

FY26 COLLECTION DEVELOPMENT POLICY



Del Prado Elementary School

FY26 Collection Development Policy

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Signature Page

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Table of Contents

Purpose Statement	4
Background Statement & School Community	4
School Mission Statement	4
Media Center Mission Statement	4
Responsibility for Collection Management Development	4
Library Program	5
Goals and Objectives	5-6
Budgeting and Funding	7-8
Scope of the Collection	9
Equipment	9
Collection Development	9
Selection Evaluation and Criteria	9-10
Analysis of the Collection	11-12
Gifts and Donations	12
Collection Maintenance	12
Lost or Damaged Library Materials	13
Strategic Focus – Weeding & Acquisitions	13
Reconsideration of Materials	13
Appendices	15
A - Library Bill of Rights	15
B - ALA Intellectual Freedom Statement	15
C - Board Policy 8.12	15
D - Board Policy 8.1205	15
E - Specific Material Objection Form	15

Purpose of Collection Development Policy

The mission of Del Prado Elementary Library Media Center is to support the students with both text and technology. It strives to assist all students in developing a lifelong love of reading while utilizing the information to become caring, respectful global citizens. Our priority is to offer titles and subject areas in the form of print, digital, and electronic formats. The collection development process is reevaluated annually and includes designing the policy and procedures, budget allocations, needs assessment, collection maintenance and evaluation and selection and deselection of materials.

Background Statement & School Community

Del Prado Elementary School serves 742 students from Kindergarten through 5th grade. Our school has a diverse population with 56.7% white, 3.7% black, 27% Hispanic, 6.6% Asian, and 6% other. We are an elementary school that teaches the gifted education curriculum, with 26% qualifying for the gifted program. ESOL students make up 25% of our population, while 15% are in our ESE program. Currently, 26% of Del Prado's students qualify for the free and reduced lunch program.

School Mission Statement

Del Prado Elementary School will educate our students to be caring, self-motivated, resourceful, and creative. Our students will attain individual excellence and skills mastery enabling them to adapt, and meet the demands to succeed throughout their educational career and beyond.

Media Center Mission Statement

Del Prado Media Center is dedicated to preparing students by using the latest technology available to achieve academic success. The library Media Center is dedicated to designing and maintaining a library media program that supports, compliments, and expands the instructional program of the school. It assists users in becoming peaceful, global citizens who are information literate, read for pleasure, and are life-long learners.

Responsibility for Collection Management & Development

The mission of Del Prado Elementary School is to educate our students to become independent, caring, self-motivated, resourceful, and creative. Del Prado's teachers and parents, in cooperative partnership, are committed to fostering and enhancing our children's unique talents and creativity to develop independent, respectful, involved citizens. We have the courage to be different, willingness to adapt, and the ability to be creative in the pursuit of excellence. Del Prado sets the standards for excellence in elementary education for forging partnerships based on trust and understanding.

Library Program

Del Prado's annual Media Center program and activities include:

1. Our Media Center operates on a fixed schedule that is part of the 5-day Fine Arts Specials rotation.
2. Del Prado participates in the Sunshine State Young Readers program prompted by the FLorida Association in Media Education(FAME). Battle of the Books is an after school club.
3. Del Prado Media Center hosts two Scholastic Book Fairs. The second Book Fair corresponded with Del Prado's Multicultural Night.
4. The Media Center is also responsible for presenting Character Education monthly pillars which align to State Standards and Statutes.
5. The Media Center also hosts the Teachers of Tomorrow club.
6. Our Media Center celebrates Literacy Day with various daily events for the week.
7. Our Media Center supports and reviews Science Standards from Fair Game Review across grade levels.
8. Maker Space developed and materials will continually be added.
9. New tables and chairs were added to the Media Center.
10. Holocaust Education Week taught age appropriate lessons.

Goals and Objectives

GOAL 1: To increase the overall average publication date of the Del Prado 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 promote literacy and the enjoyment of reading, viewing, and listening at all ages and stages of development.

Objective 1: Encourage a wide variety of reading experiences through a collection

which reflects the experiences and interests of students at different levels, and, in turn, challenges them with new material.

Objective 2: To utilize iPads and technology with students in meaningful ways to access library materials, conduct research, and extend learning.

GOAL 3: Grow the MackinVia eBook Collection

Objective 1: Use data from the needs assessment to inform MackinVia eBook selections.

Objective 2: To purchase up-to-date eBooks that relate to the needs and interests of the student population.

Budget and Funding

Our Media Center budget is supported through annual district funding. We receive additional funding through the State Allocation Money as well as the profits from the two Scholastic Book Fairs.

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 budget for the FY26 school year is expected to be similar to FY25.

