Waters Edge Elementary School

FY26 Collection Development Policy

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Certified Educational Media Specialist

Signature Page

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Date Approved by Administration: _4/11/25_____

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Media Specialist Signature: _Melodi Leahy_____

Principal Name: Linden Codling

Principal Signature: _Linden Codling_____

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Purpose of Collection Development Policy

This collection development policy is a statement of the principles and guidelines used by the Waters Edge Elementary School Media Center in its selection, acquisition, evaluation, and maintenance of materials. It will be used both in providing consistency among those responsible for developing the collection and in communicating the Media Center's policies to faculty, students, staff, and other interested members of our school community. It is understood that as the programs and information needs of the school change, so too, the collection development policy will change to meet these needs.

Background Statement & School Community

The students of the Waters Edge Elementary School Media Center range from kindergarten through fifth grade. Our student population has a diverse ethnic and economic background, specifically59% white, 27 % Hispanic, 3.58% black, and 5% other ethnically diverse students, with over 22% receiving free/reduced lunch. Waters Edge has a large gifted population, as well as ESE and ESOL students, which are served by the media center. The Media Center also serves faculty, staff, and families of the WEES community.

School Mission Statement

The mission of Waters Edge Elementary School is to provide all students with an innovative, challenging, and stimulating environment that encourages a lifelong commitment to learning.

Media Center Mission Statement

The mission of Waters Edge Elementary School Media Center is to assist in supporting the Palm Beach County School Board's commitment to "excellence in education and preparation of all our students with the knowledge, skills, and ethics required for responsible citizenship and productive employment." The Media Center supports the philosophy, mission, and program objectives of the school by providing a comprehensive collection of print and non-print resources. The media Specialist teaches classes as part of the Fine Arts Enrichment Program which supports the Language Arts, Media Literacy, Technology, Social Studies, and other benchmarks across the academic curriculum. The Media Specialist and staff foster an environment conducive to learning and compatible with the curriculum needs of students.

Responsibility for Collection Management & Development

The certified media specialist is responsible for collection development along with the administration and stakeholders. Destiny catalog is able to be viewed by all stakeholders regarding our collection. In addition, individual teachers now have classroom library inventories that may be accessed by stakeholders for review, such as the "Additional Materials Inventory" link regarding all resources used by teachers and students that are not listed in their classroom library inventory.

Library Program

The Library Media Center is dedicated to designing and maintaining a library media program that supports, compliments, and expands the instructional program of the school. The library media center and staff:

★ Provide and promote extensive use of resources in multiple formats (ie hard copy, electronic, digital, etc.) 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
★ 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
★ Provide opportunities for learning how to use a variety of technology tools for learning, research, and productivity.

Goals and Objectives

★ Continue with full-time rotation scheduling, 6 classes daily
★ Promote individual check out, and increase circulation as shown by FY 25 Library Circulation report
★ Weed primary fiction section based on CREW Method, and update with new books that are age appropriate for Grades K-2
★ Hold a fall and spring Scholastic book fair
★ Continue to increase student technology skills to include a wide variety of opportunities
★ Update our nonfiction section of the library
★ Participate in SSYRA Battle of the Books, and other special Media events throughout the year
★ Continue to use student/faculty/family suggestion box for ordering of resources
★ Encourage use of MackinVia eBooks

Budget and Funding

Funding for our library comes from the school based operating budget, state allocation, and funds raised from for two annual book fairs, fall and spring.

School-based Operating Budget	Budget FY25	FY26 Projected Budget
Account 551100 - Media Supplies	$836	$850
Account 553420 - Media Subscriptions (Periodicals-Newspapers)	$100	$100
Account 561100 - Library Books	$963	$1000
Account 562230 - Media A/V Equipment	$428	$450
Account 564220 - Furn-Fix/Equip	$535	$550
Fundraising/ Grants	**Budget Amount**	
Media Center Internal Account number for your grant(s) (get this from your bookkeeper)	5-1700.00	51700.01
State Media Allocation	**Budget Amount**	
Account 556110 (program 3070) - Media Books	$2124	$2150

Purchasing Plan FY26

Approximate Purchasing Plan	
Purpose	**Amount**
FY26 SSYRA Battle of the Books collection	$1200
Continue to update Non Fiction collection	$2000
Replace books in poor condition	$1000
Media Supplies: Laminating film, poster paper, poster maker ink, etc	$2000
Treasure Box	$1000
Total:	**$7200**

Scope of the Collection

Collection development is determined by the curriculum of Waters Edge Elementary School, which follows the guidelines of the Palm Beach County School District, which in turn is governed by the Department of Education of the State of Florida. Special emphasis will be given to the needs of early readers, reluctant readers, and our gifted accelerated readers. The collection will also include special materials to accommodate students in the ESOL and ESE programs. More resources will be purchased to assist students with specific class projects, i.e. Scientists, Inventors, etc. 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, print and nonprint collection will be arranged in standard Dewey order (see Section 8 Management of Library Media Instructional Materials] Additional resources are provided by district wide subscriptions to electronic information databases within the district portal. Each student will have an assigned chrome book to access all of the electronic technology based resources.

Equipment

The Media Center has an active news studio that is set to be updated during summer 2025. Our equipment is original news studio cameras, monitors, microphones, etc. Students have access to all resources, chromebooks, and headphones while in the media center. Teachers can access all resources, the laminator, and the poster machine (by request only). The media center has 4 desktop computers, with scanners, and one laptop assigned here. There is a Smart Board, and 2 projectors to be used as needed.

