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## FY26 Collection Development Policy

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Certified Educational Media Specialist

Date Drafted: April 1, 2025

Date Approved by Administration: 5/12/25

Media Specialist Name: Christe LaVigna

Media Specialist Signature: \_\_\_\_\_

Principal Name: Darline Winewski

Principal Signature: \_\_\_\_\_

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## Purpose of Collection Development Policy

The Collection Development Policy is designed to support the Library's Mission statement. It 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 student population changes, the Media Center at Acreage Pines Elementary School 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 guide for implementation of changes in the collection.

## Background Statement & School Community

The patrons of Acreage Pines Elementary School Media Center are in Pre-K through grade 5. They represent diverse ethnic and economic backgrounds. Patrons also include the stakeholders, faculty and staff of Acreage Pines Elementary School. Acreage Pines Elementary SACC is also an involved community group composed of school personnel, parents and grandparents of our students. The FY 25/26 school year's enrollment is predicted to be 582 students.

Other	3%
Black	12%
Hispanic	36%
ELL	11%
SWD	30%
White	47%
Free and reduced lunch	36%

In addition, Acreage Pines is a Biomedical and Veterinary Technology Choice program. Our students gain knowledge through career exploration in these fields. Each trimester, we focus on a different topic in the realms of Medicine, Veterinary, and Wellness. The media center's focus is to purchase and provide materials to support our choice program. \*\*\*\*The choice program may be going through a transition to a Leadership Choice Program.

## School Mission Statement

Acreage Pines Community Elementary is committed to providing students with a safe academic environment. Our Biomedical and Veterinary Technology Program challenges the students to reach their highest potential and succeed in a global community, showcasing their citizenship, accountability, respect, and exploration for all things. All media center materials collected will reflect this mission and help guide all staff, faculty, and students.

## Media Center Mission Statement

Acreage Pines Elementary library/media program will provide a comfortable learning experience to all patrons who visit. These materials in which the media center houses, support the curriculum and meet the personal, informational and recreational needs and interests of students/staff. To achieve these purposes, the collection includes a wide range of subjects meeting the many levels of student abilities and represents diverse points of view.

## Responsibility for Collection Management & Development

As the media specialist for Acreage Pines Elementary, I am responsible for acquiring all materials in the library's collection. I work closely with staff, faculty, parents, and all stakeholders.

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 student population and needs change, the media specialist 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 guide for implementing changes in the collection.

## Library Program

Acreage Pines Elementary's library/media center program is developed through an extensive standards-based planning guide by Florida's B.E.S.T. Standards.

Classes have lessons in the media center on a rotating schedule. The students can

use, look and check out a book and complete an activity that goes along with

the book or topic we are covering in the media center. They utilize the maker station area. It is to ensure that students and staff are effective users of the ideas and information they will need. The program equips users with diverse information resources and skills to assess, process, and apply information to problems and decisions, thereby helping them make sense of a rapidly changing world.

As stated in the American Association of School Libraries (AASL's) position statement, "In today's information age, an individual's success, even existence, depends largely on the ability to access, evaluate, and utilize information. Library media specialists have an overlapping role of information specialist, teacher, and instructional consultant." The library/media program should not, therefore, be viewed as a curriculum, but as a process that supports the curriculum both in person and virtually.

The library/media center's priorities are to:

- Serve as an extension of the classroom to ensure that information and skills are taught and learned within the context of the classroom curriculum.
- Offer a wide range of resources, technologies, and services to help students master new knowledge and acquire skills in obtaining the information needed.
- Facilitate the learning process by providing students and teachers with the training needed to effectively use the resources.

## Goals and Objectives

Goal 1: To provide a wide variety of nonfiction reading materials for all users.

- Use the Titlewave collection analysis to select books.
- Purchase up-to-date books that relate to the needs and interests of the student population in FY26.

Goal 2: Assist teachers in the development of the curriculum and instructional programs for students.

- Meet with each grade level to see which standards need to be supported.
- Plan lessons that support the identified standards and work with the teachers by viewing data to see if the standards have been met

**Goal 3:** To promote literacy and the enjoyment of reading for students of all ages and stages of development.

- Celebrate Literacy Week, International DOT Day, Read Across America, and World Read Aloud Day with all students.
- Support their reading interest by purchasing books for the grade level projects.

## Budget and Funding

The media center is given a school-based operating budget at the beginning of every school year. The Acreage Elementary School administration uses a formula to disperse the appropriated funds. These funds are allotted to the following areas.

