

FY26 COLLECTION DEVELOPMENT POLICY



Citrus Cove Elementary

FY26 Collection Development Policy

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Certified Educational Media Specialist

Signature Page

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FY26 Collection Development Policy

Date Approved by Administration: **5/8/2025**

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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 Media Center will focus on a variety of different subjects and topics to add to the growing collection. The collection development policy is annually evaluated and revised as necessary to provide guidance for implementing changes in the collection and to follow all new policies implemented. We will strive to create an environment that is appealing to all students and that will help support learning and reading for pleasure.

Background Statement & School Community

Citrus Cove Elementary is a choice STEAM school. Citrus Cove Elementary currently has 1137 students. 77.9% are economically disadvantaged and we are a Title I school. 18.6% of our students are ELL and 32.2% of the population is African American and 34% is Hispanic. 17.7% of the population are students with disabilities. We have a wide range of classes, such as ASD and Gifted. We also offer an enrichment program that gives every student the opportunity to explore their interests while developing the child as a whole. The academies happen one or more times per year. During this time, grades three through five divide into groups based on interest, not age or academic readiness. Kindergarten through grade two follow a rotation model and expose students to different areas of art, science, engineering, technology, and performing arts. We have a very active PTO that supports the needs of our students and staff. This year, PTO was able to help with our book fair, which was a huge success. Citrus Cove has a variety of identified student groups. We are a gifted-infused center and those teachers are required to hold a gifted endorsement to meet the needs of that student population. We also are home to many students who are exceptional learners in other ways who strive for excellence in our inclusion after school programs. Culturally we have a very diverse population and, therefore, the library collection needs to be as diverse to meet the needs of ALL of our students, which include ESE and ELL. In addition, creating a collection that supports our STEAM program, with many science, technology, engineering, art, and math options is also a necessity.

School Mission Statement

Citrus Cove Elementary School is committed to equipping students with the tools they need for academic, personal and social achievement. Citrus Cove Elementary School enables every student to reach their highest potential by establishing a curriculum that meets or exceeds government standards for education; providing extracurricular programs that develop children's mental, physical and social skills, and partnering with parents and the community to

Media Center Mission Statement

The Learning Commons (Media Center) strives to meet the needs of the students, families, community members, faculty, and staff by providing a place where all can discover, research, create, learn, and feel at-home. In this flexible environment, our mission is to create lifelong learners, readers, researchers, contributing members of society, and positive digital citizens. Our goal is for all students to be prepared for middle school, high school, and career/college. The Learning Commons offers a safe place where all people can have the freedom to learn, enjoy, and discover.

Responsibility for Collection Management & Development

The certified Media Specialist is responsible for the collection management and development. The Media Specialist follows the 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. The Media Center at Citrus Cove Elementary, 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.

Library Program

The library program at Citrus Cove Elementary is a fixed schedule and a part of the Fine Arts Wheel. Every class, K-5, is 30 minutes long. The lessons include STEAM activities that incorporate literature. Fifth grade students were selected to be part of the ITV News Crew for the school morning announcements. The Media specialist provided scripts and different tasks for the students to do in the ITV studio while recording daily shows for the school. This is just one of the many after school clubs that are held in the media center. In addition, the Media Specialist is also in charge of Battle of the Books. This year, we had dozens of students participate and compete in the battle. As with all elementary school library programs, open media is a primary goal. Students are free to come down to the library at various times during the day. They can check out two books for two weeks. We have two new learning spaces in the media center. The Creation Station and Steam Station are breakout rooms that give students the opportunity to do hands-on activities. It's different from class to class based on the needs of the homeroom teacher. The Media Specialist is also the Business Partner Liaison, which leads to community outreach and works closely with the PTO. This year the school has 25 business partners. The Library also hosts annual book fairs for the students to partake in. We have an experienced Media Clerk that helps with library and collection updating/weeding duties.

