

Established 1915

BROWARD

County Public Schools

2023-2024



Bayview Elementary School

Media Center
Collection Development Plan

Michael Breslaw, Principal
Jhermelle Jackson, Media Clerk

Table of Contents

Executive Summary	3
District Strategic Plan 2025	3
School Mission Statement	3
School Community	3
Purpose of Collection Development Policy	3
Library Program	4
School Analysis	4
Scope of the Collection	4
<i>Collection Development</i>	5
<i>Selection of Materials</i>	5
<i>Responsibility</i>	5
<i>Criteria for Selection of Print and Non-Print Materials</i>	5
<i>Selection Tools</i>	6
<i>Gifts and Donations</i>	7
<i>Collection Maintenance</i>	7
Reconsideration of Materials	7
<i>Opt-Out Form</i>	7
<i>Procedures for Objections to Library Materials and Reading Lists Objection Process</i>	7
<i>Superintendent Review Committee</i>	7
<i>Phase 1: Complete Objection to Library/Instructional Materials Form</i>	8
<i>Phase 2: Notifications</i>	8
<i>Phase 3: Superintendent's Review Committee Review</i>	8
<i>Phase 4: SRC's Recommendation to the School Board</i>	8
<i>Phase 5: Appeal</i>	9
Strategic Focus	12
Budget and Purchasing Plan	13
<i>Annual Budget 2023-2024</i>	13
<i>Purchasing Plan 2023-2024</i>	13
Appendix	14
<i>Library Bill of Rights</i>	15
<i>Library Media and Instructional Materials Guide</i>	16
<i>Library Reading Materials Opt Out Form 2023/2024 (All Grades)</i>	17
<i>Objection to Library/Specific Materials Form</i>	18

Executive Summary

District Strategic Plan 2025

Broward County Public Schools is the sixth-largest school district in the United States and the second largest in Florida. The district serves more than 256,021 students at 334 schools and is one of the largest employers in South Florida with 30,529 team members.

Vision: Educating today's students to succeed in tomorrow's world.

Mission: Educating all students to reach their highest potential.

Core Values: Student Focus, Teaching Excellence, Accountability, Respect, Safety

School Mission Statement

To Inspire lifelong learners and compassionate, critical thinkers who are preparing to be leaders.

School Community

Bayview Elementary serves 578 students enrolled in grades VPK-5th Grade. The student population's ethnicity is made of 26% Hispanic and 74% Non-Hispanic students. Additionally, we serve a diverse population made up of 84% White, 4% Black, .52% Native, 4% Asian, 0% Pacific, and 7% Multi-racial students.

The administration includes Principal Michael Breslaw and Assistant Principal Christina Murphy. Bayview Elementary is proud to offer many special programs which provide students with opportunities. These include Soaring Scholars Extended Learning Camp, Debate Club, Student Council, ORFF Ensemble, Bayview Buddies/SAVE Promise Club, Safety Patrols, WBAY Morning News, and Bayview Bunch aftercare program.

Purpose of Collection Development Policy

The purpose of this policy is to guide the purchase of materials for our media center to ensure our population is equitably represented in our materials.

A thorough analysis of the current media center collection at Bayview Elementary indicates that the average age of the collection is 17 years and the number of books per student is 19.

The American Association for School Libraries has established a criteria for highly effective media center that includes a ratio of 10 books available per student in the collection.

At this time, Bayview Elementary does meet the recommended standards for the number of books per student.

Library Program

At Bayview Elementary School, teachers schedule 30 minutes per week to visit the library. In the morning, students are allowed to come to the Media Center to take an Accelerated Reader (AR) quiz. All books in the Media Center are colored coded by grade level. Throughout the week, students are allowed to return to the Media Center to check out more books if they have read their books and completed their AR tests. Bayview's Media Center is separated by sections. Easy picture Books, Dewey Decimal (Nonfiction), Biography, and chapter books. The students use iPads to search for books that they would like to read and show what books are available for checkout.

School Analysis

The school analysis provides an overview of the school's enrollment, demographics and special programs offered.

Name of School Enrollment & Demographics Data					
578 2023-2024 Student Enrollment			Federal Ethnicity		
			26% Hispanic		74% Non-Hispanic
Federal Race Category					
84% White	4% Black	.52% Native	4% Asian	0% Pacific	7% Multicultural

Scope of the Collection

The collection will include easy picture books as well as fiction and nonfiction chapter books. There will be books to represent the many ethnicities represented in our school population. Ipad's are available for students to access Destiny to locate books of interest. Educational DVDs are available as teacher resources as well.

