Palmetto Elementary School

FY26 Collection Development Policy

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Educational Media Specialist

Signature Page

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Date Approved by Administration: 5/7/25

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Principal Signature: _____

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Purpose of Collection Development Policy

The Collection Development Policy is designed to support the Palmetto Elementary School Library's mission to provide a collaborative program that supports the development of inquiring, knowledgeable, and caring young people. The primary goal of the library collection is to support the needs of the school and the community and to maintain the recommended boundaries for size, average age, and access. 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 Palmetto Library Collection.

The collection development process includes the formulation of policies and procedures, budget allocations, needs assessment selection, collection maintenance and evaluation, deselection, and *resource sharing. 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 offer materials in print, digital, and electronic media formats. The collection development policy is annually evaluated and revised as necessary to guide changes to the collection.

Background Statement & School Community

Palmetto Elementary Media Center serves 561 students in Kindergarten through Grade 5, in addition to the faculty, staff, and parents of that community of users. Palmetto Elementary is a B-rated school. Palmetto Elementary has a culturally and ethnically diverse student population representing different economic backgrounds, including 78% Hispanic, 10% African-American, 8% Caucasian, and 1% multi-racial. Palmetto Elementary serves the needs of Exceptional Student Education and English as a Second Language Students as well as the needs of students on the Autism Spectrum (ASD).

School Mission Statement

Palmetto Elementary is committed to developing a community of lifelong learners with a global mindset who utilize inquiry, knowledge, and compassion. To this end, we empower each other to take action, accept each other's differences, and create a more peaceful world and green environment. As a school community, we commit to a single school culture and collaborate to make this vision a reality.

Media Center Mission Statement

The mission of the Palmetto 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 with a lifelong love of reading and using information to create a better and more peaceful world through intercultural understanding and respect.

Responsibility for Collection Management & Development

The Media Specialist is responsible for maintaining a quality collection, which includes procuring new materials and discarding ineffective items. Teachers, administrators, and other stakeholders assist in re-evaluating and systematically deleting materials and equipment to ensure that the collection remains

responsive to user needs, changing curriculum, and advancing technology. District Library Media Specialists are also responsible for selecting and purchasing many eBooks and Databases used by students at the school site.

Library Program

Foremost, among national standards for school library media center programs, is the need to work *collaboratively with teachers to develop meaningful literacy information lesson plans that integrate into* classroom learning. At Palmetto, the Media Specialist collaborates with teachers from all disciplines to increase student literacy achievement.

The East Media Center is open Monday through Friday from 8 a.m. to 11 a.m. The West Media Center is open Monday through Friday from 11 a.m. to 3 p.m. on a fixed schedule and also allows student access at other times to ensure equitable access for all students to library media resources. The school administration and faculty know that recent research shows improvement in student learning gains when the library media center is available to the student at the time of need.

In addition to other services, the library staff:

- Laminates items for teachers;

- Circulates Chromebooks and laptops;

- Supervises groups of students as needed.

Goals and Objectives

Palmetto Elementary is unique amongst the entire school district in that it has two campuses: one for Pre-K through 2nd grade and the other for 3rd through 5th grade. As a result, we have not one but two media centers. Several years ago, 10,000 books were destroyed by termite infestation and mold. Due to budgetary constraints, our Media Centers have never been able to regain the quantity of books we lost.

First and foremost, our goal is to promote and encourage reading among our students, which will, in turn, increase their literary skills and serve as a foundation for their future.

Objective 1:   To update and refresh the depth and breadth of our book selection

Objective 2: To increase literacy-related events to increase student interest in and excitement about reading.
- Encourage and promote class-wide participation in the Battle of the Books
- Create author-led read-along events at the school

Objective 3: To increase the amount of Project-Based Learning to meet the needs of our IB focus:
- Expand Maker Spaces to create STEM learning opportunities
- Create project-based exhibition events in the Media Center to include IB elements.

Budget and Funding

School-based Operating Budget	Budget FY25	FY26 Projected Budget
Account 551100 - Media Supplies	$640	$640
Account 553420 - Media Subscriptions (Periodicals-Newspapers)	$216	$216
Account 561100 - Library Books	$678	$678
Account 562230 - Media A/V Equipment	$310	$310
Account 564220 - Furn-Fix/Equip	$316	$316
Fundraising/ Grants	Budget Amount	
Media Center Internal Account number for your grant(s) 5.1700	$650	$675
State Media Allocation	Budget Amount	
Account 551100 (program 3070) - Media Books	$1,350	$1,370

Purchasing Plan FY26

Approximate Purchasing Plan	
Purpose	**Amount**
books	$1,350.00
supplies	$350.00
STEM	$400.00
Total:	**$ 2,100.00**

Scope of the Collection

The library collection at Palmetto 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 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 Palm Beach County School District. These databases and eBooks expand GPES' collection and provide 24/7 access for students.

Per Palm Beach County School District Board Policy 8.12 (see Appendix A), all collections are arranged according to 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 TumbleBooks, Gale eBooks, and a shared collection in MackinVia.

Equipment

Palmetto's Media Program has various equipment for students, teachers, and administration to use. There is a small television studio complete with a switcher, two cameras, audio, and lighting equipment. We also have a 3D printer, a Mac, and an iPad laptop cart.

Collection Development

This collection development policy is a statement of principles and guidelines used by Palmetto Elementary and the Palmetto Library Media Center in selecting, acquiring, evaluating, and maintaining Library Media Center materials. The primary goal of the Media Center's collection development efforts is to build a current collection that supports the needs of the curriculum and the school community and maintains the recommended boundaries for size, average age, and access to the collection.

