



WESTGATE ELEMENTARY

3560 58th Street North. St. Petersburg, FL 33710

COLLECTION DEVELOPMENT POLICY

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INTRODUCTION

School Vision: The vision of Westgate Elementary is to be a community of learners where students, families, and staff work together to achieve total success.

School Mission: The mission of Westgate Elementary is to provide an environment in which learners will continue to succeed through quality teaching.

District Library Media Mission: The mission of the Pinellas County Schools Library Media Department is to support teaching and learning by providing equitable access to high quality information and technology resources, fostering a passion for lifelong reading and inquiry, and professionally managing Library Media district programs, funding and professional development.

School Library Media Vision: The Westgate Elementary Library vision is to promote thoughtful access to information and ideas for both students and staff. The library serves as a learning laboratory for students as they acquire critical thinking and problem-solving skills.

School Library Media Mission: The mission of the Westgate Library is to maintain a certified librarian who will develop a collection of materials that cover broad fields of knowledge, with regards to our students' educational levels, interests, reading abilities and cultural differences. The library also seeks to promote

LIBRARY MEDIA MISSION STATEMENT AND MATERIAL SELECTION GUIDELINES

Mission Statement

The mission of the Pinellas County Schools Library Media Department is to support teaching and learning by providing equitable access to high quality information and technology resources, fostering a passion for lifelong reading and inquiry, and professionally managing Library Media district programs, funding and professional development.

Pinellas County Schools Materials Selection Guidelines can be found here
<https://www.pcsb.org/Page/38472>

GENERAL SCHOOL LIBRARY MEDIA INFORMATION

Metric	Source	Data
Total Circulations for Previous School Year	Destiny Back Office	8,531
Current Number of Copies in Library Collection	Destiny Back Office	4,500
Library Collection Age	Titlewave Analysis	2016

Present Collection Level Ratios for Fiction and Nonfiction (Titlewave): 45/55

Special Collections: NONE

Other Collections: NONE

General Collection Goals	Goal Type	Goal Summary
Goal 1	Circulation	Increase the circulation of early chapter books by 2 nd grade classes by 20%.
Goal 2	Weeding	Work with 3 rd grade teachers to weed Fairy Tales for better use during their module.
Goal 3	Aquisition/Review	Add a minimum of 20 biographies and narrative nonfiction.

ACCESSIBILITY, DIVERSITY AND INCLUSION

Current Accessibility, Diversity and Inclusion Collection Goal(s):

Goal : Purchase books for diverse audiences.

GENERAL PRIORITIES, LIMITATIONS AND POLICIES

Formats Available: Print, eBook, Audiobook

Multiple Copies Policy: Westgate Elementary limits the purchase of multiple copies.

Funding Sources: Library Media Department allocation, Donor’s Choose, PTA

Complaints and Censorship: Parents and county residents can request Library Media materials for review by contacting the school that provides access to the material. If it is a district resource, parents and county residents should contact the Program Coordinator of Library Media. For formal objections to Library Media materials, please complete the [Objection to Instructional Material and/or Media Material form](#). See complete [School Board Policy 2510](#).

Gifts/Donation Policy:

Schools reserve the right to accept or deny all Library Media material donations and gifts. Any donations must be reviewed by a certified Library Media Technology Specialist before the materials can be made available and accessible to students. This should be communicated to all donors.

Inventory and Weeding Process:

Annually, by the last day of the school year, each school will complete an inventory of all physical library materials. The removal or discontinuance of school Library Media materials and resources, through a process called weeding, is determined by a continuous review of the existing collection, both print and digital. In the removal process, many factors are taken into consideration including, but not limited to, space constraints, time-sensitivity of material, physical condition of the material, and circulation data. The certified Library Media Technology Specialist is responsible for the periodic removal or weeding of Library Media materials. Information and training regarding the weeding process and best practices will be provided annually and as needed by the Program Coordinator of Library Media.

Date of Last Complete Inventory (Destiny)	Number of Lost Items (Destiny)	Number of Items Added During the Previous School Year 8/1 through 7/30 (Destiny)
May 2025	29	223

DIGITAL RESOURCE PURPOSE AND SCOPE

eBook/Audiobook Purpose: Westgate doesn’t generate enough users of eBooks. We promote the use of the District Sora purchases.

COLLABORATION AND OUTREACH

Date of Most Recent Stakeholder Survey: August 2025

Summary Statement of Stakeholder Survey Data:

Teachers and Families use the library for a variety of reasons and appreciate diversity.

See infographic:

