

**Northmore Elementary**

**FY26 Collection Development Policy**

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**Educational Media Specialist**

**Northmore Elementary**

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Date Approved by Administration: 5/5/25

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## **Purpose of Collection Development Policy**

The purpose of this plan is to identify the community of learners being served, define the collection, provide the methods of maintaining the collection, and set forth the operational procedures for the Northmore Elementary School Media Center. It will support the School Library's Mission Statement. In addition, it is to formulate a process for policy and procedures, budget allocation, needs assessment, collection development, selecting and weeding books, as well as sharing resources and information.

## **Background Statement & School Community**

Northmore Elementary is a Title 1 school of Dual Language and Performing Arts Choice programming. It serves a culturally diverse population with a 42% ESOL/LEP population. Northmore is a B rated school. The Media Center serves approximately 639 students in PreK-5th grade with approximately 97 staff members. 100% of the student population is on Free and Reduced Lunch. (FRL). The demographic breakdown of the school is 3% White, 35% Black, 60% Hispanic, 54% male, and 46% female.

## **School Mission Statement**

At Northmore Elementary, our mission is to create an academic and social environment that fosters, motivates, and inspires our students to gain the knowledge, skills, and ethics to develop into well educated, responsible, and caring citizens reaching their highest potential. The School District of Palm Beach County serves more than 189,000 students who speak 150 languages and dialects. We are a High-Performing School District with 335 Choice and Career Programs. Our mission is to educate, affirm, and inspire each student in an equity-embedded school system. Northmore Elementary envisions a dynamic, collaborative, multicultural school where education and lifelong learning are valued and supported, and all learners reach their highest potential and succeed in the global community.

## **Media Center Mission Statement**

The mission of the Northmore Elementary Media Center is to foster a love of reading and learning for students. We hope to engage the students in 21st century learning, skills, and knowledge, in order to guide them to become productive and respectable members of society. The Media Center aims to provide a safe and welcoming environment for all students to feel comfortable expressing and seeing themselves represented in the library.

## **Responsibility for Collection Management & Development**

The Certified School Librarian is responsible for expanding, maintaining, inventorying, and weeding the library collection for the whole school. The collection is improved upon each year by analyzing user and book statistics according to circulation, age, and condition.

## **Library Program**

The Northmore Elementary Media Center is open during school hours. The Library Media Specialist follows a six day rotation schedule for 30 minutes, seeing one of each grade level per day. Students may come to the media center before and after school. Students also have access to the Ben Carson

Room to select and read books of their choice that are not available for checkout. The area is arranged with flexible seating. The main library utilizes book check out procedures, the SMART board, the MakerSpace, and flexible seating for reading enjoyment. Students enjoy lessons about basic library usage, the Dewey Decimal System, Library Skills, Digital Citizenship, and Research. The basic 30 minute lesson consists of a read aloud, activity or lesson, and book check out. The Media Specialist also incorporates the Social Studies State Statutes to assist the teachers, as well as supports the teachers in the standards and content they are covering. Theme events are also celebrated such as Black History Month, Hispanic Heritage Month, Women's History Month, Haitian History, Holocaust Education, Constitution Day, Flag Day, Independence Day, President's Day, American History, and more. Fourth grade students conduct the morning news every morning highlighting events and facts for that day, coordinated with the IT support person. We participate in Read for the Record, Florida National Literacy Week, host 1-2 book fairs a year, and many other fun events and celebrations. The Mandel Library of West Palm Beach supports us in Winter and Summer Reading Challenges. The Media Specialist may host author visits. This year we welcomed Michael Patrick O'Neill and every student grade 4-5 received a free one of his books. We receive book donations that are used to fill our Little Free Library in front of the school.

### **Goals and Objectives**

1. Utilize the MakerSpace with purpose and challenges
2. Conduct more literacy events and outreach
3. Improve library care by students
4. Participate in BOB (Battle of the Books) during afternoon PLC for 3rd, 4th and 5th grade with 2 teams of 5 each per team. 10 students per grade will be selected based on interest.

### **SMART GOALS**

1. Improve the Easy section by purchasing
2. Improve the Non-Fiction section by weeding and purchasing
3. Add Spine Label Stickers by Genre

## Budget and Funding

The Library Media Center is given a school based operating budget at the beginning of each school year. The Northmore Elementary School administration uses a formula to disperse the appropriated funds. The budget for 2025-2026 is expected to be similar to 2024-2025. Money earned from the Scholastic Book Fair is also used to support purchasing library materials.

<b><i>School-based Operating Budget</i></b>	<b><i>Budget FY25</i></b>	<b><i>FY26 Projected Budget</i></b>
<i>Account 551100 - Media Supplies</i>	<i>\$791</i>	<i>\$800</i>
<i>Account 553420 - Media Subscriptions (Periodicals-Newspapers)</i>	<i>\$260</i>	<i>\$260</i>
<i>Account 561100 - Library Books</i>	<i>\$879</i>	<i>\$880</i>
<i>Account 562230 - Media A/V Equipment</i>	<i>\$246</i>	<i>\$250</i>
<i>Account 564220 - Furn-Fix/Equip</i>	<i>\$433</i>	<i>\$440</i>
<b><i>Fundraising/ Grants</i></b>	<b><i>Budget Amount</i></b>	
<i>Media Center Internal Account number for your grant(s) (get this from your bookkeeper) (Scholastic Dollars)</i>	<i>\$642</i>	<i>\$700</i>
<b><i>State Media Allocation</i></b>	<b><i>Budget Amount</i></b>	
<i>Account 556110 (program 3070) - Media Books</i>	<i>\$2,121</i>	<i>\$2,000</i>

## Purchasing Plan FY26

Approximate Purchasing Plan	
Purpose	Amount
Easy Picture Books	\$1,000
Fiction	\$1,000
SSYRA Titles for Battle of the Books PLC Club	\$1,000
Easy Readers	\$1,000
Supplies	\$500
Author Visit	\$500
Incentives	\$330
Total:	\$5,300

### Scope of the Collection

Our collection includes hardcover and paperback books in Fiction, Nonfiction, Easy, Graphic Novels, Spanish, Reference, and Biographies as well as eBooks and Databases on the student portal through Destiny, MackinVIA, Gale, and TumbleBooks that provide 24/7 access to students.

**Materials will support both curriculum and pleasure reading as per School Board Policy 8.12 (see Section 5 d) per District policy, the collection will be arranged in standard Dewey order (see Section 8 Management of Library Media Instructional Materials]**

### Equipment

The Media Center has a SMART Board, 2 copy machines, a color printer in the office, and laminator and poster maker in the IT office. There is also TV studio equipment with cameras, microphones, TV's, monitors, switch boards and sound boards. 4 Chromebooks were added to the Maker Space area. There is also an Ellison press for cut outs and a book binding machine.

### Collection Development

Collection Development involves selecting high-quality resources and tools for the library media center. Its aim is to maintain a diverse and sufficient collection of materials that meet students' academic and personal interests. The media specialist oversees this process, incorporating feedback from administrators, teachers, students, parents, and other stakeholders.

## **Selection and Evaluation Criteria**

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). Other reputable, unbiased, professional reviewing sources used for selection include Booklist, Hornbook, Kirkus Review, and School Library Journal. The Library Media Center materials are selected based on many factors. They are evaluated for their aesthetic, literary, and social value, appropriateness to student age, and emotional maturity and relevance to the curriculum. The Library Media Center materials reflect sensitivity to the achievements, needs, and rights of men and women, various ethnic groups, and other cultures. The selection of Library Media Center materials about political theories and ideologies, religion, public issues, and controversial topics is directed toward maintaining an unbiased, balanced representation of various opinions. Library Media Center 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, value to the collection as a whole, and their relationship to students' interests and the curriculum course of study.

