

FY26 COLLECTION DEVELOPMENT POLICY



Verde K-8

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Jennifer Berlatsky, M.Ed.

Educational Media Specialist

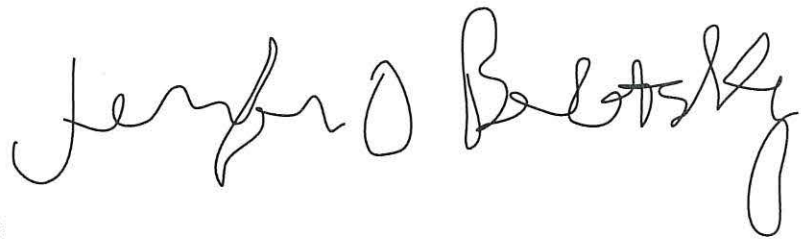
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Verde K-8

FY26 Collection Development Policy

Date Approved by Administration: May 2, 2025

Media Specialist Name: _____Jennifer Berlatsky_____



Media Specialist Signature:

Principal Name: _____Kelly Patrick_____

Principal Signature:

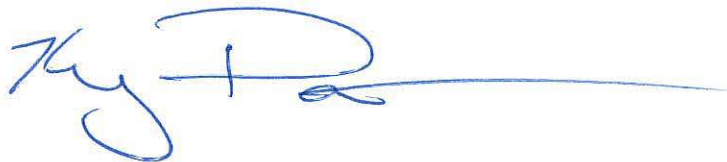


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Purpose of Collection Development Policy

The Collection Development Policy is designed to support the Library's Mission statement and serves as a guide for the selection, acquisition, maintenance, and retention of materials by establishing roles, responsibilities, and a process for addressing Library user concerns.

As our state regulations and student population change, the Media Center at Verde K-8 reassesses and adapts its collections to reflect new and differing areas of interest and concern. The collection development policy is annually evaluated and revised as necessary to provide guidance for implementing changes in the collection.

Background Statement & School Community

The users of Verde K-8 School Library Media Center come from grades Kindergarten through Eighth Grade, in addition to the faculty, staff and parents of that community of users. Verde K-8 has a culturally and ethnically diverse student population representing different cultural and economic (42% Free and Reduced Lunch) backgrounds, which include 48% white, 39% Hispanic, 4% Black, 4% Asian, 1% American Indian and 4% multi-race.

In addition, Verde K-8 School Library Media Center supports the unique curricular needs of more than 200 ESE and ESOL students. The Media Center also supports the curricular needs required by the Cambridge Pre-AICE and Technology Certification programs offered in our middle school grades 6-8.

School Mission Statement

Verde K-8 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. Provide the school's vision statement. Verde K-8 envisions a dynamic collaborative multi-cultural community where education and lifelong learning are valued and supported, and all learners reach their highest potential and succeed in the global economy.

Media Center Mission Statement

The mission of the Verde K-8 Media Center is to provide our students with opportunities to achieve their personal best through literacy and technology experiences in our Media Center, while supporting the Verde K-8 School Mission.

Responsibility for Collection Management & Development

The Library Media Specialist is responsible for the on-going maintenance of a quality collection, which includes procurement of new materials and discarding of ineffective items. Teachers, administration, and the school library advisory committee assist in the re-evaluation, purchasing, and systematic deleting of materials and equipment to ensure that this collection remains responsive to user needs, changing curriculum, and advancing technology.

Library Program

The library media center program at Verde K-8 strives to work collaboratively with teachers to develop meaningful traditional literacy and information literacy lesson plans that integrate into classroom learning. At Verde K-8, the library media specialist uses Blender as a mechanism to review the

standards being taught at a grade level in each trimester and works to develop compatible lessons that support classroom learning. These lesson plans are designed with emphasis on Standards which support the Information and Media Literacy Standards embedded in Language Arts. The library is open throughout each day that students are in attendance to ensure equitable access for all students to library media resources.

The school administration and faculty are aware that recent research documents improvement in student learning gains when the library media center is available to the student at the point of need. At Verde K-8, the Library Media Center works on a fixed schedule to ensure that all elementary classes have access to materials and resources on a rotating schedule. Grades 6 - 8 teachers are invited to schedule times to access the resources in the Media Center in coordination with the Media Specialist's schedule.

Open Media is offered to students in Grades 3 - 8 every day for 60 minutes to ensure equitable access for all students. The Media Specialist is also responsible for offering a middle school elective, based on FLDOE Learning Standards. In the past three years, these electives have included Creative Writing, TV Production, and Media Production, and will continue to develop as needs warrant.

