

# **FY26 COLLECTION DEVELOPMENT POLICY**



**Hidden Oaks K-8**

## **FY26 Collection Development Policy**

***Dr. Valerie M. Hatcher***

Educational Media Specialist

**Signature Page**

**Hidden Oaks K-8**

FY26 Collection Development Policy

Date Approved by Administration:


**Media Specialist Name:** Dr. Valerie M. Hatcher

**Media Specialist Signature:**

 5.1.25

**Principal Name:** Mrs. Shari Bremekamp

**Principal Signature:**

 5.1.25

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## Purpose of Collection Development Policy

This comprehensive Collection Development Plan articulates the strategic vision for the Hidden Oaks K-8 media center, establishing a structured framework for the media specialist to guide the building, maintaining, and implementing of collections, ensuring that all resources effectively meet user requirements and Hidden Oaks K-8's overarching mission.

## Background Statement & School Community

The student population served by this school encompasses the following demographic characteristics: age range, grade levels, racial composition, primary languages spoken, and total enrollment.

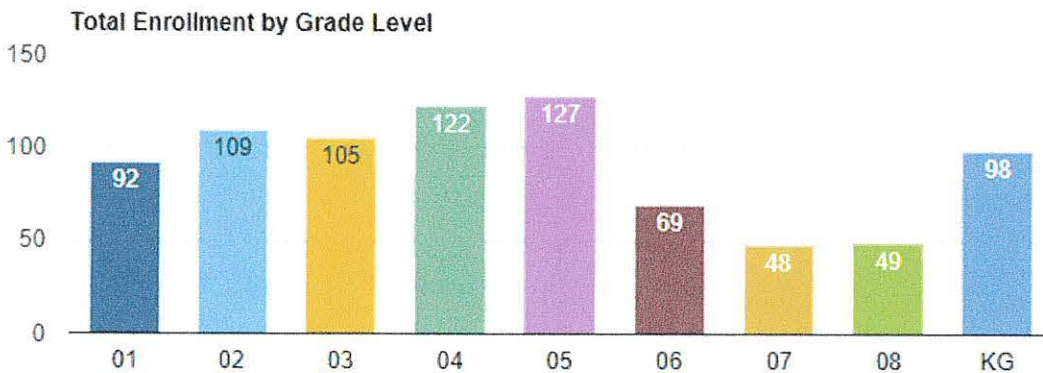
**Age range:** 5-14 years of age

**Grade level:** Kindergarten to Eighth grade

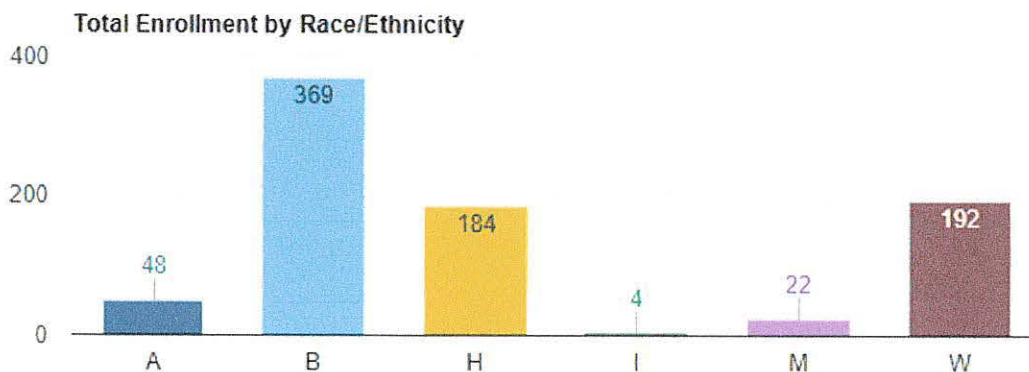
**Primary Languages Spoken:** English, Spanish, and Creole

