators, and advocates for positive change. The collection also reflects the interests and cultural backgrounds of the school community while embracing technological advances that prepare students for success in an ever-changing world.

Background Statement & School Community

Dr. Mary Mcleod Bethune Elementary is a public school located in Riviera Beach, FL, which is in a large suburb setting. The student population of Dr. Mary Mcleod Bethune Elementary is 540 and the school serves PK-5. At Dr. Mary Mcleod Bethune Elementary, 36% of students scored at or above the proficient level for math, and 35% scored at or above that level for reading.

The school's minority student enrollment is 95%. The student-teacher ratio is 16:1, which is better than that of the district.

The student population is made up of 43% female students and 57% male students. The school enrolls 87% economically disadvantaged students. There are 34 equivalent full-time teachers and 1 full-time school counselor.

School Mission Statement

The mission of Dr. Mary McLeod Bethune Elementary School is to Educate, Affirm, and Inspire each student in an equity-embedded school system" where students reach their full potential with grade level skills in Reading, Mathematics, Science, History, Technology and Character.

Media Center Mission Statement

The mission of the media center is to inspire a lifelong love of learning, reading, and discovery by providing access to different resources, fostering critical thinking and creativity, and empowering students to become knowledgeable, inquiring, and responsible global citizens. Through collaboration and commitment the media center supports the academic and personal growth of all learners, helping them with the skills and mindset to achieve great things in an ever changing world.

Responsibility for Collection Management & Development

The media Specialist is responsible for the collection management and development. This is not made possible without the help and guidance of administration, student, parent and teacher input. On Destiny there is a google form on the bottom of the screen for students to fill out about their interests and favorite material to read. I also work closely with the teachers and on the curriculum they cover in order to make decisions on what I can include in the purchasing of library materials. Being a member of the leadership team, I am also made aware of genres and topics students have more interest in and some where they may need more exposure to.

Library Program

The library is on the wheel for fine arts and sees one class per grade level daily . We see these students for a two week time period in order to carry out project based learning when necessary. This allows us the time to really hone in on diverse topics and spend time learning them before moving on to the next fine arts class.I support ELA and science by implementing S.T.E.M. activities and centers throughout the year. I support ELA and provide pull out groups to assist in bridging the gaps in learning. Although our enrollment allows for a media clerk, we do not have one at this time. I rely on high school volunteers and sometimes intermediate students to help assist in the media center when time allows. Through fine arts we have time allotted each week for Professional Learning Communities (PLC) to take place among the teachers per grade level in which we help our school counselor provide Skills for Learning and Life lessons daily. Another responsibility of the media specialist is hosting the Scholastic Book Fairs, help hosting literacy nights for the students and parents, work with and support the teachers as needed and create a positive and inviting environment on campus for students to use and enjoy.

Goals and Objectives

Goal 1: Increase Book Circulation in the Media Center

Specific: Implement a "Book Spotlight" program, featuring weekly recommended titles across genres and reading levels to encourage student checkouts.

Measurable: Boost overall book circulation by 20% compared to the previous school year.

Achievable: Promote the program through colorful displays, student book reviews, and collaboration with teachers to highlight books related to classroom topics.

Relevant: Supports the goal of fostering a love of reading and aligns with literacy development priorities.

Time-Bound: Launch the program in March and achieve the circulation increase by the end of the school year in June.

Goal 2: Enhance Technology Integration in Library Lessons

Specific: Incorporate at least three new technology tools, such as coding apps or digital storytelling platforms, into library lessons.
Measurable: Deliver these tech-based lessons to at least 75% of K-5 classes by the end of the school year.
Achievable: Provide professional development for media center staff to learn and effectively use these tools.
Relevant: Aligns with the IB PYP focus on technological advances and their impact on learning.
Time-Bound: Integrate the tools into lessons by May 2025.

Goal 3: Increase Diversity in the Media Center Collection

Specific: Add 100 new titles to the collection that reflect diverse cultures, experiences, and perspectives.
Measurable: Catalog and promote the new titles, ensuring at least 20% circulation among students

within three months of acquisition.

Achievable: Use budgeted funds, grants, or donations to purchase the materials.

Relevant: Supports inclusivity and mirrors the cultural diversity of the school community.

Time-Bound: Complete the acquisition and cataloging process by October 2025.

Budget and Funding

School-based Operating Budget	Budget FY25	FY26 Projected Budget
Account 551100 - Media Supplies	$207	$207
Account 553420 - Media Subscriptions (Periodicals-Newspapers)	$221	$221
Account 561100 - Library Books	$663	$663
Account 562230 - Media A/V Equipment	$295	$295
Account 564220 - Furn-Fix/Equip	$368	$368
Fundraising/ Grants	Budget Amount	
Media Center Internal Account number for your grant(s) (get this from your bookkeeper)	$0	$0
State Media Allocation	Budget Amount	
Account 556110 (program 3070) - Media Books	$1578	$1600

Purchasing Plan FY26

Approximate Purchasing Plan	
Purpose	**Amount**
Books	$700
Supplies (laminating paper, butcher paper, ink)	$500
STEM	$300
Furniture	$200
Total:	**$1700**

Scope of the Collection

* Materials in this collection support both curriculum and pleasure reading as per School Board Policy 8.12 (see Section 5 d). The media center at Dr. Mary McLeod Bethune Elementary per District policy, our books are organized in standard Dewey Decimal order (see Section 8 Management of Library Media Instructional Materials]. The collection includes fiction, nonfiction, and easy readers as well as ESOL books for our diverse speakers and readers, STEM books that promote our IB school and curriculum as well as e-books available to students 24/7 and can be accessed on tumblebooks, Follet Destiny and MacinVia.

