

# **FY26 COLLECTION DEVELOPMENT POLICY**



**Addison Mizner School**

## **FY26 Collection Development Policy**

***Jodi Sabbar***

Educational Media Specialist  
Masters in Library and Information Science

**Signature Page**

**Addison Mizner School**  
FY26 Collection Development Policy

Date Approved by Administration: **May 7th, 2025**

Media Specialist Name: \_\_\_\_\_Jodi Sabbar\_\_\_\_\_

Media Specialist Signature: Jodi Sabbar

Principal Name: \_\_\_\_\_Nancy Holly\_\_\_\_\_

Principal Signature: N. Holly

## Table of Contents

<u>Purpose Statement</u>	4
<u>Background Statement &amp; School Community</u>	4
<u>School Mission Statement</u>	4
<u>Media Center Mission Statement</u>	4
<u>Responsibility for Collection Management Development</u>	5
<u>Library Program</u>	5
<u>Goals and Objectives</u>	5
<u>Budgeting and Funding</u>	7
<u>Scope of the Collection</u>	8
<u>Equipment</u>	8
<u>Collection Development</u>	8
<u>Selection Evaluation and Criteria</u>	9
<u>Analysis of the Collection</u>	10
<u>Gifts and Donations</u>	11
<u>Collection Maintenance</u>	12
<u>Lost or Damaged Library Materials</u>	12
<u>Strategic Focus – Weeding &amp; Acquisitions</u>	12
<u>Reconsideration of Materials</u>	13
<u>Appendices</u>	14
<u>A - Library Bill of Rights</u>	14
<u>B - ALA Intellectual Freedom Statement</u>	14
<u>C - Board Policy 8.12</u>	14
<u>D - Board Policy 8.1205</u>	14
<u>E - Specific Material Objection Form</u>	14

### **Purpose of Collection Development Policy**

The Collection Development Policy is designed to support the Addison Mizner School Library's mission statement to provide a collaborative program that supports the development of inquiring, knowledgeable, and caring young learners. The library strives to assist all students in becoming global citizens who have a lifelong love of reading and who use information to create a better and more peaceful world through understanding and respect. This policy serves as a guide for selecting, acquiring, and managing the Addison Mizner School collection.

As our student, faculty, and staff population diversifies and grows, we will reassess and adapt our collection to reflect new and differing areas of interest and needs. Our priority is to offer titles and subject areas desired or needed by our users. We also strive to offer materials in print, digital, and electronic media formats. The collection development policy is annually evaluated and revised as necessary to provide guidance for implementing changes in the collection.

### **Background Statement & School Community**

Addison Mizner school opened in 1967. The new campus was opened during the 2021-22 school year. It is a K-8 school. The current student enrollment is 1092 students. The school grade is an "A." Addison Mizner School offers pathways in the form of a Choice Program in the areas of Pre-Business IT Academy and a pre-ACE program.

The users of Addison Mizner School Media Center are Kindergarten through eighth grade students, faculty, volunteers, staff, and parents. The student demographics are 69% White, 23% Hispanic, 2% Black, 1% Asian, and 4% Mixed Race. 19% of the students qualify for Free and Reduced Lunch. 14% of the students are enrolled in Exceptional Student Education (ESE) programs, and 4% are English Language Learners (ELL).

### **School Mission Statement**

Addison Mizner 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 productive careers.

### **Media Center Mission Statement**

The Library Media Center is dedicated to designing and maintaining a library media program that supports, complements, enriches and expands the instructional program of the school through:

- A learning environment which promotes inquiry, intellectual curiosity, pleasure reading, while providing age appropriate resources in multiple formats to support student interests.
- Instruction to prepare students to become independent users of libraries and information resources.
- The Library Media Center at Addison Mizner School strives to be the hub of the school, working with teachers and students to ensure that books, digital books, resource materials and technology are accessible and up-to-date to foster a life-long love of reading, stimulate curiosity and inquiry through a wide range of texts that represent varying viewpoints.

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

The library media specialist is responsible for the collection development and maintenance. Input is sought from all stakeholders and suggested resources are evaluated following district policy for collection development. This process includes Addison Mizner School Principal since she has the authority on final decisions for selection and the responsibility of ensuring that the collection meets this policy, district policy and state law. The collection is evaluated on an ongoing basis in order to meet all policies and laws. Resource suggestions from staff and students will be considered, and decisions will be based on the potential to serve the school mission statement and curricular needs.

## **Library Program**

Our Media Center is used on a fixed schedule. All Fine Arts teachers, including the media specialist, see classes every day from kindergarten through fifth grade. Students are on a six-day rotation. The media program incorporates state and national library standards. The media specialist works collaboratively with teachers to develop meaningful information literacy lessons. Open Media is offered to students in Grades 3 to 8 every day for 30 minutes to ensure equitable access for all students.