**Total Enrolled:** 819 students

### Total Enrollment by Grade:



### Racial Composition:



A- Pacific Islander or Asian

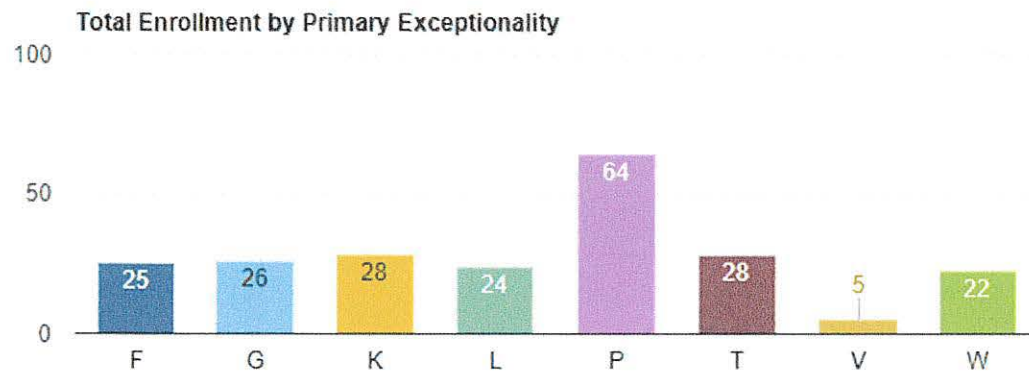
**B-** Black

**H-**Hispanic

**I-**American Indian or Alaskan Native

**M-** Multi-Racial

**W-**White



**F-**Speech Impaired

**G-**Language Impaired

**K-**Specific Learning Disability

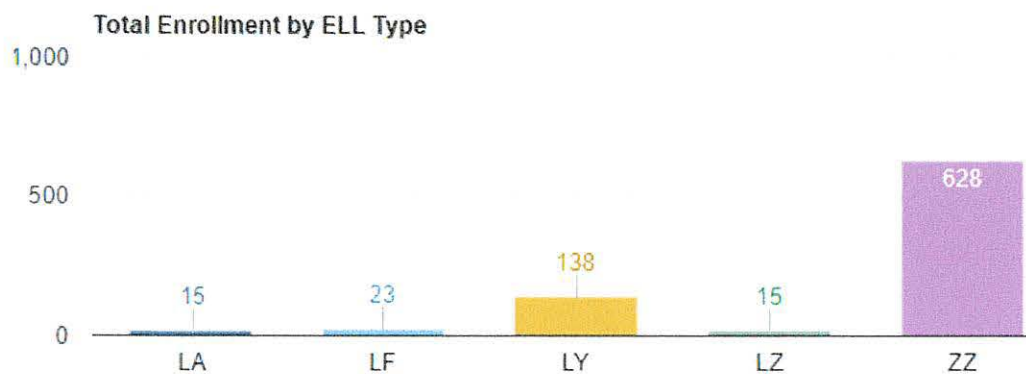
**L-**Gifted

**P-**Autism Spectrum Disorder

**T-**Developmentally Delayed

**V-**Other Health Impaired

**W-**Intellectual Disability





**LA**-Monitor for 2 more years by the state after the 2-year monitoring period by the district.

**LF**-Former ELL student in his/her first 2 years of monitoring period.

**LY**-Active ELL student

**LZ**-Former ELL student completed monitoring periods

**ZZ**-Non-ELL student

### **Special Program offered at Hidden Oaks**

Science, Technology, Engineering, Arts, & Math (STEAM)

The Science, Technology, Engineering, Arts, and Mathematics (STEAM) program provides motivating, highly engaging, hands-on instruction in science, technology, engineering, arts, and math. This program fosters innovation through the scientific method, art design, and creative problem solving. Schools may use the Engineering is Elementary program during the fine arts wheel. Each grade level develops year-long STEAM projects including hydroponic, butterfly, and vegetable gardens, recycling, life cycle studies of flora and fauna, mural design, and use of the latest technology to include a 3D printer. Extracurricular clubs may include chess, SECME, art, music, dance, Lego bricks, fitness, and cooking.

### **School Mission Statement**

Hidden Oaks K-8 School is committed to providing a world-class education with excellence and equity to empower each student to reach his or her highest potential with the most effective staff to foster the knowledge, skills, and ethics required for responsible citizenship and prosperous careers.

### **Media Center Mission Statement**

**Mission Statement:** The mission of the Hidden Oaks K-8 Media Center is to cultivate a dynamic and inclusive learning environment that fosters a lifelong love of reading, promotes information literacy, and empowers students to become critical thinkers and creative problem-solvers in a digital age.

**Vision:** To be the central hub of intellectual curiosity and innovation, where students and educators collaborate, explore, and discover, fostering a community of lifelong learners.

