

MILL CREEK ELEMENTARY

COLLECTION DEVELOPMENT POLICY

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Florida Statues 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.

Mill Creek Elementary Mission Statement

Working as a team, the parents, community and staff will challenge our students to become healthy, responsible, self-motivated individuals who are lifelong learners in a diverse society.

MEDIA CENTER MISSION

“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 21st 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 Mill Creek 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 OF USERS

Mill Creek Elementary serves a diverse population of approximately 800 students in grades Pk-5, as well as faculty, staff, parents, and administrators. This also includes students from a variety of ESE, ESOL, and gifted programs. Other clientele includes district employees and students through ILL.

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. Mill Creek Elementary includes this as part of its Selection Policy.

Primary concern is given to the curricular needs of Mill Creek 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, Mill Creek 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 benefiting 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
- Durability

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 account subsidized by fundraisers 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 a classroom or directly to students.

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. Additional factors to weeding include, but are not limited to: publication dates, accuracy of information, etc.