

FY 26 Collection Development Policy



Berkshire Elementary School

FY26 Collection Development Policy

**WENDY CROWN
MASTERS IN EDUCATIONAL LEADERSHIP**

Educational Media Specialist

Signature Page

BERKSHIRE ELEMENTARY

FY26 Collection Development Policy

Date Approved by Administration: **4/1/2025**

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Purpose of Collection Development Policy

The primary purpose of the Collection Development Plan for the Media Center at Berkshire Elementary School, generously supported by the Embassy of Spain, is to foster an inclusive and culturally diverse learning environment. With a significant portion of our student population being Spanish speakers, it is imperative that our collection reflects their linguistic and cultural backgrounds. By curating a wide range of bilingual books (English- Spanish), educational materials, and multimedia resources, we aim to empower students to connect with their heritage while simultaneously promoting bilingualism and multiculturalism.

To achieve this mission, our strategy emphasizes continuing to acquire authentic materials that represent Hispanic American cultures, languages, and ethnicities, prioritizing accuracy and relevance to both the curriculum and student interests, thus offering a more complete and up-to-date collection.

Background Statement & School Community

Berkshire Elementary school was established in 1958 and currently has a student population of 1071. Berkshire Elementary's mission is to develop young healthy minds in an ever changing global economy with 21st century skills by providing a nurturing, diverse, and inclusive community, where all stakeholders are valued. Berkshire Elementary school provides the finest Dual Language program. Additionally, the school is AVID certified, recognized as an International Spanish Academy (ISA) school by the Embassy of Spain and qualifies as a Title I institution, as shown by the badges below:



Berkshire Elementary school is an elementary school serving students in pre kindergarten to fifth grade. The school has a diverse student population, with an enrollment of 1071 students. The breakdown of the student population shows that 8% of the students are black, 77% are Hispanic, 13% are white, and 2% are from other ethnic groups. A significant proportion of students, approximately 51%, are English Language Learners, which presents a unique set of challenges in the learning environment. Additionally, 100% of the students are eligible for free/reduced lunch, highlighting the low-income status of many families in the community. Finally, 11% of the students are part of the Exceptional Student Education program, demonstrating the school's commitment to providing an inclusive education for all students.

School Mission Statement

Berkshire Elementary School's mission is to develop young and healthy minds in an ever changing global economy with 21st century skills by providing a nurturing, diverse, and inclusive community where all stakeholders are valued.

Media Center Mission Statement

The mission of the Berkshire Elementary Media Center is to provide a dynamic and inclusive learning environment that fosters a love of reading, a passion for learning, and a deep respect for the diversity of cultures that make up our global community.

Responsibility for Collection Management & Development

The Berkshire Elementary School media specialist is responsible for managing and improving the media center collection, encompassing tasks such as selecting, acquiring, organizing, and maintaining materials. Collaboration with the school's administration and faculty is integral to ensuring the collection's alignment with the curriculum and its contribution to the school's educational goals.

Library Program

The primary goal of the Library Media Center is to design and maintain a library program that will enrich and extend the educational program of the school. The library media staff seeks to provide various resources in multiple formats to meet the needs of all students in all areas of the curriculum. The library environment promotes research, intellectual curiosity, reading for pleasure, and diverse interests for lifelong learning. The staff prepares students to be independent users of library and information resources and supports intellectual freedom, as described in American Library Association (ALA) publications.(Appendix A)

The LMC operates on a fixed eight-day Fine Arts rotation schedule, with eight classes per day (k-5). During each 30-minute class, students receive library lessons for the first 20 minutes (Digital Citizenship, Fundamental Reading Skills, Reading, Communication, Vocabulary, Sunshine State Young Readers Program, Computer Applications, as well as many other skills) and the remaining 10 minutes are reserved to get books from the library. Although the Media Specialist is not available before and after school due to PLC coverage and student support in the classrooms, the doors are open for book check in/out. The Library Media Center also carries out special initiatives as needed.

Students are expected to use the FINDS research process and various technology platforms such as PowerPoint, Google Slides, Adobe Express, Windows 365, Typing Club and BrainPOP to present their research projects. With Adobe Express, students can create graphics, concept maps and videos.

