

Library Collection Development Plan and Action Plan

Hickory Tree Elementary School

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Approvals	Print name	Sign	Date
Media Specialist			
Principal			
SAC chair			

Purpose Statement

The purpose of the Hickory Tree Elementary School media materials collection is to ensure that the media center and its resources fully support the needs of its patrons, Florida's B.E.S.T Standards, and the district strategic plan. The goal of the student library is to provide self-selected books taking into consideration the varied interests, abilities and maturity levels of the students being served. Our library philosophy is that students read what they like and like what they read...thereby choosing to read more.

The local school library media center is a hub of activity where students are encouraged to build on literacy skills by reading for understanding as well as enjoyment. The School Library Media Specialist (SLMS) teaches age-appropriate library information skills. Students are taught to be curious in their formative years, as well as how to gather and evaluate information from the vast resources available to them as they progress in school. Students apply these skills to every subject area of their daily instruction.

The SLMS has a wide subject area knowledge and technological expertise that supports all teachers and students. From eBooks to the collection of print materials, the SLMS develops a library media program to ensure successful teaching and learning. Professional and electronic resources for teachers are also supported at the school by the SLMS.

District/School Goals and Objectives

- OCDS Mission: Inspiring all learners to reach their highest potential as responsible, productive citizens
- OCSD 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
- HTES Mission Statement: To achieve high levels of learning for all
- HTES Vision: To outperform all elementary schools in the district
- HTES School Improvement Areas of Focus: ELA, science and social emotional learning

Background Statement

- Our patrons consist of approximately 980 students in grades pre-K through 5, classroom teachers, block teachers, paraprofessionals, support staff and administration.
- Classroom settings are composed of varying abilities including general education, gifted, VE, 504, ELL, Pre-K, iii and self-contained students using Access Points or B.E.S.T standards.
- HTES student population consists of approximately 53% male, 47% female, 45% Hispanic, 19% students with disabilities, and 2% gifted. Student racial demographics include: 82% white, 9% black, 7% multi-racial, 1% Asian, and 1% other. 47% of our students are on free or reduced lunch.
- Hickory Tree Elementary incorporates PBIS behavior supports and AVID college and career readiness in everyday instruction.

Responsibility for Collection and Development

The Hickory Tree Elementary School media center is committed to supporting the objectives of the Schoolwide Improvement Plan. As a function of this commitment, the information resources owned and controlled by the library will be developed in a consistent manner that optimally serves the needs of the Hickory Tree Elementary School patrons while providing unbiased information so students can learn to think critically about diverse subjects.

Budgeting and Funding

Materials in the Hickory Tree Elementary School library are purchased with state funding, book fair profits, SAC requests, grants and other monetary donations. Donations of used books, pending approval, could be passed on to teachers for classroom libraries or given to the Osceola County School Librarian's Association for use in community service projects.

Current Collection Analysis

Items in collection: 8,817

Average age: 2013

Items per student: 9

MackinVIA: 1,743 eBooks and 77 audiobooks

Classroom libraries: 12,914 approved and in use in teachers' classrooms with 1,492 pending approval

Intellectual Freedom

We stand with the American Library Association (ALA) on Intellectual freedom: “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.”

Osceola County School Board Rule 4.22+

Addresses detailed criteria for and procedures for educational materials selection, responsibility to patrons and the school educational media materials review committee. The school library will continue to provide materials above prejudice and on opposing sides of controversial issues and will also be representative of the many religious, ethnic and cultural contributions in our society.

Osceola County School Board Rule 4.30 addresses all instructional materials, including, but not limited to, textbooks, audio-visual materials, digital media, library materials, etc.

Special Collections

The 5 major student sections of the general library include: E picture books, E nonfiction, E chapter books, F chapter books and grades 3-5 nonfiction. These books are categorized by genres (for fiction) and subjects (for nonfiction and biographies). Special collections outside of those areas include holiday books, class sets, guided readers, professional materials, ELA, science and math kits, Florida's BEST, ESOL and listening library.

Evaluation Criteria

All materials purchased with state library funds or fundraising profits will be housed in the Hickory Tree Elementary School library and made available to all library patrons according to established library usage policies. Materials that are to be housed within departments or offices on campus must be purchased with funds from other sources.

Materials, including books, magazine subscriptions, DVDs, CDs, science tools, etc. will be acquired with the primary goals of supporting the curriculum and building lifelong readers and learners. The media center will provide materials that stimulate growth in factual knowledge, literary appreciation, aesthetic values and ethical standards. The library personnel, in conjunction with school administration, will select materials that satisfy both the library's needs to maintain a solid, core collection aligning with the various team needs to enhance their curricula and meet the standards.

The complete media collection policy is located on the district website: [OSCEOLA BOARD POLICIES \(boarddocs.com\)](http://boarddocs.com)

It will be the goal of Hickory Tree Elementary School to acquire books that are bound with a durable binding. Exceptions will be made with book copies that are purchased in multiples (like SSYRA and SSYRA Jr. titles). The following considerations will serve as a guide to select the best resources for Hickory Tree Elementary School:

- Ongoing student requests
- Series with updated titles
- Collaboration with teachers and staff
- Reader interests
- State standards and aligned curriculum
- Reading levels appropriate for intended patrons
- Age of collection/items per student guidelines
- Appropriate content for age levels (no mature titles in the elementary school)
- Connections with school events (like College Week and Literacy Week)
- Culturally diverse materials
- Balanced and updated Dewey collection
- Recommended book and media award winners
- Titlewave analyses
- STEAM (science, technology, engineering, art, math) research and activities
- Quick reads for high interest/low level readers
- Materials that support schoolwide programs (e.g., AVID)

Weeding

Materials in the collection may be considered for weeding if they are obsolete, dated, damaged, inaccurate, or unused after display. Titles with numerous copies may be combined for a group set. Exceptions to the aged policy might include classics and holiday books. Yearly library sections will be weeded thoroughly with purchases made to reflect the weeding. If a book is lost or damaged, it is acceptable to send in a replacement book which is exact or similar to the deleted item.

Action Plan Based on Collection Development Policy

The 5-year weeding and re-stocking plan is as follows:

1. 000s, 600s, 800s (information, technology, literature), guided readers and professional
2. Biographies and multi-cultural (Spanish, dual language or other non-English text)
3. Fiction (chapter and picture books) and holiday books
4. 100s, 200s, 300s, 400s (philosophy, religion, education language) and class sets
5. 500s, 700s and 900s (science, arts/sports and history/geography)

Ongoing approval process of classroom library books—titles will only be approved if acceptable educational reviews are found and appropriate for applicable classrooms

Challenge to Instructional and Library Material

According to the School District of Osceola County Rule 4.22+, a School Educational Media Materials Review Committee will be established each year. If a parent, Osceola resident or school district employee considers a book objectionable for our school library:

1. The school media specialist will discuss the matter informally with the complainant
2. If not resolved, within 2 weeks, the school principal will ask that the complainant read the book in its entirety upon filing a “Request for Consideration of Library Media” form: [Media and Instructional Technology / Library Media Centers \(osceolaschools.net\)](http://osceolaschools.net)
3. Failure of the complainant to read the book in full ceases the reconsideration process
4. Upon receipt of the form, the principal will forward it to the school’s review committee which consists of parents, faculty, staff, school leadership and other community stakeholders
5. The committee will read the material in full, meet and report its decision within 15 working days