



## **FY26 COLLECTION DEVELOPMENT POLICY**



# **Coral Sunset Elementary School**

## **FY26 Collection Development Policy**

Kaley Ortiz Torres

Educational Media Specialist

Signature Page

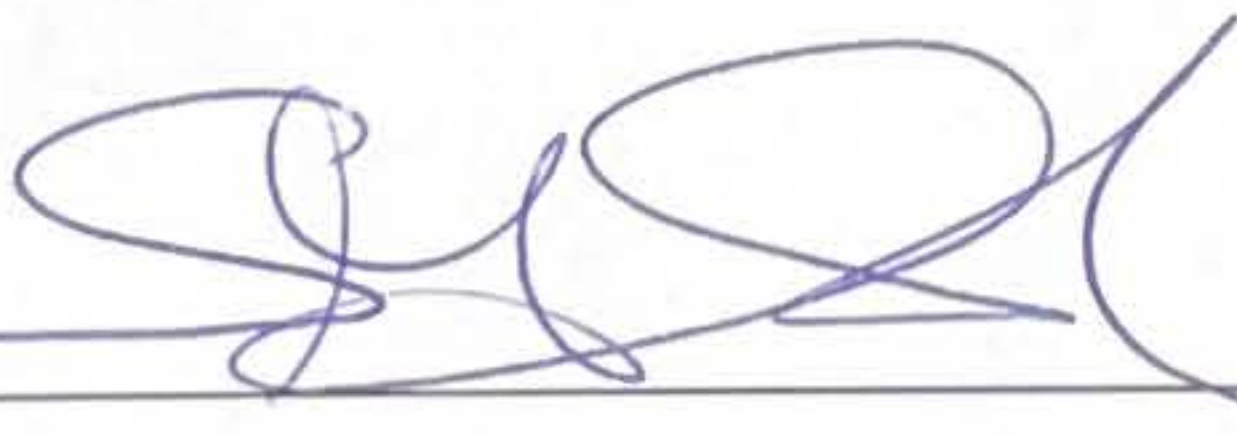
Coral Sunset Elementary School  
FY26 Collection Development Policy

Date Approved by Administration: 4/28/2025

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## Table of Contents

<a href="#"><u>Purpose Statement</u></a>	3
<a href="#"><u>Background Statement &amp; School Community</u></a>	3
<a href="#"><u>School Mission Statement</u></a>	3
<a href="#"><u>Media Center Mission Statement</u></a>	3
<a href="#"><u>Responsibility for Collection Management Development</u></a>	4
<a href="#"><u>Library Program</u></a>	4
<a href="#"><u>Goals and Objectives</u></a>	4
<a href="#"><u>Budgeting and Funding</u></a>	6
<a href="#"><u>Scope of the Collection</u></a>	7
<a href="#"><u>Collection Development</u></a>	8
<a href="#"><u>Selection Evaluation and Criteria</u></a>	8
<a href="#"><u>Analysis of the Collection</u></a>	11
<a href="#"><u>Gifts and Donations</u></a>	12
<a href="#"><u>Collection Maintenance</u></a>	12
<a href="#"><u>Lost or Damaged Library Materials</u></a>	13
<a href="#"><u>Strategic Focus – Weeding &amp; Acquisitions</u></a>	14
<a href="#"><u>Reconsideration of Materials</u></a>	14
<a href="#"><u>Appendix A - Library Bill of Rights</u></a>	15
<a href="#"><u>Appendix B - ALA Intellectual Freedom Statement</u></a>	15
<a href="#"><u>Appendix C - Board Policy 8.12</u></a>	15
<a href="#"><u>Appendix D - Board Policy 8.1205</u></a>	15
<a href="#"><u>Appendix E - Specific Material Objection Form</u></a>	15

## **Purpose of Collection Development Policy**

The Collection Development Policy is designed to support the Coral Sunset Elementary School Library's mission statement to provide a collaborative program that supports the development of inquiring, knowledgeable, and caring young people. The library strives to assist all students in becoming global citizens who have a lifelong love of reading and who use the information to create a better and more peaceful world through intercultural understanding and respect. This policy serves as a guide for selecting, acquiring, and managing the Coral Sunset Library Collection.

