# FY26 COLLECTION DEVELOPMENT POLICY

## Jerry Thomas Elementary

FY26 Collection Development Policy

## Jamie Wilson

Certified Educational Media Specialist
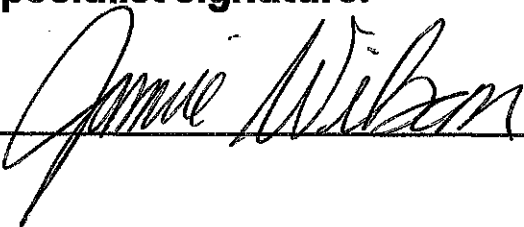


Tigers Grow Together

**Signature Page**

## Jerry Thomas Elementary

FY25 Collection Development Policy

Date Approved by Administration:

**Media Specialist Name**: Jamie Wilson

**Media Specialist Signature**:

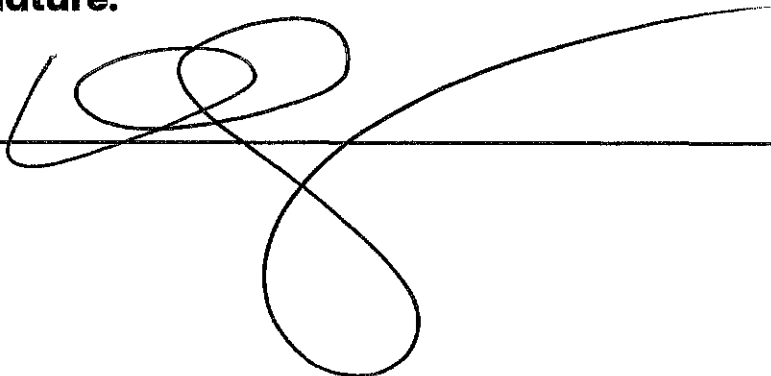**Principal Name**: Kristen King

**Principal Signature**:

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## Purpose of Collection Development Policy

The Collection Development Policy is designed to support the Jerry Thomas Elementary School. The library's mission is 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, evaluating and maintaining the Jerry Thomas 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 and needed by all users. We also strive to offer materials in print, digital, and electronic media formats. The collection development policy is annually evaluated and revised as necessary to guide the implementation of changes in the collection.

## Background Statement & School Community

Jerry Thomas Elementary is a Title 1 school located in the Town of Jupiter in the Northern most area of Palm Beach County. Our Library Media Center serves 688 students in grades kindergarten through fifth grade, in addition to the faculty, staff and parents of that community of users. Jerry Thomas has a culturally and ethnically diverse  student population representing different economic backgrounds and includes 376 Caucasian, 240 Hispanic, 24 African-American, 24 Asian/ Pacific Islander, and 24 Multi-Racial students.

Students with disabilities represent 15% of our population and our English Language Learners make up about 25%. Jerry Thomas serves the needs of Exceptional Student Education in three classrooms designed to meet the needs of students on the Autism Spectrum (ASD).

## School Mission Statement

Jerry Thomas Elementary is committed to providing a world-class education with excellence and equity to empower each student to reach his or her highest potential with the most effective staff to foster the knowledge, skills, and ethics required for responsible citizenship and productive careers.

## Media Center Mission Statement

Our Jerry Thomas Library Media Center is committed to working collaboratively with all stakeholders to provide a world class, inspirational and creative learning environment.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. All students can achieve their utmost potential and a love of literacy through a challenging and motivating curriculum that will support and enrich the classroom curriculum. We believe all students will become literate and productive citizens of a global 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 regularly attends School Advisory Committee (SAC) meetings, which comprises parents, teachers, administration, and community members. The Jerry Thomas SAC has awarded the library media center grants for initiatives and programs that support curricula and student achievement including the start up of a Large Print book section and the funds necessary for participation in further professional development such as the Florida Association for Media in Education (FAME) Conference. As a member of academic leadership, the media specialist also regularly consults with administration and leadership staff about all-things-library. The library media specialist ensures books that are purchased are grade-appropriate, have two positive, professional reviews, and are in compliance with state legislation, giving stakeholders the required time for review and comments. During the year, the media specialist consults with students during their fine arts time in order to get an idea of books/authors/topics that interest them. An end of year survey is also given to intermediate grades in order to plan for additions for next school years' collection.

