

# **FY26 COLLECTION DEVELOPMENT POLICY**



**Cholee Lake Elementary School**

## **FY26 Collection Development Policy**

**Amie O'Neal**  
Educational Media Specialist

**Signature Page**

Cholee Lake Elementary School  
FY26 Collection Development Policy

Date Approved by Administration: **May 14, 2025**

**Media Specialist Name:** Amie O'Neal

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

*Amie O'Neal*

**Principal Name:** Dr. Marline Campbell

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

*Dr. Campbell*

## Table of Contents

<u>Purpose Statement</u>	4
<u>Background Statement &amp; School Community</u>	4
<u>School Mission Statement</u>	4
<u>Media Center Mission Statement</u>	4
<u>Responsibility for Collection Management Development</u>	4
<u>Library Program</u>	4
<u>Goals and Objectives</u>	5
<u>Budgeting and Funding</u>	5
<u>Scope of the Collection</u>	6
<u>Equipment</u>	6
<u>Collection Development</u>	6
<u>Selection Evaluation and Criteria</u>	7
<u>Analysis of the Collection</u>	8
<u>Gifts and Donations</u>	9
<u>Collection Maintenance</u>	9
<u>Lost or Damaged Library Materials</u>	10
<u>Strategic Focus – Weeding &amp; Acquisitions</u>	10
<u>Reconsideration of Materials</u>	10
<u>Appendices</u>	11
<u>A - Library Bill of Rights</u>	11
<u>B - ALA Intellectual Freedom Statement</u>	11
<u>C - Board Policy 8.12</u>	11
<u>D - Board Policy 8.1205</u>	11
<u>E - Specific Material Objection Form</u>	11

### **Purpose of Collection Development Policy**

This collection development policy guides our regular procedures, as well as new decisions made in our library media center at Cholee Lake Elementary.

### **Background Statement & School Community**

Cholee Lake Elementary School is located in central Palm Beach County, west of Jog Road on Dillman Road. It was built in 2001 and opened in 2002. The school consists of two stories with 20 portable classrooms. It is a Title I school, with almost 1000 students in pre-kindergarten through fifth grade, and 100% of students on free or reduced lunch. Currently at Cholee Lake 74% of students are hispanic, 16% are black, 7% are white, 1% are Asian, and less than 1% are American Indian. 60% of students are English Language Learners. Cholee Lake Elementary has a 50/50 Spanish-English dual language program in kindergarten through fifth grade. It has two all-day pre-kindergarten classes. The school focuses on science, reading, and math.

### **School Mission Statement**

To increase academic achievement for all students, while providing behavioral and social-emotional support for the well-being of the whole child to inspire lifelong learning.

### **Media Center Mission Statement**

The Media Center of Cholee Lake Elementary will provide reading opportunities to all students in order to encourage a love and appreciation of books and reading. Through technology use and information resources, it will also support the student development of information literacy.

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

The media specialist is in charge of collection management and development. The media clerk assists in managing and organizing books, as the primary job of the media clerk is to check in and out, shelve, and organize library materials. Before new materials are added the media specialist seeks stakeholder input from administration, faculty, students, parents, and others from the district in the community by posting them to the stakeholder website for public comment.

### **Library Program**

The Media Center is located on the first floor of the main building. Media class is on the fine arts wheel for kindergarten through fifth grade. There is one Media Clerk and one full-time Library Media Specialist. Media lessons focus on using the library, information literacy, and reading standards as well. Students also visit, on average, 3 Scholastic Book Fairs each year in the Media Center, as well as several virtual author visits.