As our student population changes, the Media Center at Coral Sunset 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.

## **Background Statement & School Community**

Coral Sunset serves 763 students from grades PK through fifth grade, in addition to the faculty, staff, and families of that community of users. Coral Sunset has a culturally and ethnically diverse student population representing different economic backgrounds and 60.3% minority rate. 76.3% of students qualified for free or reduced lunch. Coral Sunset serves the needs of Exceptional Student Education in many classrooms throughout the school which are designed to serve the needs of students who are on the Autism Spectrum (ASD) and those who may be Emotionally and/or Behaviorally Disturbed (EBD). Coral Sunset also offers one AMP (Advanced Math Placement) class for grades third through fifth. SECME, FLorida Naturalist Club, Robotics Club, Soccer and Basketball Club, and Art Club are some of the student afterschool programs and clubs offered at Coral Sunset.

## **School Mission Statement**

Coral Sunset Elementary's stakeholders will empower students to reach their highest potential by providing rigorously challenging experiences in an environment built on respect, trust, honesty and responsibility.

## **Media Center Mission Statement**

The mission of the Coral Sunset Media Center is to provide a safe and welcoming learning environment that stimulates growth in thinking skills, represents diverse points of view, enriches the overall educational program, and molds students into lifelong learners with an intense love for reading. This policy is to help guide and drive the daily and long term policies of the library media center at Coral Sunset.

## **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. The library media specialist is responsible for the ongoing maintenance of a quality collection, which includes the procurement of new materials and discarding ineffective items. The library media specialist takes student opinion and requests into account when purchasing books for the media center to curate a place filled with books that are not only age appropriate but that they are excited to see and read. Books are only purchased if there are two grade-level, positive, professional reviews and they are in compliance with the state legislation giving stakeholders the required time for review and comments.

## **Library Program**

Foremost, among national standards for school library media center programs is the need to work collaboratively with teachers to develop meaningful information literacy lesson plans that integrate into classroom learning. At Coral Sunset Elementary School, the library media specialist is aware of the current standards and areas being instructed on within each grade level with the use of Blender and uses this to guide lesson planning and instruction within the library media center.

The library is open throughout each day that students are in attendance to ensure equitable access for all students to library media resources. At Coral Sunset, the library is on a fixed weekly rotation schedule. The library offers extended “open checkout” time on Monday and Friday from 7:30-8:00 a.m. and Monday through Friday from 1:30-2:00 p.m. for book checkout.

Within the library media center, students are exposed to the SSYRA and SSYRA jr titles. A makerspace is implemented in Coral Sunset’s library media center to encourage creative thinking and a chance to experience STEM in action. The library media specialist also instructs on technology skills including utilizing the OPAC, coding, and internet safety. At Coral Sunset Elementary, the media center is more than just checking in and out books, we are fostering a creative, innovative, comfortable, and educational environment to encourage a love of learning and reading.

## **Goals and Objectives**

Goal 1: To increase the overall average publication date of the Coral Sunset Elementary Library Media Collection.

- Objective 1: To weed and replace outdated materials, focusing on the science, history, and technology collection.
- Objective 2: To weed materials based upon the significance to the reader,

focusing on items that have never circulated or have not circulated for long periods of time.

Goal 2: To support the students' 21st Century literacy skills through the incorporation of Technology.

- Objective 1: To teach all students to use Destiny to locate and check out books in the Media Center.
- Objective 2: To teach all students how to access and check out ebooks using MackinVia.

Goal 3: Extend MakerSpace options to include more technology aspects i.e. coding.

- Objective 1: Write grants to raise funds to purchase challenging MakerSpace materials.
- Objective 2: Research the most innovative products to add to our MakerSpace.