Selection and Evaluation Criteria

At Palmetto Elementary in Palm Beach County, our selection and evaluation criteria for educational materials are guided by the School Board Policy on Selection. This policy outlines the principles and standards we adhere to when choosing materials for our students.

Our selection criteria include:

1. **Relevance and Curriculum Alignment:** Materials must align with the curriculum standards and learning objectives established by the District. They should be relevant to the age and developmental level of our students.

2. **Accuracy and Authority:** We prioritize materials that are accurate, factually sound, and authored by reputable sources. We consider the qualifications and expertise of authors, publishers, and content creators.

3. **Quality and Durability:** We look for materials that are of high quality, both in content and physical construction. Durability is important to ensure that materials can withstand frequent use and maintain their relevance over time.

4. **Engagement and Accessibility:** Materials should be engaging and accessible to students of different learning styles and abilities. We consider factors such as readability, multimedia elements, and interactive features.

To support our critical thinking process in material selection, we utilize reputable reviewing tools and resources such as the School Library Journal, Publishers Weekly, and educational research databases. These tools provide professional reviews, recommendations, and insights that inform our decision-making process. Additionally, we engage in collaborative discussions with educators, librarians, parents, and community stakeholders to gather diverse perspectives and feedback on potential materials.

By following the School Board Policy on Selection and employing rigorous evaluation criteria and reviewing tools, we ensure that the materials chosen for Palmetto Elementary meet high standards of quality, relevance, and educational effectiveness. This thoughtful approach to material selection supports our commitment to providing students with enriching and meaningful learning experiences.
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.
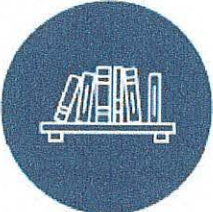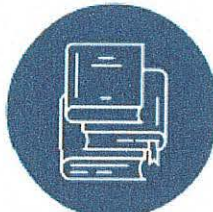
District Resources And Services

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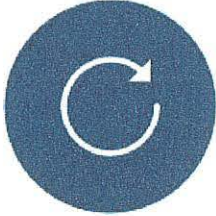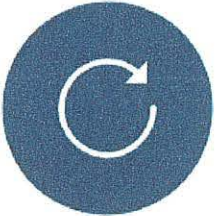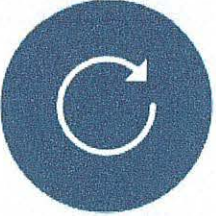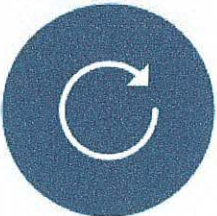
- Maintaining a professional library collection to assist with recertification and knowledge acquisition on education-related topics;
- Managing the online catalog, including the library inventory and circulation software;
- Selecting and making accessible online information databases for reference and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

9,070	15.6	17%	42 %
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.	**2002** Average Age of the Collection	**69%** Aged Titles	**5%** 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	**2001** Representative Titles Average Age	**30%** SLL Titles in Collection	**2004** 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	43	2010
Philosophy & Psychology	23	2002
Religion	39	1997
Social Sciences	823	1998
Language	149	1998
Science	1048	2006
Technology	378	2007
Arts & Recreation	620	2009

Literature	175	2000
History & Geography	501	2003
Biography	561	2001
Easy	3,035	1999
General Fiction	1,499	2007
Graphic Novels	216	2019

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

Per <u>Board Policy 8.12 (8)</u>, material stored in the Library Media Center must be inventoried annually. To facilitate the circulation of and inventory process, Destiny Library Manager software has been made available to all schools. Palmetto Elementary School typically inventories part of its collection each year on a rotational basis, every 3 years.

Weeding of materials and resources is essential for the maintenance of a healthy reading and research, and reference library media collection. Weeding is a form of quality control of the collection in which outdated, inaccurate and worn-out materials and equipment are discarded from the electronic catalog and physically removed from the collection.

The Library Media Service Specialist is responsible for the on-going maintenance of a collection which includes procurement of new materials and discarding of ineffective items. Teachers, administration, and the school library media advisory committee assist in the re-evaluation and systemic deleting of materials and equipment to ensure that the collection remains responsive to user needs, changing curriculum and advancing technology.

In coordinating this process, the library media specialist will allow objective criteria for removing materials and equipment from the media center, which include obsolescence, physical age, and condition, and general inapplicability for continued inclusion collection. One popular criteria for weeding is found in CREW Manual.

Lost or Damaged Library Materials

For lost or damaged media materials, we notify the parents in order to receive payments and recoup funds. These payments are then applied to our school's media account.

Strategic Focus – Weeding and Acquisitions

The inventory year 3 rotation is as follows - FY26 Non-Fiction, FY27 Fiction, FY28 Easy/Biography.

School Year	Strategic Focus
FY26	**Selection Priorities** • Fiction, focusing on 2nd/3rd grade materials • History • Graphic Novels • Scary books
	Inventory/Weeding Priorities • Non-Fiction • Fiction
FY27	**Selection Priorities** • Fiction • Non-fiction • Graphic Novels
	Inventory/Weeding Priorities • Fiction • Non-fiction
FY28	**Selection Priorities** • Fiction • Graphic Novels • Non-fiction
	Inventory/Weeding Priorities • Easy/Biography • Non-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 which have been chosen or excluded on the basis of stated selection criteria. In the event of a challenge by a citizen of Palm Beach County, personnel at Palmetto Elementary School will follow SDPBC Policy 8.1205 (Appendix D). Any person wishing to make a challenge will fill out a Specific Materials 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 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)