The district provides online resources to ensure equitable access to information for teaching and learning to improve student performance and achievement. Students and teachers can use Clever or Canvas to access age-appropriate materials that support educational

and social-emotional needs through the following online resources: Follett Destiny Online Library Catalog, Gale Online Databases and eBooks, and Sora by Overdrive.

School media centers provide access to library media materials that eliminate educational barriers based on gender, race/ethnicity, national origin, color, religion, disability, age, sexual orientation, gender identity, expression, or other protected group status and that are free of bias, stereotypes, distortions, and prejudices. This includes the ability to obtain information in a variety of formats -electronic, as well as print, without fear of censorship or reprisal.

Collection Development

Collection Development is the process of providing quality materials and equipment for the library media center. The goal of collection development is to ensure the collection has information sources in adequate quantity and variety to support student's academic and personal interest needs. The media specialist is charged with leading this process with the input of teachers, students, and parents. Resources are selected according to principles of intellectual freedom and provide all learners with access to information representing diverse points of view.

Selection and Evaluation Criteria (Drawn from BCPS Policy 4120)

Selection of Materials

Funded by the state, district, and school, the media collection will contain a wide range of appropriate materials on varying levels of difficulty in various existing and emerging formats. It will focus on materials that address different learning styles and levels.

Responsibility

The School Board of Broward County is legally responsible for all matters relating to the operation of the Broward County Schools. The responsibility for coordinating the selection of instructional materials for the School Media Center is delegated to the ***professionally trained media specialist*** in consultation with the principal, teachers, and students.

***In the event there is not a school library media specialist,** the Principal and/or Administrative Designee will assume the responsibility for identifying and selecting an instructional staff member(s) to engage in the selection process to ensure materials support the needs of the school community.

NOTE: Clerical personnel should NOT be responsible for library material collection development and/or resource management and selection of materials.

Criteria for Selection of Print and Non-Print Materials

1. Materials are selected to support the mission of Bayview Elementary School.

2. Materials are selected to enrich and support the curriculum and the educational, emotional, and recreational needs of the users.
3. Materials shall be appropriate for the age, emotional development, ability levels, learning styles, and social development of the students.
4. Materials shall represent differing viewpoints of controversial issues so that users may be motivated to engage in critical analysis of such issues, to explore their own beliefs, attitudes, and behavior, and to make informed choices in their lives.

In keeping with the **Library Bill of Rights**, materials will be considered based on the following:

- Needs of the curriculum, learning/teaching styles of students, faculty, and staff
- Possible use of material (including small or large group instruction, in-depth study)
- Level of physical, artistic, and literary quality
- Representation of multiple viewpoints
- Treatment of subject and lack of cultural bias
- Accuracy and currency of information
- Scope of coverage
- Support of inquiry and critical thinking skills
- Relationship of the material to the overall collection
- Cost, packaging, and documentation

Selection Tools

The following professional resources are available to assist the media specialist in the selection process. However, selection is not limited to the use of these tools.

Follett Titlewave: Titlewave is a collection development and curriculum support tool for school libraries, librarians, and educators, featuring professionally curated content from Follett library services and support tools that help you find the most relevant materials.

Mackin: Mackin uses highly acclaimed review sources (AudioFile, Booklist, Horn Book Magazine, Kirkus Reviews, Library Media Connection, Publishers Weekly, and School Library Journal). It places them in one convenient location to make the best selections for school libraries and students.

Periodicals: School Library Journal, Kirkus Reviews, Booklist, Horn Book, Library Media Connection, Journal of Adolescent and Adult Literacy, Young Adult Library Services, Knowledge Quest.

Books: Children's & YA Book Lists: Best Books, Best Books for Young Adult Readers; Books for You: An Annotated Booklist for Senior High Students; Outstanding Books for the College Bound: Choices for a Generation; and Senior High School Library Catalog.

Note: Common Sense Media, Amazon, Goodreads, and Reviews from paid reviewing sources **may be used** in conjunction with professional reviewing sources.

Gifts and Donations

Any gifted or donated items must meet the same selection criteria as all other materials – the selection criteria as listed in House Bill 1467 and in Broward County School Board Policy 4120.

