

FY26 COLLECTION DEVELOPMENT POLICY



Crystal Lakes Elementary School

FY26 Collection Development Policy

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Educational Media Specialist

Signature Page

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Date Approved by Administration: **April 28, 2025**

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Purpose of Collection Development Policy

The Collection Development Policy is designed to support the Crystal Lakes Elementary School Library's mission statement to provide a collaborative program that supports the development of our students. The library strives to assist all students in becoming global citizens who have a lifelong love of reading and learning. This policy serves as a guide for selecting, acquiring, and managing the Crystal Lakes Library Collection.

As our student, faculty, and staff population changes, we will reassess and adapt our collection to reflect new and differing areas of interest and needs. Our priority is to offer titles and subject areas desired or needed by our users. 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 Media Center serves 743 students in grades kindergarten through fifth grade, in addition to the faculty, staff, and parents of that community of users. Crystal Lakes has a culturally and ethnically diverse student population representing different economic backgrounds and includes 43% Caucasian, 27% Hispanic/Latino, 19% Black or African American, and 11% other.

We have staff members who are trained ESOL instructors. We implement the strategies we have studied and trained for to create a welcoming and inclusive environment for multicultural students and their families. We have invested funds to purchase dual language books as well as other foreign language materials.

School Mission Statement

The mission of Crystal Lakes Elementary School is to educate, affirm, and inspire each student in an equity-embedded school system.

Media Center Mission Statement

The mission of the Crystal Lakes Media Center is to provide a wide range of services, materials, and academic experiences that support the goals of our school as articulated in our School Improvement Plan.

The Crystal Lakes Media Center is proud to be an integral part of the academic success of our great students. Our media center houses a diverse collection of fiction, nonfiction, and e-Books, on a variety of levels that accommodate our diverse population.

Responsibility for Collection Management & Development

The media program and the Media Specialist are evaluated annually by the administrators of the school and the PBC School District. A Professional Development Plan is put into action and evaluated for success.

Library Program

The Media Center is open for 20 minutes every morning for students to return and check out books. The Television Production Club meets daily to practice and broadcast the CLE TV Morning Show.

~~Media classes run on a 12-day rotation for grades K-5. Each class comes to the Media Center for 2 days.~~

We support all classroom initiatives and the Book Taco reading program. Lessons focus on literacy, research, and digital citizenship.

Goals and Objectives

Goal 1

Weed library collection based on the condition of books.

Objective 1: Remove books from the collection that are popular but past the condition of use (missing/ripped pages, broken covers that are not repairable).

Objective 2: Remove books that are not being circulated due to their poor condition.

Goal 2

Continue to fill in gaps by purchasing books that complement and complete collections in FY26.

Objective 1: Offer a book-tasting for students to try out different genres.

Objective 2: Use Titlewave as a basis of analysis, and continue to purchase books that help develop a robust collection.

Goal 3

Continue to grow the Makerspace program that will engage and connect students through hands-on learning experiences.

Objective 1: Create additional lessons that tie to standards through makerspace learning that follow the 4 C's (creativity, critical thinking, collaboration, and communication).

Objective 2: To provide the space, resources, and tools to empower student creation and learning.

Budget and Funding

The LMC is given a school-based operating budget at the beginning of every school year. The Crystal Lakes 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 2024-2025.

2025-2026 (FY26) projected budget amounts

School-based Operating Budget	Budget FY25	FY26 Projected Budget
Account 551100 - Media Supplies	\$464	\$464
Account 553420 - Media Subscriptions (Periodicals-Newspapers)	\$346	\$346
Account 561100 - Library Books	\$1038	\$1038
Account 562230 - Media A/V Equipment	\$461	\$461
Account 564220 - Furn-Fix/Equip	\$577	\$577
Fundraising/ Grants	Budget Amount	
Media Center Internal Account number for your grant(s) (get this from your bookkeeper)	\$5982.31	\$5982.31
State Media Allocation	Budget Amount	
Account 556110 (program 3070) - Media Books	\$2361	\$2361

Purchasing Plan FY26

Approximate Purchasing Plan	
Purpose	Amount
books	\$3,400.00
supplies	\$500.00
STEM	\$100.00
Total:	\$4,000.00

Scope of the Collection

The Collection Development at Crystal Lakes 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 Crystal Lake'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 Tumbleboooks, Gale eBooks, and a shared collection in MackinVia.