### **Core Values:**

- **Literacy:** Promoting reading enjoyment and developing strong literacy skills.
- **Information Literacy:** Equipping students with the skills to access, evaluate, and utilize information effectively.
- **Collaboration:** Encouraging partnerships between students, teachers, and the community.
- **Innovation:** Fostering creativity and the use of technology for learning.
- **Inclusivity:** Providing equitable access to resources and services for all students.
- **Exploration:** Encouraging curiosity and the pursuit of knowledge.

### **Goals and Objectives:**

#### **Enhance Literacy Development:**

- Objective: Increase student engagement with reading materials and promote independent reading.
- Strategies:
  - Implement "Open Media" for independent book checkout and exploration.
  - Conduct engaging read-aloud sessions and story times.
  - Organize book fairs and author visits.
  - Provide access to a diverse and current collection of books and digital resources.

#### **Develop Information Literacy Skills:**

- Objective: Equip students with the skills to effectively research, evaluate, and use information.
- Strategies:
  - Conduct structured lessons on information literacy skills.
  - Integrate information literacy instruction into curriculum-related projects.
  - Provide access to online databases and digital research tools.
  - Provide instruction on safe and responsible internet usage.

#### **Promote STEAM Education:**

- Objective: Foster hands-on learning and creative problem-solving through STEAM activities.
- Strategies:
  - Provide access to STEAM materials (LEGOs, crafting supplies, etc.) during "Open Media."
  - Integrate STEAM activities into library lessons and programs.
  - Provide access to computers and digital creation tools.

#### **Create a Welcoming and Inclusive Environment:**

- Objective: Ensure that all students feel welcome and have equitable access to the Media Center's resources.
- Strategies:
  - Maintain a diverse collection of materials that reflect the student population.
  - Provide accessible resources and accommodations for students with disabilities.
  - Foster a positive and supportive atmosphere.
  - Maintain a flexible schedule that provides access to all students.

#### **Implementation:**

- Establish a clear schedule for Media Center usage (A/B schedule, "Open Media").
- To ensure smooth and equitable access to the Media Center, especially during times when it's not reserved for scheduled classes (such as SAC meetings and Faculty meetings), we will be implementing a clear sign-up schedule.
  - This new system will allow individuals or groups needing the Media Center for non-scheduled events to reserve the space in advance. This will help us avoid last-minute conflicts and ensure that everyone has the opportunity to utilize the resources effectively.
- Develop and implement engaging lesson plans and programs.
- Maintain a well-organized and accessible collection.
- Utilize technology to enhance learning and communication.
- Regularly evaluate the effectiveness of programs and services.

#### **Responsibility for Collection Management & Development**

The library's core mission in developing its collection is to ensure resources directly support the educational

endeavors of our school community while fostering a positive and inclusive representation of all its members. This entails a deliberate and comprehensive process that includes establishing clear policies and procedures, responsible budget allocation, thorough needs assessment, the application of well-defined selection criteria, ongoing collection maintenance, evaluation, and effective resource management.

Our commitment extends to proactively addressing the academic and informational needs of both students and faculty. The librarian serves as a vital communication liaison, connecting the library with all school departments, as well as engaging with parents, students, and the broader community. We prioritize stakeholder recommendations for future acquisitions, carefully considering them within the framework of our established selection policies, with the goal of achieving a balanced collection that caters to both educational and recreational interests.

Furthermore, a key objective is to cultivate a collection that authentically reflects the diversity of our community. Our material selection process is intentionally designed to present a balanced array of perspectives, scholarly theories, ideological viewpoints, cultural expressions, relevant issues, and even potentially sensitive topics. This approach empowers library users to discover materials that resonate with their own experiences while simultaneously encouraging the exploration of diverse worldviews, thereby promoting intellectual growth and a more nuanced understanding of the complexities of our world.

### **Library Program**

The school's Media Center has undergone a strategic transformation this academic year, catalyzed by the appointment of a new media specialist. This transformation encompasses significant enhancements to space utilization and the implementation of an A/B scheduling system, designed to optimize student access to resources and cultivate a dynamic learning environment. The A/B scheduling model ensures equitable access for all grade levels, from kindergarten through middle school. The A schedule allocates the first period (8:00 AM - 8:55 AM) to a middle school class, with subsequent sessions (12:00 PM - 1:00 PM) designated for second and fifth grade. The B schedule also begins with a middle school class during the first period (8:00 AM - 8:55 AM), followed by four class sessions from 9:00 AM - 11:00 AM, serving kindergarten, first, third, and fourth grade. This flexible scheduling system maximizes the Media Center's capacity to support diverse curricular needs and promote consistent engagement across all grade levels.

