
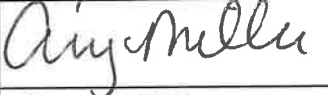



## Library Collection Development Policy and Action Plan

# Hickory Tree Elementary School

Prepared by Beverly Hutchinson

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Approvals	Print name	Sign	Date
Media Specialist	Beverly J. Hutchinson		12-17-24
Principal	Amy Miller		12-17-24
SAC chair	Tamara Lamb		12-17-24

### Purpose Statement

Following the American Association of School Librarians' guidelines and our district and state policies, library collection development is an ongoing process of identifying the needs of our patrons while evaluating, selecting and managing those needs with the items available in our media center.

The purpose of the Hickory Tree Elementary School (HTES) Library Collection Development Plan is to ensure that the media center and its resources fully support the needs of its patrons, Florida's B.E.S.T Standards, Florida state mandates, and the School District of Osceola County (SDOC) 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.

Our school library is the center of activity where students are encouraged to build on literacy skills by reading for understanding and research as well as enjoyment. The School Library Media Specialist (SLMS) teaches age-appropriate library information skills. Students are taught 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 of knowledge and technological expertise that supports all teachers and students. From eBooks and other electronic resources 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

- SDOC Superintendent's Slogan: Every Day is Day One!
- SDOC Mission: Inspiring all learners to reach their highest potential as responsible, productive citizens
- SDOC Vision: The Osceola School District will work in partnership with families and the community to ensure all learners develop the essential knowledge and skills of successful, future-ready graduates
- HTES Theme: Let's GLOW Hawks (Growing and Learning Our Way)
- HTES Mission Statement: To achieve high levels of learning for all
- HTES Vision: To outperform all elementary schools in the district
- HTES School Improvement Area of Focus: Students with disabilities will increase proficiency to 41% or higher in ELA

## Background Statement

- Our patrons consist of approximately 1,090 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 52% male, 48% female, 49% Hispanic, 19% students with disabilities, 18% English Language Learners, 5% with a 504 plan and 2% gifted.
- Student racial demographics include: 82% white, 10% black, 5% multi-racial, 1% Asian, 1% American Indian/Alaska Native and 1% Native Hawaiian/Pacific Islander.
- 42% of our students are on free or reduced lunch and 3% belong to Families in Transition.
- 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. The HTES library is about equitable access to ideas and information.

## Budgeting and Funding

Materials in the Hickory Tree Elementary School library are purchased with state or district 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 and/or extended day.

## Current Collection Analysis

Items in collection: 9,006

Average age: 2013

Items per student: 9.3 (Note: 10 or more books per student is recommended for school accreditation)

MackinVIA: 1,657 eBooks and 77 audiobooks

Capstone Interactive Books: 11

Classroom libraries:

- 15,111 titles reviewed
- 14,777 books approved in teachers' classrooms
- 1,498 pending approval

Electronic literacy and informational resources available through Classlink:

- National Geographic Kids
- Comics Plus
- Britannica School
- Pebble Go and Pebble Go Next
- Footsteps 2 Brilliance

## 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 without 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/district 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, STEAM materials, 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, ascetic values and ethical standards. The library personnel, in conjunction with school leadership, 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.

Media center evaluation criteria can be found on the district website: [Media and Instructional Technology / Library Media Centers](#)

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 and reader interests
- Series with updated titles
- Collaboration with teachers and staff
- 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)
- Input from stakeholder

## 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 or given to teachers for classroom libraries. 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. Biographies, multicultural (including dual-language and non-English texts) and holiday literature
2. Fiction (chapter and picture books)
3. 100s, 200s, 300s, 400s (philosophy, religion, education, language) and class sets
4. 500s, 700s and 900s (science, arts/sports and history/geography)
5. 000s, 600s, 800s (information, technology, literature), guided readers and professional

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

## Challenge Process for Educational Media Materials

According to the School District of Osceola County Rule 4.22+, 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 [Reconsideration Form.pdf](#) 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
- 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 (K5, 6-8, or 9-12)
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.**
- 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.