The Battle of the Books and the student-led WBER NEWS Show aim to address both communication standards and ISTE standards. The WBER NEWS Show is bilingual and produces segments on Berkie Updates, Pledge of Allegiance, A Moment of Silence, Current Events, Motivational Programs, Vocabulary, Livestream from Outside the WBER Studio, Student and Teacher Recognition as well as promoting Positive Behavior within our PAWS Pledge and the House System. Additional instruction will be included based on collaboration of classroom teachers with support from the media. The Media Center hosts the Scholastic Book Fair throughout the year.

Our Library Media Center aims to incorporate Hispanic American culture through diverse approaches, including the incorporation of literature, periodicals, and other reading materials centered around Hispanic American history, traditions, and customs. Additionally, cultural events or initiatives showcasing Hispanic American music, dance, and art are presented. The utilization of technological resources, such as virtual field trips, online museum displays, and interactive language learning tools, offers students immersive experiences to enhance their comprehension and admiration of Hispanic American culture.

Goals and Objectives

1. Goal: By May 2026, increase the diversity of nonfiction books in Spanish and English in the library collection to better reflect the diverse demographic makeup of our community, where 76% of the population has Spanish as their first language.

- ❖ Objective 1: Research and identify popular and critically acclaimed nonfiction titles in Spanish across various subjects such as history, science, biography, and culture.
- ❖ Objective 2: Establish partnerships with publishers, distributors, and educational organizations specializing in Spanish-language literature to procure a diverse selection of nonfiction books.

2. Goal: continuing to teach students in grades 3-5 to search for books in Destiny and Destiny Discover.

- ❖ Objective 1: Implement a series of five interactive workshops for students in grades 3-5, focusing on utilizing advanced search features within Destiny and Destiny Discover,
- ❖ Objective 2: Develop and distribute a set of user-friendly instructional materials, including step-by-step guides and video tutorials, aimed at enhancing students' proficiency in navigating Destiny and Destiny Discover.

3. Goal: Promote awareness and utilization of Spanish nonfiction books within the school community.

- ❖ Objective 1: Develop marketing strategies and promotional materials (such as flyers, newsletters, and social media posts) to highlight the new additions to the Spanish nonfiction collection and their relevance to academic studies and personal interests.
- ❖ Objective 2: Organize events, workshops, or book clubs centered around Spanish nonfiction books, inviting guest speakers or authors to discuss their works and engage with the audience, fostering a culture of reading and learning in Spanish

Budget and Funding

The LMC is given a school-based operating budget at the beginning of every school year. The Berkshire Elementary School 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.

2025-2026 (FY26) projected budget amounts

<i>School-based Operating Budget</i>	<i>Budget FY25</i>	<i>FY26 Projected Budget</i>
<i>Account 551100 - Media Supplies</i>	<i>\$2020</i>	<i>\$2020</i>
<i>Account 553420 - Media Subscriptions (Periodicals-Newspapers)</i>	<i>\$459</i>	<i>\$459</i>
<i>Account 561100 - Library Books</i>	<i>\$2622</i>	<i>\$2622</i>
<i>Account 562230 - Media A/V Equipment</i>	<i>\$611</i>	<i>\$611</i>
<i>Account 564220 - Furn-Fix/Equip</i>	<i>\$764</i>	<i>\$764</i>
<i>Fundraising/ Grants</i>	<i>Budget Amount</i>	
<i>Account 51700.00</i>	<i>\$2463.51</i>	<i>\$2463.51</i>
<i>Account 51700.01 -Book Fair</i>	<i>\$1822.83</i>	<i>\$1822.83</i>
<i>State Media Allocation</i>	<i>Budget Amount</i>	
<i>Account 556110 (program 3070) - Media Books</i>	<i>\$2555</i>	<i>\$3000</i>

Purchasing Plan FY26

Approximate Purchasing Plan	
Purpose	Amount
Biography, Nonfiction, Bilingual (English- Spanish) Books	\$3000
Supplies	\$2000
STEM	\$1500
Furniture	\$1000
Technology	\$7590
Total:	\$15,090.40

