# FY26 COLLECTION DEVELOPMENT POLICY

## ROSENWALD ELEMENTARY SCHOOL

## FY26 Collection Development Policy

*Tara Lawrence*

Educational Media Specialist

**Signature Page**

**Rosenwald Elementary School**

FY26 Collection Development Policy

Date Approved by Administration: **May 15, 2025**

**Media Specialist Name:** Tara Lawrence

**Media Specialist Signature:** _Tara Lawrence 5/15/25_

**Principal Name:** Bruce Hightower

**Principal Signature:** _B. H_

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**Purpose of Collection Development Policy**

Collection Development is the process of providing quality materials and equipment for the library media center. The goal of collection development is to ensure the collection has information sources in adequate quantity and variety to support student's academic and personal interest and needs. The media specialist is charged with leading this process with the input of teachers, students and parents.

**Background Statement & School Community**

The School Community consists of 270 students. Classroom Teacher (FTE) - 18.00 Free Lunch Eligible: 270 Directly Certified: 270: Elementary Pk-5
 Male Students-135 Female Students-135 Classroom FTE: 270 Title I: Yes County: Palm Beach:  AVID School: Minority Rate: 95.2%: Economically Disadvantaged FRL Rate: 100%
Charter School: No   Raise School: Yes
ESSA Subgroups: SWD ELL BLK HSP FRL

**School Mission Statement**

Rosenwald Elementary School strives to create an equitable and safe environment where every child can become proficient in all academic areas, develop character, and become life-long learners

**Media Center Mission Statement**

The mission of the Rosenwald Elementary School Library is to prepare students to be responsible digital citizens in today's information age.

**Responsibility for Collection Management & Development**

Responsibility for Collection Management & Development Collection Development is the process of providing quality materials and equipment for the library media center. The goal of collection development is to ensure the collection has information sources in adequate quantity and variety to support student's academic and personal interest needs. The Media Specialist is charged with leading this process with the input of teachers, students and parents.

**Library Program**
The Library is on the Fine Arts Scheduled Classes Rotation. The Library supports special programs including Children's Book Week, Teen Read Week and National Library Month, Battle of the Books and Sunshine State Readers Programs The students obtain instruction in Digital Citizenship and Library Utilization Skills.

Goal 1: I will promote reading for information and engagement among Teachers and Students while fostering a culture of Literacy and Information Technology at Rosenwald Elementary I will use Data from A Literacy and Technology needs assessment to inform engagement with literacy and Technology. I will promote Library Usage and Literacy Initiatives during the school year such as Children's Book Week, Scholastic Book Fair, Public Library Partnership, and Online Events.

Goal 2: I will grow the AVID Resources Collection Use survey data from a needs assessment to inform AVID resource Selections I will purchase and promote AVID Resources FY 26 to teachers and students

Goal 3: I will increase engagement with SMART and Lumio Resources for the Teachers and Students at Rosenwald Elementary I will participate in Trainings as a Lumio Tech Ambassador at my school site for Staff and Teachers I will engage students with SMART and Lumio activities FY 26 during Library Media Fine Arts

**Budget and Funding**

The LMC is given a school-based operating budget at the beginning of every school year. The Rosenwald Elementary School administration uses a formula to disperse the appropriated funds. The budget for the 2025 - 2026 school year is expected to be similar to the 2024-2025.

| School-based Operating Budget | Budget FY25 | FY26 Projected Budget |
|---|---|---|
| Account 551100 - Media Supplies | $584 | $469 |
| Account 553420 - Media Subscriptions (Periodicals-Newspapers) | $356 | $176 |
| Account 561100 - Library Books | $1052 | $317 |
| Account 562230 - Media A/V Equipment | $466 | $0 |
| Account 564220 - Furn-Fix/Equip | $188 | $0 |
| Fundraising/ Grants | Budget Amount | 1600 |
| Media Center Internal Account number for your grant(s) (get this from your bookkeeper) | $2500 | 517.00.02 |
| State Media Allocation | Budget Amount | $786 |
| Account 561100 (program 3070) - Media Books | $1403 | $786 |

**Purchasing Plan FY26**

| Approximate Purchasing Plan | |
|---|---|
| Purpose | Amount |
| books | $1000 |
| subscriptions | $500 |
| supplies | $700 |
| STEM/AVID | $700 |
| | |
| | |
| Total: | $2900 |

### Scope of the Collection

The Collection will contain a wide variety of print and non -print resources which reflect diverse points of view, multicultural titles, varying abilities and learning styles. The District Databases and e-books are also a part of this vast collection. The District provides databases and eBooks that expand your local collection and provide 24/7 access for students. Please See District Policy 8.12 Materials will support both curriculum and pleasure reading as per School Board Policy 8.12 (see Section 5 d) and also that per District policy, the collection will be arranged in standard Dewey order (see Section 8 Management of Library Media Instructional Materials].