Media Center instruction is structured to promote active learning and the development of essential information literacy skills. The Media Specialist employs a 30-minute session framework, integrating direct instruction with student-centered activities. Each session incorporates a 10-minute segment dedicated to explicit instruction in areas such as library organization, author studies, and information literacy competencies. This is followed by a 10-minute segment featuring a hands-on activity, interactive read-aloud, or storytelling experience, designed to cultivate a love of literature, enhance students' listening comprehension, and foster critical thinking. The concluding 10-minute segment provides students with opportunities for independent book selection and checkout, fostering personal reading choices and promoting self-directed learning.

Complementing scheduled class visits, the Media Specialist initiated "Open Media" in November 2024, a voluntary program designed to extend access to Media Center resources and promote independent, inquiry-based learning. Held every Tuesday and Thursday from 7:30 AM to 7:55 AM, "Open Media" provides students with dedicated time to engage in activities that support literacy development and STEAM exploration. These activities include independent book checkout, and the utilization of a variety of STEAM-related materials, such as crafting supplies, coloring sheets, board and card games, LEGOs, and computer workstations, which facilitate hands-on learning and the development of creative problem-solving skills. To support student autonomy and time management, a daily agenda and digital clock are prominently displayed during "Open Media" sessions. The program has demonstrated significant student engagement, with an average of 50-60 students participating and an average of 40-45 books being checked in and out during each session, indicating a positive impact on student



access and resource utilization.

The Media Center also supports school-wide literacy initiatives and enrichment activities through a range of events, including:

- A week-long Fall Scholastic Book Fair, held in October 2024, to promote reading and provide access to a wide selection of literature for students and families.
- The "Hook A Book Like A Fish" event, held in February 2025, which encouraged active participation in book selection and resulted in 84 book checkouts during the event hours (7:30 AM - 7:55 AM), with an additional 20 books delivered to students with scheduling conflicts, demonstrating a commitment to equitable access.
- A two-week Spring Scholastic Book Fair, held in April 2025, to further support literacy and provide students with access to books and promote a culture of reading within the school community.

The Hidden Oaks K-8 Media Center functions as the central hub of the school, extending beyond typical library services like borrowing and returning books. It provides a versatile space where students, staff, and faculty can connect and collaborate. Furthermore, the Media Center acts as an expanded classroom for both the Media Specialist and teachers to facilitate group work and larger activities.

## Goals and Objectives

### **Goal 1: Establish a Functional STEAM Lab/Makerspace, Develop a Comprehensive Implementation Plan, and Facilitate Ongoing Student Engagement.**

- **Objective:** To design, implement, and maintain a fully operational STEAM lab/makerspace within the media center, accompanied by a structured implementation plan and dedicated open lab sessions to foster student engagement.
- **Key Performance Indicators:**
  - Completion of the physical build-out of the STEAM lab, encompassing getting and organizing essential equipment (e.g., 3D printers, robotics kits, coding resources) and the creation of designated activity zones.
  - Development of a comprehensive implementation plan, including a schedule for student workshops and open lab hours, curriculum integration strategies across grade levels, and safety/maintenance protocols.
  - Establishment of consistent open lab hours on Tuesdays and Thursdays mornings.
  - Connect with school partners to obtain materials for the makerspace, ensuring sufficient materials for all students and teachers who utilize the makerspace area.
  - Implementation of a promotional strategy utilizing diverse media platforms to maximize student participation.
- **Implementation Strategies:**
  - Secure funding through grants or budgetary allocations for equipment and supplies.
  - Collaborate with technology specialists and educators to design and equip the space.
  - Develop and conduct staff training on equipment operation and activity facilitation.
  - Establish a sustainable open lab schedule that aligns with staff availability.
  - Connect with school departments and external partners for material donations or shared resources.
  - Create engaging promotional materials to raise student awareness and interest.
- **Educational Rationale:** This initiative will cultivate hands-on learning experiences, promote innovation and critical thinking, support STEAM-based curriculum integration, and provide equitable access to technological resources.