Collection Maintenance

Removing materials from a library collection that are no longer educationally appropriate is as an equally important process as selecting new items of high quality. The library media specialist and/or instructional staff should have an ongoing process to evaluate the library media collection and to keep the collection relevant to the changing needs of the curriculum, personal interests, and needs of students. Evaluation of items under consideration for removal from the Library Media Center should be based on criteria related to the educational value of the resources. The removal (weeding) of library materials from the collection is the responsibility of a skilled professional library media specialist. Weeded items should not be disposed of or discarded at the school site. Weeded items should be boxed and identified as DISCARDED or WITHDRAWN and scheduled for pick up by Procurement and Warehousing Services by completing the enclosed Warehouse Assistance Request Form.

Reconsideration of Materials

Inquiries regarding the appropriateness of particular library and supplemental instructional materials are a normal part of the process of providing a wide variety of resources for student use.

Opt-Out Form

Parents may submit their request to limit their student's access to materials in the school or classroom library by submitting a completed Opt-Out Form to the school principal.

Procedures for Objections to Library Materials and Reading Lists ***Objection Process***

Superintendent Review Committee

1. The School Board shall form a Superintendent Review Committee (SRC) to review objections to library materials. The SRC must have a minimum of five members but may have as many additional members as the Superintendent or his/her designee appoints based on need.

2. Any committees convened for the purpose of resolving an objection by a parent or resident to specific materials must include parents of students who will have access to such material.
3. The membership of the review committee should reflect the broad racial, ethnic, socioeconomic, and cultural diversity of Broward County Public Schools as well as individual(s) with noted or reasonable subject matter expertise.

Phase 1: Complete Objection to Library/Instructional Materials Form

- a. A parent or resident of Broward County who wishes to object to materials used within the School Board of Broward County Public Schools must complete the "Objection to Library/Instructional Materials Form," located on the school's Library Media website. The objection shall include the following information:
- b. Parent or resident of Broward County must specify the text within the material he/she believes is out of compliance with the requirements of Section 1006.28(2)(a)2.a. or b., Florida Statutes, and the nature of the alleged noncompliance.

Phase 2: Notifications

- a. Upon receipt of the completed "Objection to Library/Instructional Materials" form, notifications will be sent to the principal where the challenge originates as well as the Innovative Learning Department staff, school board members, and superintendent.
- b. Any item subject to an objection on the basis of sub sub-subparagraph b. (I) or sub-sub-subparagraph b.(II) must be removed within 5 school days of receipt Page 9 of 10 of the objection and remain unavailable to students of that school until the objection is resolved.

Phase 3: Superintendent's Review Committee Review

- a. The Innovative Learning Department Director shall convene the SRC to review the material.
- b. SRC will utilize an approved review rubric aligned to School Board policies and state statutes approved by the Superintendent.

Phase 4: SRC's Recommendation to the School Board

- a. A decision will be rendered within ninety (90) days after receipt of the objection.
- b. Committee will submit their recommendation to the School Board of Broward County, the Superintendent, and the parent or resident of Broward County.
 - i. allows the challenged material to maintain its current status;
 - ii. leave the challenged material in the classroom or school media center, but allow students to use alternate materials approved by school personnel who require the use of the disputed items;
 - iii. limit the educational use of the challenged material;

- iv. transfer the challenged material to a higher-level school (e. g. elementary to a middle school); and/or
- v. remove the challenged material from the school environment.

Phase 5: Appeal

- a. If a parent or resident of Broward County disagrees with the determination made by the SRC, he/she may request inclusion on the School Board agenda.
- b. If they disagree with the School Board's decision on the objection to the use of a specific material, a parent or resident of Broward County may request from the Commissioner of Education appointment of a special magistrate who is a member of the Florida Bar in good standing and who has at least 5 years' experience in administrative law to render a recommended decision.

Collection Analysis

The information provided in this section gives an overview of the entire library collection. collection analysis is based on a Titlewave Analysis completed.



<Items in Collection>

11,115



<Average Age>

2006



<Items per Student>

19.0



<Fiction (%)>%

50%



<Nonfiction (%)> %

49.1%



<Aged Titles (%)> %

52%

Diverse library media resources. The resources provide “mirrors, windows, and sliding glass doors” for students and teachers to see themselves in books and also learn about the lives of others through literature.



<Diverse Titles (%)> %

33%



<Diverse Titles (Average Age)>

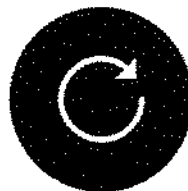
2006

Social-Emotional Learning (SEL) library media resources can contribute to the **development of character and social-emotional skills.**



<SEL Titles (%)>%

33%



<SEL Titles (Average Age)>

2009

Collection Analysis by Category

The information collected in this section provides a detailed look at the current library collection by classification and genre. The information was gathered from Follett Destiny, the library management system, and Titlewave, the vendor's ordering and analysis tool (Balanced Dewey Comparison Report).

Section	Average Age	# of Titles	Actual Percentage	Recommended Percentage	Difference Percentage
Computer Science, Information & General Works	2009	62	.6%	.7%	-.1%
Philosophy & Psychology	2007	41	.4%	.4%	0%
Religion	2001	14	.1%	.3%	-.2%
Social Sciences	1999	644	5.8%	5.5%	.3%
Language	1998	35	.3%	.5%	-.2%
Science	2002	1,899	17.1%	8.7%	8.4%
Technology	2003	691	6.2%	4.3%	1.9%
Arts & Recreation	2004	332	3.0%	5.8%	-2.8%
Literature	2002	136	1.2%	1.5%	-.3%
History & Geography	2000	917	8.3%	5.7%	2.6%
Biography	2005	667	6.0%	3.4%	2.6%
Easy	2008	2,540	22.9%	33.4%	-10.5%
General Fiction	2011	2,998	27%	29.8%	-2.8%
Paperback	2008	4	.1%	n/a	n/a
Professional	2005	14	.1%	n/a	n/a
Reference			%	%	%
Story Collection			%	%	%

The analysis of the collection also revealed the following areas of **strengths** and **concerns**:

Strengths

- The collection is evenly divided by fiction and nonfiction.
- The collection is above the expected number of items per student.
- The SEL titles are of the correct age.

Focus Areas

- Even though there is an adequate number of science books, they are not of the correct age. We need newer books, so they have valid information.
- The collection does not have digital books.
- The collection needs Social Sciences and Language books.

Strategic Focus

This page lists the priorities for weeding and purchasing for each school year and includes the actions, updates, and outcomes. This is subject to change due to funding and time constraints.

School Year	Strategic Focus
Year 1 Current Year	Purchasing Priority 1: Social Science Books, Digital books Purchasing Priority 2: Newly published popular fiction and easy books Weeding Priority 1: Social Sciences and Languages (300s, 400s, 500s, 900s)
Year 2	Purchasing Priority 1: Biographies Purchasing Priority 2 Weeding Priority 1: Fiction and Easy books Weeding Priority 2: Biographies
Year 3	Purchasing Priority 1: Computer Science and Technology Purchasing Priority 2 Weeding Priority 1: Computer Science and Technology Weeding Priority 2, if needed.

Budget and Purchasing Plan

This page outlines the current budget available and specifically lists the priorities for this school year.

Annual Budget 2023-2024

Annual Budget	
Source	Amount
State Allocation Funds	\$1,473.90
Approximate Annual Budget	
Source	Amount
School Library Budget (\$9.60 Elementary and Middle per pupil and \$12.80 High per pupil)	\$5,548.80
Library Media Internal Funds (Lost books, book fairs, and fundraising)	\$0
Grants	\$2,921.36
TOTAL	\$9,944.06

Note: State Allocation Funds (Fund 1000 Function 6200 Activity 7220). Please confirm this amount with your school bookkeeper.

Purchasing Plan 2023-2024

Approximate Purchasing Plan	
Purpose	Amount
Supplies	\$400.00
Replacing Weeded Books	\$5000.00
Newly Published Fiction and Easy Books	\$3500.00
TOTAL	\$8,900.00

Reviewed by Principal **Michael Breslaw**

Signature: *Michael Breslaw*

Date

3/22/24

- Share this plan with SAC by April 1, 2024
- Post this plan on the school's website by May 31, 2024

Appendix

- **Library Bill of Rights**
- **Guidelines for Challenged Instructional and Library Materials**
- **Library Reading Materials Opt Out Form 2023/2024 (All Grades)**
- **Objection to Library/Specific Materials Form**

Library Bill of Rights

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

- I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
- II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
- III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
- IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
- V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
- VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.
- VII. All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; January 29, 2019.

Inclusion of "age" reaffirmed January 23, 1996.

