



FY26 COLLECTION DEVELOPMENT POLICY

CORAL REEF ELEMENTARY SCHOOL

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Coral Reef Elementary
FY26 Collection Development Policy

Date Approved by Administration: 5/5/25

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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 Coral Reef Elementary School media center 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

The Coral Reef Elementary School media center serves approximately 930 students in Kindergarten through Fifth Grade in addition to the faculty, staff, and parents of that community of users.

According to the most recent FDOE Population & Enrollment Overview, Coral Reef Elementary has a culturally and ethnically diverse student population representing different economic backgrounds, which include: 45% White, 13% Black, 33% Hispanic, 5% Asian, 0% American Indian, and 5% Multiracial. Approximately 60% of the students are eligible for free and reduced lunch according to our school's School Improvement Plan.

School Mission Statement

Coral Reef Elementary, along with the School District of Palm Beach County is committed to providing a world-class education with excellence and equity to empower each student to reach his or her highest potential with the most effective staff to foster the knowledge, skills, and ethics required for responsible citizenship and productive careers.

Library Media Center Mission Statement

The Coral Reef Library Media Center is dedicated to designing and maintaining a library media program that supports, complements, and expands the instructional program of the school. The library media staff will: provide and promote extensive use of resources in multiple formats that are designed to meet the varying needs of all learners in all aspects of the curriculum, provide a learning environment which promotes inquiry; stimulates intellectual curiosity, and encourages pleasure reading, and provides and promotes instruction to prepare students to become independent users of libraries and information resources.

Responsibility for Collection Management & Development

Palm Beach County Schools, through the professional library media staff at Coral Reef 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 the students and teachers.

Selection decisions are the responsibility of the Library Media Specialist with input from all staff members, students, parents, under the ultimate authority of the principal and the school board.

Library Program

The library media center is open throughout the day that students are in attendance to ensure equitable access for all students to library resources. Students in grades K-5 visit the Media Center weekly as part of their Fine Arts rotation, once every 5-6 days. Students are also welcome to come check out books at any time throughout the school day with their teacher's permission.

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 Reef Elementary School, the library media specialist uses Blender as a mechanism to review the standards being taught at each grade-level.

Media lesson plans are designed to be collaborative lessons with emphasis on supporting the Information and Media Literacy Standards embedded in Language Arts, including library skills, digital citizenship, and research & information literacy. Additional lessons may include district, state, and national initiatives, including: the SSYRA Program, the SSYRA Jr. Program, Hour of Code, International Dot Day, TechSafe lessons, Jumpstart's Read for the Record, Celebrate Literacy Week, World Read Aloud Day, and etc.

Goals and Objectives

1. Improve the age of the Fiction collection by at least two years.
 - Pull reports and weed materials with aged copyright dates that are not circulating.
 - Purchase new materials for the Fiction section with more recent copyright dates.
2. Improve participation in the Battle of the Books for students in grades 3-5.
 - Purchase multiple copies of the SSYRA books & reinforce the use of Mackinvia.
 - Use of book trailers and book talks during media classes to get students excited to read them.
 - Hold a SSYRA book club after school to review books to prepare for BOB.
3. Create new Makerspaces for our Media Center
 - Research different and new items that can be used in our Makerspaces by utilizing workshops, reading articles on the subject, & by looking through different websites that sell STEM-based items.
 - Purchase materials needed to use in Makerspace stations using internal funds.

Budget and Funding

The Coral Reef Elementary Library Media Center is given a school-based operating budget at the beginning of every school year. The administrator uses a formula in order to disperse the appropriated funds. It is expected that the budget will be similar to the FY25 school year.

School Based Operating Budget	FY25 Budget	FY26 Projected Budget
Account 55110 - Media Supplies	\$651	\$651
Account 553420 - Media Subscriptions	\$0	\$0
Account 561100 - Media Books	\$2,983	\$2,983
Account 562230 - Media A/V Equipment	\$0	\$0
Account 564220- Furn-Fix/Equipment	\$0	\$0
Fundraising/ Grants	Budget Amount	Projected Budget
Account 51700- Media Internal	\$9,000	\$9,000
State Media Allocation	Budget Amount	Projected Budget
Account 556110 (Prog. 3070) - Media Books	\$2,943	\$2,943

Purchasing Plan 2025-2026

Approximate Purchasing Plan	
Purpose	Amount
Books	\$10,000
Supplies	\$1,000
STEAM/Makerspace Items	\$1,000
Technology	\$3,000
Awards & Rewards	\$500
Total:	\$15,500

Scope of the Collection

The collection development is focused on the curriculum of Coral Reef 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. Materials support both the curriculum and pleasure reading as per School Board Policy 8.12.