## Library Program

Our Jerry Thomas Library Media Staff consists of one full-time certified media specialist. We utilize trained PTO parent volunteers to maintain organization of the library and restock shelves as books come in. A full time media clerk position may return if enrollment increases. The library/media center is on a five day rotation schedule with art, music, physical education and either Skills for Learning and Life (SLL) or science lab. 33 classes are seen each week including 3 split ASD classes. Two blocks of time per week are also dedicated to academic support in Kindergarten and 2nd grade classrooms. Flexibility of schedule has been provided this year as the media specialist teaches classes on the wheel PART TIME, sharing the daily class rotations with the School Counselor. Morning classes have Guidance and afternoon classes have Media every other day for two weeks at a time and then we switch. Media is taught as part of the Fine Arts program covering State Standards, ALA/AASL Standards, and National Education Technology Standards.

Foremost among national standards for school library media programs is the need to work collaboratively with teachers to develop meaningful information literacy lesson plans that integrate into classroom learning. At Jerry Thomas Elementary School, the library media specialist reviews the standards being taught at a grade level in any given week and works to develop compatible lessons that support classroom learning and schoolwide initiatives.

Except for the occasional need to use the media center for special events, the library is open each day that students are in attendance to ensure equitable access for all students to library media resources. Students are able to access the library from 7:30 – 2:00 each day, regardless of their fine arts rotation.

### Responsibilities of the library/media center:

• To provide a comprehensive collection of instructional materials that will enrich and support the standards taking into consideration the varied interests, abilities and maturity levels of the students served.

• To provide up to date materials that will stimulate growth in factual knowledge, literary appreciation, aesthetic values and ethical standards.

• To provide a background of information that will allow students to make intelligent choices and judgments in their daily lives.

• To provide materials on opposing sides of controversial issues so that young citizens may develop, under guidance, the practice of critical analysis of all media.

• To provide materials representative of the many religious, ethnic and cultural groups and their contribution to our American heritage.

• To provide materials that will allow teachers to grow and develop professionally so they are knowledgeable of the best methods and practices that may best help their students learn.

• To place principle above personal opinion and reason above prejudice in the selection of materials of the highest quality in order to build a comprehensive collection appropriate for the users of the library/media center.

**Special Initiatives:**

- **Book Taco:** The library media program supports students as they mature into lifelong learners through Book Taco. Book Taco is a computerized reading incentive program where students are encouraged to read and answer comprehension questions. The LMC tracks the school's success through the number of points earned each month and the annual number of words read. Additionally, students are recognized individually by receiving a book charm for every quiz they pass each month to add to their reward necklace. There are also prizes given to students who earn their way into the JTE One Million Word Club by reading over one million words in Book Taco.
- **SSYRA Google Classroom Quizzes and Brag Tags:** Short response/essay style questions are created for each of the Grade 3-5 SSYRA books. Students who complete the quizzes with an 80% or higher earn a brag tag charm for that book. They can complete and collect all 15 quizzes and join the WE READ THEM ALL Club here on campus.
- **Scholastic Book Fair:** The library/media center hosts two book fairs throughout the year. Students are able to purchase books of their interest.
- **Morning Announcements:** The media specialist writes and presents the morning announcements via school PA each day.
- **School Newsletter:** The media specialist compiles monthly news and events around campus to create a digital calendar/newsletter to be sent out to Jerry Thomas families.
- **Digital Citizenship:** TechSafety lessons per the District

- **Battle of the Books Club:** Will lead BOB during the FY26 School Year
- **Winter Reading Scavenger Hunt & Summer Reading Challenge:** Kona Ice Party celebrations and Glow Party reward for those who complete

## Goals and Objectives

**Goal 1:** Apply for and receive the FY 25-26 Florida Power Library Award for Jerry Thomas Elementary
- Complete Statement of Intent before Winter Break 2025
- Complete survey requirements once Student, Teacher, Administrator & Parent links are emailed to district supervisors of participating schools in January
- Complete and submit a Comprehensive Digital Portfolio by mid-April with interviews to follow for approval in May.

**Goal 2:** Increase the overall average publication date of the Jerry Thomas Elementary Library Media Collection.
- Utilize volunteers as well as my planning time to weed and replace outdated materials, focusing on the non-fiction science, history, and technology collection.
- To weed materials based on their significance to the reader, focusing on items that have never circulated or have not circulated for long periods.