Although the Articles of the Library Bill of Rights are unambiguous statements of basic principles that should govern the service of all libraries, questions do arise concerning application of these principles to specific library practices. See the documents designated by the Intellectual Freedom Committee as Interpretations of the Library Bill of Rights.



Library Media and Instructional Materials Guide

The purpose of this guide is to inform stakeholders of the opt-out and objection process of library media/instructional materials. The House Bill and Policies mentioned are referenced in the right column.

House Bill HB1069

The Bill requires provisions designed by District Offices in public schools. The Bill states requirements for the implementation of the proposed opt-out process for instructional materials in public schools.

Bill HB1069 does not prohibit parents from requesting an opt-out of instructional materials for their children. The Bill also does not prohibit parents from requesting an opt-out of instructional materials for their children.

Bill HB1069 does not prohibit parents from requesting an opt-out of instructional materials for their children. The Bill also does not prohibit parents from requesting an opt-out of instructional materials for their children.

Bill HB1069 does not prohibit parents from requesting an opt-out of instructional materials for their children. The Bill also does not prohibit parents from requesting an opt-out of instructional materials for their children.

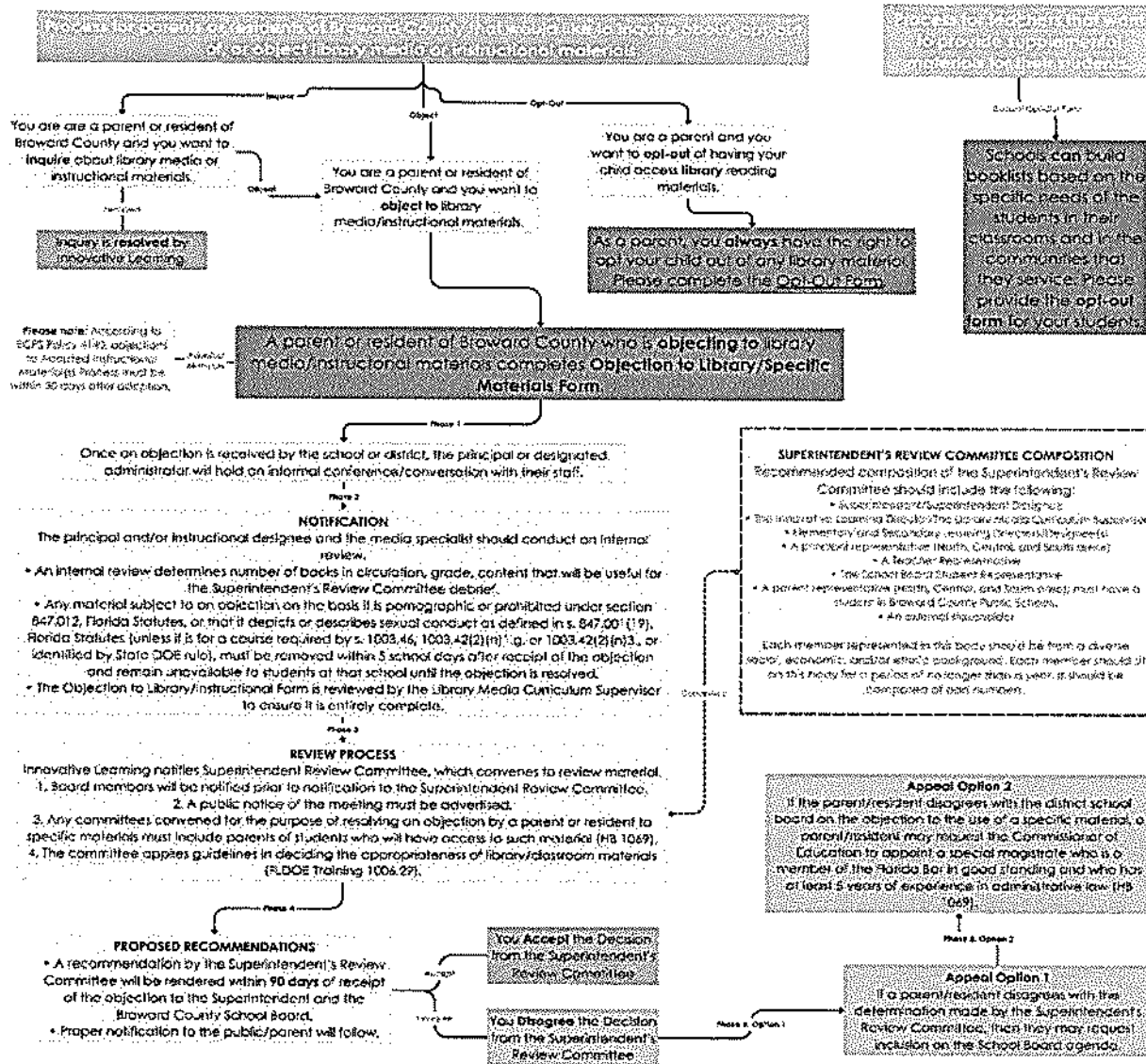
Bill HB1069 does not prohibit parents from requesting an opt-out of instructional materials for their children. The Bill also does not prohibit parents from requesting an opt-out of instructional materials for their children.

