Heritage Elementary

FY 26 Collection Development Policy

Susan Fein
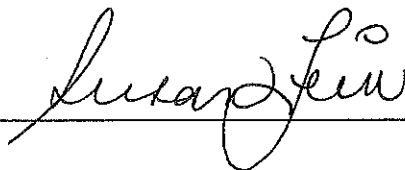
Educational Media Specialist

Signature Page

Heritage Elementary
FY26 Collection Development Policy

Date Approved by Administration: **May 5, 2025**

Media Specialist Name: Susan Fein

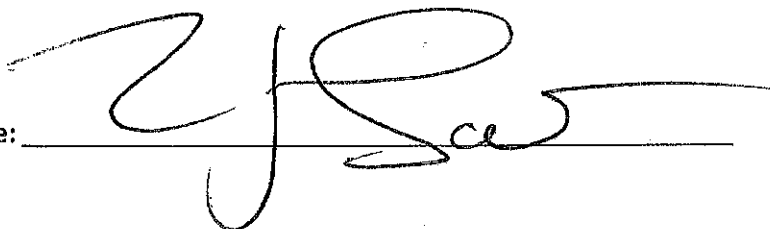**Media Specialist Signature:** _____

Principal Name: Nina Lant

Principal Signature: _____

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Purpose of Collection Development Policy

The Collection Development Policy is designed to support Heritage Elementary. The Library's Mission statement is to provide a collaborative program that supports the development of inquiring, knowledgeable, and caring young students. 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. As our student population changes, the Media Center at Heritage elementary, 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. 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.

Background Statement & School Community

Heritage is a K-5 school with Students at Heritage Elementary school media center range from grades K through fifth. We have a 94% Minority rate and 95% Hispanic, 2% Caucasian. 3% African American. Students are represented by culturally diverse ethnic and economic backgrounds. The media center also serves faculty and staff. According to the school district website the school population breakdown is as follows: There are 803 students enrolled. There is 100 % free and reduced lunch. The special programs consist of 21st Century, SECME, Battle of the Books, STEM, Girls on the Run, PE Club, Dance Club, and Afterschool Tutorial.

School Mission Statement

Our mission is for all students to be academically proficient and demonstrate strong character making them productive in society. Our mission is for all students to be academically proficient and demonstrate strong character making them productive in society. The vision of Heritage Elementary school is to continue growing by:

1. Increasing literacy in all academic areas and maintaining high expectations.

2. Increasing critical thinking and student engagement in all academic areas.

3. Improving the academic achievement of the lowest 25% of students through personalized instructions.

4. Continuing staff development in areas necessary to continue professional growth through the pillars of effective instruction.

5. Providing a climate and culture which respects diversity and encourages students to become responsible and productive citizens through a single school culture.

6. Build relationships within the school and community

Media Center Mission Statement

The library Media Center at Heritage Elementary School strives to be the hub of the school, working with teachers and students to ensure that books, ebooks, periodicals, resource materials and technology is accessible and up to date. To assist meeting the academic, social, and emotional needs of students and staff. The Media Center is a warm, loving, and nurturing environment. The mission is for all students to be academically proficient and demonstrate strong character making them productive in society.

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 School Advisory Committee (SAC), which comprises parents, teachers, administration, and community members. Students can submit book suggestions that they would like to see in the Heritage Elementary library media center. The library media specialist makes sure the books are purchased as long as they are grade-appropriate, have two positive, professional reviews, and are in compliance with state legislation, giving stakeholders the required time for review and comments.

Library Program

The Heritage Media program is on a six day 35 minute fixed rotation schedule. The students are taught by the Media Specialist based on the BEST Standards for ELA instruction as well as science standards for STEAM lessons and skills. The Heritage Media program is on a six day 35 minute fixed rotation schedule. Media lessons are 15-20 minutes and checking out books/Makerspace is 15 minutes. Students are encouraged to use Destiny, MackinVia, Tumblebooks, Capstone, and other program resources to acquire materials of interest. Media lessons are planned using Blender to integrate classroom standards to correlate to each grade level. Media lesson plans are designed to collaborate with classroom lessons to support state standards in Language Arts, Science and Media skills. Lessons are also planned according to national initiatives such as International Dot Day, Career Day, Red Ribbon Week, TechSafe lessons, Digital Citizenship, Read Across America and other activities such as Author's Day, Literacy Week, Book Fair, and Makerspace.

Goals and Objectives

The library media specialist will:
- 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 through science and technology
- Encourage reading for pleasure
- Develop diverse interests for the enjoyment of life-long learning
- 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 a variety of technologies
- Work interactively and collaborate with others.

Goals and Objectives for FY 25-26
- To help raise the school score from a B to an A.
- Goal 1: Teach Digital Citizenship lessons to all students.
  - Objective 1: Teach all students how to be safe online
  - Objective 2: Teach students to create a positive online community
  - Collaborate with classroom teachers on projects correlating with their standards and my research goals.
- Goal 2: To increase the collection and circulation of books and use of ebooks.
  - Objective 1: Use library media funds to order books and ebooks at a variety of different reading levels.
  - Objective 2: Teach all students how to access ebooks online.
- Goal 3: Teach all students how to use Destiny for: research, library book search and self-checkout.
  - Objective 1: Teach students how to easily find what they need and where the books are located in different parts of the library.
  - Objective 2: Make sure all students know how to check in and out their library books.

Budget and Funding

The Heritage Elementary Library Media Center is given a school-based operating budget at the beginning of every school year. The school administration uses a formula to distribute the appropriated funds. The budget for the FY26 school year is expected to be similar to FY25.

School-based Operating Budget	Budget FY25	FY26 Projected Budget
Account 551100 - Media Supplies	$584	$1483
Account 553420 - Media Subscriptions (Periodicals-Newspapers)	$0	$0
Account 561100 - Library Books	$1052	$ 1098
Account 562230 - Media A/V Equipment	$1300	$488
Account 564220 - Furn-Fix/Equip	$1726.00	$1726.00
Fundraising/ Grants	Budget Amount	
Media Center Internal Account number for your grant(s) (get this from your bookkeeper)	$ 4,544. 00	$ 4,544. 00
State Media Allocation	Budget Amount	
Account 561100 (program 3070) - Media Books	$0	$0

Purchasing Plan FY26

Purpose	
materials	$1483
books	$1098
supplies	$741
STEM	$741
furniture	$1726
Total:	**$5,789**

Scope of the Collection

The Heritage collection consists of fiction, nonfiction books, graphic novels, and biographies with some reference books. A collection of District-provided databases and eBooks has expanded our local collection and provide 24/7 access for students.The collection development is focused on the curriculum of Heritage 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. According to best practices for school libraries in the United States, the print and non-print collection at Heritage Elementary School is arranged by the Dewey Decimal Classification System. 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 administrators can access through interlibrary loan. There are laptops and STEAM materials in the Makerspace centers. Materials will support both curriculum and pleasure reading as per School Board Policy 8.12 and also that per District policy, the collection will be arranged in standard Dewey order for MARC records.

Equipment

All teachers are equipped with class Smart Boards and a computer. The students each have a computer and chargers. There are printers/ copy machines in the resource room. The Media Center has a Smart Board, computers, a color printer, and a projector and screen.

Collection Development

The media specialist is responsible for the collection management and its development. Input from stakeholders are received using the Book Submission Form and Book Ordering Procedure Checklist. Collection development is the process of providing quality materials for the media center. The goal is to ensure an adequate quantity and variety to support the academic and personal interest needs. The media specialist receives input from teachers, students, parents, and stakeholders. 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, deselection and resource sharing. Materials selected for purchase come from recommendation from the media specialist, administration, teachers, and stakeholders in accordance with school board policy 8.12. Reviews from professional journals should be used in consideration and award nominated hooks, such as Sunshine State Readers should be added to the collection.

Selection and Evaluation Criteria

Collections are carefully selected. Materials support instructional programs and promote reading at varying reading levels, interest and learning styles, providing freedom of choice. Library media materials are suited to student needs and their ability to comprehend the material presented, and are appropriate for the grade level and age group for which the material is used. The use of reviews are used to determine appropriateness of materials. Professional review consists of but not limited to Library Journal, Booklist and other professional sources.

The "Library Bill of Rights" is used as a suggested guideline. District policy takes precedence and governs the selection, retention and disposition criteria of library materials. Selection of materials is consistent with provision in the School Board's collective bargaining agreement with CTA relating to academic freedom and responsibilities. Consistent with Fla. Stat. 1006.28 (2) (a) 2, library media materials must be suited to student needs and their ability to comprehend the material presented, and be appropriate for the grade level and age group for which the material is used.

Library media specialists, teachers and administrators at each school location shall evaluate and select print and non-print materials for the library media center using several of the criteria outlined below, as appropriate for the media type. Educational significance material is valuable to courses of study or library media collection. Material is age, maturity, diverse interest and learning appropriateness. Nonfiction information is correct, recent and objective. Content is covered adequately to achieve its intended purpose. The author, editor, or producer has a superior reputation for producing

materials of this nature. The item has maps, charts, graphs, glossaries, and/or other learning aids that support the content, are unique or are valuable. Material has the potential for frequent use or is of a nature that it will be considered consumable. No books or other material containing pornography or otherwise prohibited by Fla. Stat.§ 847.012 as harmful to minors shall be used. Library media materials used in a school shall be procured and used in accordance with federal, state and District copyright laws, rules, and policies as referenced in School Board Policy 8.12.