The library at Verde K-8 typically hosts two book fairs each year. The first book fair is held in the fall, the second book fair is held in the spring and will promote summer reading. Money raised from the book fairs will be used to purchase books, ebooks, computer equipment, cameras or other materials for the library media center. The Verde K-8 media center participates and promotes Read Across America, Families Read Together, SSYRA, Battle of the Books, Barnes & Noble Book Fairs, Scholastic Book Fairs, special programs through The Children's Service Council of Palm Beach County, World Read Aloud Day, Day of Code, and Literacy Week events. In FY2025, the Media Center organized and implemented a school-wide Career Week, to promote career awareness and literacy. Students and staff are already looking forward to making this an annual event.

Goals and Objectives

Goal 1: Based on the collection analysis, the nonfiction collection will continue to be updated to include more recent informational texts in high-interest areas, such as sports, technology, and other research areas to meet the needs of intermediate and middle school students in the Cambridge AICE program. 10% of library funds will be used for this purpose.

Goal 2: In conjunction with Goal 1, the nonfiction collection will be weeded for outdated materials. The current average age of the nonfiction collection is 2010. Weeding and updating the nonfiction collection will help to improve the average age

Goal 3: Currently, the Verde K-8 Media Center has available 12.6 items per student. This is in agreement with the SACS recommendation of an average of 10 items available per student. A goal for SY2026 will be to update the average age of the items available to students, in conjunction with Goals 1 and 2.

Goal 4: Increase the collection of books to include more heritage language books, to better serve our increasing English Learners population. 10% of library funds will be used for this purpose. This amount will hopefully be supplemented by grant monies to fund the purchase of books in students' first languages, especially Russian and Portuguese.

Budget and Funding

The media center at Verde K-8 receives school funds for supplies, periodicals, AV equipment, furniture and fixtures and books. We also receive district funds from Library Media Services that can be used for books and ebooks. Library Media Services also offers a choice of technology equipment to schools each year, this equipment is selected by the librarian. Funding is also earned through Scholastic Book Fair and Barnes & Noble Book Fair events. This funding is used to purchase books, supplies, incentives, and subscriptions to online reading platforms, such as BookFlix and Book Taco.

<i>School-based Operating Budget</i>	<i>Budget FY25</i>	<i>FY26 Projected Budget</i>
<i>Account 551100 - Media Supplies</i>	<i>\$1645</i>	<i>\$1600</i>
<i>Account 553420 - Media Subscriptions (Periodicals-Newspapers)</i>	<i>\$617</i>	<i>\$600</i>
<i>Account 561100 - Library Books</i>	<i>\$1851</i>	<i>\$1800</i>
<i>Account 562230 - Media A/V Equipment</i>	<i>\$823</i>	<i>\$800</i>
<i>Account 564220 - Furn-Fix/Equip</i>	<i>\$1028</i>	<i>\$1000</i>
<i>Fundraising/ Grants</i>	<i>Budget Amount</i>	
<i>Account 1700.00</i>	<i>\$2500</i>	<i>\$2500</i>
<i>State Media Allocation</i>	<i>Budget Amount</i>	
<i>Account 556110 (program 3070) - Media Books</i>	<i>\$3905</i>	<i>\$3500</i>

Purchasing Plan FY26

Approximate Purchasing Plan	
Purpose	Amount
Library Books	\$4500
Supplies	\$1600
STEM	\$1000
Incentives	\$1000
Subscription: Book Taco	\$1000
Subscription: BookFlix	\$1500
Total:	\$10,600

Scope of the Collection

The collection development is focused on the curriculum of Verde K-8 School, which 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. According to best practices for school libraries in the United States, the print and non-print collection at Verde K-8 is arranged by the Dewey Decimal Classification System (per District policy). Additional resources are provided by district-wide subscriptions to electronic information databases.

The library media collection includes all the resources available in the school library media center along with all those that students, faculty, and administrators can access through interlibrary loan. Students also have access to eBooks 24/7 through tiles on their PBCSD Portals, such as MackinVIA, BookFlix, and Capstone. Materials at Verde K-8 support both curriculum and pleasure reading as per School Board Policy 8.12, Section 5d

Equipment

In addition to standard equipment provided by PBCSD to each media center for student use, additional equipment is available for teacher / staff use. This equipment includes a Cricut machine and a 3-D Printer, with printing fiber. A TV Production Studio is housed within the media center. This TV Production Studio is used daily for a middle school elective for video production and editing.

Collection Development

Collection Development is the process of providing quality materials and equipment for the library media center. The goal of collection development is to ensure the collection has information sources in adequate quantity and variety to support student's academic and personal interest needs. The media specialist is charged with leading this process with the input of teachers, students and parents.