BSPS Policy 4120

Policy 4120 was established in 2012 and was revised in 2017. This policy outlines the process for the review of instructional materials for appropriateness for use in Broward County Public Schools. The policy also outlines the process for the review of instructional materials for appropriateness for use in Broward County Public Schools.

BSPS Policy 4140

Policy 4140 requires the review of instructional materials for appropriateness for use in Broward County Public Schools. The policy also outlines the process for the review of instructional materials for appropriateness for use in Broward County Public Schools.



v. 5/10/20/23



The School Board of Broward County, Florida Lori Althoff, Chair • Debra Hixon, Vice Chair • Terry Abdan • Brenna Fair, Esq. • Daniel P. Fogansell
 Dr. Jeff Bellows • Rachel Beckwith • Nova Bryant • Dr. Alison Zeman • Dr. Peter B. Lantz, Superintendent of Schools
 The School Board of Broward County, Florida, is a public body created by the Florida Constitution. It is the governing body of the Broward County Public Schools. The School Board also appoints and dismisses the Superintendent of Schools. The School Board also appoints and dismisses the members of the Superintendent's Review Committee. The School Board also appoints and dismisses the members of the Superintendent's Review Committee. The School Board also appoints and dismisses the members of the Superintendent's Review Committee.



Library Reading Materials Opt Out Form 2023/2024 (All Grades)

THE SCHOOL BOARD OF BROWARD COUNTY,
FLORIDA LIBRARY MEDIA SERVICES
**LIBRARY READING MATERIALS OPT OUT
FORM**

As a parent, you always have the right to opt your child out of any library material. Please complete the Opt Out Form.

Upon submission of the Opt Out Form, please discuss this decision with your child to ensure they are aware before visiting the library. Upon the Opt Out Form submission, your child’s account will be updated in the library checkout system. It is our goal to make this process easy for parents.

Please contact your building principal if you have questions or need additional information.

_____ **I WILL NOT** permit my student to check out library materials.

Student Name (PRINT) Student

Signature Date

Parent/Guardian Name (PRINT)

Parent/Guardian Signature Date

Objection to Library/Specific Materials Form



THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
INNOVATIVE LEARNING DEPARTMENT — LIBRARY MEDIA SERVICES
OBJECTIONS TO LIBRARY/SPECIFIC MATERIALS

Part I: Directions

In order to assist a parent or resident of Broward County with the submission of an objection, Policy 4120 provides information on the Objection to Library/Specific Materials Form as required by Section 1006.28(2)(a)2, F.S. A parent or resident of Broward County that wishes to object to materials used within the School Board of Broward County, Florida public schools must complete the "Objection to Library/Specific Materials Form" located on the School Board of Broward County homepage and on the media center page of each school. All completed objection forms must be emailed to the Director of Innovative Learning at objectiontomaterials@browardschools.com. Parents or residents of this county may share their concerns regarding any library/specific materials with the principal at the school site where the material is located prior to filing an objection.

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 on the Innovative Learning website under [Instructional Materials Adoption Information](#).
2. Materials made available to students in a school or classroom library.
3. Materials included on a school or classroom reading list.

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

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.

SECTION 4: OBJECTION SPECIFIC INFORMATION

1. What brought this material to your attention?

2. Did you examine this material in its entirety? ____ Yes ____ No
If not, what sections did you examine?

3. Identify the portion of the material objected to and why. *(You must be specific and provide page numbers, sections, or timestamps, as appropriate. You may attach additional information that does not fit within this form.)*

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 the material
- Limit access to certain grade levels: _____
- Limit my child's access.
- Other: _____

Signature: _____

Date: _____