Goals and Objectives

Goal 1: Promote Literacy and foster a love for reading

- ***maintain a diverse and inclusive collection of books.***
- ***create an accessible and welcoming environment.***

Goal 2: Grow the amount of students who visit the library on a monthly basis.

- ***Add new and exciting titles to the library using scholastic dollars from the book fair.***
- ***Promote the library on the morning announcements and during Fine Arts during the school year of FY26.***

Goal 3: Create increased opportunities for collaboration between the Media Center and the teachers throughout the school year.

- ***Attend meetings, send emails and share out resources that can be found in the Media Center during the school year of FY26.***
- ***Promote the library and encourage teachers to visit more frequently.***

Budget and Funding

The LMC is given a school-based operating budget at the beginning of every school year. The school administration uses a formula to distribute the appropriated funds. The LMC also uses scholastic dollars earned from book fairs and 3070 funds to purchase new books and materials. The budget for the FY26 school year is expected to be similar to FY25.

School-based Operating Budget	Budget FY25	FY26 Projected Budget
Account 551100 - Media Supplies	\$1600	\$1500
Account 553420 - Media Subscriptions (Periodicals-Newspapers)	\$0	\$0
Account 561100 - Library Books	\$1500	\$1400
Account 562230 - Media A/V Equipment	\$600	\$600
Account 564220 - Furn-Fix/Equip	\$700	\$500
Fundraising/ Grants	Budget Amount	Budget Amount
Media Center Internal Account number for your grant(s) (get this from your bookkeeper)	\$4000	\$3500
State Media Allocation	Budget Amount	Budget Amount
Account 556110 (program 3070) - Media Books	\$1900	\$3000

Purchasing Plan FY26

Approximate Purchasing Plan	
Purpose	Amount
eBooks	\$200
books	\$4600
supplies	\$500
STEM	\$700
Total:	\$6,000

Scope of the Collection

The collection consists of several areas. We have substantial Easy Reader and Picture Book sections. We also have a large variety of Fiction books and a Non-Fiction section that meets the needs of our diverse learners (but can always be improved with the most up-to-date material). (Our Fiction section includes many class sets of books that are kept in a separate room in addition to the books on the Fiction shelves.) The LMS also has a good selection of technology equipment for teacher and student-use. The Media Center has two open labs for student use. At this time, the Palm Beach County School District provides eBooks on Destiny, Florida Electronic Library, MackinVia, Tumblebooks, and Multicultural Books that help to support our students by providing 24/7 access to reading.

Through budget funds, we increased our book collection by 2000+ titles to provide options for all learners and to accommodate students' interests. Our goal for this school year is to increase in person checkout rates and to instill a love of reading in the student body. The materials in our Learning Commons reflect the School District's Policy 8.12 section 2 and will support both curriculum and pleasure reading for all students. Per the District policy the collection of books will be arranged in standard Dewey order. Within the Standard Dewey order by the end of the school year the media center's books will also be broken down into genres to help students more easily locate books of interest and those that meet their needs. This will help with freedom of educational exploration.

Equipment

In our backroom we have a laminator, colored printer and copy machine for staff to use. We have an ITV production studio in the media center, which contains multiple cameras, microphones, audio equipment and a telecaster. We have an ipad car with tablets that students can use. We have a large smartboard and screen projector used for displaying information. We have an electronic globe for students to use for studying Geography. We have an ID printer to reissue IDs for students. The Media Center also contains computers.

Collection Development

The goal of our collection development is a work in progress and is a detailed process. The collection should provide quality materials and equipment throughout the Media Center. The goal is to ensure the collection has information sources in adequate quantity and variety to support students academic and personal interest needs. With the input of the students, teachers, administration and parents we hope to meet the needs of every child at Citrus Cove Elementary and to create desire for kids to want to read.