Selection and Evaluation Criteria

Selection of materials for the Verde K-8 Media Center will be made in accordance with school district policy, using the needs of the Verde K-8 students and curriculum as a guide. Each material selected will be evaluated using the judgment of the media specialist and professional reviews (such as School Library Journal). Evaluation criteria shall adhere to the following SDPBC regulations:

Selection Criteria

- a. Materials for use in school media centers or classroom library collections shall be carefully selected. A choice of materials that support the instructional program and promote reading shall be available to students and professional staff to allow for varying achievement levels, interests, and teaching/learning styles. Each school shall, in conjunction with the "Library Bill of Rights" (www.ala.org/advocacy/sites/ala.org.advocacy/files/content/intfreedom/librarybill/lbor.pdf) of the American Library Association ("ALA") and District policy, establish procedures for the evaluation, selection, management, and disposal of library media materials in conformance with this policy and Policy 8.1205 and shall record such in the school's collection development plan.
- b. The "Library Bill of Rights" referenced herein is to be used as a suggested guideline. To the extent that there are inconsistencies between the guidelines in the "Library Bill of Rights" and District policy, District policy shall take precedence and shall govern the selection, retention and disposition criteria of library media materials for library media centers and classrooms.
- c. Selection of materials shall also be consistent with the provisions in the School Board's collective bargaining agreement with CTA relating to academic freedom and responsibilities--Article II, Section K--to the extent those provisions are applicable.
- d. Moreover, consistent with Fla. Stat. § 1006.28 (2) (a) 2, library media materials must be suited to student needs and their ability to comprehend the material presented, and be appropriate for the grade level and age group for which the material is used.
- e. In conjunction with the selection criteria above, library media specialists, teachers and administrators at each school location shall evaluate and select print and non-print materials for the library media center using several of the criteria outlined below, as appropriate for the media type. Any library media material containing pornography or otherwise prohibited by Fla Stat. § 847.012 as harmful to minors may not be used or made available within any public school.
- f. Additional criteria used in evaluating all materials include:
 - i. PROFESSIONAL REVIEWS. -- Print or non-print media including video footage that have been favorably reviewed by two or more professional sources such as a School Library Journal, Horn Book, Booklist, and/or Children's Catalog.
 - ii. EDUCATIONAL SIGNIFICANCE. -- Material is valuable to an individual course of study or to the library media collection; the degree to which the material would be supplemented and explained by mature classroom instruction.
 - iii. APPROPRIATENESS. -- Material is geared to the age, maturity, diverse interests, and learning levels of students for whom it is intended. Reading levels and Lexile's are considered to provide a range of material that challenges the student and guides their selection process.
 - iv. ACCURACY. -- Nonfiction information is correct, recent, and objective.
 - v. LITERARY MERIT. -- Fiction that has a noteworthy plot, setting, characterization, style and theme.
 - vi. SCOPE. -- Content is covered adequately to achieve its intended purpose.

- vii. **AUTHORITY.** -- The author, editor, or producer has a superior reputation for producing materials of this nature.
- viii. **SPECIAL FEATURES.** -- The item has maps, charts, graphs, glossaries, and/or other learning aids that support the content, are unique or are valuable.
- ix. **TRANSLATION INTEGRITY.** -- Material translated from one language to another maintains the stylistic characteristics of the original.
- x. **ARRANGEMENT.** -- Concepts are presented in a logical sequence and in a way that assures learning.
- xi. **TREATMENT.** -- Typeset, visuals, style, and/or medium captures and holds the student's attention.
- xii. **TECHNICAL QUALITY.** -- Sound is clear and audible; visuals project clearly.
- xiii. **AESTHETIC QUALITY.** -- Material is superior to similar items in attractiveness and presentation of content.
- xiv. **POTENTIAL DEMAND.** -- Item has particular timeliness or popular appeal.
- xv. **DURABILITY.** -- Material has the potential for frequent use or is of a nature that it will be considered consumable.
- xvi. **OBSCENITY.**-- No books or other material containing pornography or otherwise prohibited by Fla. Stat. § 847.012 as harmful to minors shall be used.
- xvii. **COPYRIGHT.**-- Library media materials used in a school shall be procured and used in accordance with federal, state and District copyright laws, rules, and policies as referenced in School Board Policy 8.121.

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


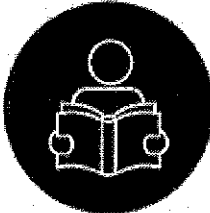
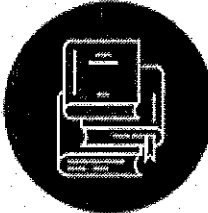


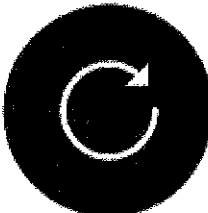
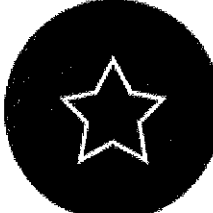
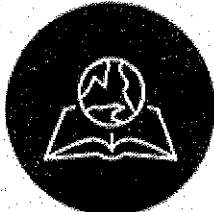
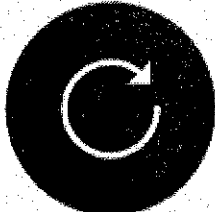

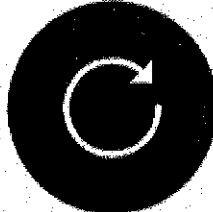
The School District Library Media Services Department supports school-based library media center personnel and establishes uniform policies and procedures for school library media centers throughout the District. These services include, but are not limited to:

- 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 completed in April 2025.

