

**FY26  
COLLECTION  
DEVELOPMENT  
POLICY**



Discovery Key Elementary School

FY26 Collection Development Policy

*David Michael Voytek - NBPTS*


Educational Media Specialist

Signature Page

Discovery Key Elementary School  
FY26 Collection Development Policy

Date Approved by Administration: \_\_\_\_\_

Media Specialist Name: \_\_\_\_\_ David Michael Voytek \_\_\_\_\_

Media Specialist Signature:  \_\_\_\_\_

Principal Name: \_\_\_\_\_ Julie Walker \_\_\_\_\_

Principal Signature:  \_\_\_\_\_

## Table of Contents

<a href="#">Purpose Statement</a>	Page 4
<a href="#">Background Statement &amp; School Community</a>	Page 4
<a href="#">School Mission Statement</a>	Page 4
<a href="#">Media Center Mission Statement</a>	Page 4-5
<a href="#">Responsibility for Collection Management Development</a>	Page 5
<a href="#">Library Program</a>	Page 5
<a href="#">Goals and Objectives</a>	Page 5-6
<a href="#">Budgeting and Funding</a>	Page 7-8
<a href="#">Scope of the Collection</a>	Page 8
<a href="#">Equipment</a>	Page 8
<a href="#">Collection Development</a>	Page 9
<a href="#">Selection Evaluation and Criteria</a>	Page 9-10
<a href="#">Analysis of the Collection</a>	Page 11-12
<a href="#">Gifts and Donations</a>	Page 13
<a href="#">Collection Maintenance</a>	Page 13
<a href="#">Lost or Damaged Library Materials</a>	Page 13
<a href="#">Strategic Focus – Weeding &amp; Acquisitions</a>	Page 13-14
<a href="#">Reconsideration of Materials</a>	Page 14
<a href="#">Appendices</a>	Page 15
<a href="#">A - Library Bill of Rights</a>	Page 15
<a href="#">B - ALA Intellectual Freedom Statement</a>	Page 15
<a href="#">C - Board Policy 8.12</a>	Page 15
<a href="#">D - Board Policy 8.1205</a>	Page 15
<a href="#">E - Specific Material Objection Form</a>	Page 15



- \*Motivate students to read to learn and for pleasure.
- \*Develop diverse interests for the enjoyment of lifelong learning.
- \*Provide and promote instruction to prepare students to become independent users of the libraries and informational resources.
- \*Provide and promote how to use multiple sources that are available at the district and school level for research.

### Responsibility for Collection Management & Development

The responsibility for the selection of instructional materials rests with the certified school media specialist. In coordination of the process, the media specialist will consult with the administration, faculty, and others in the school community and district. Data collected from the age, content, and areas that need focus (found in Destiny and Titlewave), influences what is acquired for Discovery Key Elementary. In addition, administrators and staff influence the collection by suggesting resources that meet the educational needs in the classroom. Teachers and administrators submit requests along with initiatives that grade levels want to focus on. Parents and students also help to determine the direction of what to purchase based on requests. Lastly, the district and outside stakeholders present concerns that are forwarded to the media specialist to be aware of, implement, and address based on the individual school.

### Library Program

Discovery Key Elementary School program is on a fixed 6 day rotation schedule with three consecutive days at each of the fine arts class. On day one we conduct a lesson/educational presentation/technology introduction or Makerspace activity. Day two, we extend the lesson, conduct an additional lesson/educational presentation/technology introduction or Makerspace activity. On the third day we do checkout and Markepace at the same time. This in turn makes it a 18 day rotation between seeing each of the classes. We focus on the SSYRA books, age appropriate technology safety, research skills and online Author read-alouds are just some of the things that happen in this flexible educational environment.

### Goals and Objectives

Goal 1 - Continue to weeded and update the copyright of the Non-Fiction collection. Guide 10 years, or the information isn't current - excluding Fairy Tales/Poetry/Art.