Selection and Evaluation Criteria

The Library Media Specialist is responsible for the on-going selection and evaluation of the current collection. The quality of the collection, which includes procurement of new materials and discarding of ineffective items must follow all school board policies and be in the best interest of the stakeholders. The Media specialist refers to various sources such as School Library Journal to obtain reviews on new purchases. One popular criteria for weeding is found in the CREW Manual, which helps with keeping the collection up to date. 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.

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:


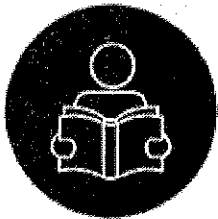



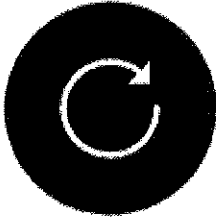

- Maintaining a professional library collection to assist with recertification and knowledge acquisition on education-related topics;

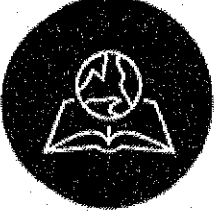



- Managing the online catalog, including the library inventory and circulation software;
- Selecting and making accessible online information databases for reference and research;
- Providing guidance and training to school library media staff in program planning, curriculum development, budget, technology, 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.

			
13,444 Items in the Collection	13.7 Items per Student	56% Fiction Titles in the Collection	23% 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.			
	2012 Average Age of the Collection	30% 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.	

			
30% Representative Titles in Collection	2012 Representative Titles Average Age	44% SLL Titles in Collection	2013 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	74	2017
Philosophy & Psychology	24	2015
Religion	6	2013
Social Sciences	145	2010
Language	84	2013
Science	725	2013
Technology	244	2012
Arts & Recreation	1363	2020
Literature	54	2009
History & Geography	323	2010
Biography	525	2013
Easy	2350	2009
General Fiction	7480	2012
Graphic Novels	1210	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 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. Citrus Cove Elementary School typically inventories part of its collection each year on a rotational basis, every 3 years where it is evaluated thoroughly. The inventory this year was conducted on our nonfiction/graphic novel section. In FY26 the inventory focus will be Biographies, FY27 will be Easy/Everyone books and FY28 will be Fiction.

Weeding of materials and resources is essential for the maintenance of a healthy reading, research and reference library media collection. Weeding is a form of quality control of the collection in which outdated, inaccurate and worn-out materials and equipment are discarded from the electronic catalog and physically removed from the collection. In coordinating this process, the library media specialist will follow objective criteria for removing materials and equipment from the media center, which include obsolescence, physical age and condition, and general inapplicability for continued inclusion in the existing collection.

Lost or Damaged Library Materials

The school follows school Board Policy 2.21B(9), which states "If a student loses or damages District property, including books and textbooks loaned to said student, said student shall be required to pay for, replace or repair said district property. Usually, we charge a flat rate per book. However, we do make exceptions based on specific cases. For instance, if a book is due to be weeded soon or already had major damage we do not charge the student. There are no late fees at Citrus Cove Elementary. Students are charged full price for lost or broken computers.

School Year	Strategic Focus
FY26	Selection Priorities <ul style="list-style-type: none"> • eBooks • Nonfiction • Easy readers
	Inventory/ Weeding Priorities <ul style="list-style-type: none"> • Easy Readers • Graphic Novels • Nonfiction
FY27	Selection Priorities <ul style="list-style-type: none"> • Fiction (Series Completion) • Spanish/Creole texts • Graphic Novels
	Inventory/ Weeding Priorities <ul style="list-style-type: none"> • Fiction • Nonfiction • Easy Readers
FY28	Selection Priorities <ul style="list-style-type: none"> • Nonfiction • eBooks • Graphic Novels
	Inventory/ Weeding Priorities <ul style="list-style-type: none"> • Nonfiction • Easy Readers • Fiction

Reconsideration of Materials

For challenged materials Citrus Cove Elementary will follow all the school board policies and Florida Laws regarding challenged materials. Included is the Board Policy 8.125 and Specific Materials Objection Form, which can also be found in the appendix.

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)