Equipment

Equipment in the media center includes a smartboard and audio enhancer for everyday use. In the back we have a full TV/ production studio for the morning announcements to be broadcasted on. There is a full workroom that has a professional library for the teachers, a di-cut machine, a laminator as well as a poster maker. In the main area of the media center we have computers for student and staff use. As for makerspace activities there is jenga, legos with lego activity cards, marble run, puzzle by numbers, how to draw activities and rubix cubes.

Collection Development

Collection development is the process of curating a diverse and high-quality selection of materials and resources for the library media center. The primary goal is to ensure the collection offers a wide range of information and tools that meet both the academic and personal interests of students. This process is guided by the media specialist, who works collaboratively with administrators, teachers, students, parents, and other stakeholders to create a collection that supports learning and fosters engagement.

Selection and Evaluation Criteria

The media center at Dr. Mary McLeod Bethune elementary school is one that is evolving and has a wide variety of books that have been referenced and reviewed for multiple weeks. In order to decide on what books to purchase a look at Titlewave is a must. Titlewave is a software that analyzes the collection of books in the media center and which books we have an influx of and which books we may need more of. Book titles and student interest is another way to evaluate which books will be circulated regularly. Students are surveyed on their interests and types of books they are currently reading. Next I take a look at curriculum and standards that support ELA and science. It is important to have books available for students to help with research and deepen their knowledge on a variety of topics.

District-Wide "Procedures for Selecting and Developing Library Collections"

School Board Policy 8.12 sets out the procedures for selecting and developing library collections, which are followed District-wide.
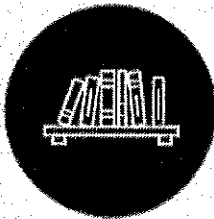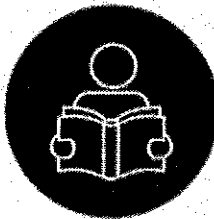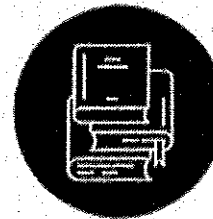
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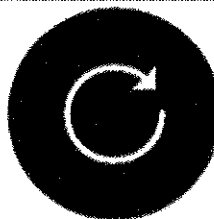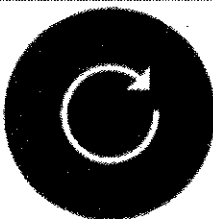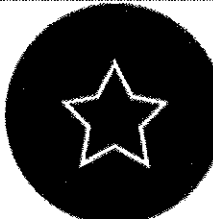
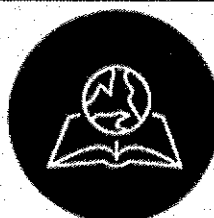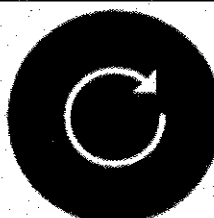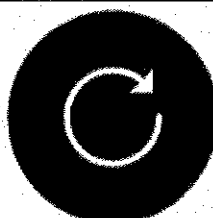The School District Library Media Services provides support to school library media center personnel and establishes uniform policies and procedures for school library media centers throughout the District. These services include, but are not limited to:

- 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.

7,082 Items in the Collection	**16.9** Items per Student	**3,261** Fiction Titles in the Collection	**3,821** 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.	**2003** Average Age of the Collection	**78%** Aged Titles	**6%** 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.	
2,532 Representative Titles in Collection	**2003** Representative Titles Average Age	**2,275** SLL Titles in Collection	**2004** 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	13	2006
Philosophy & Psychology	43	2005
Religion	51	1999
Social Sciences	807	2001
Language	23	1999
Science	671	2005
Technology	328	2004
Arts & Recreation	258	2004
Literature	177	2000
History & Geography	534	2004
Biography	426	2005
Easy	2,402	2005
General Fiction	859	2000
Graphic Novels	12	2022

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

2026- I will weed out books on the non-fiction selves and attempt to increase the average age of this collection

2027- Fiction

2028- Easy Readers

Our library is divided into 3 different sections of books including fiction, nonfiction and Easy readers. Some of the books on these shelves are distinguished by genre stickers so students can find books of interest faster. When new books come into the library we display them on their own shelf so students

can access them easily. Inventory is completed on a three-year rotation per Board Policy 8.12 (8).

Lost or Damaged Library Materials

For lost or damaged materials and books, we send home overdue notices to parents and will charge if books are not returned. If there is a financial burden we will come up with a plan for those individual cases.

Strategic Focus – Weeding and Acquisitions

School Year	Strategic Focus
FY26	**Selection Priorities** • SSYRA • Book series • Nonfiction
	Inventory/Weeding Priorities • Fiction
FY27	**Selection Priorities** • SSYRA • Fiction/Chapter books • Graphic novels
	Inventory/Weeding Priorities • Easy • Biographies
FY28	**Selection Priorities** • SSYRA • Easy • Picture books
	Inventory Priorities • Nonfiction • Graphic novels • Biographies

Reconsideration of Materials

I will follow the Board Policy 8.1205 on challenged materials and the Specific Material Objection form is linked in this appendix.

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 February 3, 2025)

Document ID: d03f6aae-7e51-46b3-afed-50fa0809f8ca

B: Intellectual Freedom Statement

"The Freedom to Read Statement", American Library Association, July 26, 2006.

Link (Accessed February 3, 2025)

Document ID: 24cc13f0-22e4-4c16-ba92-d68ee65b9e28

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 February 3, 2025)

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 February 3, 2025)

E: Specific Material Objection Form

School Board of Palm Beach County (November 14, 2023). Specific Material Objection Form.

Link (Accessed February 3, 2025)