Scope of the Collection

The concentration of collection development at School Berkshire Elementary revolves around the curriculum, which aligns with the guidelines established by the School District of Palm Beach County. These guidelines, in turn, adhere to the regulations established by the Department of Education of the State of Florida. In accordance with the recommended standards for school libraries in the United States, print and non-print materials at Berkshire Elementary School are organized using the Dewey Decimal Classification System. In addition, the school benefits from district-wide subscriptions to electronic information databases and ebooks, further expanding the resources available 24/7 for students, for example Destiny Discover and Typing Club are programs used by our students. School Board Policy 8.12 ensures that all collections and pleasure reading within the school are organized in accordance with the Dewey Decimal Classification System.(See Section 8 Management of Library Media Instructional Materials).

In addition to its comprehensive collection, Berkshire Elementary school is proud of its special section dedicated to Latin American culture, which provides students with a rich and diverse perspective on this vibrant region. The library also places special emphasis on areas such as nonfiction materials that support STEM programs, ensuring that students have access to resources that further their interest and understanding in science, technology, engineering, and mathematics.

Equipment

Within our facilities, there is a wide range of equipment designed to support various media efforts, all geared specifically toward teachers and staff, ensuring they have access to the tools necessary to improve their educational practices and administrative tasks. Below we detail the equipment:

GBC ultima 65 laminator	1	Workroom
GBC Heatseal Ultima 65 laminator	1	workroom
Sharp MX M565 Copy Machines	1	workroom
Ibico EPK 21 Book hole puncher	1	workroom
Hp DesignJet T520 Poster Maker	1	Media Clerk Desk
scanners	33	Media center office
ATIVA Shredder	1	Media Center Office
Lexmark Printer CS421	1	Media Center Office
Cricut Maker	1	Media Center Office
Ipad	1	Media Center Office
HP color printer	1	Media Center Office
Ipad mini	3	Media Center Office
MacBook Pro	1	Media Center Office
MacBook Air	1	Media Center Office
viewSonic Monitor	3	Studio
Tricaster Mini	1	Studio
Sound System	1	Studio
Apple Pencil	1	Media Center Office
desktops	2	Studio
keyboards	2	Studio

mouse	2	Studio
Blog set (Shape Tripod and Mic)	1 (8430 funds)	Studio
Chromebook 3110 2 in 1 (students)	4 (8430 funds)	Studio
Follett scan	1 (8430 funds)	Media Center Office
cardioid Pro 44 microphone	2	Studio
sennheiser microphone	1	studio
canon video camera	2	studio
Ipad	2	Outside the Media Center

Collection Development

The collection development process involves the provision of high-quality materials and resources for the library's media center. Its goal is to ensure that the collection contains a sufficient and diverse number of information sources to meet the academic and personal interests of students. The media specialist takes the lead in this process, collaborating with administrators, teachers, students, parents, and other stakeholders to gather information and make informed decisions.

The coordination of the collection development program falls under the responsibility of the media specialist.

When selecting instructional materials, the needs of the Berkshire Elementary school take precedence and these needs are determined by considering the curriculum and the existing collection. To ensure an effective assessment of these needs, several steps are followed. First, an inventory of the collection is conducted to identify items that need to be replaced, missing materials, or other essential requirements. This helps identify areas that need attention and improvement. In addition, the library's media materials are reviewed in light of the Florida State Standards for appropriateness. To keep track of areas that require additional resources, a rolling list of topics is maintained, which serves as a guide for future acquisitions.

In addition, staff and student input is actively sought to identify the specific needs of Berkshire Elementary School. Our teachers are surveyed at the end of research projects to assess the appropriateness and relevance of the materials used. This feedback helps to understand any gaps or areas that require further support. Periodic surveys of our students and staff are also conducted

to gather their preferences and recommendations for the types of materials they would like to see added to the collection. This inclusive approach ensures that instructional materials align with the interests and requirements of the school community, encompassing informational materials, curricular materials, and materials for reading for pleasure.

The materials considered for purchase are selected based on the following criteria:

Selection and Evaluation Criteria

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The materials considered for purchase are selected based on the following criteria:

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.