## Goals and Objectives

*Goal 1: Continue to update the non-fiction section.*

- *Use data from the Titlewave analysis to inform non-fiction book selections.*
- *Purchase as many 2025 and 2026 non-fiction books as possible in the categories with the oldest average age.*

*Goal 2: Add signage to the most popular non-fiction areas.*

- *Document the top 20 most popular non-fiction areas based on circulation.*
- *Create uniform signs for each of these areas and secure them to the shelves.*

*Goal 3: Have artwork completed in the library*

- *Have the art teacher finish the wall mural.*
- *Select someone to paint faces on the biography shelf.*

## Budget and Funding

*The school administration uses a formula to distribute the appropriated funds to the Library Media budget at the beginning of each school year. The budget for the FY26 school year is expected to be similar to FY25.*

<b>School-based Operating Budget</b>	<b>Budget FY25</b>	<b>FY26 Projected Budget</b>
<i>Account 551100 - Media Supplies</i>	<i>\$1531.43</i>	<i>\$ 665</i>
<i>Account 553420 - Media Subscriptions (Periodicals-Newspapers)</i>	<i>\$0</i>	<i>\$399</i>
<i>Account 561100 - Library Books</i>	<i>\$1299.15</i>	<i>\$1197</i>
<i>Account 562230 - Media A/V Equipment</i>	<i>\$809.42</i>	<i>\$532</i>
<i>Account 564220 - Furn-Fix/Equip</i>	<i>\$0</i>	<i>\$665</i>
<b>Fundraising/ Grants</b>	<b>Budget Amount</b>	
<i>Account 5-1700.00 Media Center Internal Account</i>	<i>\$1260.18</i>	<i>\$300</i>
<b>State Media Allocation</b>	<b>Budget Amount</b>	
<i>Account 556110 (program 3070) - Media Books</i>	<i>\$2398</i>	<i>\$2398</i>

## **Purchasing Plan FY26**

<b>Approximate Purchasing Plan</b>	
<b>Purpose</b>	<b>Amount</b>
Non-Fiction Books	\$5000
Fiction Books	\$6000 (Scholastic)
Supplies	\$1300
Furniture/Signage	\$750
AV Equipment (mostly for TV studio)	\$550
<b>Total:</b>	<b>\$13,600</b>

### **Scope of the Collection**

The collection contains a wide variety of materials that are appropriate for different interests, ability levels, and learning styles. The majority of the collection consists of hardcover books, but there are also many paperback and ebook copies of numerous titles. Most materials are in English, but there is still an incredible selection of Spanish books, as Cholee Lake has a sizable Spanish-speaking population, as well as a Spanish-English dual-language program. The School District of Palm Beach County provides the school with a vast collection of databases and eBooks that the students also have access to all year. In accordance with School Board Policy 8.12, the library materials support both curriculum and pleasure reading. Additionally, according to district policy, the collection is organized in standard Dewey order (Section 8 Management of Library Media Instructional Materials.)

### **Equipment**

The Media Center has a computer lab available for use as well as a TV production studio for morning announcements. Students all have their own laptop to use during the school year, and they are able to bring them to Media class when needed for a lesson or activity.

### **Collection Development**

Collection Development is how quality materials and equipment are provided for the library media center. The purpose is to make sure that the best materials are provided for the particular student needs in a school. The media specialist is in charge of this process but makes sure to consult administration, teachers, students, parents, and stakeholders for input.

## **Selection and Evaluation Criteria**

The certified media specialist will select books made available to students, but will only purchase them after uploading new titles to the stakeholder website for two weeks and gaining administrative approval. Books will be free of pornographic content and that which is not suited for the needs of elementary students or their ability to understand. The media specialist will consult professional reviews for new titles, if available. The media specialist will select books that support classroom instruction and research, as well as those that promote reader excitement and interest, as a primary goal is to cultivate lifelong readers. According to board policy, the following are also criteria for selecting materials: educational significance, appropriateness, accuracy, literary merit, scope, authority, special features, translation integrity, treatment, technical and aesthetic quality, potential demand, durability, and copyright.

