

FY26 Collection Development Policy



Allamanda Elementary School
FY26 Collection Development Policy
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Signature Page
Allamanda Elementary School
FY26 Collection Development Policy

Date Approved by Administration: **5/2/2025**

Media Specialist Name: Jennifer McComas

Media Specialist Signature:  _____

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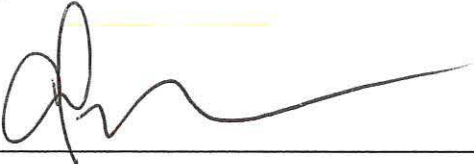
Principal Signature:  _____

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Purpose of Collection Development Policy

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

As our student, faculty, volunteer, 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

Allamanda's Library Media Center serves 647 students in grades pre-kindergarten through fifth grade, in addition to the faculty, staff and parents of that community of users. Allamanda has a culturally and ethnically diverse student population representing different economic backgrounds and includes 250 Caucasian, 179 Hispanic, 145 African-American, 42 Asian/Pacific Islander, 29 Multi-Racial, and 2 Native American students. Allamanda is a Title One School with 76.7% of the students considered economically disadvantaged in which they qualify for Free or Reduced Lunch (FRL). Allamanda serves the needs of Exceptional Student Education in sixteen classrooms which are designed to serve the needs of students on the Autism Spectrum (ASD). Allamanda is also a Choice School with a Health and Wellness Program that encompasses several clubs. For example, Running Club, Flag Football Club, Cheerleading, Teachers of Tomorrow, and Drama Club are to name a few. Allamanda Elementary continues with its Music Initiative going on the fourth year. This year, Allamanda will join the SPARC Program through The School District of Palm Beach County's Assistive Technology Department.

School Mission Statement

Allamanda is committed to providing a world-class education with excellence and equity to empower each student to reach his or her highest potential to foster the knowledge, skills, and ethics required for productive careers, responsible citizenship, and healthy lifestyles.

Media Center Mission Statement

The mission of Allamanda Elementary's Library Media Center is to provide a collaborative program that supports the development of inquiring, knowledgeable, and caring young people to reach his or her highest potential. It strives to assist all students in becoming global citizens who have a lifelong love of reading and media technologies, and to use his or her knowledge for productive careers, responsible citizenship, and healthy lifestyles.

Responsibility for Collection Management & Development

With input from Allamanda Elementary's Curriculum and Leadership teams, The School District of Palm Beach County's Stakeholder's website, Allamanda's School Age Child Care, Allamanda's Parent Teacher Organization, teachers, and students, Allamanda's certified media specialist is responsible for Collection Management and Development. This input comes in the way of surveys, presentations, and suggestions. The media specialist then reviews and orders some instructional materials and many books for the school and media center.

Library Program

Allamanda Elementary's library program provides and promotes the Florida Department of Education's F.I.N.D.S. and R.E.A.D.S. media curriculum along with focusing on reading skills and some mathematics and science curriculum in grades kindergarten through fifth by using resources in multiple formats that are designed to meet the varying needs of all learners in all aspects of the curriculum.

Allamanda also has a Ben Carson Reading Room which provides a comfortable, relaxing place to read on a variety of topics. Part of the library program includes a makerspace which allows students to have the opportunity for hands-on creativity. Also, the media center utilizes the computer lab for technology to learn about internet safety, digital citizenship, artificial intelligence, programming, and research skills. This program will expand in the coming years to allow students to explore different genres of text and expand their knowledge to include more biographies, nonfiction topics and books in Spanish to support our English Language Learners and their families.

Allamanda's YellowJacket News Crew is student led and run with the media specialist supporting the crew. The students write, film, edit, and produce the school news daily for Allamanda's Morning News presented to the student body. They also interview staff and students for news feature stories. These students also have the opportunity to enter the Palm Beach County Student Media Film Festival and move on to the Jim Harbin Film Festival under the media specialist's supervision.

The Media Center participates in the School District of Palm Beach County's Battle of the Books competition using the Sunshine State Young Readers Awards titles which can be accessed at <https://www.floridamediaed.org/ssyra.html>. The students will be a part of an after school book club which participates by reading the fifteen books on the award list. After reading the books, the students form groups and practice asking and answering questions. The district competition is in the spring.

