

Mill Creek Elementary Library Collection Development Plan and Action Plan

September 2024

Written by: Jennifer Caressimo

Signatures:



11-12-24

Media Specialist

Date



11-12-24

Principal

Date

Additionally reviewed with SAC Committee on

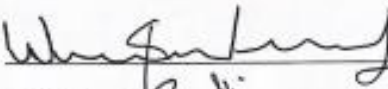
11-19-24



11-19-24

SAC Chair

Date



11-19-24

SAC Member

Date



11-19-24

SAC Member

Date

SAC Member

11-19-24.

Date





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Purpose Statement: The purpose of this plan is to serve as a guideline for selecting materials that will serve the needs of both students and classrooms while supporting curriculum and igniting a love of and passion for reading. 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.

Background Statement: Mill Creek Elementary serves a diverse population of approximately 600 students. For a full breakdown of our population at the time of writing, please see Appendix A.

Responsibility for Collection/Development: The Osceola County School board holds the final say in library material acquisition. They will rely on the certified school media specialist/ librarian who will work collaboratively with academic coaches, teachers, and students to identify needs and develop the collection with approval from administration.

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 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 21st century technology skills, and sharing the love of reading with students, colleagues, and community members.”

Osceola School District Mission:

Mission: Inspiring all learners to reach their highest potential as responsible, productive citizens.

Vision: The Osceola School District will work in partnership with families and the community to ensure all learners develop the essential knowledge and skills to strengthen our thriving community.

Budget/Funding: The school media center budget (if allocated) will include funding from instructional material monies allocated from the state and the internal media center account subsidized by fundraisers. Additional funding sources may be supplemented through grant funds.

Collection Analysis: Fall 2024

Items in collection

9,071

98.5% Recognized Call Numbers
99.9% Recognized Publication Years
98.8% Matched in Titlewave

Average age

2016

GOAL: N/A

Items per student

11.9

SAC: 10 ITEMS

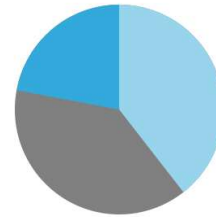
Fiction & Nonfiction

Reading comprehension requires more than just decoding and knowing the meanings of words — background knowledge is essential.

Literary vs. informational texts

22%
Fiction

AVG. AGE: 2016



39%
Nonfiction

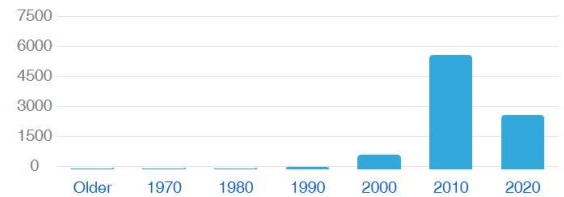
AVG. AGE: 2017

Collection by nonfiction classification

All Dewey Classes Age-Sensitive Areas

| Classification | Avg. Age | Items |
|---|-------------|--------------|
| Computer Science, Information & General Works | 2015 | 47 |
| Philosophy & Psychology | 2015 | 31 |
| Religion | 2010 | 9 |
| Social Sciences | 2018 | 591 |
| Language | 2010 | 57 |
| Science | 2017 | 1,136 |
| Technology | 2017 | 482 |
| Arts & Recreation | 2018 | 960 |
| Literature | 2016 | 77 |
| History & Geography | 2015 | 188 |
| | 2017 | 3,578 |

Collection by year



Aged titles

10%

881 ITEMS

2019 and newer

41%

3,678 ITEMS

Collection Analysis: Fall 2024 [continued]

Page | 5

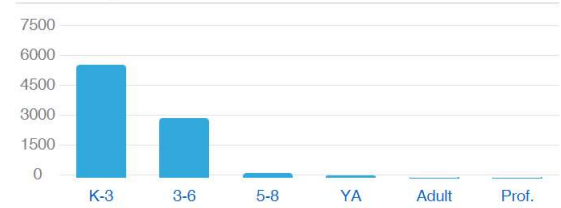
Fiction

| Classification | Avg. Age | Items |
|-----------------|-------------|--------------|
| General Fiction | 2016 | 2,000 |
| | 2016 | 2,000 |

Other classifications

| Classification | Avg. Age | Items |
|----------------|-------------|--------------|
| Biography | 2015 | 235 |
| Easy | 2017 | 2,660 |
| Professional | 2007 | 277 |
| Spanish | 2016 | 183 |
| Unrecognized | 2008 | 138 |
| | 2016 | 3,493 |

Collection by audience



Diversity

Support an environment that values and promotes diversity, equity and inclusion.