In addition, the Media Specialist teaches a middle school elective, Library Skills/Information Literacy course on a daily basis. In this course, students are responsible for media production of the daily News Show. In addition to the middle school elective, there is an afterschool club for students in 5th grade to further learn how to operate the sound equipment and anchor the news.

The library at Addison Mizner hosted a book fair in February. Money from the book fair will be used to purchase books, ebooks, computer equipment, cameras or other resources for the library media center. Addison Mizner library participates and promotes Read Across America, SSYRA, Hour of Code and Battle of the Books.

## **Goals and Objectives**

**Goal 1:** To better help 5th grade students in research strategies, the Media Specialist will collaborate with teachers and teach the students the FINDS Research Process for their Historical Biography Unit. The teachers and Media Specialist will track the number of completed projects and the quality of the student presentations.

- Teach students the Finds Research Process
- Use databases such as World Book, Gale, National Geographic for Kids.
- Collaboration between the Media Specialist and teachers to ensure that students are using the resources and the research process.

**Goal 2:** By May of 2026, the library will raise the average Everybody section age by 1 year through weeding and title acquisitions to provide students with access to current information.

- Use Titlewise data to analyze the overall collection age
- Weed and acquire up-to-date resources that will increase the average age by 1 year.

**Goal 3:** To address staff and student needs, the library media center will survey both groups by October 2025 to identify desired resources. Based on the feedback, the library media specialist will purchase a minimum of 40 new materials (books, ebooks, audiobooks, etc.) by May 2026 focusing on identified high-demand topics.

- Create a survey to gather input from staff and students.
- Use the data collected from the survey to add resources that better fit the interests and needs of our staff and students by May of 2026.

## Budget and Funding

The LMC is mainly funded using a combination of school based funds allocated by the principal, the state media allocation and fundraising through a yearly book fair.

<b><i>School-based Operating Budget</i></b>	<b><i>Budget FY25</i></b>	<b><i>FY26 Projected Budget</i></b>
<i>Account 551100 - Media Supplies</i>	<i>\$1,390</i>	<i>\$1,500</i>
<i>Account 553420 - Media Subscriptions (Periodicals-Newspapers)</i>	<i>0</i>	<i>\$0</i>
<i>Account 561100 - Library Books</i>	<i>\$1,589</i>	<i>\$1,500</i>
<i>Account 562230 - Media A/V Equipment</i>	<i>0</i>	<i>\$0</i>
<i>Account 564220 - Furn-Fix/Equip</i>	<i>\$1,500</i>	<i>\$1,000</i>
<b><i>Fundraising/ Grants</i></b>	<b><i>Budget Amount</i></b>	
<i>Media Center Internal Account number for your grant(s) (get this from your bookkeeper)</i>	<i>8,200</i>	<i>\$5,000</i>
<b><i>State Media Allocation</i></b>	<b><i>Budget Amount</i></b>	
<i>Account 561100 (program 3070) - Media Books</i>	<i>\$3,412</i>	<i>\$3,400</i>

**Purchasing Plan FY26**

Approximate Purchasing Plan	
Purpose	Amount
Books	\$5,000
Electronic Subscriptions	\$2,000
supplies	\$1,500
STEM	\$500
<b>Total:</b>	<b>\$9,000</b>

**Scope of the Collection**

Addison Mizner School Media Center includes print books, eBooks, a classroom set of Chromebooks, 2 iPads, 2 video cameras, for media production and basic sets of STEM materials and kits. There are 10,200 titles in the collection, of which 317 titles are eBooks. The collection is 54% Fiction and 46% Nonfiction. The average age of the collection is 2011. The district provides subscription databases and eBooks that expand our local collection which provide 24/7 access for our students.

Materials purchased for the media center will support both curriculum and pleasure reading as per School Board Policy 8.12 (see Section 2d). In addition, per District policy, the collection will be arranged in standard Dewey Decimal order ( see Section 8 Management of Library Media Instructional Materials]

**Equipment**

There is a workroom for teachers/staff to use attached to the media center. There are two laminators, a copier and a poster printer that staff can use. In addition, there is a state-of-the-art production studio in the media center used to produce the morning News Show.

**Collection Development**

To best describe collection development at Addison Mizner School, it is a best practice applied by the library media specialist to add adequate resources to the library media center. The collection development process is a way of making sure that the collection in the library media center meets the needs of all patrons, whether it targets academic areas or personal interests. In addition, collection development helps in analyzing our resources in order to fill gaps in our collection. One of the main responsibilities of the media specialist is to spearhead this process by seeking input from all stakeholders: students, teachers, administrators and parents.