Equipment

Smart/Lumio technology is used during daily lessons. Students have access to Chromebooks for research and learning activities.

Collection Development

The primary goal of the Crystal Lakes Elementary Media Center Library Collection is to provide resources for curriculum support as well as age-appropriate, recreational reading materials. The recreational

collection is developed in accordance with the Florida and School Board policy (see Appendix C and D). The state allocations and district budget monies will be used to provide a variety of electronic and physical materials. Duplicate copies are purchased based on the needs of the staff and the popularity of the title. Teacher requests will be considered on an individual basis and purchased according to curriculum needs and collection development policies. Devices for using electronic resources are not provided by the Media Center and are the responsibility of the student and teacher.

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.

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

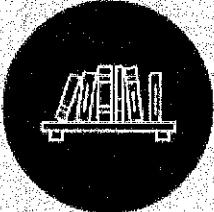
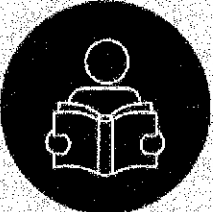
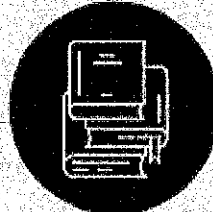

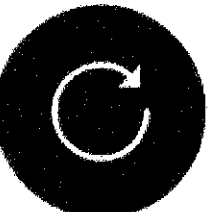
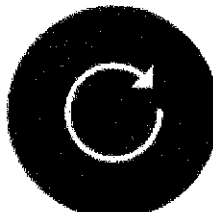
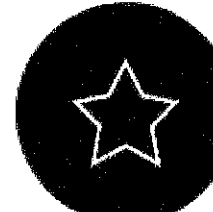
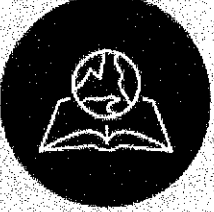
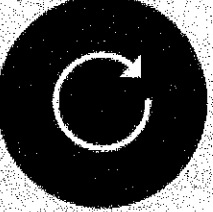

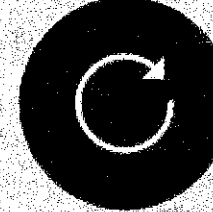
The School District Library Media Services Department supports school-based library media center personnel and establishes uniform policies and procedures for school library media centers throughout the District. These services include, but are not limited to:

- 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.

			
37,924 Items in the Collection	50.6 Items per Student	62% Fiction Titles in the Collection	37% 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.			
	2000 Average Age of the Collection	53% Aged Titles	3% 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.	
			
17% Representative Titles in Collection	2000 Representative Titles Average Age	18% SLL Titles in Collection	2002 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	125	2000
Philosophy & Psychology	103	2004
Religion	28	2001
Social Sciences	2,226	1998
Language	205	1995
Science	4,416	2000
Technology	1,280	2000
Arts & Recreation	1,074	1993
Literature	388	1996
History & Geography	2,092	1998
Biography	1,629	2000
Easy	15,331	1997
General Fiction	8,202	2003
Graphic Novels	412	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

Inventory will be completed on a three-year rotation as per Board Policy 8.12 (8).

Inventory Rotation:

2025-2026 School Year: Non-Fiction

2026-2027 School Year: Resource Room

2027-2028 School Year: Easy Fiction & Fiction

Lost or Damaged Library Materials

Fees are not charged for damaged, or lost library books. If a student loses a book, we request that they replace the book depending on the age/condition of the lost item.

Strategic Focus – Weeding and Acquisitions

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

Reconsideration of Materials

All materials, print and nonprint, shall meet the purchasing requirements as outlined in this document. The Media Center does not add or withdraw, at the request of any individual or group, material, which has been chosen or excluded on the basis of stated selection criteria. The Media Center follows the guidelines established by the School District of Palm Beach County Administrative Directive Board Policy 8.12 and 8.1205 including any challenged materials.

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)