Diverse titles in collection

1,679

Percent of collection

19%

Average age

2016

Digital Collection: Fall 2024

We have a collection of 978 eBooks available in MackinVIA. Additionally, there approximately 4,000 books available in the ComicsPlus database.

Classroom Libraries: Fall 2024

ALL classrooms have books accessible to students with approved classroom libraries. Through Firstbook Grants and Scholastic donations, we were able to add approximately 1,500 books to classrooms for student use. This is an improvement from where we were last school year where only thirty-nine classrooms had classroom libraries. [and 3,685 age-appropriate approved books]

Collection Development 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 and content are appropriate for the intended audience (PK-5th grade)
- 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
- Durability

Selection Aids: Selection aids include, BUT ARE NOT LIMITED TO the following resources:

- School Library Journal
- Book List
- Book Links
- ALA Awards Lists
- New York Times best sellers
- Jobbers- such as Rainbow Book Co., Children’s Plus, Follett, and Mackin

Intellectual Freedom: We stand with ALA on Intellectual freedom that, “ALA actively advocates in defense of the rights of library users to read, seek information, and speak freely as guaranteed by the First Amendment. A publicly supported library provides free and equal access to information for all people of that community. We enjoy this basic right in our democratic society. It is a core value of the library profession.”

Challenged Materials: Osceola County School Board rule 4.30+ provides the procedure used to reconsider library materials. See Appendix B.

Osceola County School Board Rule 4.22*+ addresses all instructional materials, including, but not limited to, textbooks, audio-visual materials, digital media, library materials, etc. See Appendix C.

Collection Maintenance

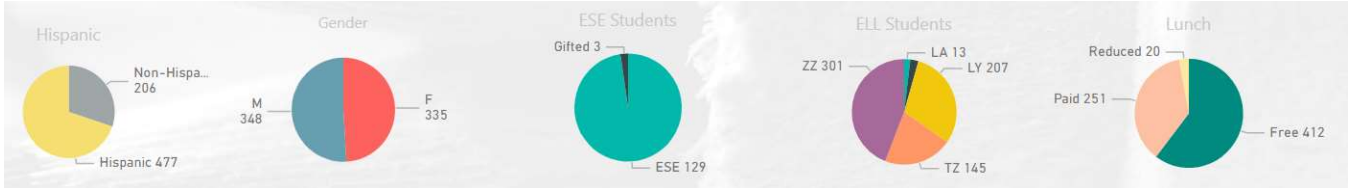
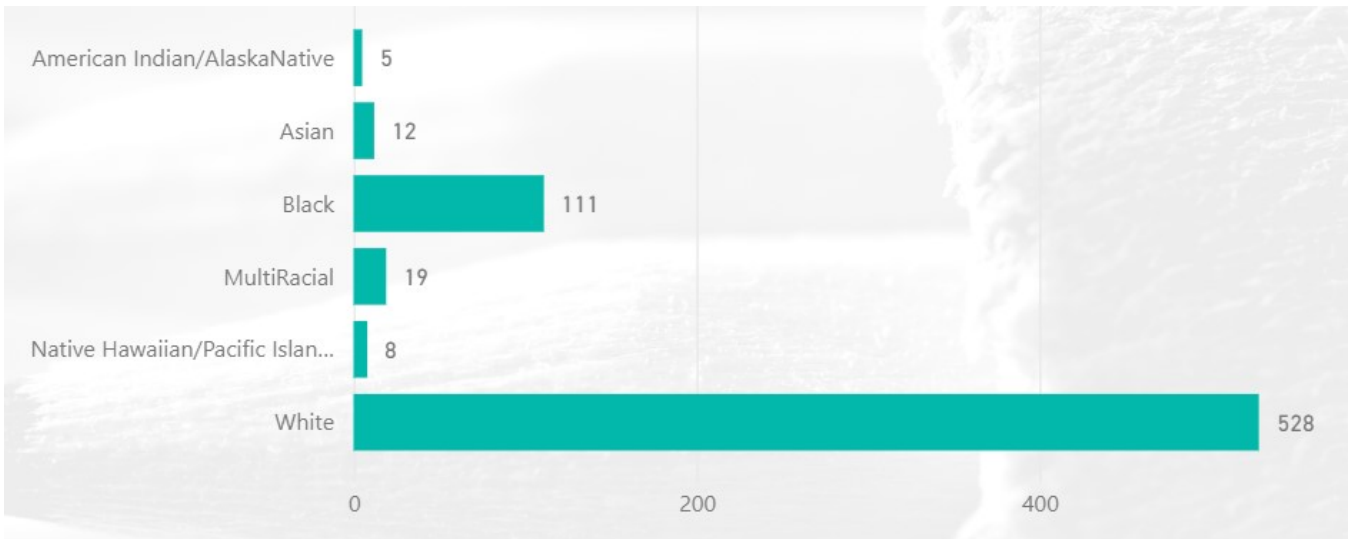
Weeding/Deselection Policy: It is the library media specialist’s job to maintain a current and accurate library media center collection. Materials are regularly evaluated using the district weeding criteria and are discarded in accordance with the approved procedures. Materials are discarded if they 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.

