



WESTGATE ELEMENTARY

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

COLLECTION DEVELOPMENT POLICY

Holly Oakes, Principal

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.

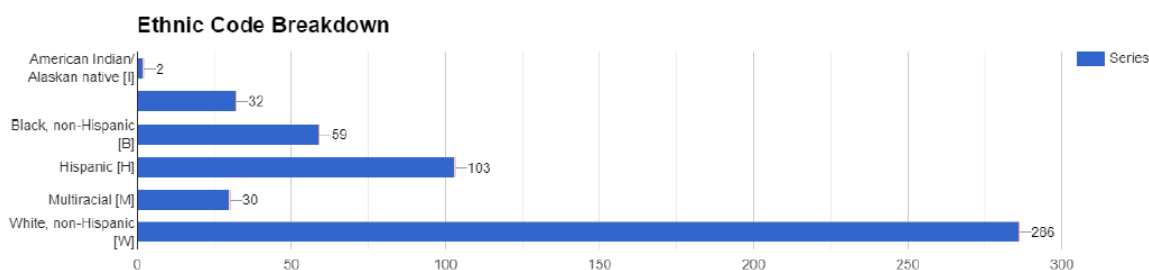
School Mission: The mission of Westgate Elementary is to provide an environment in which learners will continue to succeed through quality teaching.

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 equal access to technology, and digital resources, crucial for today's students.

Current Student Population Statement



Library Media Materials and Resources Selection

School Library Media materials and resources should be provided in both print and digital format. Materials selected should be done so with the following goals:

1. To provide age-appropriate materials and resources that appeal to the interests and curricular needs of students and faculty as outlined in the school Collection Development Plan and Florida B.E.S.T. standards;

2. To provide equitable access to materials that meet the accessibility standards consistent with Americans with Disabilities Act as needed;
3. To establish and maintain an interest in reading for all students;
4. To provide access to high quality academic resources that aid in the acquisition of information-seeking skills for all students for career and college readiness.

Responsibility for Selection of Library Media Materials and Resources

Training will be conducted annually by the Program Coordinator of Library Media and/or the Florida Department of Education regarding the prohibition of harmful materials and best practices in the selection of Library Media materials and resources per §1006.28.

Selection responsibility for District Library Media materials and resources rests with the certified Program Coordinator for Library Media.

The content of school-based Library Media collections is the responsibility of the school's principal. The school-based selection of Library Media materials and resources rests with the school's certified Library Media Technology Specialist. Contact information for the school Library Media Technology Specialist should be communicated to the Program Coordinator of Library Media whenever there is a change in responsibility.

The Library Media Technology Specialist will conduct an annual stakeholder survey to provide guidance in what students, families, and staff are requesting as possible additions to the Westgate Collection.

a. Criteria for the Selection of Library Media Materials and Resources

Library Media materials and resources are selected based on the criteria outlined in §1006.34, including, but not limited to:

1. The age of the students that are expected to have access to the material or resource
2. The educational purpose to be served by the material
3. Consideration of the diversity of students in this state.

Additionally, as required by §1006.40, Library Media materials should be:

1. Free of pornography and material prohibited under s. 847.012.
2. Suited to student needs and their ability to comprehend the material presented.

3. Appropriate for the grade level and age group for which the materials are used or made available.

b. Procedures for Selection of School Library Media Materials and Resources

Selection of school Library Media materials and resources is determined by a continuous review of the existing collection, both print and digital, and the acquisition of newly published or available materials. Information and training regarding the selection process and best practices will be provided annually by the Program Coordinator of Library Media.

The certified Library Media Technology Specialist is responsible for evaluating and reviewing materials in the school-based library collection. The procedure for selection is as follows:

1. Maintain the school Library Media Collection Development plan;
2. Locate and collect professional, reputable, and unbiased reviews and information about published material put forth by the American Library Association, Kirkus Reviews, School Library Journal, Common Sense Media, and other similar review sources generally accepted by the Library Media profession;
3. Request input for selection from members of the school community not limited to staff, students, parents and community members;
4. If applicable, verify that the format and library processing of the material conforms with District Processing Specifications.

III. Responsibility for the Withdrawal of Library Media Materials and Resources

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.

IV. Opt-Out and Review of Library Media Materials

Parents and guardians can opt-out of student access to Library Media materials at any time by contacting their school. Parents will be given the opportunity to communicate their preferences through the School and Classroom Library Material Student Access Form.