## **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:

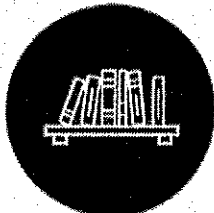

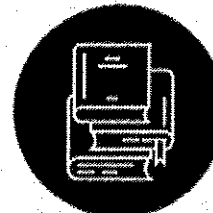


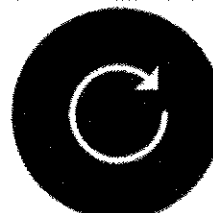

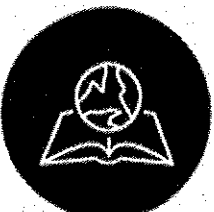
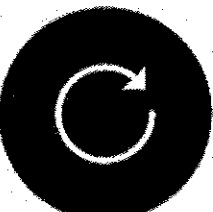

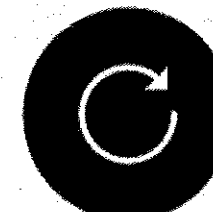
- Maintaining a professional library collection to assist with recertification and knowledge acquisition on education-related topics;
- Managing the online catalog, including the library inventory and circulation software;
- Selecting and making accessible online information databases for reference and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

			
<b>6,286</b> Items in the Collection	<b>9.8</b> Items per Student	<b>18%</b> Fiction Titles in the Collection	<b>45%</b> 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.			
	<b>2006</b> Average Age of the Collection	<b>56%</b> Aged Titles	<b>11%</b> 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.	
			
<b>30%</b> Representative Titles in Collection	<b>2006</b> Representative Titles Average Age	<b>32%</b> SLL Titles in Collection	<b>2009</b> 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	34	2013
Philosophy & Psychology	56	2008
Religion	22	1998
Social Sciences	533	2004
Language	101	2006
Science	924	2004
Technology	341	2005
Arts & Recreation	340	2014
Literature	80	2005
History & Geography	380	2004
Biography	313	2004
Easy	1,400	2007
General Fiction	1,159	2010
Graphic Novels (741.5)	188	2018

### **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 per Board Policy 8.12 (8). Since this is my first year at Northmore Elementary, I will start with the Easy section this year. (FY25) Next year, (FY26) Fiction will be done, and the 3rd year (FY27) Non-Fiction will be done. I have rearranged the shelving arrangement to be more user friendly and plan to label fiction books by spine sticker label as well as have some sections and baskets in the library for popular titles with picture labels. I also reprinted the Dewey letter and number labeling system for easier readability.

### Lost or Damaged Library Materials

Per my principal, we do not charge for lost or damaged books.

### Strategic Focus – Weeding and Acquisitions

School Year	Strategic Focus
FY26	<b>Selection Priorities</b> <ul style="list-style-type: none"><li>• Easy Fiction</li><li>• SSYRA</li><li>• Graphic Novels</li></ul>
	<b>Inventory/Weeding Priorities (Inventory Easy)</b> <ul style="list-style-type: none"><li>• Outdated Materials in general (Weeding List)</li><li>• 200's- Religion (Avg. Age 1998)</li><li>• 600's- Technology (Avg. Age 2005)</li></ul>
FY27	<b>Selection Priorities</b> <ul style="list-style-type: none"><li>• Spanish Titles</li><li>• History and Geography</li><li>• Technology and Science</li></ul>
	<b>Inventory/Weeding Priorities (Inventory Fiction)</b> <ul style="list-style-type: none"><li>• 300's- Social Science (Avg. Age 2004)</li><li>• 500's- Science (Avg. Age 2004)</li><li>• 900's- History and Geography (Avg. Age 2004)</li></ul>
FY28	<b>Selection Priorities</b> <ul style="list-style-type: none"><li>• Religion</li><li>• Language</li><li>• Literature</li></ul>
	<b>Inventory/Weeding Priorities (Inventory Non-Fiction)</b> <ul style="list-style-type: none"><li>• Literature (Avg. Age 2005)</li><li>• 400's- Language (Avg. Age 2006)</li><li>• 100's- Philosophy and Psychology (Avg. Age 2008)</li></ul>

### 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 Atlantic Community High 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)

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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)