- \*Use information from Titlewave to analyze the age of the Non-Fiction collection, then select and weed using this data.
- \* Use information from Titlewave to identify areas of need for new book



### Purpose of Collection Development Policy

The purpose of this plan is to guide decisions in the library to meet the needs of students, teachers and staff at Discovery Key Elementary School, in accordance with state and district guidelines including ,but not limiting to acquisition of materials to meet the academic needs of the students and weed outdated materials for instruction/enjoyment. This includes maintaining the existing collection, selecting new materials for the library and using school data to provide relevant resources to our diverse population.

The goal of the collection development policy is to ensure students, teachers and staff have access to an organized and centrally managed collection of both instructional materials and the technologies. The plan is to use best practices in maintaining and selecting not only the materials ,but provide a plan of action that will be in the best interest of the students, school, and school community.

### Background Statement & School Community

Serving a population of approximately 1032 students at Discovery Key Elementary School is 47.8% White, 14.6% Black, 28.9% Hispanic, 5.4% Asian, 3.1% mixed race, and .2% Indian. 100% of our students qualify for Free and Reduced Lunch and 8.6 % of our students are English Language Learners (ELLs).

### School Mission Statement

Discovery Key Elementary School 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 and productive lives.

### Media Center Mission Statement

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 appeal consistent with our school population. The professional needs of teachers and staff will be addressed through supporting their instruction with materials and technology. The Media center will provide a safe, inviting, nurturing, and helpful learning environment, and will provide and promote the use of resources in multiple formats designed to meet the needs of varied learners in all areas of the curriculum.

\*Provide a welcoming environment that promotes inquiry, and curiosity.

orders to update the collection.

Goal 2 - Increase book checkout (currently 22 circulations per student FY24-25) in the media center. Goal 25 per student.

\* Factors to consider to help improve the circulation are the 3 book fairs that limit checkout, testing (closed during testing), 4 to 5 picture day closures and guidance lessons that limited check-out.

Goal 3 - Improve the copyright of the over all library (FY24-25 2005) improved to 2007 2025. Goal to improve to 2009 by FY2026.

\*Continue to weed in all areas.

\*Check reports of uncirculated items to remove, multiples no being utilized or find newer copyrights for popular books



### Budget and Funding

The LMC is given a school-based operating budget at the beginning of every school year. The Discovery Key Elementary School administration uses a formula to disperse the appropriate fund. The budget for 2025-2026 school year is expected to be similar to 2024-2025. Funds are also made available from Scholastic Book Fair.

### Funding Sources

Book Fair: Fall 9195.96 profit

Book Fair: Spring 7,146.39 profit

PTA: \$318: 2 chair/Console

SSYRA Jr. Book Donations: FREE 400+books

<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>	<b><i>\$1126.00</i></b>	<i>\$1126.00</i>
<i>Account 553420 - Media Subscriptions (Periodicals-Newspapers)</i>	<b><i>\$479.00</i></b>	<i>\$479.00</i>
<i>Account 561100 - Library Books</i>	<b><i>\$1436.00</i></b>	<i>\$1436.00</i>
<i>Account 562230 - Media A/V Equipment</i>	<b><i>\$638.00</i></b>	<i>\$638.00</i>
<i>Account 564220 - Furn-Fix/Equip</i>	<b><i>\$798.00</i></b>	<i>\$798.00</i>
<b><i>Fundraising/ Grants</i></b>	<b><i>\$16,342.35</i></b>	<i>\$16,000</i>
<i>Media Center Internal Account number for your grant(s) (get this from your bookkeeper)</i>	<b><i>\$6,862.56</i></b>	<i>\$6862.56</i>
<b><i>State Media Allocation</i></b>	<b><i>Budget Amount</i></b>	
<i>Account 561100 (program 3070) - Media Books</i>	<b><i>\$3077.54</i></b>	<i>\$3077.54</i>

### Purchasing Plan FY26

Approximate Purchasing Plan	
Purpose	Amount
News Crew (Goal Wireless Mics)	\$2000.00
books	\$8000.00
supplies	\$1000.00
STEM	\$1000.00
Total:	\$12000.00

### Scope of the Collection

Collection Development is determined by the curriculum of Discovery Key Elementary School, which follows the guidelines of the Palm Beach County School District, which in turn is governed by the Department of Education of the state of Florida. Special emphasis will be given to the needs of early readers, reluctant readers, and more advanced readers. The Collection will also include special materials to accommodate students in the ESOL and ESE programs. It will include Non-Fiction materials to support STEM programs here on campus. The District has quite a collection of ebooks available via the portal (MackinVia, Tumblebooks and Follet Destiny) and are provided 24/7. Materials will support both curriculum and pleasure reading as per [School Board Policy 8.12](#) (See section 5 d) and the District policy of the collection will be arranged in the standard Dewey Decimal Sysytem order for Non-Fiction and Fiction sections. (See section 8 Management of Library Media Instruction Materials)

### Equipment

In the media center we have a Smart Board available for the media specialist and all staff to use for presentations. We have a teacher resource room for copying, use of the Ellis Equipment, bulletin board paper and teacher supplies for staff and PTA. We have a TV production room attached to the media center with computers, sound equipment, Telecaster and much more related to the running of a news program. Lastly, we have a room with some book resources, and STEM resources.



### Collection Development

Collection Development refers to the process of building and maintaining the Media Center's entire materials collection, in both print and non-print formats. The collection development process includes the formulation of policy and procedures, budget allocations, needs assessment, selection, collection maintenance and evaluation, and resource sharing. The acquisition and maintenance of the Discovery Key Elementary School's Media Center materials collection is a primary function of the Media center's mission.

The primary goal of the Media Center's collection development efforts is to build a collection that supports the needs of the school community. This goal reinforces the Palm Beach County School District and Discovery Key Elementary School missions. The Media Center recognizes its responsibility to respond to the research needs of the student body and faculty. It will do it through its commitment to provide access services including online database searching and document delivery. With the understanding that no Media Center can supply materials to satisfy all of the needs of its users, the DKE Media Center will utilize the database of all school collections available for inter-library loans. The Media Specialist at Discovery Key Elementary School serves as the liaison between all departments as well as to parents and students. The Media Specialist will also serve as chairperson of the Library Committee reviewing issues pertinent to the overall program of the Media Center.

### Selection and Evaluation Criteria

#### Non-Fiction Book Selection Guidelines

The vendor or publisher is reputable and approved by the district.

- \*Booklist
- \*School Library Journal
- \*Book Talk
- \*Book Report
- \*Bulletin for the Center of Children's Books
- \*Offline-Online
- \*Books Links
- \*T.H.E. Journal

#### Other Factors to consider not limiting to:

- \*Student and teachers' requests.
- \*Florida Standards - Curriculum-based requests.
- \*Textbook and instructional materials and their correlations.
- \*Reputable biographies and individuals that support the community, state, and nation.
- \*Books that meet current state legislation guidelines.

- \*Educational significance
- \*Need and value to the collection
- \*Quality of the writing production
- \*Readability Level
- \*Organization and presentation of content
- \*Relationship to the course of study and curriculum
- \*Reputation of the publisher/producer
- \*Timeless or permanence
- \*Quality of format
- \*Degree of potential user appeal

#### Fiction Book Selection Guidelines

- \*Two or more positive reviews through a Follett title search.
- \*Textbook and instructional program correlations.
- \*American Library Association Website (<http://www.ala.org/>)
- \*Publisher's Weekly Website, children section

#### Database of Award-Winning Children's Literature

- \*Sunshine State Young Reader's Award Books  
( <https://www.floridamediaed.org/ssyra.html> )
- \*The Newberry Award
- \*The Caldecott Award
- \*The Alex Award
- \*The Pulitzer Prize for Literature
- \*The Nobel Prize for Literature
- \*Florida Reading Association Children's Book Award Nominees

#### 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;

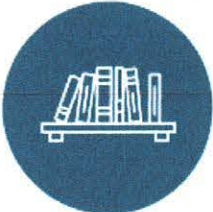

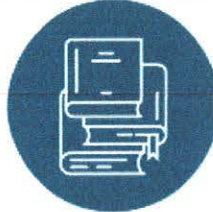

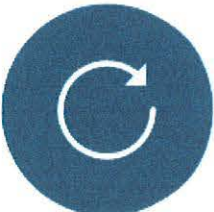
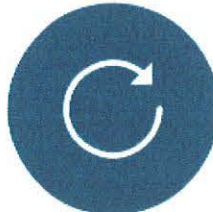



- Selecting and making accessible online information databases for reference and research;
- Providing guidance and training to school library media staff in program planning, curriculum development, budget, technology, collection maintenance, facility use, and media production;
- Participating in inter-departmental 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.