2025-2026 (FY26) projected budget amounts:

<b>School-based Operating Budget</b>	<b>FY25 Budget</b>	<b>FY26 Projected Budget</b>
<i>Account 551100 - Media Supplies/books</i>	\$1097	\$2071
<i>Account 553420 - Media Subscriptions (Periodicals-Newspapers)</i>	\$121	\$0-Reallocated
<i>Account 561100 - Library Books</i>	\$803	\$0-Reallocated
<i>Account 562230 - Media A/V Equipment</i>	\$0	\$0-Reallocated
<i>Account 564220 - Furn-Fix/Equip</i>	\$0	\$0-Reallocated
<b>Fundraising/ Grants</b>	<b>Budget Amount</b>	
<i>Media Center Internal Account number for your grant(s) (get this from your bookkeeper)</i>	\$0	\$0
<b>State Media Allocation</b>	<b>Budget Amount</b>	
<i>Account 556110 (program 3070) - Media Books</i>	\$1138.47	\$1535.80

<b>Purchasing Plan FY 26</b>		
Purpose		Amount
Nonfiction books		\$1150
Fiction books		\$375

Supplies		\$200
STEM-brush bot materials		\$250
Grade-level project materials		\$100
Total:		\$2,175

## Scope of the Collection

The collection development is influenced by the curriculum of Acreage Pines Elementary School, which follows the guidelines of the District of Palm Beach County, which in turn is governed by the Department of Education of the State of Florida. The nonfiction text section is curated based on our choice program criteria, which is Biomedical and Veterinary Technology. The media center also has a wide range of pleasure reading materials for all grade levels as per School Board Policy 8.12 (see Section 2d). All books/materials are arranged in standard Dewey Decimal Order for our nonfiction. Easy/Everybody fiction and fiction are in order by the author's last name per District policy. (See Section 5: Management of Library Media Instructional Materials). We also have a large number of online books for the students to access 24/7. These online resources, databases, and ebooks are afforded to all patrons on their school portal, which is provided by the district and/or me through purchasing the materials.

## Equipment

Our media center is equipped with four iPads. These iPads are used by the 4<sup>th</sup> and 5<sup>th</sup> graders for research or programming the Wonderworks robots that are also in the media center. We also have Dash and Dot Wonder robots. Ozobots were acquired through the FY25 Project 8430/Capitals.

## Collection Development

The media center's Collection Development plan is a detailed report that is evaluated and revised every year. It allows me to acquire worthy materials and equipment for the library media center. The goal of collection development is to enable me to make sound decisions regarding building, growing, and maintaining the collection, making sure it has informational books, materials, and supplies in adequate quantity for the choice program curriculum. As the media specialist, I guide this process with the input of administration, teachers, students, parents, and stakeholders.

## Selection and Evaluation Criteria

Materials, equipment, and supplies are purchased according to School Board-approved policies and procedures from authorized vendors who are on a bid contract with the School Board. Items may be purchased at any time during the year based on the availability of funds. The media specialist enlists input from teachers, students, and stakeholders to acquire the best materials, both with an academic and/or personal interest level. Reviewing tools such as School Library Journal are consulted before selecting the above-mentioned materials. Use of Library Media Materials Allocation-- School principals are responsible for ensuring that operating budget and state categorical funds are used to purchase library media materials that reinforce instruction and stimulate leisure reading for the students enrolled at the school. The choosing of these materials is designed to effectively communicate to all stakeholders how materials are used to implement the curriculum of the school under Fla. Stat. 1006.40.

School Board Policy 8.12 sets out the procedures for selecting and developing library collections. These procedures are followed District-wide.

## District Resources and Services

The School District Library Media Services provides support to school 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:

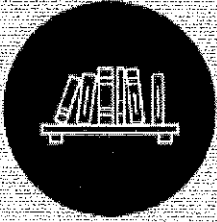
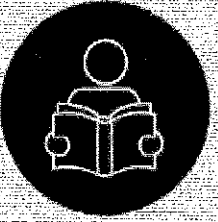
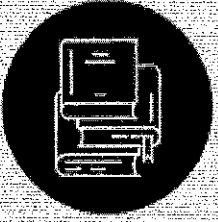

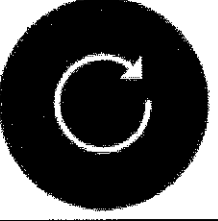
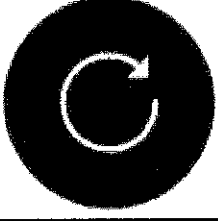


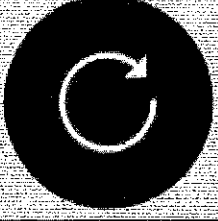
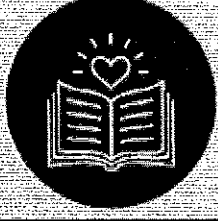
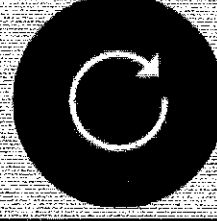
- Maintaining a professional library collection to assist with recertification and knowledge acquisition on education-related topics;
- Managing the online catalog, including the library inventory and circulation software;
- Selecting and making accessible online information databases for reference and 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 works in collaboration 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 search and find specific facts efficiently and effectively.