Collection Development

Collection development refers to the process of building and maintaining the Media Center's entire materials collection, in both print and non-print formats. The collection development process includes the formulation of policy and procedures, budget allocations, needs assessment, selection, collection maintenance and evaluation, and resource sharing. The acquisition and maintenance of the Waters Edge Elementary Media Center materials collection is a primary function of the media center's mission. The primary goal of the media center's

collection development efforts is to build a collection that supports the diverse needs of the school community. This goal reinforces the Palm Beach County School District and the Waters Edge elementary School missions. The media center recognizes its responsibility to respond to the research needs of the student body and faculty. It will do this through its commitment to provide access services including online database searching and document delivery. The main focus for our media center for FY26, with regards to collection and development, is to continue to weed, inventory, and update our library

Selection and Evaluation Criteria

Materials considered for purchase are selected on the basis of School Board Policy 8.12 and the following criteria:

- ❖ First hand examination by a library media professional
- ❖ Recommendation by a faculty member
- ❖ A favorable review in a reputable, unbiased, professionally prepared selection took, including but not limited to: Booklist, School Library Journal, Bulletin for the Center for Children's Books, Kirkus Reviews, Online-Offline, Book Links, THE Journal
- ❖ Award winning materials included but not limited to the following awards: The Newbery Award, The Caldecott Award, The Alex Award, SSYRA, etc.
- ❖ Educational significance
- ❖ Need and value to the collection/curriculum
- ❖ Quality of the writing/production
- ❖ Readability level
- ❖ Organization and presentation of content
- ❖ Timeliness or permanence
- ❖ Quality of format
- ❖ Student requests/interests
- ❖ Age appropriateness

All district wide procedures for selecting materials and books to be added to our library will be strictly adhered to as stated in the following procedural outline that has been provided by the school district.

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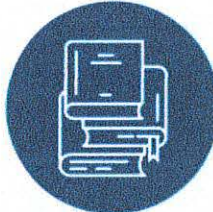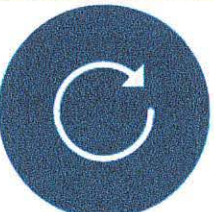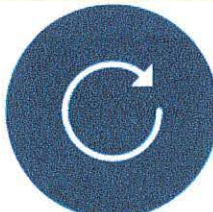
- Maintaining a professional library collection to assist with recertification and knowledge acquisition on education-related topics;
- Managing the online catalog, including the library inventory and circulation software;
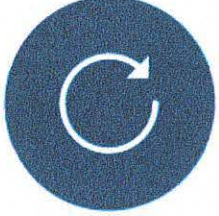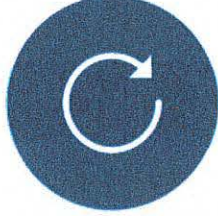
- Selecting and making accessible online information databases for reference and research;
- Providing guidance and training to school library media staff in program planning, curriculum development, budget, technology, collection maintenance, facility use, and media production;
- Participating in inter-departmental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

19,237 Items in the Collection	**24** Items per Student	**24%** Fiction Titles in the Collection	**39%** 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.			
	2003 Average Age of the Collection	**62%** Aged Titles	**8%** 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.	

30%	**2003**	**31%**	**2006**
Representative Titles in Collection	Representative Titles Average Age	SLL Titles in Collection	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	142	2011
Philosophy & Psychology	47	2003
Religion	72	1997
Social Sciences	1136	2000
Language	132	2002
Science	2081	2002
Technology	925	2004
Arts & Recreation	1255	2010
Literature	315	1998
History & Geography	1437	2001
Biography	1639	2001
Easy	4567	2000
General Fiction	4676	2008
Graphic Novels	443	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 material simply because they were donated. All gifts and donations must follow the same processes as new book orders. Donations to the library will only be added to the collection after the items have been evaluated to meet the policy of the School District of Palm Beach School Board. Only donations already present in Destiny Catalog will be considered for addition to our library.

Collection Maintenance

Our school Inventory will be completed on a three-year rotation per Board Policy 8.12 (8) . All new books are labeled with genre stickers on the lower spine. In addition we create monthly themed displays for the many monthly "celebrations" i.e. Native American Heritage Month, Women's History Month, and Poetry Month.

Strategic Focus – Weeding and Acquisitions

School Year	Strategic Focus
Fy26	**Selection Priorities** • Intermediate non-fiction • Primary non-fiction
	Inventory/ Weeding Priorities • Easy fiction • Biographies
Fy27	**Selection Priorities** • Easy Fiction • Biographies
	Inventory/ Weeding Priorities • Non Fiction • Poetry
Fy28	**Selection Priorities** • Non Fiction • Poetry
	Inventory/ Weeding Priorities • Fiction

Lost or Damaged Library Materials

Replacement fees are charged for lost books. Fees are charged for damaged books if it was a case of neglect. No fees are charged for aged books that have been damaged or lost. There are no fees for overdue books, we want the students to finish what they started.

Reconsideration of Materials

Print materials will be selected according to school board policy 8.12, see Appendix C. Electronic database subscriptions that are made available to Waters Edge elementary School through the District Portal will be available to students according to school board policy 8.12 as well.

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)