

FY26 COLLECTION DEVELOPMENT POLICY



North Grade K-8

FY26 Collection Development Policy

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Educational Media Specialist

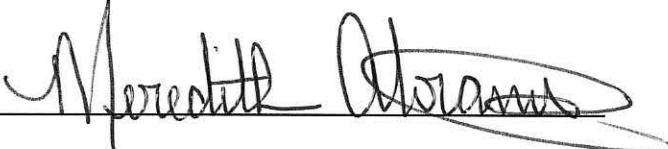
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North Grade K8

FY26 Collection Development Policy

Date Approved by Administration: **May 2, 2025**

Media Specialist Name: _____ **Meredith Abrams** _____

Media Specialist Signature: 

Principal Name: _____ **Nicole Patterson** _____


Principal Signature: 

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Purpose of Collection Development Policy

The purpose of The North Grade Media Center FY26 Collection Development Plan is to make certain the activities and budget expenditures for the coming school year meet the needs of our students, teachers, staff, and community while also supporting the overall Mission of North Grade K-8.

Background Statement & School Community:

North Grade K-8 has three programs: Regular K - 5, Gifted K -5, and Dual Language K-8
NGK-8 has two IND/ESE inclusion classes

North Grade K - 8 serves a multi-ethnic and economically disadvantaged community. 72.2% of our students are of Hispanic descent. 11.8% of our students are Black. 99% of our students receive free or reduced lunch. 49% of our students are English Language learners. Our students speak Spanish, Haitian Creole, Mam, Kanjubaal and others.

School Mission Statement: North Grade is committed to providing the best education possible 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.

Further, North Grade 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: North Grade K-8 Media Center is dedicated to being an open and welcoming hub for students, teachers, administrators, and community members; to work in collaboration with all school members to provide the resources and instructional support necessary to achieve the academic and social emotional goals of our school and District.

Responsibility for Collection Management & Development

The responsibility of the collection ultimately falls on the Library Media Specialist, but the School Advisory Committee, Parent Teacher Organization, administration, families, teachers, and students play a part in the selection of new materials, as well. All stakeholders have the opportunity to make suggestions for how library funds should be used. Everyone listed is able to contribute titles to be purchased and added to the collection. As long as they support the goals of the Collection Development Policy, are age-appropriate for the students of North Grade K8, and are supported by at least two positive reviews from publications such School Library Journal or Kirkus Review, they will become a part of the next book order.

Library Program:

The North Grade K - 8 Media Center is part of the K - 5 Fine Arts Wheel. We have 7 30-minute classes per day on a 6-day rotation schedule.

NGK-8 Media Center Program offers:

- a. Instruction in Destiny catalog and Dewey system
- b. Instruction in proper handling of books and other material
- d. Pleasure reading
- e. Digital citizenship
- f. Technology instruction and instruction through technology
- g. Research skills
- h. Morning Announcements
- I. Science and social studies integration
- J. book making
- K. writing instruction
- L. math facts practice

For the first time in many years, we did not host book fairs this year. Last year, we found it was very difficult to deal with Scholastic and opted to part with them for the year, maybe longer. We are fortunate to have a PTO mom who understands the importance of our students reading for pleasure and also fully supports the goals of our media center as they apply to our School Improvement Plan. In lieu of the book fairs, the PTO donated the admission to our literacy trunk or treat event (Literary Licious) directly to the media center. We were able to purchase prizes for our book making and bookmark making contests as well as purchase books for our collection that aligned with our FY25 Collection Development Plan.

Goals and Objectives

Goal 1: Participation in Battle of the Books will increase by 200%. The students of North Grade K8 had not participated in BOB in many years because of uncertainty of who would be in the LMS position. With a certified LMS in the position in FY24, the students were able to participate once again. Seven students made the commitment to read at least three of the SSYRA titles and participate in competition. For FY25, we started with 23 students committing but then only had 13 participate by the time the competition rolled around.

In FY26, the goal is for 21 students to commit to read at least three of the SSYRA books and compete in the BOB competition. The LMS and students who participated in FY25 will be responsible for recruiting new students and getting them excited about the competition.

To expedite the process and give the students the maximum time to read, the LMS has already (as of 4/12/25) added the books to the district's book submission database and submitted a request to PTO to purchase one copy of each.

The students who commit to participate will be able to borrow the books as soon as the 14-day waiting period is up and the order is received. The students will meet every two weeks to review questions, create next steps, and brainstorm ways to recruit new students.