### 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>10,979</b> Items in the Collection	<b>22</b> Items per Student	<b>32%</b> Fiction Titles in the Collection	<b>38%</b> Percent of nonfiction in the collection
Library media resources are curated to include both recently published works and classics that both rightfully impact the average age of the collection.			
	<b>2001</b> Average Age of the Collection	<b>70%</b> Aged Titles	<b>3%</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>24%</b> Representative Titles in Collection	<b>2000</b> Representative Titles Average Age	<b>35%</b> SLL Titles in Collection	<b>2003</b> SLL Titles Average Age

Section	# of Titles	Average Age (years)
Computer Science, Information & General Works	48	1996
Philosophy & Psychology	56	1995
Religion	32	1986
Social Sciences	959	1992
Language	52	2003
Science	1,154	2004
Technology	596	2006
Arts & Recreation	681	2010
Literature	75	1997
History & Geography	555	1998
Biography	444	2002
Easy	2,785	1995
General Fiction	3,541	2004
Graphic Novels	401	2019

### **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 material, 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 materials stored in the Library Media Center must be inventoried. Inventory will be completed for each category on a three-year rotation as per Board Policy 8.12 (5). Acreage Pines Elementary School typically inventories approximately 1/3 of its collection each year on this rotational schedule.

### Lost and Damaged Books

We are not enforcing the policy stated below, in which the students pay or are fined for lost or damaged books. We understand that accidents happen, and we make sure they are very careful with the materials they check out. IE...

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."

### Strategic Focus — Weeding and Acquisitions

Weeding out 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.

School Year	Strategic Focus
FY26	Selection Priorities <ul style="list-style-type: none"> <li>• Add on to Fiction-series books for 3-5</li> <li>• Provide grade-level appropriate materials for all students.</li> </ul>
	Inventory/ Weeding Priorities <ul style="list-style-type: none"> <li>*<b>Weed nonfiction</b>* always being aware and checking for outdated materials that need to be weeded out</li> <li><del>*Inventory Nonfiction</del></li> <li>*Mend salable books</li> </ul>
FY27	Selection Priorities <ul style="list-style-type: none"> <li>• Add to easy fiction books K-2 (most funds spent)</li> <li>• Provide grade-level appropriate materials for all students.</li> </ul>
	Inventory/ Weeding Priorities <ul style="list-style-type: none"> <li>*<b>Weed nonfiction</b>* always being aware and checking for outdated materials that need to be weeded out</li> <li><del>*Inventory Easy Fiction</del></li> <li>*Mend salable books</li> </ul>
FY28	Selection Priorities <ul style="list-style-type: none"> <li>• Add on to Fiction-series books for 3-5</li> <li>• Provide grade-level appropriate materials for all students.</li> </ul>
	Inventory/ Weeding Priorities <ul style="list-style-type: none"> <li>*<b>Weed nonfiction</b>* always being aware and checking for outdated materials that need to be weeded out</li> <li><del>*Inventory Fiction</del></li> <li>*Mend salable books</li> </ul>

## Reconsideration of Materials

The media specialist is responsible for the expansion and reduction of the school's library collection. A detailed collection development plan outlines the scope of the collection and how it is maintained from year to year. Per House Bill 1467, I have taken many steps to diligently vet all materials students have access to.

Adhering to the following is a must:

- i. "Require that book selections meet the criteria in s. 1006A0(3) (d)."
- ii. "Require consultation of reputable, professionally recognized reviewing periodicals, if available after a documented, diligent search, and school community stakeholders."
- iii. "Provide for library media center collections based on reader interest, support of state academic standards and aligned curriculum, and the academic needs of students and faculty."
- iv. "Provide for the regular removal or discontinuance of books based on, at a minimum, physical condition, rate of recent circulation, alignment to state academic standards and relevancy to curriculum, and out-of-date content."

In addition to regular review, removal, or discontinuance by a school library media specialist, the Superintendent or designee, even without an Objection or challenge, has the authority to remove library media materials or materials on reading lists based on statutory considerations. The policy and the Specific Material Objection form are linked in your 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 March 20, 2024)

Document ID: 669fd6a3-8939-3e54-7577-996a0a3f8952

### B: Intellectual Freedom Statement

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

[Link](#) (Accessed March 20, 2024)

Document ID: aaac95d4-2988-0024-6573-10a5ce6b21b2

### 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 March 20, 2024)

### 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 March 20, 2024)

### E: Specific Material Objection Form

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

[Link](#) (Accessed March 20, 2024)