According to best practices for school libraries in the United States, the print and non-print collection at Coral Reef Elementary School is arranged by the Dewey Decimal Classification System. Additional resources are provided by district-wide subscriptions to electronic information databases and eBooks that provide 24/7 access for students that extends our collection.

The library media collection includes all the resources available in the school library media center along with all those that students, faculty and administrators can access through interlibrary loan.

Equipment

Various types of equipment are available for both student and teacher/staff use in our media center. We have chromebooks and iPads that are used with students during their media classes. Teachers have access to iPads, video cameras, and cd players. There is a TV Studio housed in one of the back rooms in the media center.

Collection Development

Collection Development is the process of providing quality materials and equipment for the library media center. The goal of collection development is to ensure the collection has information sources in adequate quantity and variety to support student's academic and personal interest needs. The media specialist is charged with leading this process with the input of administration, teachers, students, parents, and stakeholders.

Selection and Evaluation Criteria

Materials considered for purchase are selected on the basis of the criteria established in SDPBC 8.12.

Media Center materials are carefully evaluated prior to purchase. The materials are evaluated according to their aesthetic, literary and social value, appropriateness to student age and emotional maturity and relevance to the curriculum. Professional reviewing sources used for selection may include: School Library Journal, Kirkus Reviews, ALA Booklist, and etc.

Furthermore, our materials reflect many cultures and ethnic groups. Materials that contain political theories and ideologies, religion, public issues and controversial topics have a balanced representation with various opinions.

Media center 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 that are 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 curriculum course of study.

District-Wide “Procedures for Selecting and Developing Library Collections”

[School Board Policy 8.12](#) sets out the procedures for selecting and developing library collections. These procedures are followed District-wide.

District Resources And Services












The School District Library Media Services provides support to school 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 works in collaboration 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 search and find specific facts efficiently and effectively.

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.

			
11,560 Items in the Collection	11.4 Items per Student	53% Fiction Titles in the Collection	45 % 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.			
	2011 Average Age of the Collection	39% Aged Titles	19% 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.	
			
25% Representative Titles in Collection	2010 Representative Titles Average Age	37% SLL Titles in Collection	2012 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.

[All Dewey Classes](#)
[Age-Sensitive Areas](#)

Classification	Avg. Age	Items
Computer Science, Information & General Works	2014	22
Philosophy & Psychology	2011	17
Religion	2002	30
Social Sciences	2004	362
Language	2005	60
Science	2009	1,235
Technology	2013	504
Arts & Recreation	2017	1,518
Literature	2005	161
History & Geography	2007	592
Biography	2012	708
	2011	5,209

[Dig into the Dewey divisions by 10s >>](#)

Fiction

Classification	Avg. Age	Items
Easy	2010	1,944
General Fiction	2010	4,189
	2010	6,133
Graphic Novels	Avg. Age 2019	Items 888

Gifts and Donations

Gifts to the library media center are encouraged. However, the Library Media Specialist reserves the right to add such items to the school's library or classroom collections only if they 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(8). Here is the inventory schedule for the next three years: FY26- Fiction, FY27- Nonfiction, and FY28- Everybody.

Lost or Damaged Materials

Coral Reef follows 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."

Strategic Focus – Weeding and Acquisitions

School Year	Strategic Focus
FY26	Selection Priorities <ul style="list-style-type: none"> Fiction
	Inventory/ Weeding Priorities <ul style="list-style-type: none"> Fiction Professional
FY27	Selection Priorities <ul style="list-style-type: none"> Nonfiction
	Inventory/ Weeding Priorities <ul style="list-style-type: none"> Nonfiction References Biographies
FY28	Selection Priorities <ul style="list-style-type: none"> Everybody
	Inventory/ Weeding Priorities <ul style="list-style-type: none"> Everybody

Reconsideration of Materials

See School Board Policy 8.1205-Challenge Procedures for Instructional Materials. More information on this policy and the Specific Material Objection form can be found in the Appendix of this document.

Annual Evaluation and Revision of Collection Development Plan

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)