## **Selection and Evaluation Criteria**

At Addison Mizner School, selection and evaluation follows the District-Wide Procedures for Selecting and Developing Library Collections. To tackle this important endeavor within the confines of the school board policies governing the selection and evaluation criteria, the media specialist uses various tools and experience in the area of school libraries:

- Familiarity with the Addison Mizner's focus of study and curriculum standards
- Gathering information about patrons' interests
- Analyze Addison Mizner LMC collection using Follett Titlewise
- Research and evaluate all materials and resources before selection using scholarly reviews such as School Library Journal, published reviews within subscription online databases, peer-reviewed articles, etc.
- Before final selection is made, the Media specialist gathers and logs two positive reviews for each resource acquired.

## **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**

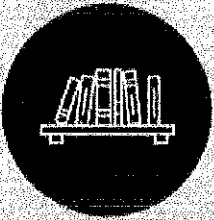

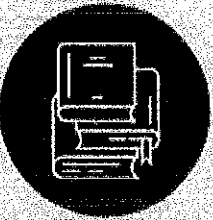

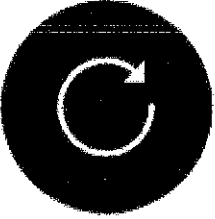

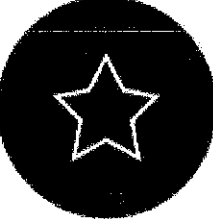
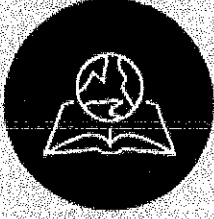


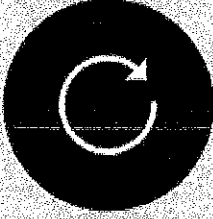
The School District Library Media Services Department supports school-based library media center personnel and establishes uniform policies and procedures for school library media centers throughout the District. These services include, but are not limited to:

- 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 Titlewise Analysis.

			
<b>10,200</b> Items in the Collection	<b>9.3</b> Items per Student	<b>54%</b> Fiction Titles in the Collection	<b>46%</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>2011</b> Average Age of the Collection	<b>42%</b> Aged Titles	<b>22%</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>33%</b> Representative Titles in Collection	<b>2011</b> Representative Titles Average Age	<b>39%</b> SLL Titles in Collection	<b>2011</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	55	2018
Philosophy & Psychology	40	2018
Religion	24	2011
Social Sciences	368	2006
Language	40	2006
Science	1,069	2013
Technology	405	2015
Arts & Recreation	996	2017
Literature	206	2009
History & Geography	734	2012
Biography	706	2014
Easy	2,198	2004
General Fiction	3,358	2011
Graphic Novels	567	2018

### 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

Inventory will be completed on a three-year rotation as per Board Policy 8.12 (8).

The collection is set up in the following way:

E = Everybody

F= Fiction

Dewey Decimal = Nonfiction

I = Intermediate Section (Blue I on the Spine)

YA = Young Adult (Yellow YA on the Spine)

Early Chapter books = In a Section Together

### Lost or Damaged Library Materials

Our library complies 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 replace or pay for library materials that are lost or damaged.

### Strategic Focus – Weeding and Acquisitions

School Year	Strategic Focus
FY26	<b>Selection Priorities</b> <ul style="list-style-type: none"> <li>• Easy Titles</li> <li>• Science and Technology</li> <li>• History</li> </ul>
	<b>Inventory/ Weeding Priorities</b> <ul style="list-style-type: none"> <li>• Fiction Section (Inventory/Weed)</li> <li>• Easy Paperback (Weed)</li> </ul>
FY27	<b>Selection Priorities</b> <ul style="list-style-type: none"> <li>• High Interest NF Titles (Sports/Pets/Animals, etc)</li> <li>• Growing the 6-8 grade collection</li> <li>• Historical Fiction Picture Books - 6th grade</li> </ul>
	<b>Inventory/ Weeding Priorities</b> <ul style="list-style-type: none"> <li>• Easy Section (Inventory/Weed)</li> <li>• Biographies (Weed)</li> <li>• Series that are not circulating (Weed)</li> </ul>
FY28	<b>Selection Priorities</b> <ul style="list-style-type: none"> <li>• Materials in foreign languages</li> <li>• Expand popular series books</li> <li>• New high interest titles</li> </ul>
	<b>Inventory/ Weeding Priorities</b> <ul style="list-style-type: none"> <li>• Nonfiction Section (Inventory/Weed)</li> <li>• Science and Technology (Weed)</li> <li>• History (Weed)</li> </ul>

**Reconsideration of Materials**

When an issue arises with a resource, the media specialist follows Board Policy 8.1205. This process ensures uniformity and fairness when dealing with a question about a resource available in the school. This policy and the Specific Material Objection form are linked in the appendix.

**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 (November 14, 2023). Specific Material Objection Form.

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