## Budget and Funding

The LMC is given a school-based operating budget at the beginning of every school year. The Coral Sunset Elementary School administration uses a formula in order to disperse the appropriated funds. It is expected that the budget for the 2024 - 2025 school year will be similar to the school year of 2023-2024.

### ***2024-2025 (FY25) projected budget amounts***

<b><i>School Based Operating Budget</i></b>	<b><i>Budget FY24</i></b>	<b><i>FY25 Projected Budget</i></b>
<i>Account 55110 - Media Supplies</i>	\$	\$
<i>Account 553420 - Media Subscriptions</i>	\$	\$
<i>Account 561100 - Media Books</i>	\$53.22	\$60
<i>Account 562230 - Media A/V Equipment</i>	\$	\$
<b><i>Fundraising/ Grants</i></b>	<b><i>Budget Amount</i></b>	
<i>Media Center Internal Account number (get this from your bookkeeper)</i>	\$7,294.57	\$,5,000
<i>Laura Bush Foundation Grant</i>	\$94.55	\$0
<b><i>State Media Allocation</i></b>	<b><i>Budget Amount</i></b>	
<i>Account 556110 (program 3070) - Media Books</i>	\$1,925.00	\$1,900.00

## Purchasing Plan 2024-2025

Approximate Purchasing Plan	
Purpose	Amount
books	\$1000
STEM	\$200
supplies	\$300
<b>Total:</b>	<b>\$1,500</b>

## Scope of the Collection

Collection development at Coral Sunset Elementary School 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 Coral Sunset'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 inContext Elementary, SIRS Discoverer, and Teaching Books. The eBooks provided by the Department of Library Media Services include Tumblebooks, Gale eBooks, and a shared collection in MackinVia.

## Equipment

At Coral Sunset Elementary, the library media center has a Smart Board, Dell desktop computers, and Apple iPads available within the media center for student and media specialist use.

Within the staff workroom, there are 2 GBC laminators available, a color poster printer, and a black and white poster printer.



There are multiple book scanner options available including a handheld VersaScanner. There is also a color and black and white printer available.

## **Collection Development**

The Charger Library Commons strives to build a balanced collection that supports the needs of the entire school community, for both personal and academic interests/goals. This process includes the formulation of policies and procedures, budget allocations, needs assessments, selection criteria, collection maintenance and evaluation and resource management. We have a responsibility to respond to the academic needs of the student body and faculty and we actively solicit our patrons for input on future purchases.

## **Selection and Evaluation Criteria**

Materials considered for purchase are selected based on the criteria established in the School District of Palm Beach County Board Policy 8.12 Selection of Library Media Materials. (See Appendix A).

Other reputable, unbiased, professional reviewing sources used for selection include Booklist, Hornbook, Kirkus Review, and School Library Journal.

The LMC materials are selected based upon many factors. The materials are evaluated for their aesthetic, literary, and social value, appropriateness to student age, and emotional maturity and relevance to the curriculum.

The LMC materials reflect sensitivity to the achievements, needs, and rights of men and women, various ethnic groups, and other cultures.

The selection of LMC materials about political theories and ideologies, religion, public issues, and controversial topics are directed toward maintaining an unbiased, balanced representation of various opinions.

LMC materials are judged as a whole considering the author's/producer's intent rather than focusing solely upon individual pages, phrases, pictures, or incidents taken out of context.

Other factors considered in the final decision to purchase new materials include their educational significance, need, and value to the collection as a whole and their relationship to the interests of students and the curriculum course of study.

User Needs: At Coral Sunset Elementary, we have a variety of patrons to provide for, including students, faculty, and staff members. Our utmost concern and duty are to select and deliver materials for these patrons. We use a variety of resources to keep our collection rich and diverse.

**Diversity:** We strive to provide students with books and materials in which they can relate to and see themselves. We have a very diverse population of students. Our library does not discriminate based on race, religion, gender, sexual preference, national origin, the author's political views, the material, or the user. Our goal is to provide a collection that mirrors our student's ethnic backgrounds, socio-economic standings, sexual orientation, and various abilities.