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 discarded.

Special Collections: As a school designated for environmental and energy study, special consideration will be given to add resources to the collection that further promote and enhance student learning in the areas of environmental and energy studies.

Appendix A:

Mill Creek Elementary School Analysis [September 2024]



Appendix B

CHALLENGE TO INSTRUCTIONAL AND LIBRARY MATERIAL

The final decision for instructional and library materials rests with the School Board. The following procedures will be used for challenges to Instructional Library Materials. The Superintendent has designated the Director of Media and Instructional Technology to process all paper work associated with any challenged instructional and library material.

- I. A Petitioner (a parent or guardian of a child enrolled in the District, an employee of the District, or a resident of Osceola County), may object to instructional and library material by filing form FC-820-244, Request for Reconsideration of School Library Materials (the "Petition"), with the Principal.
 - A. The Petition must be made in writing on the prescribed form; an oral complaint is not sufficient.
 - B. The Principal will forward a copy of the Petition to the Director of Media and Instructional Technology Department (MITD).
 - C. The Director of MITD will notify the Superintendent of the challenge.
 - D. A Petitioner who does not complete and return the form receives no further consideration.
 - E. The challenge to any instructional and library material applies only to the individual school where the challenge originated.
 - F. During the pendency of a challenge, the instructional and library material under Petition will not be accessible to students.
 - G. The terminology "instructional and library material" is used in this document to refer to books (text other than textbooks adopted by the District or the State utilized for classroom instruction or in the school library) and digital media (including but not limited to videos, DVDs, sound recordings, periodicals, computer software, or other electronic media).
- II. Within thirty (30) days of receiving the Petition, the Principal will call a special meeting of the School Library Media Center Advisory (SLMCA) Committee to address the Petition.
 - A. The Principal or the Library Media Specialist will notify the Director of MITD about the SLMCA Committee meeting.
 - B. The SLMCA Committee Chair or the Library Media Specialist will request additional copies of the challenged material from MITD.
 - C. Every SLMCA Committee member will receive a copy of the completed "Request for Reconsideration of School Library Material" and a copy of the instructional and library material to be examined and will read it in its entirety.