<i>School-based Operating Budget</i>	<i>Budget FY25</i>	<i>FY26 Projected Budget</i>
<i>Account 551100 - Media Supplies</i>	\$1,888.52	\$2,191
<i>Account 553420 - Media Subscriptions (Periodicals-Newspapers)</i>	\$356	\$0
<i>Account 561100 - Library Books</i>	\$1753	\$1753
<i>Account 562230 - Media A/V Equipment</i>	\$0	\$0
<i>Account 564220 - Furn-Fix/Equip</i>	\$0	\$0
<i>Fundraising/ Grants</i>	\$2500	\$3,000
<i>Media Center Internal Account number for your grant(s) (get this from your bookkeeper)</i>	<i>Budget Amount</i>	
<i>State Media Allocation</i>	\$1403	\$1403
<i>Account 556110 (program 3070) - Media Books</i>	\$1,888.52	\$2,191

Purchasing Plan FY26

Approximate Purchasing Plan	
Purpose	Amount
updating books	\$3,500
media supplies	\$1,000
iPads	\$8,000
Makerspace/STEM	\$1,000
Total:	\$13,500

Scope of the Collection

Collection Development is driven by the Curriculum of Del Prado Elementary School which follows the guidelines of the Palm Beach County School District, which, in turn, are governed by the Department of Education of the State of Florida (District Policy 8.12(5)). Furthermore, special emphasis is given to our gifted education classes. Del Prado Media Center follows best practices and is arranged by the Dewey Decimal Classification System (see Appendix A).

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 DPES's collection and provide 24/7 access for students. The eBooks provided by the Department of Library Media Services include Tumbleboooks, Gale eBooks, and a shared collection in MackinVia.

Some gentrified sections were created to include: graphic novels, adventure, mystery, fantasy, historical fiction, and sports.

Equipment

Del Prado Media center has a teacher work room that includes four copiers, a laminating machine, a Cricket, an Ellison maker, and a poster maker. WPAW is recorded in Del Prado's TV production studio.

Collection Development

Collection Development is the process of providing quality materials and equipment for the Media Center. Our school will continue to collect information resources that support staff and students' academic and personal interests. The state allocations and district budget monies will be used to provide a variety of electronic and physical materials. The process of Collection Development is led by the Media Specialist, Lauren Diamond, along with administration, parents, and stakeholders.

Selection and Evaluation Criteria

In accordance with School District of Palm Beach County Board Policy 8.12 - Selection of Library Media Center Materials (see Appendix C), Del Prado Elementary School Media Center utilizes the following professional reviewing sources to aid in the selection of library media center materials. Critical analysis is in place in the selection of materials. Del Prado Elementary School Media Center only uses reviews from professional reviewing sources such as:

- School Library Journal

- Booklist
- Horn Book Guide
- Center for the Children's Book
- Kirkus Reviews
- Publisher's Weekly
- School Library Connection
- ALA Youth Media Awards

Reviews from Amazon, Goodreads, Common Sense Media, and the like will not be considered when selecting library center materials.

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.

			
9,723 Items in the Collection	11 Items per Student	28% Fiction Titles in the Collection	39% 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.			
	2008 Average Age of the Collection	38% 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.	
			
2,552 Representative Titles in Collection	2007 Representative Titles Average Age	3,429 SLL Titles in Collection	2010 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	24	2022
Philosophy & Psychology	39	2009
Religion	17	1994
Social Sciences	439	2001
Language	22	1990
Science	1,361	2008
Technology	565	2008
Arts & Recreation	892	2017
Literature	87	2003
History & Geography	326	2006
Biography	411	2003
Easy	1,669	2008
General Fiction	2,760	2011
Graphic Novels	521	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). Del Prado's rotation plan by year consists of updating new fiction titles, weeding out irrelevant books, updating easy titles, and updating non-fiction titles. The Media Center's collection is clearly identified by shelf labels: Fiction, Non - Fiction, Graphic Novels, Mystery, Adventure, Science Fiction, Historical Fiction, and Sports. These books also have genre stickers on their spine. Early Readers are located on two separate shelves and organized in easy to find bins. New books are featured on a separate shelf and are then reshelfed into their proper location.

Lost or Damaged Library Materials

Del Prado's policy regarding lost or damaged materials: fines for lost or damaged materials to replace the books. There will not be a graduation hold placed on student accounts if fines and fees are left unpaid.

Strategic Focus – Weeding and Acquisitions

School Year	Strategic Focus
FY26	Selection Priorities <ul style="list-style-type: none">• Update new easy titles• Update non-fiction titles
	Inventory/ Weeding Priorities <ul style="list-style-type: none">• Weed outdated books• Weed non-fiction books• Inventory non-fiction
FY27	Selection Priorities <ul style="list-style-type: none">• Create a large print book section• Update genre sections (fantasy, historical fiction, mystery, adventure, science fiction, sports)
	Inventory/ Weeding Priorities <ul style="list-style-type: none">• Weed genre sections (fantasy, historical fiction, mystery, adventure, science fiction, sports)• Inventory fiction genre sections (fantasy, historical fiction, mystery, adventure, science fiction, sports)
FY28	Selection Priorities <ul style="list-style-type: none">• Update fiction titles
	Inventory/ Weeding Priorities <ul style="list-style-type: none">• Weed irrelevant books• Weed easy section books• Inventory easy books

Reconsideration of Materials

While the library recognizes the right of any individual to challenge available materials, the library does not add or withdraw, at the request of any individual or group, materials which have been chosen or excluded on the basis of stated selected criteria. In the event of a challenge by a citizen of Palm Beach County, personnel at ACHS will follow SDPBC Policy 8.1205 (Appendix D) – Objection Procedures for Instructional Materials, Library Media Materials, and Supplemental Classroom Materials, including Reading Lists. Any person wishing to make a challenge will fill out Specific Material Objection Form(Appendix E).

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)