**Quality:** We aim to provide quality material to our patrons. When acquiring both print and electronic materials for the collection, we use various resources to evaluate the material before purchasing it. It is important that we use standards established by library professionals and use resources such as book reviews and books that have won esteem by winning awards such as ALA Youth Media Awards and The Newberry Award. It is necessary to rotate through various resources when selecting materials to ensure the collection is diverse and unbiased. Consulting different resources will also provide the books we have chosen are appropriate and suitable for our elementary-level population. The resources that we use when selecting items for the library include but are not limited to:

- Booklist
- Books In Print
- School Library Journal
- Horn Book
- ALA Youth Media Awards
- Kirkus

## 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 to the curriculum. The data below is a snapshot of the collection based on a Titlewise Analysis.

			
<b>13,472</b> Items in the Collection	<b>26.8</b> Items per Student	<b>31%</b> Fiction Titles in the Collection	<b>31%</b> Percent of nonfiction in the collection
Library media resources are curated to include both recently published works and classics that both rightfully impact the average age of the collection.			
	<b>2005</b> Average Age of the Collection	<b>59%</b> Aged Titles	<b>8%</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>27%</b> Representative Titles in Collection	<b>2006</b> Representative Titles Average Age	<b>33%</b> SLL Titles in Collection	<b>2007</b> 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)
Computer Science, Information & General Works	31	2013
Philosophy & Psychology	35	2011
Religion	28	1998
Social Sciences	638	2003
Language	79	2001
Science	1,172	2005
Technology	555	2007
Arts & Recreation	832	2015
Literature	210	1995
History & Geography	600	2005
Biography	807	2005
Easy	4,079	2001
General Fiction	4,154	2008
Graphic Novels	504	2017

## 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 per [Board Policy 8.12 \(8\)](#). Inventory of a particular section of the collection shall be completed every year. For the next five

years, inventoried sections will be:

- FY2023: Inventory Nonfiction Section
- FY2024: Inventory Fiction Section
- FY2025: Inventory Easy Section
- FY2026: Inventory Nonfiction Section
- FY2027: Inventory Fiction Section
- FY2028: Inventory Easy Section

NOTE: Although inventory can occur at any time during the year, spring is best since the process identifies items still checked out so student obligation records can be accurate.

### **Lost or Damaged Library Materials**

At Coral Sunset, when a book is lost, the first instance may be forgiven, but after that, any lost books will receive a fine as dictated in Destiny. This fine may be paid at the school.

## Strategic Focus – Weeding and Acquisitions

School Year	Strategic Focus
FY28	<b>Selection Priorities</b> <ul style="list-style-type: none"> <li>• Graphic Novels</li> <li>• Nonfiction (sports)</li> <li>• Nonfiction update areas based on collection analysis</li> </ul>
	<b>Inventory/ Weeding Priorities</b> <ul style="list-style-type: none"> <li>• Easy</li> <li>• Nonfiction based on collection analysis</li> <li>• Fiction</li> </ul>
FY27	<b>Selection Priorities</b> <ul style="list-style-type: none"> <li>• Nonfiction (000-300)</li> <li>• Nonfiction (301-700)</li> <li>• Nonfiction (701-900)</li> </ul>
	<b>Inventory/ Weeding Priorities</b> <ul style="list-style-type: none"> <li>• Easy</li> <li>• Nonfiction based on collection analysis</li> <li>• Fiction</li> </ul>
FY26	<b>Selection Priorities</b> <ul style="list-style-type: none"> <li>• Easy</li> <li>• Fiction</li> <li>• Biographies</li> </ul>
	<b>Inventory/ Weeding Priorities</b> <ul style="list-style-type: none"> <li>• Nonfiction update areas based on collection analysis</li> <li>• Easy</li> <li>• Fiction</li> </ul>

## Reconsideration of Materials

Coral Sunset 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 [Board Policy 8.1205](#)( Appendix C).

## 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)