Media is on the wheel as a Fine Arts class for kindergarten through fifth grade. Students come to the Media Center for class. After a lesson, the students are welcome to check out books; kindergarteners may choose one book, and grades 1-5 students may check out up to two books on their account.

Goals and Objectives

Goal 1: Update the nonfiction collection focusing on 400s, Languages, including the parts of speech, learning languages, and dictionaries collection for the FY26 school year.

- Objective 1: Use data from Titlewave Analysis to determine the age of the collection in order to weed the oldest of the 400-499.
- Objective 2: In FY26, purchase up-to-date books related to the needs and interests of the student population in Languages (400s).

Goal 2: Continue to fill in gaps by purchasing books that complement and complete the collection. Use library reports and analysis to determine book purchases.

- Objective 1: Using Follett as a basis of analysis, continue to purchase books that help develop a robust collection per the needs of the school.
- Objective 2: Survey the students asking what genres or Dewey Decimal collection they think Allamanda Elementary should expand on to purchase for use in the Media Center.

Goal 3: Assist the students' 21st Century literacy skills using technology as a tool for research as well as for the production of original media assignments.

- Objective 1: Teach and model the use of computers, iPads, laptops, microphones, and various software programs for effective research, safe communication, and original expressive media presentations to extend learning (for example, Adobe Express, Book Creator, Canva, Google Suite Applications, coding, digital citizenship, World Book, Gale, Teaching Books, etc.).
- Objective 2: Collaborate with classroom teachers on projects correlating with their standards and the Media Center's research goals.
- Objective 3: Provide more digital experiences for upper-level classes that can handle more rigorous assignments.

Budget and Funding

Support for the Allamanda Elementary School library media center comes through various funding sources. The library media center receives an operating budget from the school and allocations in specific funding areas from Palm Beach County School District and the State of Florida. For example, Book Allocation Funds, Program 3070, are received to supplement the collection. Capital Funds, Project 8430, funds equipment for the library media centers. For FY26, a laptop, if offered, will be chosen for student self service in the media center. The library media center's budget is supplemented through SACC, PTO, Scholastic book fairs, donations and soon grants.

Since school and state budgets are based on a per-student basis, it is expected that our library media center's operating budget will need to seek additional outside funding sources. This will need to be in the form of additional grants and fundraising.

Budget goals for FY26 and beyond include:

- Fund an author visit.
- Funds for attendance at the Florida Association of Media in Education (FAME) library media conference (professional development) yearly.

<i>School-based Operating Budget</i>	<i>Budget FY25</i>	<i>FY26 Projected Budget</i>
<i>Account 551100 - Media Supplies</i>	\$386	\$400
<i>Account 553420 - Media Subscriptions (Periodicals-Newspapers)</i>	\$299	\$300
<i>Account 561100 - Library Books</i>	\$898	\$900
<i>Account 562230 - Media A/V Equipment</i>	\$399	\$400
<i>Account 564220 - Furn-Fix/Equip</i>	\$499	\$500
<i>Fundraising/ Grants</i>	<i>Budget Amount</i>	<i>\$3000</i>
<i>Media Center Internal Account number for your grant(s) (get this from your bookkeeper)</i>	\$0	\$0
<i>State Media Allocation</i>	<i>Budget Amount</i>	
<i>Account 556110 (program 3070) - Media Books</i>	\$1902	\$2200

Purchasing Plan FY26

Approximate Purchasing Plan	
Purpose	Amount
books	\$3000
Media supplies	\$800
STEAM	\$100
Periodicals	\$150
Battle of the Books incentives	\$600
Allamanda supplies (bulletin board paper, printer ink, poster paper, lamination film, etc.)	\$1500
Author Visit	\$1500
Total:	\$8550

Scope of the Collection

The collection development is focused on the curriculum of Allamanda Elementary 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. Materials will support both curriculum and pleasure reading as per School Board Policy 8.12.

