

**FY26
COLLECTION
DEVELOPMENT
POLICY**



Beacon Cove

FY26 Collection Development Policy

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Educational Media Specialist

Beacon Cove

FY26 Collection Development Policy

Date Approved by Administration: May 1, 2025

Media Specialist Name: Michele Martino

Media Specialist Signature: _____

Principal Name: Pamela Buckman

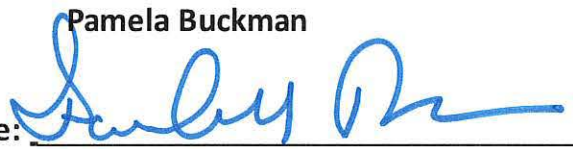
Principal Signature: _____

Table of Contents

<u>Purpose Statement</u>	page # 4
<u>Background Statement & School Community</u>	page # 4
<u>School Mission Statement</u>	page # 4
<u>Media Center Mission Statement</u>	page # 4
<u>Responsibility for Collection Management Development</u>	page # 5
<u>Library Program</u>	page # 5-6
<u>Goals and Objectives</u>	page # 7
<u>Budgeting and Funding</u>	page # 8-9
<u>Scope of the Collection</u>	page # 9
<u>Equipment</u>	page # 9
<u>Collection Development</u>	page # 10
<u>Selection Evaluation and Criteria</u>	page # 10-12
<u>Analysis of the Collection</u>	pages # 13
<u>Gifts and Donations</u>	page # 14-15
<u>Collection Maintenance</u>	page # 15
<u>Lost or Damaged Library Materials</u>	page # 15
<u>Strategic Focus -- Weeding & Acquisitions</u>	page # 16
<u>Reconsideration of Materials</u>	pages # 16
<u>Appendices</u>	page # 17
<u>A - Library Bill of Rights</u>	page # 17
<u>B - ALA Intellectual Freedom Statement</u>	page # 17
<u>C - Board Policy 8.12</u>	page # 17
<u>D - Board Policy 8.1205</u>	page # 17
<u>E - Specific Material Objection Form</u>	page # 17

Purpose of Collection Development Policy

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 student population changes, the Media Center at Beacon Cove, 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 Beacon Cove Library Media Center come from the students in Grades 3 through Grades 5 in addition to the faculty, staff, and parents. According to the Gold Report, Beacon Cove has a culturally and ethnically diverse population representing different economic backgrounds which include 73% White, 6% Black, 17% Hispanic, 6% Asian, 5% Mixed Race. In addition, the Beacon Cove Library Media Center supports the curricular needs of the ELL, ESE, and Gifted populations.

Background Statement & School Community

School Mission Statement

Beacon Cove School is committed to providing a world-class education with excellence and equity to empower each student to reach his or her highest potential with the most effective staff to foster the knowledge, skills, and ethics required for responsible citizenship and productive careers.

Media Center Mission Statement

Media Center Mission Statement

Beacon Cove Media Center serves as the information, research and cultural center of the school. Service to our patrons is of the highest priority. Our media center is dedicated to designing and maintaining a library media program that supports, complements, and expands the instructional program of the school and Palm Beach County.

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 discard 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. The Media Specialist has the responsibility of coordinating the collection development program. The Media Center with the Library Media Committee will be actively involved to insure that the collection meets the needs of the school. The Media Specialist will attend (in person/Virtually) meetings, exhibits, conferences and workshops to obtain information on new equipment, materials and latest practices related to the Florida Standards and student achievement. The staff and students are encouraged to participate in the selection process by emailing or providing written requests at any time for specific items that they would like to have in the Media Center. A materials and equipment needs assessment will be conducted each year. This year the role of the Media Specialist is to see that all books and materials used in the library and classrooms are Vetted for age and content appropriateness for our student population. The results are uploaded to the school district website for all stakeholders to view.

Library Program

Beacon Cove Library has one full time certified Media Specialist and no Media Clerk. Our Media Center is on the Fine Arts wheel. The Media Center has seven instructional classes a day (30 min. each) All classes meet over an 8-day rotation. Each class visits the Media Center 2 days in a row. Day 1 is for Book Check and Day 2 is for Instruction. The Media Center is open from 7:30-2:15. 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 Beacon Cove, the library media specialist uses ALA Standards and Benchmarks as well as P.B.C. curriculum guidelines as sources to review the standards being taught at a grade-level in any given week and works with the classroom teacher to develop compatible lessons that support classroom learning.

SUNSHINE STATE YOUNG READER AWARDS/ BATTLE OF THE BOOKS

Beacon Cove Intermediate School registers and participates in the SSYRA/Battle of the Books program each year. Students in grades 3-5 are encouraged to read the 15 Sunshine State Young Reader books .. Students who read 15 books and write a book summary for each title are invited to our Get "REAL" Ceremony to receive their Reading certificate and dog tag. In the 2025-2026 school year, students will be able to add 15 Non-Fiction titles to the list of SSYRA books. For a total of 30 books. There will be prizes awarded for reading, 15 and 25 books. Students who read any/all 15 books from the Fiction or Nonfiction list will be awarded a Silver dog tag and certificate at the Get Real Ceremony at the end of the month in which they complete the task. Students who continue to read 10 more books, completing 25 total, will be awarded a Gold dog tag and certificate at the Get Real Ceremony at the end of each month. Students have all year to read 15 and 25 SSYRA books, including Nonfiction titles and write a summary of each book. (Note: Reading Counts quizzes will not be available FY26). Beginning in October, an after school Battle of the Books Club will be initiated for students who wish to participate.

All reading participants will attend an Ice Cream Party in May.

Summer Reading 2026

Beacon Cove encourages summer reading for all grades 3-5. Students are given a Pelican Summary sheet before they leave for summer break. They must read 3-6 books, complete the Reading Log and return the sheet in August. When the students return to school, they will be invited to our Pelican Party at the end of August.

Goals and Objectives FY26

Goal 1: To support the students' 21st Century Literacy skills with technology.

Step 1. To teach all students to use Destiny to locate and check out books in the Media Center.

Step 2. To teach all students how to access and check out ebooks using MackinVia.

Step 3. To utilize chromebooks with students in meaningful ways to access library materials, conduct research and extend learning.

Goal 2: Increase overall publication date of the collection.

Step 1. Continue to weed and replace outdated materials. Use Titlewise analysis to fulfill book needs.

Step 2. Weed materials that have low circulation and are worn out.

Goal 3: Increase participation in library incentive programs: Sunshine State Young Readers Program and Battle of the Books.

Step 1. Order SSYRA books and promote them before the end of the FY24 school year.

Step 2. Add FY26 SSYRA books to the summer reading list.

Step 3. Display reading certificates and dog tags to students.

Step 4. Encourage teachers to help students to participate in the program.

Budget and Funding

Funding sources for the LibraryMedia Center budget includes State Allocated Funds, Book Fairs, PTO and Adopt -a-Class donations. The annual Media Center budget is divided into several categories and is spent where it is needed: Supplies ,books, ebooks, AV equipment, digital tools and computer hardware. The LMC is given a school-based operating budget at the beginning of every school year. Beacon Cove administration uses a formula to disperse the appropriated funds. The budget for the 2025-2026 school year is expected to be similar to the 2024-2025.

School-based Operating Budget	Budget FY25	FY26 Projected Budget
Account 551100 - Media Supplies	\$726	\$700
Account 553420 - Media Subscriptions (Periodicals-Newspapers)	\$272	\$250
Account 561100 - Library Books	\$872	\$800
Account 562230 - Media A/V Equipment	\$363	\$350
Account 564220 - Furn-Fix/Equip	\$454	\$450
Fundraising/ Grants	Budget Amount	
Media Center Internal Account number for your grant(s) (get this from your bookkeeper)	5.1700.00 Media PTO 5.1700.01 Book Fair	\$ 7,000 \$500 \$3,048.03
State Media Allocation	Budget Amount	
Account 556110 (program 3070) - Media Books	\$1812	\$1750

Purchasing Plan FY26

Approximate Purchasing Plan	
Purpose	Amount
Rewards	900
Books	5000
Supplies	600
Equipment	1000
Total:	\$ 7500

Scope of the Collection

Collection development at Beacon Cove is influenced by the school's curriculum, which follows the guidelines set forth by the School District of Palm Beach County (SDPBC), which in turn is governed by the Department of Education of the State of Florida. The collection includes databases and ebooks provided by the Department of Library Media Services at the School District of Palm Beach County. These databases and eBooks expand Beacon Cove's collection and provide 24/7 access for students. Per the Palm Beach County School District Board Policy 8.12 (see Appendix A), all collections are arranged by the Dewey Decimal Classification System. The databases included in the collection are World Book, PebbleGo, Gale in Context Elementary, SIRS Discoverer, and Teaching Books. The eBooks provided by the Department of Library Media Services include Tumbleboooks, Gale eBooks, and a shared collection in MackinVia. Library materials at Beacon Cove will support both curriculum and pleasure reading as per School Board Policy 8.12 (see Section 2 d) Per District Policy, the collection will be arranged in standard Dewey order. (see Section 5 Management of Library Media Instructional Materials.

