

# **FY26 COLLECTION DEVELOPMENT POLICY**



**Belvedere Elementary**

**FY26 Collection Development Policy**

***Jessica DeQuesada***

Educational Media Specialist

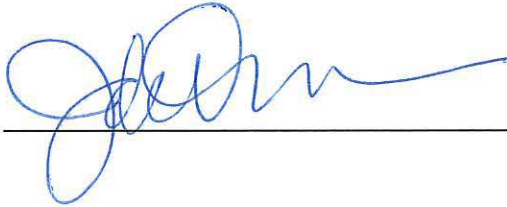
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**Belvedere Elementary**  
FY26 Collection Development Policy

Date Approved by Administration: 5/8/25

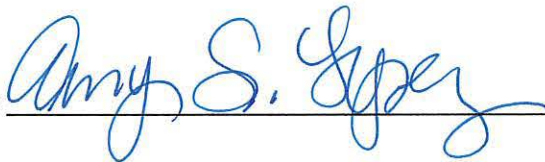
**Media Specialist Name** :Jessica DeQuesada

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



**Principal Name:** Amy Lopez

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



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## **Purpose of Collection Development Policy**

The Collection Development Policy is designed to support the Library's Mission statement and serves as a guide for the selection, acquisition, maintenance, and retention of materials by establishing roles, responsibilities, and a process for addressing Library user concerns. As our student population changes, the Library Media Center (LMC) at Belvedere Elementary School reassesses and adapts its collection 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**

Belvedere is a Title One School located in a multicultural community with an 84 year history in the City of West Palm Beach. For the FY25 school year, we have a student population of 446 students in grades PreK-5. 78% of our population is eligible for free or reduced lunch. Our ELL population is 58%, and 31% of our students are classified as ESE. Our absentee rate is 5.7%. Our student population is predominantly Hispanic (78%), 9% White, 10% Black, and 3% Asian/American Indian/Mixed Race students. We are a Dual Language and AVID school, with 5 ASD units grades K-5.

## **School Mission Statement**

The mission of Belvedere Elementary School is embedded in our commitment to provide quality instructional programs to ensure that all students become literate, proficient, life long learners, and responsible citizens. Our chief priority is meeting the academic, social, and emotional needs of our students. We are committed to accomplishing our mission in a safe, positive, nurturing environment that enhances respect, esteem, and achievement.

## **Media Center Mission Statement**

The mission of the Belvedere Elementary School Media Library Center is to

support the mission of Belvedere by fostering literate, proficient, and lifelong learners to become responsible citizens. We are committed to meeting the academic, social, and emotional needs of our students in a safe, positive, and nurturing environment.

Our mission is to enhance respect, esteem, and achievement through a comprehensive approach that encourages pleasure reading, motivates reading, and stimulates curiosity. We strive to create an inclusive space that meets the needs of diverse learners and speakers of all languages. By providing a welcoming atmosphere and a rich collection of resources, we aim to empower individuals to become critical thinkers and lifelong learners. Our library is not only a hub for academic support but also a place that values the joy of reading and the exploration of knowledge.

Through collaborative efforts with educators, parents, and the community stakeholders, we endeavor to create an environment that supports the holistic development of each student. Our mission is to inspire a love for learning, promote cultural understanding, and cultivate responsible, engaged citizens who contribute positively to society. In doing so, we believe in building a foundation for a future where every individual can thrive and reach their full potential.

### **Responsibility for Collection Management & Development**

The responsibility for collection management and development, depends on input from all stakeholders; the media specialist, administration, teachers, students, parents, and district personnel. Palm Beach County Schools, through the professional library media staff at Belvedere Elementary School, shall provide a wide range of learning resources at varying levels of difficulty, with diversity of appeal and the presentation of different points of view, in English and in Spanish, to meet the needs of students and teachers. Selection decisions are the responsibility of the Library Media Specialist with input from all stakeholders, under the ultimate authority of the principal and the school board.

## Library Program

The students visit the Media Center once per week during their scheduled Fine Arts block for 30 minutes (fixed scheduling). During that time, students receive 15-20 minutes of Literacy instruction and have the remaining time for book browsing and check-out. Students also have access to our Makerspace, which encourages students to be creative and provides an outlet for them to be innovative. Extension activities are also available based on the books they read that promote writing and art.

### **Goals and Objectives:**

Goal 1: To increase the overall average publication date of 2010 to 2015 (or later) of the Belvedere Elementary Library Media Collection.

- Action Step 1: To weed and purchase/replace outdated nonfiction materials, focusing on the science, history, and technology collection. This will allow us to prioritize ordering books for these sections.
- Action Step 2: To weed and purchase/replace outdated fiction materials, and replace with high interest age appropriate, diverse easy and fiction chapter books.

Goal 2: To increase the number of books in our Spanish section.

- Action Step 1: Select and purchase high-interest age appropriate fiction books that are Spanish and/or bilingual books to support the mission of the dual language program of having our students literate in both languages.
- Action Step 2: Select and purchase non fiction books Spanish and/or bilingual books to support the mission of the dual language program of having our students literate in both languages.