According to best practices for school libraries in the United States, the print and non-print collections at Allamanda Elementary are arranged by the Dewey Decimal Classification System per District policy. Within the classification system, the Fiction collection has been given sub-locations and are arranged by authors' last name. The collection includes additional resources such as databases and eBooks provided by the Department of Library Media Services at the School District of Palm Beach County. These databases like World Book, PebbleGo, Gale inContext Elementary, Tumblebooks, SIRS Discoverer, and Teaching Books expand Allamanda Elementary's collection and provide 24/7 access for students via the Student Portal.

Equipment

Allamanda Elementary has various media equipment. In FY25, a podcaster was bought for the morning news. Allamanda has 74 operational ipads, four touch chrome notebooks, and a computer lab that hosts 24 desktop computers. The lab also has a projector and screen.

In the main part of the library, there is another computer connected to a projector and screen. A Smartboard is in the media center and in the reading room.

There are three teacher workrooms with copiers and a computer for staff use. The main workroom houses bulletin board paper, di-cuts, a refrigerator, Cricut Maker, three whiteboards on wheels, paper cutters, staplers, etc. Allamanda has a laminator, a color poster printer, and a color printer and computer in the Media Specialist's office.

Collection Development

The media specialist leads the collection development process with the input of the curriculum leadership team including administration, teachers, students, parents, and community stakeholders. Collection Development is the process of providing quality instructional, reading materials and equipment for the library media center to ensure students have access to a variety of reading and research materials. 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 reading interest needs.

Selection and Evaluation Criteria

Materials considered for purchase are selected based on the criteria established in School Board Policy 8.12 Selection of Library Media Materials. (See Appendix A).

The Library Media Center materials are selected based on many factors. They are evaluated for their aesthetic, literary, and social value, appropriateness to student age, emotional maturity, and relevance to the curriculum.

The Library Media Center materials reflect sensitivity to the achievements, needs, rights of men and women, various ethnic groups, other cultures, and world updates. For example, maps now include the Gulf of America.

The selection of Library Media Center materials about political theories and ideologies, religion, public issues, and controversial topics is directed toward maintaining an unbiased, balanced representation of various opinions.

Library Media Center materials are judged as a whole, considering the author's/producer's intent rather than focusing solely on individual pages, phrases, pictures, or incidents taken out of context.

Other factors considered in the final decision to purchase new materials include their educational significance, need, value to the collection as a whole, and their relationship to students' interests and the curriculum course of study.

Allamanda Elementary has a variety of patrons to serve, including students, faculty, staff members, and volunteers. Our utmost concern and duty are to select and deliver materials for these patrons. We use a variety of resources to keep our collection rich and diverse.

Allamanda strives to keep the collection current and updated with topics and interest levels. Both students and adults are encouraged to request materials either by InterLibrary Loan within the School District of Palm Beach County or for purchase as they feel would enhance our current collection. Allamanda is currently in the process of weeding books twenty years and older to be replaced by adding current topics, updated biographies, and graphic novels into circulation.

Allamanda Elementary has a diverse population, and we strive to provide our patrons with books and materials that will support and grow our learning environment. Special attention is paid to Autism and Neurodiversity along with sensitivity to the achievements, needs, rights of men and women, and various cultures. Our library does not discriminate based on race, religion, gender, sexual preference, national origin, the author's political views, the material, or the user. Our goal is to provide a collection that mirrors our student's ethnic backgrounds, socio-economic standings, sexual orientation, and various abilities.

Allamanda Elementary aims to provide quality, reputable, and unbiased material to our patrons. When selecting materials for the collection, various resources are used to evaluate the material before purchasing it. Using standards established by library professionals, Allamanda finds resources like book reviews and books that have won esteem by winning awards such as the American Library Association Youth Media Awards and The Newbery Award. Various resources are used when selecting materials to ensure the collection is diverse and unbiased. Consulting different resources, such as Booklist, Books In Print, School Library Journal, Horn Book, ALA Youth Media Awards and Kirkus Review will also ensure the books we have chosen are appropriate and suitable for our elementary-level population.