- D. If there are professional reviews of the material, copies of those will be given to each SLMCA Committee member.
 - E. The standards used by the SLMCA Committee to determine the propriety of the instructional and library material will be related to educational concerns and will include:
 - i. The age of the children who normally could be expected to have access to the instructional and library material.
 - ii. The educational purpose to be served by the instructional and library material.
 - iii. The degree to which the instructional and library material would be supplemented and explained by mature classroom instruction as part of a normal classroom instructional program.
 - iv. The consideration of the broad, racial, ethnic, socioeconomic, and cultural diversity of the children.
 - F. The SLMCA Committee will meet and give their decision to the Principal within the thirty (30) days.
 - G. The Principal or Library Media Specialist will notify the Director of MITD about the SLMCA Committee meeting date and time.
 - H. The Petitioner may be present to make a verbal and/or written statement to the SLMCA Committee.
 - I. The SLMCA Committee will give its recommendation to the Principal on Form FC-820-0249.
 - J. The Principal will notify the Petitioner of the recommendation immediately on school letterhead stationery.
 - K. The Director of MITD will receive a copy of Form FC-820-0249 and of the Petitioner notification letter. If the SLMCA Committee recommends that the book be removed, it will be sent to the Director of MITD with the accompanying paperwork.
- III. The Petitioner may appeal the recommendation of the SLMCA Committee to the Director of MITD in writing within ten (10) days of the receipt of the school recommendation.
- IV. The Director of MITD will organize a meeting of the District Media Review Committee (DMR) within twenty (20) days of receipt of the Petition, unless the timeline is waived by the Petitioner.
- A. The DMR Committee will be appointed by the Superintendent and will consist of no less than two principals, three district level administrators, and two persons from the community not employed by the District.
 - B. The Petitioner will be notified of the time and place of the meeting.
 - C. The Petitioner will be allowed to make a presentation at the DMR Committee meeting.
 - D. The DMR Committee will read and examine the material in its entirety.

- E. If there are professional reviews of the material, copies of those will be given to each committee member.
- F. The DMR Committee meeting is a public meeting, but no student identifying information may be made public without the parent or guardian's consent.
- G. The standards used by the SLMCA Committee will apply to the DMR Committee, but will be expanded to include the concerns or issues related to all district schools.
- H. The DMR Committee will issue a written decision to the Director of MITD within thirty (30) days of the date of the meeting.
- I. The decision of the DMR Committee will be mailed to the Petitioner via certified mail, return receipt requested, and will be reported to the Superintendent and School Board on the next available School Board agenda.
- J. The Petitioner may appeal the decision of the DMR Committee to the School Board by filing a written notice of appeal with the Director of MITD within ten (10) days of the date of receipt of the decision.
- K. If appealed, the School Board will make the final determination at the next available School Board meeting. The written decision of the School Board will be issued within thirty (30) days of the date of the School Board meeting.
- L. If the instructional and library material has been challenged in accordance with this procedure and the School Board has issued a decision, the determination will be binding on all schools in the District at the same grade level as the school where the Petition originated.

Revised March 13, 2015

Media & Instructional Technology Department

THE SCHOOL DISTRICT OF OSCEOLA COUNTY, FLORIDA
SPECIFIC OBJECTION FORM FOR SCHOOL OR CLASSROOM LIBRARY MATERIALS

Part I:

Any parent or resident of Osceola County may request reconsideration of a title in a school or classroom library. Per district procedures and school board rules, the first step in any school challenge is to discuss the matter with the school library media specialist and the school principal. If you still wish to continue with this reconsideration process, please complete this form and submit to the school's principal.

All requests for reconsideration originate at the school level. Should the requestor not agree with the local committee decision, they may appeal at the district level.

Questions about this process should be directed to Michelle Jarrett, Supervisor of Library Media Services.
michelle.jarrett@osceolaschools.net

Part II:

Introduction

This form must be used by a parent or resident of this county, in conjunction with district policies and procedures, to submit an objection to the school board for the following material:

1. Materials used in a classroom in the district, except for instructional materials as defined in s. 1006.29(2), F.S. The process and forms to object to instructional materials can be found at <https://www.osceolaschools.net/domain/5405>
2. Materials made available to students in a school or classroom library.
3. Materials included on a school or classroom reading list.
4. Instructional Materials adopted and made available to students without the opportunity for public notice, review and hearing procedures by districts that implement their own instructional materials program under s. 1006.283, F.S. (*Districts that do not implement their own instructional materials program under s. 1006.283, F.S., must remove item 4.*)

Section 1: Parent or Resident Information

Check the box that applies to you. Check all that apply.