**Goal 2: Expand the Middle School (Grades 6-8) Print Collection to Support Academic Enrichment and Independent Reading.**

- **Objective:** To strategically expand the media center's collection of *print* resources to meet the diverse academic and recreational reading needs of middle school students.
- **Key Performance Indicators:**
  - Conduct a student-led survey to identify high-interest genres, authors, and topics.
  - Acquire and catalog a curated selection of middle school-appropriate *print* materials, including diverse fiction genres, curriculum-aligned non-fiction, and relevant graphic novels.
- **Implementation Strategies:**
  - Allocate a designated budget for middle school *print* collection development.
  - Collaborate with middle school educators and students to inform *print* material selection.
  - Utilize professional review sources and educational databases to identify high-quality *print* resources.
- **Educational Rationale:** This expansion will address existing resource gaps, promote reading engagement, and support academic inquiry and independent learning among middle school students.

**Goal 3: Enhance Student Literacy and Engagement Through Battle of the Books and Related Reading Initiatives.**

- **Objective:** To increase student participation in the Battle of the Books program and cultivate a vibrant reading culture across all grade levels.
- **Key Performance Indicators:**
  - Organize and facilitate engaging informational sessions regarding the Battle of the Books program.
  - Establish and support regular meetings for Battle of the Books teams.
  - Develop and implement grade-level reading challenges and book clubs.
  - Try to have at least two author visits or literacy-focused events.
- **Implementation Strategies:**
  - Promote Battle of the Books through dynamic presentations and promotional materials.
  - Create engaging book displays and media center promotions.
  - Collaborate with classroom teachers to integrate reading challenges into instruction.
- **Educational Rationale:** This initiative will foster a love of reading, enhance reading comprehension, and promote a collaborative learning environment.

## Budget and Funding

The LMC is given a school-based operating budget at the beginning of every school year. The school administration uses a formula to distribute the appropriated funds. The budget for the FY26 school year is expected to be similar to FY25.

**Note:** For Fiscal Year 2025 (FY25), funding originally allocated for Media Subscriptions, Media A/V Equipment, and Furn-Fix/Equip was strategically reallocated to Library Books to support the acquisition of middle school resources. It is anticipated that the FY26 budget will reflect a similar allocation strategy.

<i><b>School-based Operating Budget</b></i>	<i><b>Budget FY25</b></i>	<i><b>FY26 Projected Budget</b></i>
<i>Account 551100 - Media Supplies</i>	<i>\$415.00</i>	<i>\$415.00</i>
<i>Account 553420 - Media Subscriptions (Periodicals-Newspapers)</i>	<i>\$404.00</i>	<i>\$404.00</i>
<i>Account 561100 - Library Books</i>	<i>\$2,422.00</i>	<i>\$1,211.00</i>
<i>Account 562230 - Media A/V Equipment</i>	<i>\$0.00</i>	<i>\$538</i>
<i>Account 564220 - Furn-Fix/Equip</i>	<i>\$0.00</i>	<i>\$673.00</i>
<i><b>Fundraising/ Grants</b></i>	<i><b>Budget Amount</b></i>	
<i>Media Center Internal Account number for your grant(s) (get this from your bookkeeper)</i>	<i>\$0.00</i>	<i>\$0.00</i>
<i><b>State Media Allocation</b></i>	<i><b>Budget Amount</b></i>	
<i>Account 561100 (program 3070) - Media Books</i>	<i>\$2,413.00</i>	<i>\$2,413.00</i>

## Purchasing Plan FY26

Approximate Purchasing Plan	
Purpose	Amount
SSYRA books and library books	\$2,000.00
STEAM	\$750.00
Supplies	\$750.00
Program 370 (state funding) for books	\$1,332.00
<b>Total:</b>	<b>\$4,832.00</b>

## Scope of the Collection

The Hidden Oaks K-8 collection is strategically developed to support the curriculum and offer a diverse selection of materials for students' independent reading enjoyment. Material selection is guided by the policies of the School District of Palm Beach County, which are governed by the Department of Education of the State of Florida. Consistent with best practices for school libraries in the United States and Policy 8.12, section 5, School Board Policy 8.12, all print and non-print materials within the Hidden Oaks K-8 collection are organized according to the Dewey Decimal Classification System. The fiction section is further arranged alphabetically by the author's last name. To ensure quality and appropriateness, all selected materials must have received at least two positive reviews from reputable professional sources.

