

**Cypress Trails Elementary**

## **FY26 Collection Development Policy**

**Jenna Haera**

Certified Educational Media Specialist

Certified Elementary Education

Certified Educational Leadership

## Signature Page

Cypress Trails Elementary  
FY26 Collection Development Policy

Date Approved by Administration: 4/22/25

Media Specialist Name: Jenna Haera

Media Specialist Signature: Jenna Haera

Principal Name: Bruce Saulter

Principal Signature: BSA

## Table of Contents

<u>Purpose of Collection Development</u>	1
<u>Background Statement &amp; School Community</u>	1
<u>School Mission Statement</u>	1
<u>Media Center Mission Statement</u>	1
<u>Responsibility for Collection Management Development</u>	1
<u>Library Program</u>	1
<u>Goals and Objectives</u>	2
<u>Budgeting and Funding</u>	2
<u>Scope of the Collection</u>	4
<u>Equipment</u>	4
<u>Collection Development</u>	5
<u>Selection Evaluation and Criteria</u>	5
<u>Collection Analysis</u>	6
<u>Gifts and Donations</u>	7
<u>Collection Maintenance</u>	8
<u>Lost or Damaged Library Materials</u>	8
<u>Strategic Focus – Weeding &amp; Acquisitions</u>	8
<u>Reconsideration of Materials</u>	9
<u>Appendices</u>	10
<u>A - Library Bill of Rights</u>	10
<u>B - ALA Intellectual Freedom Statement</u>	10
<u>C - Board Policy 8.12</u>	10
<u>D - Board Policy 8.1205</u>	10
<u>E - Specific Material Objection Form</u>	10

## **Purpose of Collection Development Policy**

The purpose of this policy is to make data based decisions on how to enhance and improve the library collection to meet the needs of the diverse population of students and teachers at our school. This policy supports the needs of the school and district curriculum and school community. This plan serves as the guiding document for planning, programming, and purchasing decisions for the Media Center.

## **Background Statement & School Community**

The users of Cypress Trails Elementary Library Media Center are in grades Kindergarten through grade 5, faculty, staff, and parents of the community. The school is a Science, Technology, Engineering, and Math (STEM) school, a Green School of Excellence, a five-star school by FLDOE and an Exceeding Awards School by the East Coast Technical Assistance Center (ECTAC).

Cypress Trails Elementary is a Title I school and has a culturally and ethnically diverse population representing different economic backgrounds, which include, 21% Black/African American, 42% Hispanic, 7% Multiracial 27% White, 2% Asian and 1% Indian. 33% are students with disabilities (SWD), and 15% are English Language Learners (ELL). We serve 534 students in grades K-5 and we offer all our students free breakfast and free lunch.

## **School Mission Statement**

Cypress Trails 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.

## **Media Center Mission Statement**

The mission of Cypress Trails Media Center is to foster a love of reading and learning for students. We hope to engage the students in 21st Century learning, skills, and knowledge, in order to guide them to become productive and responsible members of society. The media center aims to provide a safe and welcoming environment for all students to feel comfortable expressing and seeing themselves represented in the library.

## **Responsibility for Collection Management & Development**

The Media Specialist at Cypress Trails Elementary is responsible for the management and development of the collection with the Principal's approval. Input from stakeholders to include: administration, faculty, students, and parents. In addition, input is provided through surveys, discussions, and feedback from The School Advisory Council (SAC) and the Parent Teacher Association (PTO).

## **Library Program**

The library media program services students in Kindergarten and 2nd grade on the fine arts wheel. Open media time is available for 1st, 3rd, 4th and 5th graders for an hour each day where students can come to the media center to check-out books. In addition, reading interventions are provided for students in 3rd grade, 4th grade and 5th grade. The news crew meets each morning to record the daily news of the day. Battle of the Books Club is held during lunch on Mondays for 4th and 5th graders where they compete to participate in the district's Battle of the Books Competition. In FY26, the media program will

most likely see Kindergarten, 1st, and 3rd grades on the fine arts rotation and will continue seeing intervention groups for 3rd grade, 4th grade, and 5th grade.

## **Goals and Objectives**

Increase book check-outs for students not on the fine arts rotation

- a. Create a monthly "lunch bunch" for grade levels not on the fine arts wheel (2nd, 4th, and 5th grades). Students will come to the media center during lunch on a particular day to check-out books, read, work on Makerspace activities and eat lunch.
- b. Encourage teachers to come to the library during open media times as a class.