Goal 3: Generate interest and participation in our state library programs, Sunshine State Young Readers Award.

- Action Step 1: Order books in spring in order to be ready for the start of the school year both in print and e-book formats.
- Action Step 2: Work collaboratively with teachers to encourage students to participate in SSYRA activities, and promote participation in a BOB team in grades 3-5
- Action Step 3: Use SSYRA resources to track student reading progress.

## Budget and Funding

The Belvedere Elementary School Library Media Center is given a school-based operating budget at the beginning of every school year. It is expected that the budget for 2025-2026 will be similar to the school year 2024-2025 budget.

<b>School-based Operating Budget</b>	<b>Budget FY25</b>	<b>FY26 Projected Budget</b>
Account 551100 - Media Supplies	\$348	\$ 332
Account 553420 - Media Subscriptions (Periodicals-Newspapers)	\$209	\$199
Account 561100 - Library Books	\$626	\$598
Account 562230 - Media A/V Equipment	\$278	\$266
Account 564220 - Furn-Fix/Equip	\$348	\$332
<b>Fundraising/ Grants</b>	<b>Budget Amount</b>	
Media Center Internal Account number for your grant(s) (get this from your bookkeeper)	5-1700.00	5-1700.00
<b>State Media Allocation</b>	<b>Budget Amount</b>	
Account 561100 (program 3070) - Media Books	\$1386	\$1386

## Purchasing Plan FY26

Approximate Purchasing Plan	
Purpose	Amount
books	\$1900
supplies	\$300
STEM	\$0
Total:	\$2200.00

## Scope of the Collection

[The collection development is focused on the curriculum of Belvedere Elementary School, which follows the guidelines of the School District of Palm Beach County, which in turn are governed by the Department of Education of the State of Florida. Per District policy 8.12(5) Management of Library Media Materials, the collection will be arranged according to the Dewey Decimal Classification System.

The library/media center's priorities are to:

- Serve as an extension of the classroom to ensure that information skills are taught and learned within the context of the classroom curriculum.
- Offer a wide range of resources, technologies, and services to meet students' learning and information needs
- Through the provisions of adequate staff, appropriate facilities, furnishings, equipment, and supplies, create an environment in which resources are made readily accessible
- Develop and maintain a quality collection consisting of books, audio-visual materials, and other cutting edge information technologies that may emerge
- Provide access to other resources through cooperative agreements with other libraries, electronic access to the Internet, on-line services, and offsite library catalogs and databases The BES collection includes, but is not limited to print and e-books (Fiction, Non-Fiction, Biographies, Graphic Novels, and Native



Languages). Through the Portal, all patrons have access to online databases, purchased through the School District.

## **Equipment**

Our media center is equipped with a SMART board, two poster makers, and a hard wired computer with a scanner for checkout. We also have a Follett Wireless Scanner, and a Lexmark printer for media specialist use only. Our TV production studio is housed in our media center. There is also a CoverOne book repair machine, 4 chromebooks, and 15 iPads for media center use only. Additionally, we have a copy machine and a laminator located in the teacher workroom in the back of the media center.

## **Collection Development**

*Collection Development involves procuring high-quality resources and tools for the library media center. Its aim is to guarantee a diverse and ample collection of informational materials that cater to the academic and personal interests of students. Spearheaded by the media specialist, this process incorporates input from administrators, educators, students, parents, and stakeholders.*

*The ultimate goals of the selection process are as follows:*

- *to support academics/student proficiency rates*
- *encourage reading for pleasure*
- *support the cultural diversity of the school community*
- *expose children to diverse cultures and foster global perspectives, nurturing critical thinking skills.*

## **Selection and Evaluation Criteria**

Selecting and evaluating materials for an elementary school library is a multifaceted process grounded in the Palm Beach County School District's "Procedures for Selecting and Developing Library Collections."

The selection criteria, as outlined in the Board Policy, prioritize materials that support and enrich the school's educational program, offering a wide range of resources that cater to diverse reading levels, interests, and viewpoints. Crucially, all book selections must be free of

pornography and material harmful to minors, be suited to students' comprehension abilities, and be appropriate for their grade level and age group, aligning with Florida Statute 1006.40(3)(d).

To ensure informed decisions, the policy requires consultation with reputable, professionally recognized reviewing periodicals. I plan to regularly consult resources such as *School Library Journal* and *Booklist* for their critical reviews and recommendations. These publications offer insights into the quality, age-appropriateness, and curriculum relevance of new materials.

Furthermore, the selection process considers the educational purpose of the material, its alignment with state academic standards, and the degree to which it can be integrated into classroom instruction. The policy also emphasizes the importance of reflecting the broad racial, ethnic, socioeconomic, and cultural diversity of the student population. Factors such as accuracy, literary merit, scope, author authority, special features, and technical and aesthetic quality are also taken into account. By adhering to these criteria and utilizing professional reviewing tools, I can ensure that the elementary school library collection is high-quality, relevant, and supportive of the diverse learning needs of our students, all while remaining consistent with the School Board's established guidelines.