Equipment

Beacon Cove offers a variety of materials and equipment for teacher and staff to use in the Media Center, TV Studio and workroom. The TV Production has its own room located off the Media Center. Equipment consists of laptops, monitors, switchers, lighting, portable camcorders and tripods, Apple computer, Osmo Gimbal, and a precision 3450 camera. The Workroom has 3 laminators, various paper trimmers, electric and manual hole punchers, Ellison die-cut machine and templates, 2 typewriters, electric pencil sharpeners, electric and manual 9 staplers, and 2 poster printer machines. The Media Center has a Smartboard and 2 computers at the circulation desk with a printer.

Collection Development

Collection development refers to the process of building and maintaining the Media Center's entire materials and equipment collection(both print and non-print formats). The collection development process includes the making of policy and procedures, budget allocations, needs assessment, selection, collection maintenance and evaluation, and resource sharing. The acquisition and maintenance of Beacon Cove's Media Center materials is a primary function of the Media Center's mission. The primary goal of the Media Center's collection development efforts is to build a collection that supports the needs of the school community. This goal reinforces Palm Beach County School District and Beacon Cove's School missions. The Media Center recognizes its responsibility to respond to the research needs of the student body and faculty. It will do this through its commitment to provide access services including online database searching and document delivery. With the understanding that no Media Center can supply materials to satisfy all of the needs of its users, Beacon Cove Media Center will utilize the database of all school collections available for inter-library loan.

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 C)

In ordering materials other factors are considered including the school's needs based on the curriculum and the existing collection. In assessing the needs of our collection the following things are necessary:

- Conducting an annual inventory of the collection to determine replacements, missing items, and other needs per School Board Policy 8.12(8).
- Stay current with training and state standards to assess whether the library collection has adequate coverage of these standards with the books in our collection.
- Reflect and consider that the Media Center materials utilized in our library are sensitive to factors such as gender, race, appropriateness to student age, emotional maturity, global issues and relevance to the curriculum.
- Consult with teachers, as well as students to be sure their needs are reflected in the collection. Surveying the staff and students periodically is necessary to achieve this.
 - Select materials that have at least two favorable reviews from other reputable, unbiased, professional reviewing sources used for selection include Booklist, Hornbook, Kirkus Review, and School Library Journal.
 - We must use standards established by library professionals and use resources such as books that have won accolades by winning awards such as the Sunshine State Awards, American Library Association Youth Media Awards and The Newbery Award.

District-Wide "Procedures for Selecting and Developing Library Collections"

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, 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
- 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.

Removal of Materials

1. Library Media Materials are subject to regular removal or discontinuance of books 10 based on, at a minimum, physical condition, rate of recent circulation, alignment to state academic standards and relevance to curriculum, out-of-date content, and required removal pursuant to School Board Policy 8.1205 Objection Procedures for Library Media Materials.

2. 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 based on statutory considerations. The basis for the removal shall be documented. 3. The District will restrict access to school library media and reading list materials from students in grade Kindergarten through Grade Three if such materials instruct on sexual orientation or gender identity because HB 1557 (2022) prohibits such instruction.

Oversight for Compliance

1. School principals are responsible for overseeing compliance with school district procedures for selecting school library media center materials at the school to which they are assigned.

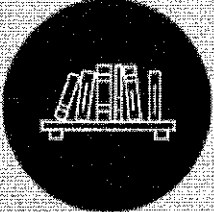
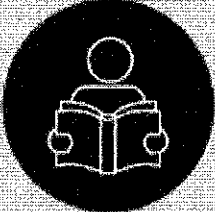


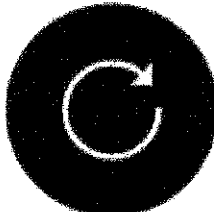
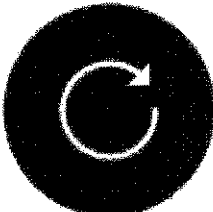
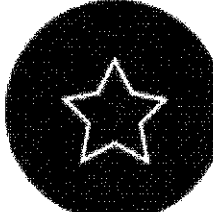

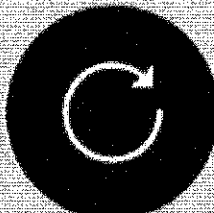

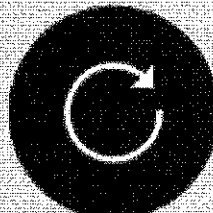
2. Support toward compliance is available when the assigned school library media specialist(s) attend professional development/training hosted by the District Library Media Services.