## **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:

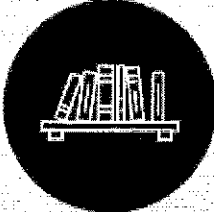
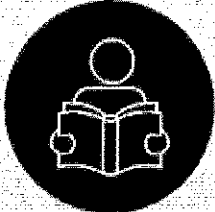
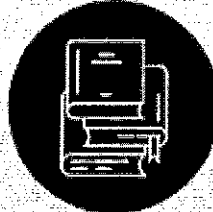

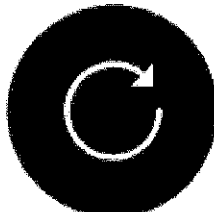
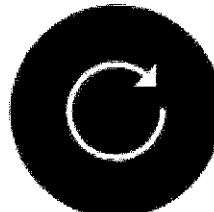
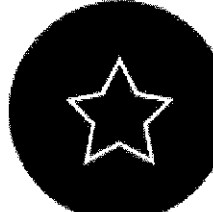
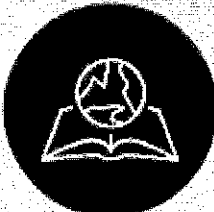
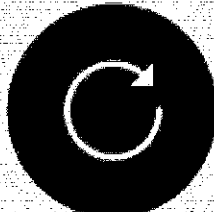

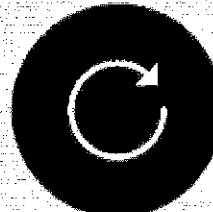
- Maintaining a professional library collection to assist with recertification and knowledge acquisition on education-related topics;
- Managing the online catalog, including the library inventory and circulation software;
- Selecting and making accessible online information databases for reference and 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>20,420</b> Items in the Collection	<b>16.3</b> Items per Student	<b>26%</b> Fiction Titles in the Collection	<b>44 %</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>2007</b> Average Age of the Collection	<b>57%</b> Aged Titles	<b>11%</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>29%</b> Representative Titles in Collection	<b>2004</b> Representative Titles Average Age	<b>33%</b> SLL Titles in Collection	<b>2006</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	99	2014
Philosophy & Psychology	182	2012
Religion	117	2008
Social Sciences	1421	2003
Language	320	2003
Science	2999	2010
Technology	1037	2008
Arts & Recreation	1326	2014
Literature	348	2002
History & Geography	1207	2007
Biography	891	2005
Easy	4284	2006
General Fiction	5296	2006
Graphic Novels	781	2018

### 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 Florida Statute governing Instructional Materials, instructional material stored in the Library Media Center must be inventoried annually. To facilitate the circulation and inventory process, Destiny Library Manager software has been made available to all schools. Per Board Policy 8.12 (8) Cholee Lake Elementary School typically inventories part of its collection each year on a rotational basis, every 3 years. In FY 2025, the “Everyone”, “Biography,” and “Non-Fiction” sections were inventoried. In FY 2026, we will inventory the “Fiction” section. In FY 2027, we will inventory the “Professional” section.

### Lost or Damaged Library Materials

According to School Board Policy 2.21B(9), “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.” Fines may sometimes be lowered, according to a student’s personal circumstances and/or the age and wear of a book.

### Strategic Focus – Weeding and Acquisitions

School Year	Strategic Focus
FY26	<b>Selection Priorities</b> <ul style="list-style-type: none"><li>• 500-569</li><li>• 600s</li></ul>
	<b>Inventory/Weeding Priorities</b> <ul style="list-style-type: none"><li>• Fiction</li></ul>
FY27	<b>Selection Priorities</b> <ul style="list-style-type: none"><li>• 000s</li><li>• 700s</li></ul>
	<b>Inventory/Weeding Priorities</b> <ul style="list-style-type: none"><li>• Professional</li></ul>
FY28	<b>Selection Priorities</b> <ul style="list-style-type: none"><li>• 400s</li><li>• 900s</li></ul>
	<b>Inventory/Weeding Priorities</b> <ul style="list-style-type: none"><li>• Non-Fiction</li><li>• Biography</li><li>• Everyone</li></ul>

### Reconsideration of Materials

Cholee Lake follows Policy 8.1205 when reconsidering library materials. An objection can be made on the Specific Material Objection Form. The policy and the form are both found in the appendix to this document.

### 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 April 21, 2025)

### **E: Specific Material Objection Form**

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

[Link](#) (Accessed February 3, 2025)