## Equipment

The Media Center is equipped with a range of resources to support student learning and engagement. These include desktop computers available for use during Open Media and scheduled class time, as well as specialized technology such as Ozobots, Micro:bits, and iPads, which are integrated into classroom activities during scheduled media sessions. Additionally, the Media Center provides access to a poster printer, a button maker, and portable backup chargers that students can borrow during class time.

## Collection Development

The acquisition of quality books, materials, and equipment for the Hidden Oaks K-8 library media center is managed through a comprehensive collection development process. Led by the Library Media Specialist, this process actively seeks input from students, teachers, parents, and stakeholders. The central goal of collection development is to provide an ample and pertinent collection that effectively supports the academic endeavors at Hidden Oaks K-8, encompassing both academic requirements and students' independent reading and learning needs.

## **Selection and Evaluation Criteria**

The librarian, a certified educational Media Specialist, follows the guidelines of the School District of Palm Beach County, which in turn are governed by the Department of Education of the State of Florida, in implementing selection and evaluation measures. Selection and evaluation policies follow School Board Policy 8.12 ([School Board Policy 8.12](#)). The librarian primarily uses reviews in Mackin to ensure all selected materials have at least two reputable reviews. Materials will be age-appropriate for Kindergarten through eighth grade.

## **District-Wide “Procedures for Selecting and Developing Library Collections”**

[School Board Policy 8.12](#) sets out the procedures for selecting and developing library collections, which are followed District-wide.

## **District Resources And Services**

The School District Library Media Services Department supports school-based library media center personnel and establishes uniform policies and procedures for school library media centers throughout the District. These services include, but are not limited to:

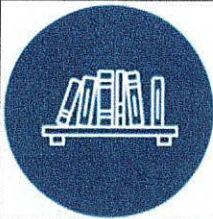









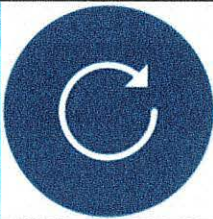
- Maintaining a professional library collection to assist with recertification and knowledge acquisition on education-related topics;
- Managing the online catalog, including the library inventory and circulation software;
- Selecting and making accessible online information databases for reference and research;
- Providing guidance and training to school library media staff in program planning, curriculum development, budget, technology, collection maintenance, facility use, and media production;
- Participating in inter-departmental curriculum development, facility planning, personnel staffing, and task forces at the administrative level;
- Managing technical services for acquiring and processing resources for schools;
- Distributing to schools and monitoring categorical and capital budgets allocated for library programs and
- Fostering a global range of services that facilitate the transformation of school-based library activities to meet the changing needs of an information society.

The School District Library Media Services Department collaborates with other District departments, including the Department of Educational Technology, to provide selected electronic information, the technology to access it, and the training needed to efficiently and effectively search for and find specific facts.

## **Collection Analysis**

The collection is developed for and influenced by students, their interests, academic needs, and alignment with the curriculum. The data below is a snapshot of the collection based on a [Titlewave Analysis](#).



			
<b>13,048</b> Items in the Collection	<b>14.7</b> Items per Student	<b>39%</b> Fiction Titles in the Collection	<b>61%</b> Percent of nonfiction in the collection
Library media resources are curated to include recently published works and classics that rightfully impact the average age of the collection.			
	<b>2007</b> Average Age of the Collection	<b>65%</b> Aged Titles	<b>202 and newer 6%</b> Newer than 5 Years
Library media resources should be representative of the school.		Skills for Lifelong Learning (SLL) library media resources can contribute to character development.	
			
<b>4,230 (32%)</b> Representative Titles in Collection	<b>2005</b> Representative Titles Average Age	<b>4,292 (33%)</b> SLL Titles in Collection	<b>2006</b> SLL Titles Average Age

### Collection Analysis By Category

This section provides a detailed look at the current library collection by classification and genre. It was gathered from Follett Destiny, the library management system, and Titlewave, the vendor's ordering and analysis tool.



Section	# of Titles	Average Age (year)
Computer Science, Information & General Works	54	2011
Philosophy & Psychology	46	2009
Religion	40	2005
Social Sciences	750	2005
Language	64	2003
Science	1,456	2008
Technology	881	2008
Arts & Recreation	936	2013
Literature	195	2002
History & Geography	882	2007
Biography	832	2007
Easy	2,443	2002
General Fiction	3,829	2007
Graphic Novels (741.5)	446	2016

## **Gifts and Donations**

Any books gifted or donated to the school must meet the same selection criteria as all other materials. No materials will be added to the collection if they are out-of-date or age-inappropriate, simply because they were donated. All gifts and donations must follow the same processes as new book orders.