### Equipment

Equipment available for use include laptop and desktop computers/Apple Technology and Additional equipment is available for teacher/staff use in the media center and workroom areas. A TV production studio is housed within the media center.

### Collection Development

Collection Development is the process of providing quality materials and equipment for the library media center. The goal of collection development is to ensure the collection has information sources in adequate quantity and variety to support student's academic and personal interest needs. The media specialist is charged with leading this process with the input of teachers, students and parents, and stakeholders.

**Selection and Evaluation Criteria**

Library Materials Selection and Evaluation is a continual process grounded in School Board Policy. The Library Media Specialist will utilize current recognized professional selection tools. A Consideration File will also be maintained by the Library Media Specialist. Book Selection choices reflect the needs of the school community, staff recommendations, and professional reviews. This criteria will apply to all print, non-print, and electronic media purchases.

**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.
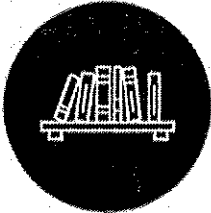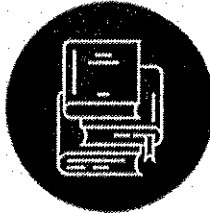
**District Resources and Services**

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;
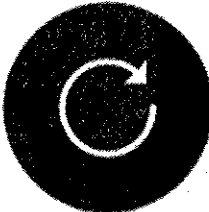- Selecting and making accessible online information databases for reference and research;
- Providing guidance and training to school library media staff in program planning, curriculum development, budget, technology, collection maintenance, facility use, and media production;
- Participating in inter-departmental 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.

| | | | |
|---|---|---|---|
| **16,691** Items in the Collection | **38.7** Items per Student | **2,918** Fiction Titles in the Collection | **35%** 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. | **1995** Average Age of the Collection | **46** Aged Titles | **2%** 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. | |
| **18%** Representative Titles in Collection | **1999** Representative Titles Average Age | **2,991** SLL Titles in Collection | **2000** 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 | 127 | 1996 |
| Philosophy & Psychology | 49 | 1992 |
| Religion | 79 | 1993 |
| Social Sciences | 1,621 | 1995 |
| Language | 180 | 1991 |
| Science | 1,716 | 1996 |
| Technology | 646 | 1996 |
| Arts & Recreation | 513 | 1994 |
| Literature | 256 | 1990 |
| History & Geography | 705 | 1997 |
| Biography | 624 | 1999 |
| Easy | 3,911 | 1992 |
| General Fiction | 2,918 | 1998 |
| Graphic Novels | 118 | 2021 |

**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 (5). Outdated materials will be weeded out of the Library Collection and not placed in classrooms.

**Lost or Damaged Library Materials**

School Board Policy 2.21B(9) which states: "If a student loses or damages District property, including library books and textbooks loaned to said student, said student shall be required to pay for, replace or repair said District property".

| School Year | Strategic Focus |
|---|---|
| FY26 | **Selection Priorities**<br>• Priority 1 Fiction<br>• Priority 2 Graphic Novels<br>• Priority 3 Non Fiction |
|  | **Inventory/Weeding Priorities**<br>• Priority 1 Fiction<br>• Priority 2 Easy<br>• Priority 3 Intermediate |
| FY27 | **Selection Priorities**<br>• Priority 1 Non-Fiction<br>• Priority 2 AVID/STEM<br>• Priority 3 E-Books |
|  | **Inventory/Weeding Priorities**<br>• Priority 1Non-Fiction<br>• Priority 2 AVID/STEM<br>• Priority 3 Reference |
| FY28 | **Selection Priorities**<br>• Priority 1 Fiction<br>• Priority 2 Science<br>• Priority 3 Civics |
|  | **Inventory/Weeding Priorities**<br>• Priority 1 Easy/Biography<br>• Priority 2 Resource Materials<br>• Priority 3 Graphic Novels |

**Reconsideration of Materials**

**See Appendices Please note the important connection to Board Policy 8.1205 on Challenged materials. The Media Specialist will follow Policy 8.125 in its entirety. The policy and the Specific Material Objection form are linked in the appendix.**

**Annual Evaluation and Revision of CDP**
This collection development plan will be reviewed each school year.

<center>**Appendices**</center>

### 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 April 21, 2025)

### E: Specific Material Objection Form

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

Link (Accessed February 3, 2025)