			
9748 Items in the Collection	12.6 Items per Student	34% Fiction Titles in the Collection	32% 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.			
	2009 Average Age of the Collection	42% 4,083 Aged Titles	12% 1,209 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.	
			
32% Representative Titles in Collection	2009 Representative Titles Average Age	40% SLL Titles in Collection	2010 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	47	2016
Philosophy & Psychology	33	2009
Religion	18	2006
Social Sciences	407	2006
Language	116	1999
Science	846	2010
Technology	341	2010
Arts & Recreation	850	2016
Literature	88	2004
History & Geography	342	2009
Biography	564	2008
Easy	2478	2004
General Fiction	3359	2012
Graphic Novels	531	2017

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

Per Florida Statute governing Instructional Materials, instructional material stored in the Library Media Center must be inventoried annually, Policy 8.12 (8) To facilitate the circulation and inventory process, Destiny Library Manager software has been made available to all schools. Verde K-8 School typically inventories part of its collection each year on a rotational basis, every 3 years. A full inventory was completed each year in May of 2019, 2020, and 2021, to prepare for movement of the collection to a new building and to monitor for gaps in the collection due to COVID restrictions and losses.

A partial inventory of the collection will be conducted in this order:

May 2026 - Fiction

May 2027 - Easy (Picture books)

May 2028 - Nonfiction

Strategic Focus - Weeding and Acquisitions

School Year	Strategic Focus
2025-2026	Selection Priorities *Priority 1 Complete popular series *Priority 2 Update age of Nonfiction Books, focus on History, Technology, and Language *Priority 3 Update age of Easy (Picture) books and Fiction
	Inventory/ Weeding Priorities *Inventory Fiction *Priority 2 Weed Fiction *Priority 3 Repair / Replace Damaged or Worn Books
2026-2027	Selection Priorities *Priority 1 Update average age of Nonfiction Books *Priority 2 Add diverse series to Middle School Collection *Priority 3 Fiction Early Reader chapter book series
	Inventory/ Weeding Priorities *Priority 1 Inventory Easy (picture) Books * Priority 2 Weed Easy (picture) Books *Priority 3 Repair / Replace Damaged or Worn books
2027-2028	Selection Priorities *Priority 1 Update average age of Easy (Picture) books *Priority 2 Increase number of diverse books *Priority 3 Nonfiction Biography
	Inventory/ Weeding Priorities *Priority 1 Inventory Nonfiction Books

	*Priority 2 Weed Nonfiction Books *Priority 3 Repair / Replace Damaged / Worn books
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Weeding of materials and resources is essential for the maintenance of a healthy reading, research and reference library media collection. Weeding is a form of quality control of the collection in which outdated, inaccurate and worn-out materials and equipment are discarded from the electronic catalog and physically removed from the collection.

The Library Media Specialist is responsible for the on-going maintenance of a quality collection which includes procurement of new materials and discarding of ineffective items. Teachers, administration, and the school library media advisory committee assist in the re-evaluation and systematic deleting of materials and equipment to ensure that the collection remains responsive to user needs, changing curriculum and advancing technology.

In coordinating this process, the library media specialist will follow objective criteria for removing materials and equipment from the media center, which include obsolescence, physical age and condition, and general inapplicability for continued inclusion in the existing collection. Weeded materials will be disposed of in accordance with PBCSD policies and will not be placed in classrooms.

Lost or Damaged Library Materials

At the beginning of each school year, students and guardians will be notified of the student's rights to borrow books from the media center and will be instructed on the responsibilities of the check-out process. Students will be responsible for notifying the media specialist of any circumstances that lead to lost or damaged library materials. The student and guardian will be notified of any fees incurred by the loss or damage to the materials and will work with the media specialist to repair or replace the lost / damaged items to the best of their abilities. A requirement to replace the book will be made in circumstances where the student is responsible for the loss or damage.

Reconsideration of Materials

In the event of a challenge by a citizen of Palm Beach County, personnel at Verde K-8 will follow SDPBC Policy 8.1205 Objection Procedures for Instructional Materials, Library Media Materials, and Supplemental Classroom Materials, referenced here and in the appendix.

Specific Material Objection Form

SDPBC Policy 8.1205 Objection Procedures

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 February 3, 2025)

E: Specific Material Objection Form

School Board of Palm Beach County (November 14, 2023). Specific Material Objection Form.

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

