

Collection Development Plan

Vision Statement: The HMSIS Media Center's vision is to provide an engaging and informed community hub for both students, faculty, and staff.

Mission Statement: The mission of the Media Center is to support the Vision of our school by helping students achieve their academic goals while becoming fluent readers, skilled researchers, and empowered creators and consumers of information.

Goals and Objectives: Update and refresh the media center materials to allow for a more modern and relevant collection. Organize the space to allow for productive work areas that can be used for a multitude of tasks by both students, faculty, and staff.

Circulation Policies and Procedures: First through fifth grade students can check out two books at a time. Kindergarten may check out one book at a time. Students may check out more books when necessary, such as special projects or assignments. The books are due back in two weeks after checkout. Lost/damaged books - we encourage the student to keep looking for their missing book because it often shows up. Students are not charged for overdue books and will not be prevented from checking out books (staying within the checkout limit). If the book is certain to be lost or is damaged beyond repair, we ask that the parent pay for the cost of the book or bring a replacement copy.

Collection Overview: Leisure reading is considered instructional reading that helps students increase fluency and reading stamina.

Formats included: Books, student artwork, graphic materials (posters), graphic novels, STEAM kits, maps/globes, realia (games, models, toys, makerspace)

Budgetary Procedures: Annual school budget. Annual Scholastic Book Fair. Funds used to order new library materials, supplies, etc.

Timeline for Plan: 3-5 years with annual updates.

Collection Maintenance: If a book is damaged and has the ability to be repaired by the media specialist, it typically takes 1-2 days to repair the book depending on damage. There is a workroom with the designated materials for the media specialist to use for book repairs.

Acquisitions Guidelines: Form of processing is Follett Titlewave (vendor). Used for cataloging. Follett used for barcoding.

Selection Criteria: Professional reviews of the materials, educational significance, appropriateness, accuracy with nonfiction materials, literary merit, no obscenity.

Selection Tools: Leon County Schools recommends that for books, two reviews from reputable, oftentimes peer reviewed journals, are required for purchasing. Some of the most commonly used are the Children's Literature Comprehensive Database (CLCD), Children's Core Collection, Middle and Junior High School Core Collection, and Senior High Core Collection by H. W. Wilson, the Association for Library Service to Children (ALSC) Notable Children's Books, Booklist, School Library Journal, We Need Diverse Books website, and Young Adult Library Services (YALSA) Best Books for Young Adults.

Deselection/Weeding Guidelines: Materials should be removed from the collection for: Poor circulation history, poor physical condition, subject matter no longer suitable for users, topics no longer of interest, inappropriate for the reading levels, curriculum changes, and outdated or inaccurate information. Materials are consistently reviewed throughout the school year.

Challenged Materials Policy: Refer to Leon County Schools Challenged Materials Policy
<https://www.leonschools.net/Page/54343#:~:text=The%20parent%20or%20resident%20must,on%20the%20criteria%20of%20s.>

ALA Library Bill of Rights: <https://www.ala.org/advocacy/intfreedom/librarybill>

Media Center Floorplan/Schematic:

