FY26 Collection Development Policy

Kerry Rennie
Certified Educational Media Specialist

Signature Page

Egret Lake Elementary
FY26 Collection Development Policy

Date Approved by Administration: 5/9/25

Media Specialist Name: _____Kerry Rennie_____

Media Specialist Signature: _____ _K. Rennie_ _____

Principal Name: _____Dionne Napier_____

Principal Signature: _____

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Purpose of Collection Development Policy

The purpose of this plan is to make sure the media center goals are in line with school and district goals as well as to make sure we are adhering to state standards and requirements.

Background Statement & School Community

Egret Lake Elementary is a Title 1 school that serves kindergarten through fifth grade students. They come from a predominantly economically disadvantaged community. Based on our SIS school data as of May 7, 2025, we have 559 students composed of 54% Black (302), 34% Hispanic (192), 6% White (36), 1% Asian (6), 1% American Indian (10) and 2% mixed races (13). Forty-nine percent of the students are female (273) and 51% are male (286). Our English Language Learners (ELL) population is 32% (180) and our Exceptional Student Education (ESE) population is 23% (128). We are an AVID and an SLL school. Some of our students participate in afterschool clubs such as art, chorus, Disney theater club and afterschool programs like 21st Century Community Learning.

School Mission Statement

Egret Lake's mission is in alignment with The School District of Palm Beach County's mission. We are committed to educating, affirming and inspiring students in an equity-embedded school. As a school we will partner with parents to empower each student to reach his or her highest potential and experience personal educational success. By working with the families, we will be able to provide students with a greater opportunity for learning and to prepare them with strategies to be college and career ready.

Media Center Mission Statement

The mission of the Egret Lake Elementary Library Media Center is to provide a collaborative program that will instruct, enhance, and support the goals and objectives of the entire school. It strives to assist all members in becoming effective users of ideas and information while providing an environment that encourages a lifelong love of reading. The media center collection will provide materials that support and enrich the instructional program. Materials will reflect a wide range of interests on varying levels of difficulty and diversity of appeal consistent with our school population.

Responsibility for Collection Management & Development

Collection development is the process of providing quality materials and equipment for the library media center. The media specialist works with Library Media Services, the School District, administration, faculty, students and parents in developing the collection. Library Media Services purchases both print and ebooks for the collection to align with state, national and regional standards and promotions. The District purchases and receives books through various grants which it disseminates to the schools. Administration purchases books that are added to our professional library. Administration solicits input from parents at monthly SAC meetings and conducts votes on what resources to spend money on each school year. The faculty makes suggestions for purchases based on the standards they are teaching and the curriculum. Students also have the opportunity to voice their interests at the beginning of the year when I provide them with an Interest Inventory questionnaire. I consider all of these things as well as the yearly goals and objectives when making new purchases. All orders are placed on the stakeholders website for two weeks for review before they can be purchased. Collection management is streamlined through the Follett Destiny software program. It is physically managed (purchasing, checking in/out,

shelving, weeding, processing) by the media specialist. There is no clerk.

Library Program

The media program at Egret Lake is on a fixed schedule that rotates with the other Fine Arts classes. Since we are below the 751 student mark for being allocated a clerk, there is time built into my schedule in the morning so that I can do morning announcements, shelve books, run overdue notices and maintain the collection. In the afternoon, I plan and prepare lessons, pull materials and laminate for teachers. Some of the county, state and national literacy initiatives that we participate in are Booked on Stem, Tech Safe, Celebrate Literacy Week, Children's Book Week, International Dot Day, Read for the Record, Sunshine State Young Reader's Awards (SSYRA), Florida Reading Association Awards (FRA) and Read Across America. Through media we support the Florida Statutes and provide instruction in Hispanic Heritage studies, African American studies, Women's History and Contributions and Veteran's Day studies. The media center also usually conducts a fall and spring book fair during the school year.

Goals and Objectives

1. To update the science section of the physical Non-fiction library collection - use reports in Destiny Titlewise, weed aged sections - purchase newer copyright titles that reflect current interests and curriculum
2. To increase book circulation and promote reading to students so that our school can increase our ELA Learning Gains for all students as well as our students with Disabilities and ELL Learners.
3. To incorporate a new reading program such as Book Taco or other approved program in order to increase interest in reading.

Budget and Funding

The library funding sources include Destiny 8430 project funds, school operating budget funds for supplies, books, periodicals, AV equipment, furniture & fixtures, state categorical 3070 funds and funds raised through biannual book fairs.

School-based Operating Budget	Budget FY25	FY26 Projected Budget
Account 551100 - Media Supplies	$429	$429
Account 553420 - Media Subscriptions (Periodicals-Newspapers)	$257	$257
Account 561100 - Library Books	$772	$772
Account 562230 - Media A/V Equipment	$343	$343
Account 564220 - Furn-Fix/Equip	$429	$429
Fundraising/ Grants	Budget Amount	
Media Center Internal Account number for your grant(s) (get this from your bookkeeper)	$15000	$15000
State Media Allocation	Budget Amount	
Account 561100 (program 3070) - Media Books	$1620	$1620

Purchasing Plan FY26

Approximate Purchasing Plan	
Purpose	**Amount**
Equipment	$343
Books	$2649
Supplies	$429
STEM	$429
Total:	**$3850**

Scope of the Collection

The Egret Lake collection includes call numbers in the following sections: Easy (E), Fiction (F),
Non-Fiction (Dewey - as per District policy), Biography (92), Languages (sublocation) for Easy Bilingual
and other ESOL books and call # (L prefix) for Non-fiction Bilingual and other ESOL books, Paperback (PBK),
eBooks, AV Material (AV), Professional (PRO), Resource (RES) and Big Books (BB).
The Palm Beach County School District (PBCSD) provides approx 236 eBooks for our collection that
are located in MackinVia and Egret Lake has purchased an additional 547 eBooks in MackinVia. We
have also purchased approx 205 eBooks that are located in Capstone. The PBCSD also provides 245
eBooks in Capstone as well as additional databases such as PebbleGo, TumbleBooks, BrainPop (Jr., Spanish
& French), WorldBook, Sirs Discoverer and Teaching Books. Those resources are used by students, staff and
and media specialist. The ebooks and databases provide 24/7 access to resources for our school community.
The materials in the collection support both curriculum and pleasure reading as per School Board Policy
8.12 (section 2 d). The collection continues to be maintained in standard Dewey order.

Equipment

AV Materials such as DVD's are in the glass cabinet in the media center and there are a few CD Players
on the shelves in the media workroom. There are Chromebooks in the AV cart. There is a TV Studio
adjacent to the media center. There is a poster printer, laminator and Ellison Die-Cuts in the workroom
along with three copy machines.

Collection Development

Instructional materials for use in school media centers or classroom library collections shall be carefully selected. A choice of materials that support the instructional program and promote reading shall be available to students and professional staff to allow for varying achievement levels, interests, and teaching/learning styles. Professional reviews will be obtained using professional resources such as School Library Journal, Horn Book, Booklist etc. Each school shall, in conjunction with the "Library Bill of Rights" (www. ala.org/ala/oif/statementspols/statementsif/librarybillrights. htm) of the American Library Association ("ALA") and District policy, establish procedures for the evaluation, selection, management, and disposal of library media materials in conformance with this policy and Policy 8.1205 and shall record such in the school's collection development policy.

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.

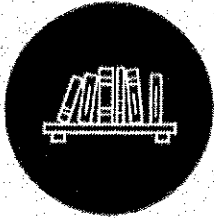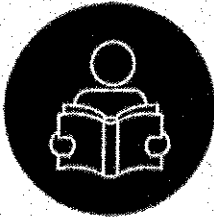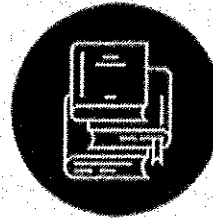## District Resources And Services
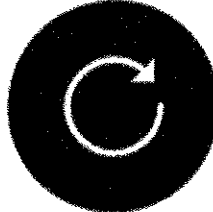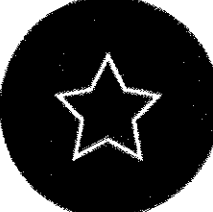
The School District Library Media Services Department supports school-based library media center personnel and establishes uniform policies and procedures for school library media centers throughout the District. These services include, but are not limited to:

- 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;
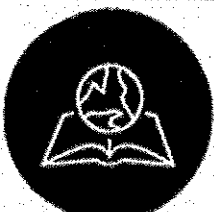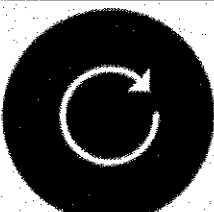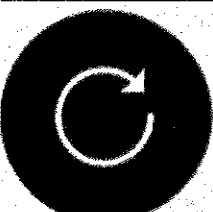- Providing guidance and training to school library media staff in program planning, curriculum development, budget, technology, collection maintenance, facility use, and media production;
- Participating in inter-departmental curriculum development, facility planning, personnel staffing, and task forces 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.

14234 Items in the Collection	**25** Items per Student	**15%** Fiction Titles in the Collection	**31%** 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.	**2003** Average Age of the Collection	**63%** Aged Titles	**7%** 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.	
32% Representative Titles in Collection	**2003** Representative Titles Average Age	**29%** SLL Titles in Collection	**2004** 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	71	2011
Philosophy & Psychology	80	2009
Religion	46	2004
Social Sciences	905	1999
Language	60	2000
Science	902	2006
Technology	514	2008
Arts & Recreation	850	2010
Literature	322	2001
History & Geography	719	2007
Biography	716	2008
Easy	3555	2000
General Fiction	2136	2003
Graphic Novels	317	2019

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

Award Books such as the SSYRA and FRA books for the year are labeled and placed on the "boat shelf" along with the Coretta Scott King, Caldecott and Newbery Award books which are also labeled. Biography books are labeled and located on the shelves in the story area. Holiday books are labeled and shelved in the regular collection. Paperback books are located on the other shelves in the story area. Bilingual and other ESOL books are located on the shelving near the circulation desk. Class sets of books, Big Books and Book Kits (Books w/Cd's) are located in the adjoining Reading Rainbow Room.

To maintain the collection at Egret Lake Elementary it is necessary to:
1. Continually identify collection needs
- Utilize a collection analysis report such as Titlewise to determine areas that are in need of additional resources or weeding.
- Examine curriculum content to determine adequacy of collection materials.
- Maintain an ongoing list of topics/areas that are in need of more resources.
2. Involve staff and students in identifying needs
- Ask staff to provide a list of research topics for which resources are needed.
- Conduct a survey of students and staff to determine adequacy and relevancy of materials, as well as types of informational, curriculum and pleasure reading material to be added to the collection.
3. Conduct an annual inventory of the collection to determine replacements, missing items and other needs. As per Board Policy 8.12 (5) inventory will be completed on a 3 year rotation. Below is a list of the past inventories scheduled and completed at Egret Lake Elementary:
   2018 Non-Fiction
   2019 None (School Refurbishment - library packed)
   2020 Easy
   2021 None (Covid closure)
   2022 Fiction
   2023 Biography, Fiction & Paperback
   2024 Non-Fiction
   2025 Professional, Resource & Big Books

In accordance with Board Policy 7.12 (2), the library media specialist will follow objective criteria for removing materials and equipment from the media center, which include obsolescence, physical age and condition, and general inapplicability for continued inclusion in the existing collection.

The Superintendent shall dispose of tangible property (equipment, furniture, buses,vehicles, etc.) in accordance with Fla. Stat. § 1013.28(2), but he/she shall dispose of obsolete or surplus instructional materials as provided within Fla. Stat. § 1006.41 and School Board Policy 8.122(5). Discarded and weeded items can be sent to the warehouse for disposal.

Lost or Damaged Library Materials

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." FY 23 collected $563.50 in lost book replacement fees. FY 24 collected $387.00 to date.

Strategic Focus – Weeding and Acquisitions

School Year	Strategic Focus
FY26	**Selection Priorities** • Easy • Languages
	Inventory/Weeding Priorities • Easy • Languages
FY27	**Selection Priorities** • Fiction • Biography • Social Sciences
	Inventory/Weeding Priorities • Fiction • Biography • Paperback
FY28	**Selection Priorities** • Non-Fiction • Science
	Inventory/Weeding Priorities • Non-Fiction

Reconsideration of Materials

Complaints regarding school library/media center materials will be handled according to School Board Policy 8.1205 – The Specific Material Objection Form link can be found in the Appendix.

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 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)