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.

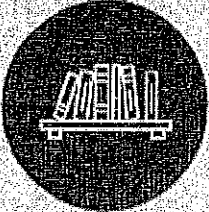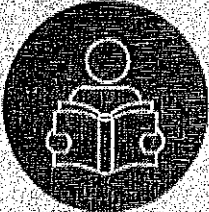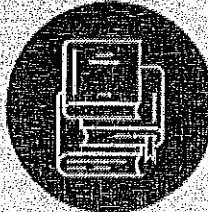**District Resources And Services**
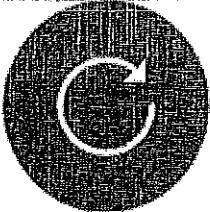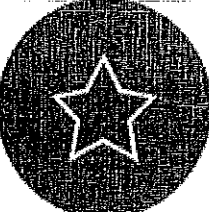
The School District Library Media Services Department supports school-based library media center personnel and establishes uniform policies and procedures for school library media centers throughout the District. These services include, but are not limited to:

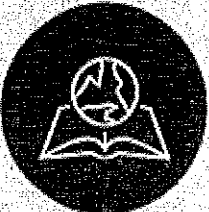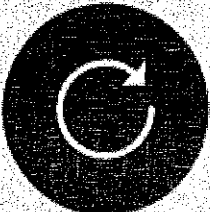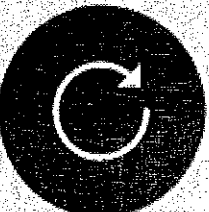- Maintaining a professional library collection to assist with recertification and knowledge acquisition on education-related topics;
- Managing the online catalog, including the library inventory and circulation software;
- Selecting and making accessible online information databases for reference and 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 Department collaborates 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 efficiently and effectively search for and find specific facts.

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.

16,192 Items in the Collection	**20.1** Items per Student	**27%** Fiction Titles in the Collection	**37%** Percent of nonfiction in the collection
Library media resources are curated to include recently published works and classics that rightfully impact the average age of the collection.	**2004** Average Age of the Collection	**68%** Aged Titles	**7%** 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.	
31% Representative Titles in Collection	**2003** Representative Titles Average Age	**32%** SLL Titles in Collection	**2005** SLL Titles Average Age

Collection Analysis By Category

This section provides a detailed look at the current library collection by classification and genre. It was gathered from Follett Destiny, the library management system, and Titlewave, the vendor's ordering and analysis tool.

200

Section	# of Titles	Average Age (year)
Computer Science, Information & General Works	58	2013
Philosophy & Psychology	75	2009
Religion	54	2005

Social Sciences	945	2002
Language	109	2001
Science	1,608	2005
Technology	780	2005
Arts & Recreation	1,111	2011
Literature	346	2001
History & Geography	952	2003
Biography	1,089	2003
Easy	4,003	2002
General Fiction	4.386	2006
Graphic Novels	510	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

[Inventory will be completed on a three-year rotation as per Board Policy 8.12 (8).
    FY26: Easy, Professional Library and Reference sections
    FY27: Fiction
    FY28: Non-fiction
Our collection is labeled with clear signage.

Lost or Damaged Library Materials

Students are responsible for lost materials. There may be a fine.

Strategic Focus – Weeding and Acquisitions

School Year	Strategic Focus
FY26	**Selection Priorities** • Nonfiction 00-500 • Nonfiction 600-900 • Nonfiction 92
	Inventory/Weeding Priorities • Fiction • Nonfiction • Easy
FY27	**Selection Priorities** • Nonfiction 00-500 • Nonfiction 600-900 • Graphic novels
	Inventory/Weeding Priorities • Nonfiction 00-500 • Nonfiction 600-900 • Nonfiction 92
FY28	**Selection Priorities** • Easy • Paperback • Fiction
	Inventory/Weeding Priorities • Nonfiction 00-500 • Nonfiction 600-900 • Nonfiction 92

Reconsideration of Materials

In the event of a challenge by a citizen of Palm Beach County, personnel at Heritage Elementary School will follow SDPBC Policy 8.1205 Objection Procedures for Instructional Materials, Library Media Materials, and Supplemental Classroom Materials, referenced here and in the 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)