- Parent/guardian of a student Resident of this county

THE SCHOOL DISTRICT OF OSCEOLA COUNTY, FLORIDA
SPECIFIC OBJECTION FORM FOR SCHOOL OR CLASSROOM LIBRARY MATERIALS

First Name _____ Last Name _____

Address _____

City _____ State _____ Zip Code _____

County _____ Email _____

Phone Number _____

Section 2: Information Regarding Material

Type of material: Book Non-print material Other (identify): _____

Title of the material: _____

Author(s): _____ Publisher or Producer: _____

Copyright Date: _____ Grade Level used: _____

Where is the material found: Media Center Classroom Library Reading List Other: _____

School(s) where material is found: _____

ISBN, if available: _____

Section 3: Basis for the Objection

Identify the basis for your objection:

- The material is pornographic.
- The material is prohibited under Section 847.012, F.S.
- The material depicts or describes sexual conduct as defined in Section 847.001(19), F.S.
- The material is not suited to student needs and their ability to comprehend the material.
- The material is inappropriate for the grade level and age group for which it is used.

THE SCHOOL DISTRICT OF OSCEOLA COUNTY, FLORIDA
SPECIFIC OBJECTION FORM FOR SCHOOL OR CLASSROOM LIBRARY MATERIALS

4. Is there any age or grade you would recommend this material? Yes No

If yes, please specify: _____

5. Is there any value in this material?

6. What is your desired outcome for this material?

Remove or discontinue use of material.

Limit access to certain grade levels: _____

Limit my child's access.

Other: _____

Signature: _____

Date: _____

Appendix C

CHAPTER 4.00 - CURRICULUM AND INSTRUCTION

2. "Required schoolwide or grade-level reading list" means a list of reading material for a student in an elementary school that is required either for all students enrolled in the elementary school or for students enrolled in one or more elementary school grade levels.
 - a. A schoolwide or grade level reading list must meet the same requirements set forth in VI.C.1. of this rule.

VII. Challenge Process for Educational Media Materials

Educational media materials deemed by some individuals to be objectionable may be considered by others to have sound educational value. Any concerned parent, Osceola County resident, or employee of the School District may request reconsideration of educational media materials in a school library/ media center. An Osceola County resident who is not the parent or guardian of a student with access to School District materials may not object to more than one material per month. The following challenge procedure shall be followed:

- A. The school media specialist shall discuss the matter informally with the complainant explaining the selection procedures for school library/ media center materials. If the complainant accepts the explanation given by the school media specialist, then the reconsideration process concludes.
- B. If the explanation fails to resolve the objection, the school principal shall ask the complainant initiating the challenge to file, within two (2) weeks, a formal written objection by completing a "Request for Reconsideration of Library Media" form which must reflect that the complainant has read the material in full. Failure to do so results in the conclusion of the reconsideration process.
- C. School Educational Media Materials Review Committee
 1. Upon receipt of the completed form "Request for Reconsideration of Library Media," the school principal shall forward copies of the form to the appropriate employees on the school-level Review Committee (e.g., a committee of teachers, educational media specialists, and parents of the school).
 2. Pending a final decision, the challenged educational media material:
 - shall not be available for student use; but

CHAPTER 4.00 - CURRICULUM AND INSTRUCTION

- shall not be removed from the school library/ media center collection.
 - Any material that is not a course material required by Section 1003.46 or 1003.42, Florida Statutes, challenged based on being pornographic or prohibited by Section 847.012, Florida Statutes, or depicting or describing sexual conduct as defined in Section 847.001(19), Florida Statutes, must be removed within five (5) school days after receiving the objection and remain unavailable to students of that school until the objection is resolved.
3. The School Educational Media Materials Review Committee shall:
- review and consider the objections being raised;
 - read and re-evaluate the challenged educational media material; and
 - report its decision within fifteen (15) working days.
4. The school principal shall inform the complainant in writing concerning the School Educational Media Materials Review Committee's decision.
- D. School District Educational Media Materials Review Committee
- If the complainant disagrees with the decision rendered by the school-level committee, an Appeal may be filed with the School District Educational Media Materials Review Committee.
- E. The Superintendent shall appoint a School District Educational Media Materials Review Committee with the following composition:
1. One (1) representative of the Osceola County Public Library Board;
 2. One (1) representative of the general public at large;
 3. One (1) representative of a school parent organization;
 4. One (1) principal from the level at which the complaint originated (K-5, 6-8, or 9-12);