			
18,888 Items in the Collection	17.9 Items per Student	29% Fiction Titles in the Collection	36% Percent of nonfiction in the collection
Library media resources are curated to include recently published works and classics that rightfully impact the average age of the collection.			
	2010 Average Age of the Collection	38% Aged Titles	16% 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.	
			
27% Representative Titles in Collection	2009 Representative Titles Average Age	35% SLL Titles in Collection	2010 SLL Titles Average Age

Collection Analysis By Category

The information collected in this section provides a detailed look at the current library collection by classification and genre. The information was gathered from Follett Destiny, the library management system, and Titlewave, the vendor's ordering and analysis tool.

Section	# of Titles	Average Age (year) ¹⁷
Computer Science, Information & General Works	145	145
Philosophy & Psychology	67	2018
Religion	31	2012
Social Sciences	859	2006
Language	185	2007
Science	2000	2011
Technology	993	2012
Arts & Recreation	1639	2015
Literature	207	2008
History & Geography	582	2012
Biography	897	2010
Easy	5688	2008
General Fiction	5511	2011
Graphic Novels	876	2015

Gifts and Donations

Any books gifted or donated to the school must meet the same selection criteria as all other materials. No materials will be added to the collection if they are out-of-date or age-inappropriate simply because they were donated. All gifts and donations must follow the same processes as new book orders.

Collection Maintenance

In line with our commitment to maintaining an organized and accessible library environment and based on the criteria described in [Board Policy 8.12 \(8\)](#), we have implemented a strategic inventory rotation plan that guarantees the continuous evaluation and replenishment of our collection. Our rotation plan spans a three-year cycle, beginning with a focus on non fiction and biography materials in 2026, followed by fiction and biography in 2027, and culminating with easy in 2028. This structured approach allows us to systematically evaluate and update our inventory. attending to the changing needs and interests of our users. Additionally, for ease of navigation and enhanced user experience, our library is meticulously organized using the Dewey decimal system, and each shelf features kid-friendly labels corresponding to specific classifications. This organization scheme not only aids in

efficient book retrieval, but also fosters a welcoming environment conducive to exploration and discovery. Below you will see the example of the kid-friendly labeling system.

Lost or Damaged Library Materials

At our school, we adhere to a clear policy regarding lost or damaged library materials, as outlined in [School 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”. In accordance with this policy, students are responsible for the timely return of borrowed materials or they may incur fees for losses. Loss charges are implemented to encourage accountability and ensure resource availability for all users. Additionally, if a student cannot pay the cost of a lost or damaged book, a five dollar fine is proposed as an alternative resolution. This approach aims to strike a balance between promoting responsibility and understanding individual circumstances, ensuring equitable access to our library resources for all students.

Strategic Focus – Weeding and Acquisitions

School Year	Strategic Focus
FY26	Selection Priorities <ul style="list-style-type: none"> ● Nonfiction English & Spanish ● Biographies English & Spanish ● Fiction English & Spanish
	Inventory/Weeding Priorities <ul style="list-style-type: none"> ● Nonfiction ● Biographies ● Fiction
FY27	Selection Priorities <ul style="list-style-type: none"> ● Fiction English & Spanish ● Easy English & Spanish ● Picture Books English & Spanish
	Inventory/Weeding Priorities <ul style="list-style-type: none"> ● Fiction ● Easy ● Picture Books
FY28	Selection Priorities <ul style="list-style-type: none"> ● Easy English & Spanish ● Nonfiction English & Spanish ● Fiction English & Spanish
	Inventory Priorities <ul style="list-style-type: none"> ● Easy ● Nonfiction ● Fiction

Reconsideration of Materials

In keeping with the important connection to [Board Policy 8.1205](#) on challenged materials, LCM of Berkshire Elementary School agrees to follow this policy to address any concerns or challenges regarding the selection of materials. Policy 8.125 outlines the procedures and guidelines for addressing challenges to instructional materials within the school community. In accordance with this policy, the Media Center of Berkshire Elementary School recognizes the importance of providing an avenue for interested parties to express their concerns while maintaining a balanced approach to the intellectual freedom and educational needs of students. To ensure transparency and clarity, the school has included the full text of Policy 8.125 and the corresponding form, PBSO 1113, in the appendix for easy reference and accessibility.

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)