

# **Neptune Elementary Collection Development Policy**

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## **Florida Statutes 228.041**

Librarians/Media Specialists are staff members responsible for providing school library media services. These employees are responsible for evaluating, selecting, organizing, and managing media and technology resources, equipment, and related systems; facilitating access to information resources beyond the school; working with teachers to make resources available in the instructional programs; assisting teachers and students in media productions; and instructing students in the location and use of information resources.

## **Neptune Elementary Mission Statement**

“We provide a safe and enriched environment where all collaborate to educate and prepare our students for the future.”

## **Neptune Elementary Media Center Mission Statement**

“The Osceola County School Librarians’ Association is committed to supporting literacy and instructional curriculum through school media programs in Osceola County by promoting collaboration among colleagues, emphasizing information literacy instruction, and 21<sup>st</sup> century technology skills, and sharing the love of reading with students, colleagues, and community members.”

## **Introduction**

The Collection Development Policy is never intended to be finite in scope; rather, it is a statement of principles and guidelines used by Neptune Elementary Media Center in its selection, acquisition, evaluation, and maintenance of the media center materials. The policy is continuous and will be reviewed periodically to meet stakeholder needs.

## **Profile/Identification of Users**

Students from K – 5<sup>th</sup> grade, as well as NPES faculty, staff, parents, and administrators and students/faculty from other Osceola district schools via Inter Library Loans (ILL), utilize the Neptune Elementary Media Center. They represent a variety of cultures, ethnic backgrounds, and socioeconomic statuses. Additionally, the school offers a variety of ESE, ESOL, and gifted programs.

## **District Selection Policy**

All schools within a district must adhere to a common, district-wide selection policy that has been adopted by the Board of Education as official district policy. Neptune Elementary includes this as part of its Selection Policy.

Primary concern is given to the curricular needs of Neptune Elementary students, and materials are selected to cover a wide range of topics and titles. Purchases are selected to reflect the school philosophy and goals of the library which are achieved by supporting the curriculum and maintaining materials of interest to patrons.

By attending to these criteria, Neptune Elementary meets objectives as set down by Osceola school board rule 4.22+ which states: **“The primary objective of the school’s educational media center is to implement, enrich, and support the educational program of the school. The center shall provide a wide range of materials on all levels of difficulty, with diversity of appeal, and the representation of different points of view.”**

## **Evaluation Criteria**

The library media specialist solicits input from all stakeholders: the faculty, curriculum specialists, parents, and students. The final decision on acquisitions is the responsibility of the library media specialist. All requests will be considered after consulting various selection aids with the following in mind:

- Support of the curriculum and educational goals
- Appeal to the interests of the library media center patrons
- Reading levels appropriate for the intended audiences
- Publication dates
- Number of students benefitting from the source
- Contribution to multicultural awareness
- Reputation and significance of the author, illustrator, or publisher
- Current availability of title/subject already in the collection
- Visual appeal
- Cost

## **Selection Aids**

Selection aids include, but are NOT limited to the following resources:

- School Library Journal
- Horn Book
- Publisher's Weekly Children's Book Review
- ALA Awards Lists
- New York Times best sellers
- Bookstore Bestsellers
- Jobbers- such as Rainbow Book Co., Children's Plus, Follett, and Mackin
- Trending on Amazon.com

## **Funding Sources**

The school media center budget (if allocated), the media allocation from the state, and the internal media center accounts subsidized by fundraisers (such as Scholastic Book Fairs) and lost/damaged book fines will be used for purchases.

## **Challenged Materials**

Osceola County School Board rule 4.30+ provides the procedure used to reconsider library materials.

## **Gifts and Donations**

Gifts and donations to the school media center are accepted and encouraged. However, gifts will only be added to the collection after the items have been evaluated to determine if they meet the criteria for selection and the District's policy for gifts and donations. Materials must be in excellent used condition. The donor agrees beforehand, that any items deemed unacceptable or unnecessary will be donated to classroom teachers or a local charity.

## **Collection Maintenance/Weeding Policy**

It is the library media specialist's job to maintain a current and accurate library media center collection. Materials are regularly evaluated using the district weeding criteria and are discarded in accordance with the approved procedures. Materials are discarded if they are obsolete, damaged, or are no longer relevant to the curriculum and students.