Goal 2: Overall circulation will increase by 20%.

We will increase circulation with better advertisements regarding morning circulation. This year, the library media center was open to students from 7:35am-7:55am. Even after having these open media times for two years, the students were reluctant to come in or didn't have time because of buses dropping off late, breakfast, etc. By advertising better and training the students to return and borrow in the mornings, we hope to improve circulation by another 5%.

For the first time in many years, kindergarteners borrowed books in FY25. Kindergarten students account for approximately one-seventh of our school's population. Providing them the opportunity for books, beginning in January naturally increased our overall circulation. For FY26, we plan to train kindergarteners earlier and have them begin checking books out in October.

Second through fifth grade students, beginning in August, were able to borrow two books each media center visit. For FY26, we will give the students the option to borrow more books if they choose to. This should increase our circulation by 10%.

Goal 3: Raise the average age of the collection to 2014. This year, through specific weeding, the library collection age increased from 2008 to 2010. (Approximately 2500 books that lacked circulation or are outdated, damaged, or include incorrect information were removed from the collection.) With more specific weeding, the plan is to increase the collection by another three years by this time next year.

In FY25, I weeded from the books from years prior to 1980 that hadn't circulated once in over eight years. That included approximately 150 books. Then, the 900s were whittled down by removing books with improper information or those with discolored/mildewed pages. There were approximately 250 titles that fit into this category.

I'm always mindful of the age of all books being added. The goal is to only add books that were published in 2015 or after (other than on a specific case-by-case basis). Unfortunately, I have found that it is difficult to find a variety of new Spanish titles so I often have to purchase some with copyrights prior to 2015.

The average age of the collection is currently at 2010 (two years up from FY24). To increase the age another 3-4 years, I will focus on weeding the 500s for books that don't circulate, those with improper

Budget and Funding

North Grade K - 8 Media Center receives budget dollars from State and District funding sources.

In the FY25 projected budget amounts replace the amounts with your actual ones.

School-based Operating Budget	Budget FY25	FY26 Projected Budget
Account 551100 - Media Supplies	\$567	\$567
Account 553420 - Media Subscriptions (Periodicals-Newspapers)	\$340	\$340
Account 561100 - Library Books	\$1021	\$1021
Account 562230 - Media A/V Equipment	\$454	\$454
Account 564220 - Furn-Fix/Equip	\$567	\$567

Fundraising/ Grants Budget Amount

Media Center Internal Account number bookkeeper)
for your grant(s) (get this from your \$0

State Media Allocation Budget Amount

Account 556110 (program 3070) - Media Books \$1900

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Purchasing Plan FY26

Purpose	Amount
Bookmarks	\$300
Office supplies	\$300
Rewards	\$800
Cover One book repair supplies	\$500
Updating Books in the collection	\$2000

Total: \$3900

Scope of the Collection

The collection development is focused on the curriculum of NGK-8, 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 NGK-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.

The NGK-8 collection has special attention paid to books with STEM themes as science is a primary focus for all students attending NGK-8.

Students also have access to eBooks 24/7 through numerous sites provided by the School District of Palm Beach County including MackinVia, TumbleBooks, etc. Materials at NGK-8 support both curriculum and pleasure reading as per School Board Policy 8.12.

Equipment

The workroom area consists of three copy machines, an Ellison die cut system (three cutters and approximately 300 dies), and a book binding machine.

In the TV Production Studio, there is a monitor, two cameras, four microphones, two mic stands, a switcher, two desktop computers, a Mic Line mixer, two teleprompters, wireless microphones, and four headsets. The equipment is new as of October 31, 2024 and was replaced by TEN this year after using the same equipment for over 20 years.

Housed in the media office is also a laminator. The laminator is available for staff use. Items are submitted for lamination by the media clerk.

There are two district telephones: one on the circulation desk and one on in the media office.

There is a Cover One machine in the media office that was purchased with Scholastic Dollars during the FY24 school year.

State Categorical Funds purchased four Chromebooks for student use in the media center in FY25.

Collection Development

Collection development refers to the process of building and maintaining the Media Center's entire materials collection, in both print and non-print formats. The collection development process includes the formulation of policy and procedures, budget allocations, needs assessment, selection, collection maintenance and evaluation, and resource sharing. The acquisition and maintenance of the North Grade K - 8 Media Center materials collection is a primary function of the Media Center's mission. Collection Development at NGK-8 is focused on providing quality materials and

equipment for our patrons. Our goal is to meet the expectations, requirements and needs of our students and staff while at the same time expanding and enriching their curriculum and world views.