## **Collection Maintenance**

Hidden Oaks K-8 School inventories at least one-third of its collection each year on a rotational basis in accordance with Board Policy 8.12 (8). The inventory schedule for the upcoming fiscal years is as follows: FY26: Fiction, FY27: Non-Fiction, FY28: Biography and Easy.

To ensure our collection remains current, relevant, and in excellent condition, we engage in a process called "weeding." This involves thoughtfully removing materials that no longer meet our standards. Several factors guide this process, including:

- Outdated or inaccurate information
- Worn or damaged items
- The availability of newer editions
- An excess of copies of a single title
- Materials no longer aligned with the curriculum

Materials that are weeded can be disposed of in different ways, though measures will be taken to ensure misinformation from outdated materials is not circulated, and books will not merely be thrown away.

- Recycling the materials for various instructional activities
- Shipping off to LMS warehouse for proper disposal

## **Lost or Damaged Library Materials**

Our school's policy is to collect lost book fees, while being mindful of a family's economic ability to pay fines. In accordance with School Board Policy 2.21B(9) which states: "If a student loses or damages District property, including library books and textbooks loaned to said student, said student shall be required to pay for, replace or repair said district property," students will be charged for lost or damaged library books and materials.

## **Strategic Focus – Weeding and Acquisitions**

School Year	Strategic Focus
FY26	<b>Selection Priorities</b> <ul style="list-style-type: none"> <li>• Fiction</li> </ul>
	<b>Inventory/Weeding Priorities</b> <ul style="list-style-type: none"> <li>• Fiction</li> </ul>
FY27	<b>Selection Priorities</b> <ul style="list-style-type: none"> <li>• Non-Fiction</li> </ul>
	<b>Inventory/Weeding Priorities</b> <ul style="list-style-type: none"> <li>• Non-Fiction</li> </ul>
FY28	<b>Selection Priorities</b> <ul style="list-style-type: none"> <li>• Biography</li> <li>• Easy</li> </ul>
	<b>Inventory/Weeding Priorities</b> <ul style="list-style-type: none"> <li>• Biography</li> <li>• Easy</li> </ul>

### **Reconsideration of Materials**

While the library acknowledges that anyone has the right to question the materials we offer, we do not remove or add materials simply because an individual or group requests it. Our decisions are based on specific selection guidelines. If someone in Palm Beach County wants to formally challenge a material, personnel at Hidden Oaks K-8 will adhere to the School Board's Policy 8.1205, Board Policy 8.1205 which outlines the process for objecting to instructional materials, library media materials, and supplemental classroom resources, including reading lists. Anyone wishing to submit a formal challenge will need to complete the Specific Material Objection Form.

### **Annual Evaluation and Revision of CDP**

This collection development plan will be reviewed each school year.

## **Appendices**

### **A: Library Bill of Rights**

"Library Bill of Rights", American Library Association, June 30, 2006.

[Link](#) (Accessed February 3, 2025)

Document ID: d03f6aae-7e51-46b3-afed-50fa0809f8ca

### **B: Intellectual Freedom Statement**

"The Freedom to Read Statement", American Library Association, July 26, 2006.

[Link](#) (Accessed February 3, 2025)

Document ID: 24cc13f0-22e4-4c16-ba92-d68ee65b9e28

### **C: Policy 8.12 - Selection of Library Media Center Materials, Classroom Library Materials, and Reading List Materials**

School Board of Palm Beach County (November 14, 2023). Selection of Library Media Center Materials and Reading List Materials.

[Link](#) (Accessed February 3, 2025)

### **D: Policy 8.1205 - Objection Procedures for Specific Library Media Center, Classroom Library, Reading List, Supplemental or Instructional Materials That Have Not Gone Through the Board Adoption Process**

School Board of Palm Beach County (November 14, 2023). Objection Procedures for Specific Library Media Center, Classroom Library, Reading List, Supplemental or Instructional Materials That Have Not Gone Through the Board Adoption Process.

[Link](#) (Accessed April 21, 2025)

### **E: Specific Material Objection Form**

School Board of Palm Beach County (April 21, 2025). Specific Material Objection Form.

[Link](#) (Accessed April 21, 2025)