CHAPTER 4.00 - CURRICULUM AND INSTRUCTION

5. Three (3) school-level instructional employees, including the following:
 - a. One (1) certified media specialist from the level at which the complaint originated;
 - b. One (1) certified media specialist from another level; and
 - c. One (1) classroom teacher from the level at which the complaint originated.
 6. Two (2) School District-level instructional employees, including the following:
 - a. One (1) School District-level instructional employee from the level where the material is in question; and
 - b. The Director of Media and Instructional Technology or designee.
- F. The School District Review Committee, in carrying out its assigned function, shall:
1. Read, view, or listen to the educational media material in its entirety;
 2. Check general acceptance of the educational media material by reading reviews and consulting recommended lists;
 3. Determine the extent to which the educational media material supports the curriculum;
 4. Complete the "Checklist for Reconsideration of Library Media," judging the educational media material for its strength and value as a whole and not in part; and
 5. Forward, within fifteen (15) working days, a written recommendation to the Superintendent.
- G. The Superintendent's designee shall inform the complainant and the school media specialist of the School District Review Committee's decision to retain or withdraw the challenged educational media material.

CHAPTER 4.00 - CURRICULUM AND INSTRUCTION

- H. Appeal to Superintendent
 - 1. If the complainant or the school's media specialist is dissatisfied with the School District Review Committee's decision, a written appeal may be filed with the Superintendent.
 - 2. Failure of the complainant to file a written appeal within thirty (30) days of the School District Review Committee's decision shall result in a conclusion of the reconsideration process, and the decision of the School District Review Committee shall be final.
 - 3. The Superintendent shall, within thirty (30) days of receipt of the appeal, send the complainant and the school media specialist a written decision.

- I. Appeal to the School Board
 - 1. If the complainant or the school's media specialist is dissatisfied with the Superintendent's decision, a written appeal may be filed with the School Board.
 - 2. An appeal to the School Board of the Superintendent's decision must be filed within ten (10) days after the Superintendent's decision.
 - 3. Failure of the complainant to file a written appeal within ten (10) days after the Superintendent's decision shall result in a conclusion of the reconsideration process, and the decision of the Superintendent shall be final.

- J. The School Board shall consider the decision of the School District Review Committee, the decision of the Superintendent, and any other appropriate documentation (e.g., meeting summaries, material reviews, etc.). The decision of the School Board regarding appropriateness of a particular school library/ media center material item shall be considered final.

- K. School library/ media center materials in question, can only be removed from circulation and/ or used in the School District through the procedures of this policy.

CHAPTER 4.00 - CURRICULUM AND INSTRUCTION

VIII. Loan of School District Educational Media Materials

- A. Educational media materials owned by the School Board are not normally made available to non-school-related groups.
- B. Under exceptional circumstances, the Superintendent or designee may approve for loan educational media materials and equipment from a school or the Professional Development Center.
- C. No charge is normally made for the occasional use of educational media materials. However, the borrowing group shall be responsible for any damage occurring during the use of the borrowed educational media materials.

STATUTORY AUTHORITY: 1001.41, 1001.42, F.S.

LAW(S) IMPLEMENTED: 847.001(19), 847.012, 1000.21, 1001.43, 1006.28, 1006.34(2)(b), 1006.40, F.S.

STATE BOARD OF EDUCATION RULE(S): 6A-1.094124, 6A-7.0713, 6A-7.0715, 6A-10.081

HISTORY: REVISED: 08/16/22, 12/13/22, 05/16/23, 12/12/23, 08/13/24
FORMERLY: 3.27

Part B- Action Plan

Based on the Fall 2024 Title wise Collection analysis, the areas of focus for collection development throughout the 2024-25 school year will be:

Aged titles

10%

881 ITEMS

2019 and newer

41%

3,678 ITEMS

Items in collection

881

Average age

2006

% of collection

9.7%

- Decrease the % of aged titles by at least one percent (from 10% to 9%); there are currently 881 aged items, accounting for 10% of the collection.

Items in collection

9,071

Average age

2016

Items per student

11.9

- Increase the number of items in the collection by at least 100 (from 9,071 to 9,171)
- Improve the average age of the collection by at least one year (from 2016 to 2017)

Part C-Selection of materials

Budget: approximately \$3,000

Materials List: will be updated when the order is compiled and submitted for purchase.

FirstBook Grant through dd's Discount

Timeline: monies awarded in October and must be spent by January

Materials list: will be updated once grant funds have been distributed; no cash is exchanged, a voucher is issued to shop the FirstBook Marketplace