### **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:

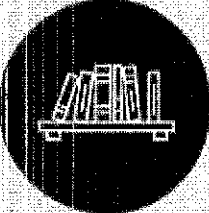
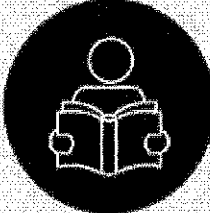
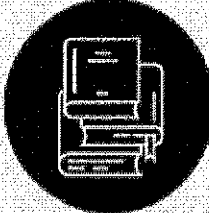


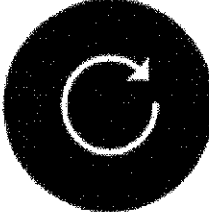
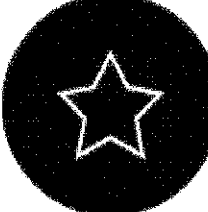
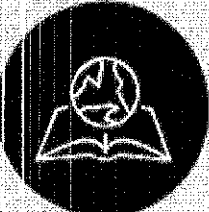
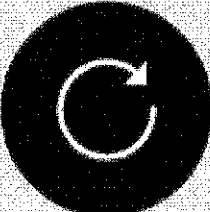

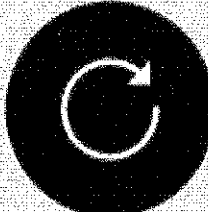
- Maintaining a professional library collection to assist with recertification and knowledge acquisition on education-related topics;
- Managing the online catalog, including the library inventory and circulation software;

- 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.

			
<b>7,119</b> Items in the Collection	<b>15.2</b> Items per Student	<b>22%</b> Fiction Titles in the Collection	<b>38 %</b> 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.			
	<b>2010</b> Average Age of the Collection	<b>45%</b> Aged Titles	<b>17%</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>31%</b> Representative Titles in Collection	<b>2009</b> Representative Titles Average Age	<b>35%</b> SLL Titles in Collection	<b>2010</b> 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	22	2011
Philosophy & Psychology	26	2012
Religion	10	2009
Social Sciences	447	2005
Language	82	2008
Science	887	2012
Technology	262	2013
Arts & Recreation	599	2016
Literature	117	2004
History & Geography	275	2007
Biography	548	2013
Easy	1841	2007
General Fiction	1595	2012
Graphic Novels	435	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 simply because they were donated. All gifts and donations must follow the same processes as new book orders.

## **Collection Maintenance**

Inventory will be completed on a three year rotation as per Board Policy 8.12

Year 1 (2024-2025) Non Fiction

Year 2 (2025-2026) Professional Books and Picture Books

Year 3 (2026-2027) Fiction Books

The library is organized as follows:

- There is a separate section for all Spanish fiction and nonfiction books that are in the process of being labeled.
- The easy fiction chapter books (i.e.: Branches series) are separated into their own section. They are organized in bins by series (i.e. Bad Guys, Narwhal) as well as by genre
- The easy readers are in bins organized by the level system indicated on the books. The nonfiction easy readers are located in racks.
- The graphic novels are separated from regular fiction, and are grouped by series when possible.
- The non-fiction books and 398.2 are all organized by their dewey numbers. located in the stacks. Fiction books are organized alphabetically along the back wall of the media center.

## **Lost or Damaged Library Materials**

We will endeavor to retrieve library books through various means, such as sending home notices, Class Dojo messages, and making phone calls to parents. Should a book become lost or damaged, the fine will be assessed to the student. Lost/Damaged book fees will not surpass the book's original purchase amount. This is 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". Late returns will not incur any charges.

## Strategic Focus – Weeding and Acquisitions

School Year	Strategic Focus
FY26	<b>Selection Priorities</b> <ul style="list-style-type: none"> <li>• Spanish Books</li> <li>• Non-Fiction</li> <li>• Easy Readers</li> </ul>
	<b>Inventory/ Weeding Priorities</b> <ul style="list-style-type: none"> <li>• Non fiction</li> <li>• Professional Collection</li> <li>• Easy Readers</li> </ul>
FY27	<b>Selection Priorities</b> <ul style="list-style-type: none"> <li>• Graphic Novels</li> <li>• Easy/Picture Books</li> <li>• Non Fiction</li> </ul>
	<b>Inventory/Weeding Priorities</b> <ul style="list-style-type: none"> <li>• Easy Readers</li> <li>• Spanish Books</li> <li>• Non fiction</li> </ul>
FY28	<b>Selection Priorities</b> <ul style="list-style-type: none"> <li>• Picture Books</li> <li>• Easy chapter books</li> <li>• Lower level nonfiction</li> </ul>
	<b>Inventory/Weeding Priorities</b> <ul style="list-style-type: none"> <li>• Fiction</li> <li>• lower level nonfiction</li> <li>• Picture Books</li> </ul>

### Reconsideration of Materials

Belvedere Elementary School follows all School District policies and state laws with regard to the selection of library media materials. However, if a challenge arises, the library media specialist will follow Board Policy 8.125 on challenged materials . Please see Policy 8.1205 (Appendix D) and the Specific Materials Objection form (Appendix E) with regard to book challenges.

### 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: d03f6cae-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)