**Goal 3:** To support the students' 21st-century literacy skills through the incorporation of technology.
- To teach all students to use Destiny to locate and check out books in the media center.
- To teach all students how to access and check out eBooks using MackinVia.
- To utilize Chromebooks and Google Suite Apps with students in meaningful ways to access library materials, conduct research, and extend learning.
- To incorporate the use of SMART board technology into media center lessons.

## Budget and Funding

Support for the Jerry Thomas Elementary library media center comes through various funding sources. The library media center receives an operating budget from the school and allocations in specific funding areas from the State of Florida.

- Capital Funds for the Destiny Project for Library Media Centers:  6 Ozobots
- State Categorical Funds for Library Media Centers: allotted $2,070.00

Funding sources for the library/media center budget also include state and county allocated funds. The annual media center budget is divided into various categories and spent as needed on supplies, books, eBooks, AV materials, and computer/digital tools. The library media center's budget is supplemented through SAC, PTO, book fairs, donations, grants, and fundraising. In FY25, our library media center received the Capital One Orange Bowl Library Media Center Makeover grant for new furniture, rugs, shelving, etc. More was spent this year from internal due to this makeover and library updates as well.

Budget goals for FY26 and beyond include:

- Funding an author visit for K-2 and 3-5.
- Funding refill books for our Book Vending Machine
- Funding for attendance at the Florida Association of Media in Education (FAME) library media conference (professional development).
- Funding for additions of books that support the State Standards, our school incentive programs, as well as Sunshine State Young Readers.

| School-based Operating Budget | Budget FY25 | FY26 Projected Budget |
|---|---|---|
| Account 551100 - Media Supplies | $479 | $500 |
| Account 553420 - Media Subscriptions | $315 | $300 |
| Account 561100 - Library Books | $2,205 | $3500 |
| Account 562230 - Media A/V Equipment | $420 | $250 |
| Account 564220 - Furn-Fix/Equip | $525 | $500 |
| Fundraising/ Grants | Budget Amount | |
| Internal Account number for your grant(s) | $7,390 | $4,000 |
| State Media Allocation | Budget Amount | |
| Account 556110 (program 3070) - Media Books | $2,070 | $2,000 |

## Purchasing Plan FY26

| Approximate Purchasing Plan | |
|---|---|
| **Purpose** | **Amount** |
| Book Vending machine refills | $1000 |
| SSYRA and SSYRA Jr. Books | $1750 |
| Supplies (including laminating, poster paper, ink, etc.) | $1500 |
| STEM/Makerspace replenishment | $500 |
| Bilingual/multicultural & beginning chapter books | $2000 |
| | |
| **Total:** | **$6750** |

## Scope of the Collection

The collection of Jerry Thomas Elementary School is geared toward meeting the curricular needs of all students. Materials are organized according to the Dewey Decimal Classification System as per section 5 of School Board policy 8.12:

**Management of Library Media Materials.**-- Following practice and precedent, the school library media centers in Palm Beach County will arrange media and materials according to the Dewey Decimal Classification System.

The major collection areas in the library include: Fiction, Nonfiction (the Hundreds divisions), Easy Fiction, Biographies, Spanish/Bilingual Materials, Reference, and Professional. Many of the Fiction books have identifying spine labels to assist users in easily identifying genres. Separate areas for Historical Fiction, Scary, Mystery, Graphic Novels, Sports, Multicultural/Spanish, and Large Print have been created to help students locate books easily. Spine labels are also used to identify books that are a part of the Reading Counts program. Additionally, there is a designated Intermediate section for 4th & 5th grade students only.

The collection has both hardcover and paperback books. The library collection also has eBooks that students may access both on campus and at home, seven days a

week. Students have the ability to access databases and conduct online research using their own Chromebooks or the media center's computers. In addition there are beginning chapter book and beginning reader sections labeled specifically by level for K-2nd grade students.