3. Annually, the District requires using the selection criteria and the removal criteria referenced in these procedures to have library media specialists evaluate their collection in order to write a School Collection Development Plan to enhance their individual library programs that align to the District required components. They will share that plan with both their principal and District Library Media Services. Once the plan is approved, the school will post the school's plan on the school website. District Library Media Services will offer annual training on this process.

4. The School Collection Development Plan will include: School Mission Statement, Library Mission Statement, Purpose of the Collection Development Plan, School Community Description, Description of Your Library Program, Budget and Funding, Scope of Collection, Collection Development, Gifts and Donations, Collection Maintenance, Challenged Materials, and Goals and Objectives.

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.

			
13,034 Items in the Collection	21.5 Items per Student	52% Fiction Titles in the Collection	48% 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	31% Aged Titles	2008 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.	
			
30% Representative Titles in Collection	2006 Representative Titles Average Age	31% 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	# 124	2015
Philosophy & Psychology	# 34	2009
Religion	# 34	2004
Social Sciences	# 678	2006
Language	# 111	2008
Science	# 837	2008
Technology	# 760	2008
Arts & Recreation	# 1025	2010
Literature	# 139	2005
History & Geography	# 1087	2004
Biography	# 1196	2007
Easy	# 0	year
General Fiction	# 5235	2008
Graphic Novels	# 380	2012

Gifts and Donations

Gifts to the library media center are encouraged. However, the Library Media Specialist reserves the right to add such items to the school's library or classroom collections only if it has been determined that they meet SDPBC 8.12 selection policy. Such materials will meet the same criteria as resources which are purchased. Gifts that are not deemed age appropriate or out-of-date for the school collection may be disposed of at the discretion of the Library Media Specialist who can consult if

needed with the Media Center Committee assigned to provide oversight to the library media program. A librarian, regardless of education and training, is not considered by the Internal Revenue Service to be qualified to place a value on gift books and other used materials unless the librarian is a certified appraiser of such materials.

In acknowledging gifts, the library may write a letter indicating how much of what kind of material has been given (i.e., 10 trade paperbacks in excellent condition or 56 hardcover non-fiction books about animals) but the library cannot say how much such materials might be worth. Furthermore, material is considered used unless the library buys it directly even if the donor has not read the book, if they own it or just bought it and gave it to the library, it is considered used and should not be referenced in the letter as "new".

Collection Maintenance

Beacon Cove inventories its Library Media Collection annually on a 3 year rotational cycle: This is the first year of the New rotation.

Year 1: 2025-2026 Professional

Year 2: 2026-2027 Fiction

Year 3: 2027-2028 Non- Fiction

Beacon Cove will start FY26 with our Professional library and continue to weed the older books. Out-of-date material will not be placed in classrooms. These books will be marked weeded and sent off- adoption materials to the warehouse in the Fall.

Lost or Damaged Library Materials

In accordance with School Board Policy 2.218(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".] Beacon Cove will not ask a parent/guardian/student to pay for books, however, if a parent/guardian/student voluntarily replaces or pays for a book then the Media Specialist will write a thank you note.

Strategic Focus – Weeding and Acquisitions

School Year	Strategic Focus
FY26	Selection Priorities <ul style="list-style-type: none">• Nonfiction• Fiction• Professional
	Inventory/Weeding Priorities <ul style="list-style-type: none">• Professional• Fiction• Nonfiction
FY27	Selection Priorities <ul style="list-style-type: none">• Professional• Fiction• NonFiction
	Inventory/Weeding Priorities <ul style="list-style-type: none">• Fiction• Nonfiction• Professional
FY28	Selection Priorities <ul style="list-style-type: none">• Nonfiction• Fiction• Professional
	Inventory Priorities <ul style="list-style-type: none">• Nonfiction• Professional• Fiction

Reconsideration of Materials

In the event of a challenge by a citizen of Palm Beach County, personnel at Beacon Cove School will follow School Board Policy 8.1205 (Appendix D) – Objection Procedures for Instructional Materials, Library Media Materials, and Supplemental Classroom Materials, including Reading Lists. Any person wishing to make a challenge will fill out the Specific Material Objection Form found within School Board Policy 8.1205.

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)