Parents and guardians can also view current checkouts and holds for their student at any time via Clever using the Follett Destiny Discover (My Stuff) app and Sora (Shelf) app. County residents can view school library collections by going to destiny.pcsb.org. eBook and audiobook records can also be searched through Destiny.

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](#).

GENERAL PRIORITIES, LIMITATIONS AND POLICIES

Formats:

75% Hardcover. 20% Softcover. 5% E-book (school-based).

Multiple Copies Policy: Westgate maintains a very small percentage of “multiple copies” due to budget restraints.

Languages: Westgate ES maintains a small section of Spanish Language Titles and books written in dual languages. Circulation requests for these are low. We work with the ELL classes to stock their classroom libraries for high demand titles.

Funding Considerations: Westgate ES funding for library materials, technology, print books, E-books, Makerspace and physical space is limited to the yearly District Budget, plus any outside Grants. There is no Book Fair in place at Westgate ES operated by the library.

Collection Responsibilities and Selection Procedures: The principles of the American Library Association's Library Bill of Rights provide a foundation for our selection policy and services. Westgate ES has adopted this collection development policy to support open and equitable access to information. In devising our selection procedures, it is the goal of Westgate Elementary to serve the entire student and staff population and meet the needs of the rapidly growing and culturally diverse area of St. Petersburg, FL.

Collection Maintenance: Aggressive Weeding was performed in 2020-2021. The library was also Genrefied during this process. Our library is genrefied to provide greater access and organization to all of our students.

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 Process: Inventory is done yearly at the end of each academic school year.

COLLECTION DETAILS

Present Collection Levels: As of 2022, Westgate ES is a library very much in transition. For current collection levels, please request a current Titlewise Analysis.

Special collections: Class sets are currently not maintained by the library. The Professional Library was also weeded out of the Collection .

Makerspace Collection: The Library maintains all the materials related to the Makerspace.

Other considerations: The library maintains all Technology present at Westgate ES. This includes: all PCS one-to-one devices for Grades 3-5; mobile laptop carts in all classrooms in (7) primary classrooms; iPad carts in all (5) Kindergarten classes; one school-based Computer Lab; all staff devices; all Smart Boards; all Document Camera; all studio equipment.

DIGITAL RESOURCE PURPOSE AND SCOPE

Westgate maintains a small E-book collection on Sora. To date, student and staff desire to access Sora is small. Families experience internet issues and many students share the device with other family members on the weekend. The Westgate Library is utilizing Destiny Collections to provide students and staff with access to Digital Resources in quick and convenient format.

GENERAL SCHOOL LIBRARY MEDIA COLLECTION GOALS

These are “in-progress” goals.

YEAR 1 and 2

- Seek Additional Funding Sources for New Projects Ongoing
- Establish A Timeline to Create A Makerspace in the Library **Completed 01/2021**
- Expand our Emerging Chapter Book collection by 50 titles. **Completed 09/2021**
- Establish a Westgate Digital Library for Grades 4-5 to coincide with the PCS Connects 1to1 Initiative. (Year 1 would focus on Standards related non-fiction titles) **Completed 04/22**
- Begin a Series of Digital Citizenship Lessons Started.
- Expand Biography offerings to reflect more diversity, STEM, and minority voices. 05/2021
- Rewrite the Westgate Library Mission Statement to reflect our Collection Goals **Completed 10/2021**

YEAR 3 and 4

- Add New Product (Consumables) and Establish Makerspace Night for Families **Ongoing.**

- Seek Funding for Makerspace Friendly Furniture/Creative Workspace. **Started**
 - Add 50 Titles to Graphic Novels **50% completed**
- Add 200 New Nonfiction Titles to update the collection to reflect current information. **50%completed**
- Evaluate the patron usage of Ebooks for possible expansion.
 - Reimagine the Computer Lab space
 - Establish Standard “I Love My Library” Lessons

YEAR 5

- Develop new goals.

DIVERSITY AND INCLUSION

Supporting District Resources: Westgate provides a wide variety of resources that represent our school community, both the student and staff population. It acts in partnership to share District some online resources.

TeachingBooks provides supplemental resources to support teaching with texts that have themes of inclusion and represent diverse cultures and perspectives.

Gale Databases provide accessibility features that scaffold primary and secondary source informative text for all learners and support English Language Learners (ELL).

World Book Online provides accessibility features that scaffold primary and secondary source informative text for all learners and support English Language Learners.

CLASSROOM LIBRARIES

Classroom libraries are now considered part of the Library Media Center. Classroom libraries must be inventoried annually and made available for public search. Our classroom library search can be found at <https://www.pcsb.org/Page/40367>.