The collection of District-provided databases and eBooks that expand your local collection and provide 24/7 access for students. Materials in the collection are meant to support both curriculum and pleasure reading as per School Board Policy 8.12 section 2d:

(A comprehensive collection should).....Meet the personal needs and interests of students, including materials that: nurture the development of recreational reading/listening/ viewing, cultural appreciation, and aesthetic values; represent the many religious, racial, ethnic, linguistic, and cultural groups in our society and reflect their contributions to the heritage and culture of our civilization; foster respect for the diverse roles available to women and men in today's society; and provide access to materials in heritage language as stipulated by the META agreement.

## Equipment

Equipment in the Media Center includes a Smartboard and an Audio Enhancement Microphone (both handheld and one to be worn around your neck as needed). Workroom areas in the back of the Media Center also house two copy machines, a laminator, poster maker, two large paper cutters, 6 chromebooks and chargers, 2 iPads, a wireless barcode scanner, a di-cut press, and 2 color printers. Our Makerspace area consists of materials and equipment available to students including but not limited to the following: magnetic tiles, ID blocks, Gears building set, marble runs, Strawbees, Wonder smart robot, 18 Ozobots, brain flakes, pop its, Galaxy flex track pieces and car, playdoh, dominoes, board games, puzzles, legos, shape blocks, K-Nex, pop tubes, and various craft tools (scissors, glue, cardboard, rulers, markers, stickers, pipe cleaners, feathers, beads, etc.) These items are replenished and donated throughout the school year as needed.

## Collection Development

The primary goal of the Media Center's collection development efforts is to build a collection that supports the needs of our Jerry Thomas school community. Materials in the library are available to every student in the school, as well as staff members and parents. Acquisition and maintenance of materials is the primary function of the media staff to ensure that students have the required materials at the time of need and to enrich their educational experience. Special consideration is taken to ensure the size, variety, and age of the collection meet the needs of our learners and appeals to their personal interests.

Collection development is also influenced by the school's curriculum, which follows the guidelines set forth by the School District of Palm Beach County (SDPBC), 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 JTE's collection and provide 24/7 access for students. Per School Board Policy 8.12 (see Appendix A), all collections are arranged using the Dewey Decimal Classification System. The databases included in the collection are World Book, PebbleGo, Gale inContext Elementary, SIRS Discoverer, and Teaching Books. The Department of Library Media Services provides eBooks, including Tumbleboooks, Gale eBooks, and a shared collection in MackinVia.

## Selection and Evaluation Criteria

When selecting materials, the primary objective is to implement, enrich and support the School Improvement Plan. The library/media center makes available a wide range of materials on varying levels of difficulty with a diversity of appeal compatible with the varying interests, needs and viewpoints of learners and teachers. Materials considered for purchase are selected based on the criteria established in School Board Policy 8.12 Selection of Library Media Materials. (See Appendix A).

Jerry Thomas Media Center materials are carefully evaluated and vetted prior to purchase, and books have at least 2 positive reviews from reputable sources such as Booklist, Hornbook, Kirkus Review, and School Library Journal. The materials are evaluated according to their aesthetic, literary and social value, appropriateness to

student age and emotional maturity and relevance to the curriculum. Media center materials are judged as a whole, considering the author's/producer's intent rather than focusing solely upon individual pages, phrases, pictures or incidents taken out of context.

Other factors that are 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 curriculum course of study. Furthermore, our materials reflect many cultures and ethnic groups. Materials that contain political theories and ideologies, religion, public issues and controversial topics have a balanced representation with various opinions.

The media specialist has the responsibility of coordinating the collection development program. The media specialist uses input from teachers and stakeholders to ensure that the collection meets the needs of the school. The media specialist attends meetings, conferences and professional development to obtain information on new equipment, materials and the latest practices related to state standards and student achievement.

## 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:
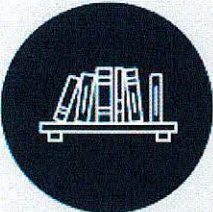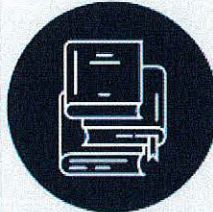
- Maintaining a professional library collection to assist with recertification and knowledge acquisition on education-related topics;
- Managing the online catalog, including the library inventory and circulation software;
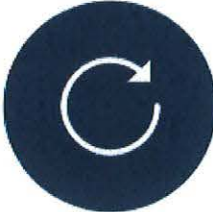- Selecting and making accessible online information databases for reference and research;
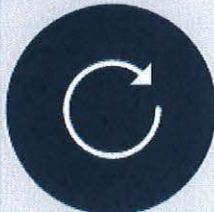
- Providing guidance and training to school library media staff in program planning, curriculum development, budget, technology, collection maintenance, facility use, and media production;
- Participating in inter-departmental curriculum development, facility planning, personnel staffing, and task forces 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.

| 11,302 | 16.1 | 33% | 33% |
|---|---|---|---|
| Items in the Collection | Items per Student | Fiction Titles in the Collection | 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. | **2010** Average Age of the Collection | **39%** Aged Titles | **10%** 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. | |
|---|---|---|---|
| **32%** Representative Titles in Collection | **2008** Representative Titles Average Age | **35%** SLL Titles in Collection | **2011** 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.

| Section | # of Titles | Average Age (year) |
|---|---|---|
| Computer Science, Information & General Works | 61 | 2015 |
| Philosophy & Psychology | 42 | 2014 |
| Religion | 41 | 2004 |

| | | |
|---|---|---|
| Social Sciences | 521 | 2001 |
| Language | 48 | 2002 |
| Science | 1,293 | 2013 |
| Technology | 378 | 2012 |
| Arts & Recreation | 897 | 2014 |
| Literature | 170 | 2003 |
| History & Geography | 330 | 2010 |
| Biography | 522 | 2010 |
| Easy | 3,162 | 2007 |
| General Fiction | 3,768 | 2012 |
| Graphic Novels | 474 | 2016 |

## 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

To maintain the Jerry Thomas library media collection, the Media Specialist will:
• Utilize collection analysis reports such as Titlewise to determine areas in need of additional resources or weeding.
• Examine curriculum content to determine adequacy of collection materials.
• Maintain an ongoing list of topics/areas that are in need of more resources.
• Ask staff to provide a list of research topics for which resources are needed.
• Conduct surveys of students and staff to determine adequacy and relevance of materials, as well as types of informational, curriculum and pleasure reading material to be added to the collection.

- Conduct an annual inventory of the collection to determine replacements, missing items and other material needs. Inventory will be completed on a three year rotational basis as per School Board Policy 8.12, (5) *Library media materials acquired with funds from the General Appropriation Act of the State of Florida are to be cataloged and inventoried as part of the library media collection. Library media materials may be inventoried in one to three year cycles.*

For the next three years, inventoried sections will be:
**FY26:** Inventory Biography & Nonfiction Sections
**FY27:** Inventory Fiction Section
**FY28**: Inventory Easy Fiction Section

Library materials are labeled, sorted and shelved in a specific place within the library media center. See the detailed description of our JTE organizational design **HERE.**

## Lost or Damaged Library Materials

If a student loses or damages District property, including library books, said student shall be required to pay for, replace or repair said items. Fines will be assessed through Destiny. There will be no fees for late materials in accordance with School Board Policy 2.21B(9).

## Strategic Focus – Weeding and Acquisitions

| School Year | Strategic Focus |
|---|---|
| FY26 | **Selection Priorities**<br>• Bilingual/Multicultural<br>• Beginning Chapter books<br>• SSYRA titles |
| | **Inventory/Weeding Priorities**<br>• Inventory: Non-fiction & Biography<br>• Weeding: Aged Titles & Fiction |
| FY27 | **Selection Priorities**<br>• Fiction – Diverse & SLL titles<br>• Graphic Novels<br>• SSYRA titles |

|  | Inventory/Weeding Priorities<br>• Inventory: Fiction (to include Large Print titles)<br>• Weeding: Non-fiction and Biography |
|------|---|
| FY28 | Selection Priorities<br>• Non-fiction (specifically to focus on Social Sciences, Languages, Religion & Literature)<br>• SSYRA titles |
|  | Inventory Priorities<br>• Inventory & Weeding: Easy Fiction |

## 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 selected criteria. In the event of a challenge by a citizen of Palm Beach County, personnel at Jerry Thomas Elementary School will follow School Board Policy 8.1205 (Appendix D) – Objection Procedures for Instructional Materials, Library Media Materials, and Supplemental Classroom Materials, including Reading Lists. Any person wishing to make a challenge will fill out the Specific Material Objection Form found within School Board Policy 8.1205.

## 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)