			
<b>12,565</b> Items in the Collection	<b>10.8</b> Items per Student	<b>3,254</b> Fiction Titles in the Collection	<b>4,818</b> 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.			

	<b>2006</b> Average Age of the Collection	<b>7,398</b> Aged Titles	<b>1,444</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>2,683</b> Representative Titles in Collection	<b>2005</b> Representative Titles Average Age	<b>4,144</b> SLL Titles in Collection	<b>2007</b> 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	<b>99</b>	<b>2010</b>
Philosophy & Psychology	<b>29</b>	<b>2011</b>
Religion	<b>22</b>	<b>2002</b>
Social Sciences	<b>666</b>	<b>2003</b>
Language	<b>25</b>	<b>2003</b>
Science	<b>1,690</b>	<b>2006</b>
Technology	<b>596</b>	<b>2007</b>
Arts & Recreation	<b>860</b>	<b>2013</b>
Literature	<b>224</b>	<b>2003</b>
History & Geography	<b>597</b>	<b>2008</b>
Biography	<b>944</b>	<b>2004</b>
Easy	<b>3,141</b>	<b>2001</b>



General Fiction	3254	2009
Graphic Novels (741.5) See Help document if needed	526	2017

### 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, per [Board Policy 8.12 \(8\)](#). The entire media center was inventoried 2024-2025. All areas were completed by May 9th 2025. The library collection was moved due to new furniture and deconstructing the genrefied sections. New signage for Graphic Novels, Biographies, Early Chapter Books, Spanish and Black History were added. 2025-2026 a full inventory will be conducted.

### Lost or Damaged Library Materials

If a book is lost or damaged, families are asked to either replace the book or pay the fine. Replacement books will be considered donations and follow the district procedures for adding books to the collection. If a student or family is unable to replace the book or pay the fine, the Media Specialist will clear it from Destiny. The Media Specialist will clear all fines for graduation as requested.

### Strategic Focus - Weeding and Acquisitions

School Year	Strategic Focus
FY26	<b>Selection Priorities</b> <ul style="list-style-type: none"> <li>● Priority 1 Non-Fiction</li> <li>● Priority 2 Graphic Novels</li> <li>● Priority 3 Early Chapter Books</li> </ul>
	<b>Inventory/Weeding Priorities</b> <ul style="list-style-type: none"> <li>● Priority 1 Easy</li> <li>● Priority 2 Fiction</li> <li>● Priority 3 Biographies</li> </ul>
FY27	<b>Selection Priorities</b> <ul style="list-style-type: none"> <li>● Priority 1 Graphic Novels</li> <li>● Priority 2 Easy Chapter Books</li> </ul>

	<ul style="list-style-type: none"> <li>● Priority 3 Non-Fiction</li> </ul>
	<b>Inventory/Weeding Priorities</b> <ul style="list-style-type: none"> <li>● Priority 1 Fiction</li> <li>● Priority 2 Biographies</li> <li>● Priority 3 Easy</li> </ul>
FY28	<b>Selection Priorities</b> <ul style="list-style-type: none"> <li>● Priority 1 Early Chapter Books</li> <li>● Priority 2 Non-Fiction</li> <li>● Priority 3 Graphic Novels</li> </ul>
	<b>Inventory/Weeding Priorities</b> <ul style="list-style-type: none"> <li>● Priority 1 Biographies</li> <li>● Priority 2 Easy</li> <li>● Priority 3 Fiction</li> </ul>

#### Reconsideration of Materials

If there are any challenges to materials available at Discovery Key Elementary, the school will follow [Board Policy 8.1205](#) located in appendix D. Further information on complaints and the form to file are located in 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)