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

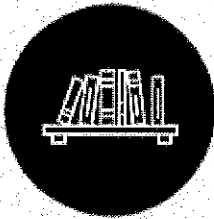
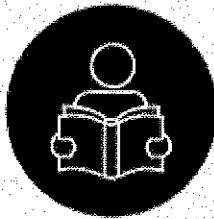
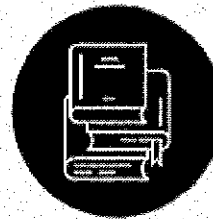

The School District Library Media Services Department supports school-based library media center personnel and establishes uniform policies and procedures for school library media centers throughout the District. These services include, but are not limited to:


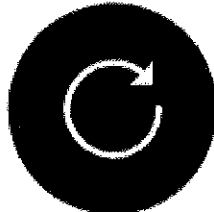
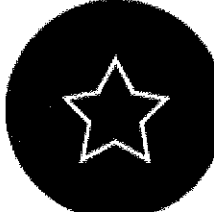
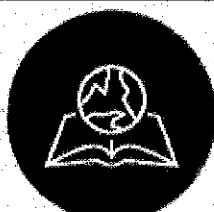
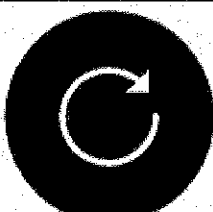

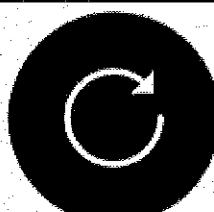
- Maintaining a professional library collection to assist with recertification and knowledge acquisition on education-related topics;
- Managing the online catalog, including the library inventory and circulation software;
- Selecting and making accessible online information databases for reference and 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.

			
12,143 Items in the Collection	18.5 Items per Student	36% Fiction Titles in the Collection	31% 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.			
	2007 Average Age of the Collection	56% Aged Titles	11% 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	2006 Representative Titles Average Age	40% SLL Titles in Collection	2008 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	62	2009
Philosophy & Psychology	46	2001
Religion	18	2006
Social Sciences	492	2001
Language	31	1996
Science	835	2007
Technology	438	2004
Arts & Recreation	913	2013

Literature	190	2001
History & Geography	718	2004
Biography	685	2006
Easy	121	1998
General Fiction	4,364	2008
Graphic Novels	881	2013

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 Board Policy 8.12, inventory of a particular section of the collection shall be completed every year. For the next three years, the inventoried sections will be:

FY26: Inventory Fiction Section

FY27: Inventory Easy Section

FY28: Inventory Nonfiction and Biography Sections

NOTE: Although inventory can occur any time during the year, spring is best since the process identifies items that are still checked out so student obligation records can be accurate.

Lost or Damaged Library Materials

Allamanda Elementary School's borrowed library materials policy is as follows: each student in kindergarten, may have one book checked out on his/her account. In grades 1-5, students may have up to two books checked out on his/her account at one time. If an item is accidentally damaged, the item should be returned to the media center. If an item is lost or damaged on purpose, the borrower will be responsible for the cost or the exact copy of its replacement. According to District policy, Allamanda may charge fees for late materials or fines for lost/damaged materials per 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". No fines for late materials will be charged.

Strategic Focus – Weeding and Acquisitions

School Year	Strategic Focus
2025-2026	Selection Priorities <ul style="list-style-type: none">• New and popular fiction and easy• Nonfiction - 400s, Languages, including the parts of speech, learning languages, and dictionaries collection• STEAM
	Inventory/ Weeding Priorities <ul style="list-style-type: none">• any books 20 years or older will be weeded• worn items in the collection• uncirculated materials• inventory the fiction section
2026-2027	Selection Priorities <ul style="list-style-type: none">• Biographies• STEAM• New and popular fiction and easy
	Inventory/ Weeding Priorities <ul style="list-style-type: none">• aged materials• worn items in the collection• uncirculated materials• inventory the easy section
2027-2028	Selection Priorities <ul style="list-style-type: none">• Nonfiction - 100s, Philosophy and Psychology• STEAM• New and popular fiction and easy
	Inventory/ Weeding Priorities <ul style="list-style-type: none">• inventory Nonfiction and Biographies• worn items in the collection• uncirculated materials

Reconsideration of Materials

Allamanda Elementary School follows all School District policies and state laws concerning the selection of library media materials. However, if a challenge arises, the library media specialist will follow School Board Policy 8.1205 on challenged materials. The policy is linked in the Appendix D and the Specific Material Objection form is located in Appendix E.

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)