

**FY26
COLLECTION
DEVELOPMENT
POLICY**



Elbridge Gale Elementary

FY26 Collection Development Policy

Jennifer Goodale

Certified Educational Media Specialist

Signature Page

Elbridge Gale Elementary

FY26 Collection Development Policy

Date Approved by Administration: _____

4/1/25

Media Specialist Name: _____ Jennifer Goodale _____

Media Specialist Signature: _____

Jennifer Goodale

Principal Name: _____ Gail Pasterczyk _____

Principal Signature: _____

Gail Pasterczyk

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Purpose of Collection Development Policy

The Collection Development Policy is designed to support the students at Elbridge Gale Elementary. This policy guides selecting, acquiring, and managing the Elbridge Gale Elementary School Library Collection. Furthermore, it effectively communicates the philosophy and purpose of the library media center's policies to faculty, students, staff and other members of the school community. If the needs of the Elbridge Gale Media Center change due to changes in curriculum, demographics, or informational needs, this document may be updated to include those changes.

Background Statement & School Community

The Media Center circulates books to faculty, staff, and students in grades K-5. We have ESE and gifted students. We are a Science School and a Certified STEM school. The large portion of the nonfiction books available in the Media Center are science and STEM focused. According to the Gold Report, approximately 31% of students enrolled are White, 37% are Hispanic, 18% are Black, 7% Asian, and 7% Mixed. The Media Center meets the needs of these unique groups by providing diverse and culturally relevant resources.

School Mission Statement

Elbridge Gale Elementary 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 the Elbridge Gale Elementary Media Center is to support the instructional program of the school while developing twenty first century language learners.

Responsibility for Collection Management & Development

The certified media specialist seeks input from administration, faculty, students, parents, and district stakeholders in collection management and development. Throughout the school year, faculty and students are encouraged to recommend new titles for purchase. When a book order list has been created, administrators, parents and district stakeholders have an opportunity to review the order and submit input up to two weeks prior to the order being placed.

Library Program

The Media Center is on a Fixed 8 Day Rotation schedule. Each class comes to the Media Center for 45 minutes every 8 days. The students have instruction time, book circulation time, and recess free choice the last 20 minutes of each fine arts period. The media specialist uses CPALMS and Learning Village to review the standards being taught at a grade-level in any given week and works with the classroom teacher to develop compatible lessons that support classroom learning. Moreover, the media specialist works collaboratively with teachers to develop meaningful information literacy lesson plans that integrate into classroom learning. Reading Plus prizes are awarded to students in 2nd through 5th grade once a month during Media. Prizes are based on the number of See Readers that have been completed.

Goals and Objectives

Annual Action Goals for 2025-2026

Goal 1: Order Books for the Battle of the Books Student Competition

In August 2025 order 4 copies each of the SSYRA Books and display them in the Media Center for easy access to students. Promote the books by doing book talks when students come to Media for lessons.

Goal 2: Encourage student circulation by doing frequent book talks from all sections of the Media Center collection.

Continually introduce new series', titles, and authors to the students to help promote student circulation. Delay the start of recess free choice until students have completed circulation.

Goal 3: Continue adding new books that complete the collection.

Use the Titlewave Analysis Report to fill in the gaps in nonfiction and ensure up-to-date materials in age sensitive areas.

Budget and Funding

<i>School-based Operating Budget</i>	<i>Budget FY25</i>	<i>FY26 Projected Budget</i>
<i>Account 551100 - Media Supplies</i>	<i>\$412</i>	<i>\$410</i>
<i>Account 553420 - Media Subscriptions (Periodicals-Newspapers)</i>	<i>\$387</i>	<i>\$380</i>
<i>Account 561100 - Library Books</i>	<i>\$1,162</i>	<i>\$1,150</i>
<i>Account 562230 - Media A/V Equipment</i>	<i>\$517</i>	<i>\$515</i>
<i>Account 564220 - Furn-Fix/Equip</i>	<i>\$646</i>	<i>\$640</i>
<i>Fundraising/ Grants</i>	<i>Budget Amount</i>	
<i>Media Center Internal Account</i>	<i>\$2500</i>	<i>\$2500</i>
<i>State Media Allocation</i>	<i>Budget Amount</i>	
<i>Account 556110 (program 3070) - Media Books</i>	<i>\$2,520</i>	<i>\$2,400</i>

Purchasing Plan FY26

Approximate Purchasing Plan	
Purpose	Amount
Books	\$4000
Supplies	\$2500
STEM	\$200
Author Presentation	\$750
Reading Plus Prizes	\$1500
Book Taco	\$1500
Total:	\$10,450

Scope of the Collection

Scope of the Collection Elbridge Gale's Collection Development Policy follows the guidelines of the School District of Palm Beach County and the Florida Department of Education as per School Board Policy 8.12. Print and non-print resources are arranged by the Dewey Decimal Classification System as directed by the United States best practices among school libraries. Additional resources are provided by district-wide subscriptions to electronic information databases. Patrons have access to databases and eBooks that provide 24/7 access. Our Media Center is able to provide any major resource needed by a patron through affiliation with the public library system and SEFLIN. The library media collection includes all the resources available in the school library media center along with all those that students, faculty and administrators can access through interlibrary loan. A large part of our nonfiction section is dedicated to Science resources since Elbridge Gale is a Science school. For this reason, the majority of our nonfiction section is located in the 500's and 600's. In selecting new books, we ensure that the books are supported by the current state standards, school curriculum, and goals of the School Improvement Plan. All books must also have two professional reviews. Materials selected will provide curriculum and pleasure reading as per School Board Policy 8.12. The average age of our collection is 2005. Our entire collection of books at Elbridge Gale includes 12,216 volumes.