Increase book check-outs for all other students

- a. Do a presentation for teachers on check-outs to include e-book check-outs.
- b. Incorporate an incentive program for students who read library books.
- c. Create engaging and thematically relevant book displays in the media center.

Increase media center volunteers and overall participation

- a. Advertise for book fair and family nights on social media.
- b. Send home media newsletters with information relevant to the media center in the fall, winter, and spring.

## **Budget and Funding**

The Library Media Specialist is given a school-based operating budget at the beginning of every school year. The 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 the 2024-2025 school year budget. Money can be moved to a different account based on the needs of the Media Center. The regular budget will be used to purchase new books and supplies. The 3070 funds will be used to buy what is necessary after analysis of the collection. A book fair will be held in the Fall to raise extra money for the media center. Cypress Trails Media Center supplements the below accounts with a Media Internal account. The Media Internal account fund comes from the monies raised through the book fair each year. These funds are to supplement the Media Program: books, supplies, ink, AV materials, AV equipment, awards and incentives.

<b><i>School-based Operating Budget</i></b>	<b><i>Budget FY25</i></b>	<b><i>FY26 Projected Budget</i></b>
<i>Account 551100 - Media Supplies</i>	<i>\$362</i>	<i>\$362</i>
<i>Account 553420 - Media Subscriptions (Periodicals-Newspapers)</i>	<i>\$217</i>	<i>\$217</i>
<i>Account 561100 - Library Books</i>	<i>\$652</i>	<i>\$652</i>
<i>Account 562230 - Media A/V Equipment</i>	<i>\$290</i>	<i>\$290</i>
<i>Account 564220 - Furn-Fix/Equip</i>	<i>\$362</i>	<i>\$362</i>
<b><i>Fundraising/ Grants</i></b>	<b><i>Budget Amount</i></b>	
<i>Media Center Internal Account number for your grant(s) (get this from your bookkeeper)</i>	<i>\$123</i>	<i>\$123</i>
<b><i>State Media Allocation</i></b>	<b><i>Budget Amount</i></b>	
<i>Account 556110 (program 3070) - Media Books</i>	<i>\$1,590</i>	<i>\$1,590</i>

## Purchasing Plan FY26

Approximate Purchasing Plan	
Purpose	Amount
<i>Account 551100 - Media Supplies</i>	\$362.00
<i>Account 553420 - Media Subscriptions</i> Book Creator Subscription	\$130.00
SSYRA Books for Battle of the Books	\$1,000.96
<i>Account 561100 - Library Books</i>	\$652.00
<b>Total:</b>	<b>\$2,144.96</b>

### Scope of the Collection

The collection development at Cypress Trails Elementary is focused on the curriculum and follows the guidelines of the School District of Palm Beach County and governed by the Department of Education in the State of Florida.

The print and non-print collection at Cypress Trails Elementary School is arranged by the Dewey Decimal Classification System. Additional resources are provided by district-wide subscriptions to electronic information databases. Through affiliation with the public library system, the Cypress Trails Elementary School library is able to extend its collection to provide any major resource needed by a patron.

District databases of e-books and electronic resources include Gale, World Book, Tumble Books, Khan Academy, MackinVIA, and Teaching Books.

Books in the media center will be chosen based on State Law and School Board policy. Books will be age appropriate and books will have 2 or more positive reviews. Books with certain content for mature students will be placed on a shelf for 4th-5th grade students only, based on the list provided by Library Media Services and guidance from the district. All books will support curriculum and/or pleasure reading in compliance with the School Board Policy 8.12 (Appendix C).

### Equipment

The media center has a smart board, and 4 student laptops. A TV production studio is housed off the media center to record the morning news. The media center work room has 2 copy machines, a laminating machine, and a poster maker.

## **Collection Development**

Collection Development is the process of providing quality materials and equipment for the library media center. The collection development is created to ensure the collection has the adequate variety and quantity of information in order to support student's interest and academic needs. Jenna Haera, the media specialist at Cypress Trails, leads this process. Input is provided by stakeholders to include: administration, teachers, students, and parents.

## **Selection and Evaluation Criteria**

All materials will be reviewed and vetted by Jenna Haera, the school's media specialist, prior to ordering. The following platforms will be used to assist with reviewing and vetting all materials: School Library Journal, Booklist, Horn Book, and the Center for Children's Book. This includes: books, resources, websites, and technology programs. As part of the selection process, materials will be reviewed for relevance, age and the appropriateness for elementary students. A separate section is available for 4th and 5th graders only. Reading levels will range from elementary to high school, but book content will be carefully selected to reflect diversity and non-bias content. District and Library Media Services recommendations and supported reading lists will be used for selection. Data will be gained from collection analysis reports through Destiny, Follett, and MackinVia in order to help replenish areas of need. The Media Specialist will select materials based on the guidelines outlined in School Board Policy 8.12 (Appendix C)

## **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**



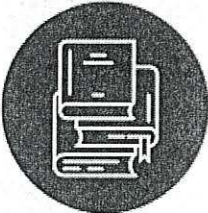

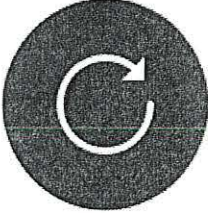
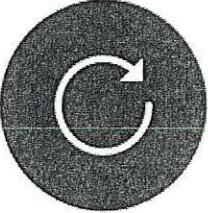





The School District Library Media Services provides support to school library media center personnel and establishes uniform policies and procedures for school library media centers throughout the District. These services include, but are not limited to:

- 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 with the curriculum. The data below is a snapshot of the collection based on a Titlewise Analysis.

			
<b>12, 818</b> Items in the Collection	<b>23.9</b> Items per Student	<b>41%</b> Fiction Titles in the Collection	<b>28%</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>2004</b> Average Age of the Collection	<b>56%</b> Aged Titles	<b>5%</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>30%</b> Representative Titles in Collection	<b>2004</b> Representative Titles Average Age	<b>35%</b> SLL Titles in Collection	<b>2005</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	70	2009
Philosophy & Psychology	59	2001
Religion	30	2000
Social Sciences	506	2001
Language	52	2000
Science	1,098	2004
Technology	391	2007
Arts & Recreation	590	2011
Literature	359	1995
History & Geography	406	2006
Biography	571	2003
Easy	3,261	2003
General Fiction	5,274	2005
Graphic Novels	211	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

The Media Specialist will analyze the data and the collection each year at the beginning, middle, and end of the year. The Cypress Trails collection requires more weeding next school year. Additional books will be added to the collection based on the needs determined by the weeding process. In addition, the collection will continue to be re-organized in order to make it more accessible to our students and staff. Data will be analyzed each year in the beginning, middle, and end of the school year. The Cypress Trails Collection. Weeding is concluded in 1 section per year every three years from Easy, Fiction, and Nonfiction. In FY 25, some books were weeded due to the condition, appearance and age of the book in general. 56% of the titles are currently considered aged.

The inventory will be completed on a three- year rotation as per Board Policy 8.12 (8). The library will be inventoried each year as follows:

FY 26: Fiction Books

FY 27: Easy Books

FY 28: NonFiction and Biography books

## Lost or Damaged Library Materials

We have a Book Borrowing Contract at Cypress Trails Elementary. The book contract states that the student agrees to take full responsibility for the book(s) borrowed from the media center and will be a good library patron and treat the book(s) with care. In addition, the Book Borrowing Contract states that if the book is damaged the student can lose the loss of borrowing privileges. Appropriate compensation will be determined based on the severity of damage and/or cost of the book. The student and parent signature is required on the Book Borrowing Contract.

## Strategic Focus – Weeding and Acquisitions

School Year	Strategic Focus
FY26	<b>Selection Priorities</b> <ul style="list-style-type: none"><li>● SSYRA Books for Battle of the Books</li><li>● Popular series and authors</li><li>● Nonfiction and biography books</li></ul>
	<b>Inventory/Weeding Priorities</b> <ul style="list-style-type: none"><li>● Continue to weed books due to condition, appearance, and age</li><li>● Weed unrecognized books from 1963, nonfiction and biography books</li><li>● Inventory Fiction books</li></ul>

FY27	<b>Selection Priorities</b> <ul style="list-style-type: none"> <li>● SSYRA Books for Battle of the Books</li> <li>● General variety of books</li> </ul>
	<b>Inventory/Weeding Priorities</b> <ul style="list-style-type: none"> <li>● Continue to weed books due to condition, appearance, and age with a focus on books</li> <li>● Weed the literature books from 1995 and fiction books</li> <li>● Inventory Easy books</li> </ul>
FY28	<b>Selection Priorities</b> <ul style="list-style-type: none"> <li>● SSYRA Books for Battle of the Books</li> <li>● General variety of books</li> </ul>
	<b>Inventory/Weeding Priorities</b> <ul style="list-style-type: none"> <li>● Continue to weed books due to condition, appearance, and age with on focus on Easy books</li> <li>● Inventory nonfiction and biography books</li> </ul>

#### **Reconsideration of Materials**

We will follow the [Board Policy 8.1205](#) on challenged materials (See Appendix D).

#### **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)