Selection and Evaluation Criteria

Board Policy 8.12 lays the foundation for all selection decisions for every library media center in Palm Beach County Schools. The policy states that a wide variety of materials on a variety of levels that represent the patrons in the school be provided in a variety of formats to meet the needs of all.

When purchasing books for the collection, at least two professional book review sites are referenced for age-appropriateness and quality of material. Those sources are School Library Journal, Kirkus Reviews, Publishers Weekly, and Horn Book Magazine. Per Board Policy 8.12, if a book is not age-appropriate or hasn't received at least two positive reviews, it will not be added to the collection. All donations and gifts are scrutinized in the same manner, in accordance with Board Policy 8.12.

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






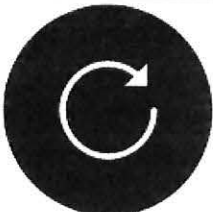





The School District Library Media Services Department supports school-based library media center personnel and establishes uniform policies and procedures for school library media centers throughout the District. These services include, but are not limited to:

- 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.

			
11037 Items in the Collection	14.3 Items per Student	22.28% Fiction Titles in the Collection	57.61 % 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.			
	2010 Average Age of the Collection	47% Aged Titles	14% 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.	
			
3223 Representative Titles in Collection	2009 Representative Titles Average Age	3333 SLL Titles in Collection	2011 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	75	2014
Philosophy & Psychology	46	2012
Religion	50	2010
Social Sciences	806	2006
Language	310	2007
Science	1820	2010
Technology	653	2011
Arts & Recreation	1107	2014
Literature	155	2005
History & Geography	774	2009
Biography	543	2010
Easy	2199	2009
General Fiction	2461	2010
Graphic Novels	384	2015

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.

This year, we shared a wishlist of wanted titles with our families and community partners. We will continue to do the same in FY26. The same procedures are followed to add those titles to the collection.

Collection Maintenance

As per Board Policy 8.12 (8), inventory of the library media center will occur on a three-year rotation. In FY25, the fiction section (elementary, Spanish, and middle school) was inventoried. In FY24, the nonfiction section (elementary, Spanish, and middle school) was inventoried. In FY23, the easy section was inventoried. The future rotation will be easy in FY26, nonfiction in FY27, fiction in FY28. Past media specialists placed black checkmarks on the covers of books that didn't have Reading Counts tests and

orange spine labels on books that do. As a school, we no longer use these programs, so both labeling systems are obsolete. Spanish books are labeled with "Spanish/Espanol" stickers on the spine. All SSYRA books (current and past) are labeled with a green dot. All books in the middle school subgroup of the collection are labeled with "Middle School" on the spine.

Lost or Damaged Library Materials

School Board Policy 2.21B(9) 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." We ask families to replace lost or damaged materials with the exact item. We are happy to help them find it, should they ask. If a family is unable to replace a lost or damaged book, we remove the book and any fee associated from the child's name.

Strategic Focus – Weeding and Acquisitions

School Year	Strategic Focus
FY26	Selection Priorities <ul style="list-style-type: none"> ● Nonfiction: history ● Nonfiction: computer science ● Fiction
	Inventory/Weeding Priorities <ul style="list-style-type: none"> ● Easy ● Nonfiction ● Fiction
FY27	Selection Priorities <ul style="list-style-type: none"> ● Fiction ● Middle School Fiction ● Easy
	Inventory/Weeding Priorities <ul style="list-style-type: none"> ● Nonfiction ● Fiction ● Easy
FY28	Selection Priorities <ul style="list-style-type: none"> ● Spanish ● Nonfiction: technology, geography, social science ● Nonfiction: biographies
	Inventory/Weeding Priorities <ul style="list-style-type: none"> ● Fiction ● Easy ● Nonfiction

Reconsideration of Materials

North Grade K8 emphatically follows Board Policy 8.1205 when presented with a book challenge. It is the right of any Palm Beach County resident or parent of a child in a Palm Beach County school to file an objection regarding instructional materials that have not gone through the Board's adoption process. The person filing the grievance will be asked to provide evidence to reinforce their belief about the certain book, etc. If a ruling has been made on the book in the past three years, and no NEW evidence has been provided, the ruling will be upheld. Both the policy, in entirety and the Material Objection form are linked in the appendix of this Collection Development Policy.

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)