Equipment

A TV Production Studio and computer lab are available for use through our media program. In addition, students have access to iPads and chromebooks. In the Media Center resource room, teachers have access to additional equipment including boom boxes and electronic books.

Collection Development

The primary goal of the collection development policy is to support the needs of the curriculum and the school community while considering the size of the collection, the average age of the collection and access to the collection. This goal supports the information needs of students as defined by the mission and goals of the School District of Palm Beach County, ALA / AASL Standards for the 21st Century Learner, Partnership for 21st Century Skills, International Society for Technology in Education (ISTE) and the National Education Technology Standards (NETS). Moreover, the media specialist seeks input from administrators, students, parents, and stakeholders.

Selection and Evaluation Criteria

Materials considered for purchase are selected based on the criteria established in School Board Policy 8.12 Selection of Library Media Materials. (See Appendix A). Furthermore, professional reviews including Booklist, Hornbook, Kirkus Review, and School Library Journal are used to review books in consideration.

The Library Media Center materials are selected based on many factors. They are evaluated for their aesthetic, literary, and educational significance, as well as appropriateness to student age, and emotional maturity. Other factors considered in the final decision to purchase new materials include their value to the collection as a whole, and their relationship to students' interests and needs of the curriculum.

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

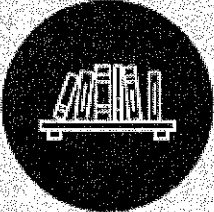
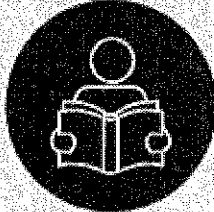
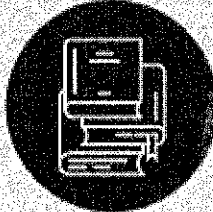


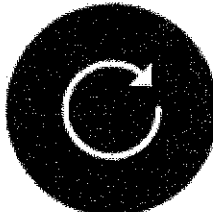
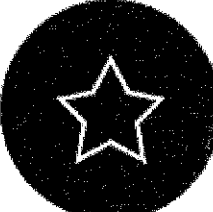
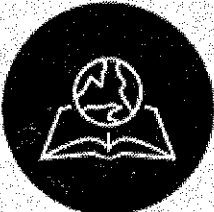
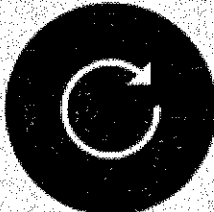

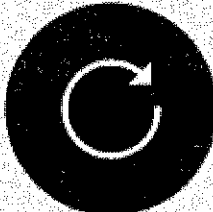
The School District Library Media Services Department supports school-based library media center personnel and establishes uniform policies and procedures for school library media centers throughout the District. These services include, but are not limited to:

- 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.

			
12,216 Items in the Collection	12 Items per Student	35% Fiction Titles in the Collection	32% 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.			
	2005 Average Age of the Collection	68% Aged Titles	8% 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.	
			
28% Representative Titles in Collection	2005 Representative Titles Average Age	39% SLL Titles in Collection	2006 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	54	2011
Philosophy & Psychology	51	2005
Religion	32	2004
Social Sciences	658	2003
Language	154	2008
Science	1022	2007
Technology	427	2007
Arts & Recreation	608	2013
Literature	167	2003
History & Geography	715	2006
Biography	887	2007
Easy	2963	2001
General Fiction	4264	2001
Graphic Novels	286	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

The Media Center resources are inventoried over a three year period per Board Policy 8.12 (8).

FY26 Inventory Easy

FY27 Inventory Nonfiction

FY28 Inventory Fiction.

NOTE: Although inventory can occur any time during the year, spring is best since the process identifies items that are still checked out so student obligation records can be accurate. During inventory, books that are well worn will be weeded. In addition, throughout the year we will evaluate books that have been returned to determine if they need to be reordered or weeded. The media specialist will use Title Wise Analysis to analyze the collection. Nonfiction books will be scrutinized in the areas of science and technology to determine which books need to be updated and weeded.

Lost or Damaged Library Materials

In accordance with School Board Policy 2.21B(9), "If a student loses or damages library books that have been loaned to a student, the student shall be required to pay for the lost or damaged book.

Strategic Focus – Weeding and Acquisitions

School Year	Strategic Focus
FY26	Selection Priorities <ol style="list-style-type: none">1. Add additional biographies that have 2 professional reviews2. Replace weeded books that are age sensitive in Dewey Range 700-900's3. SSYRA books
	Inventory/ Weeding Priorities <ol style="list-style-type: none">1. Inventory Easy2. Weed Easy section3. Weed Reference section
FY27	Selection Priorities <ol style="list-style-type: none">1. Add additional Easy books that have 2 professional reviews2. Add additional Fiction Scary/Horror books3. SSYRA Books
	Inventory/ Weeding Priorities <ol style="list-style-type: none">1. Inventory Nonfiction2. Weed Nonfiction section3. Replace weeded books from Nonfiction section
FY28	Selection Priorities <ol style="list-style-type: none">1. Nonfiction Based on Collection Analysis2. Series fill in Fiction/Nonfiction3. SSYRA books
	Inventory/ Weeding Priorities <ol style="list-style-type: none">1. Inventory Fiction2. Weed Fiction section3. Weed Intermediate section

Reconsideration of Materials

Elbridge Gale follows all School District policies and state laws concerning the selection of library media materials. However, if a challenge arises, the library media specialist will follow School Board Policy 8.1205 on 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)