

FY26 Collection Development Policy

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Gifted Endorsement
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Signature Page

Equestrian Trails Elementary FY26 Collection Development Policy

Date Approved by Administration: May 2nd, 2025

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Purpose of Collection Development Policy

The purpose of this Collection Development Policy is to set forth the principles and guidelines in its selection, acquisition, evaluation, and maintenance of materials. It will be used in providing consistency among those responsible for developing the collection and in communicating the Media Center's Policies to faculty, students, staff, and other interested members of our school community. It is understood that as the programs and information needs of the school change, so too, the Collection Development Policy will change to meet these needs.

Background Statement & School Community

The students of Equestrian Trails Elementary Media Center range from Kindergarten through Fifth grade. There are 846 students from culturally and ethnically diverse backgrounds which include 46 percent white, 22 percent hispanic, 15 percent Asian, 12 percent Black, and 5 percent other groups.

School Mission Statement

It is our mission at ETES that all stakeholders will work together as an innovative, professional learning community to provide our students with an exceptional STEM Education, while supporting their academic, social and emotional well-being.

Media Center Mission Statement

The Library Media Center supports the mission and program objectives of Equestrian Trails Elementary School by designing and maintaining a library Media Program that supports and complements the STEM Program of the school. The Media Specialist and staff foster the love of reading by providing a collection of print, non-print and digital resources that are conducive to learning and meets the curriculum needs of all students.

Responsibility for Collection Management & Development

The Media Specialist will be responsible for the collection management and the development of the Collection Development Plan. It is with considerations and guidance of administration, faculty, students and parents and district stakeholders to give input on decisions made by the Media Specialist. Steps are followed as per Library Media Services, district and State Policies to post any new material added to the stakeholders website.

Library Program

The Library Media Center is open throughout each day that students are in attendance to ensure equitable access for all students. The Media Center is part of the Fine Arts Fixed Schedule of six, forty minute classes Monday through Friday. Currently there is one Media Specialist and one Media Clerk at all times to meet the reading needs of students. The Department of Instructional Materials and Library Media Services oversees Media lesson plans with emphasis on supporting Media Literacy and District Standards embedded in Language Arts. Equestrian Trails is a Choice STEM school therefore Science, Technology and Engineering are also incorporated into Media lessons.

Goals and Objectives

Goal 1: Increase student reading and learning through Project based STEM activities using innovative and differentiated practices.

- Create Lessons that focus on Reading, Science and STEM based Standards.
- Utilize available Google applications through the portal to present researched information.
- Implement lessons that incorporate technology resources through the district portal such as: Destiny, MackinVia, My Capstone Library, PebbleGo, Gale Research, Worldbook, Typing Club, National Geographic For Kids, Tumblebooks, and BookTaco.
- Include the use of the Smart Board and Lumio Activities to present information.
- Model researching using reliable resources and how to present information and giving credit to the source of information.

Goal 2: Encourage school wide use of Book Taco to track reading, increase reading proficiency and encourage reading for pleasure.

- Demonstrate to students how to log in and take quizzes on books and articles in Book Nacho.
- Use Book Nacho as a resource of information for research on nonfiction science topics.
- Model how to find topics of interest to read for pleasure.
- Use Book Nacho to track student reading for the Sunshine State Young Readers Association Books.

Goal 3: Increase the number of culturally diverse books.

- Use current data from the Gold Report to increase the bilingual section of our library to meet the needs of our culturally diverse student population.
- Confer with Follett School Solution on creating and purchasing a list of bilingual books that meet the school district's requirements.
- Obtain suggestions from teachers, students, parents and staff on specific areas of interest when purchasing diverse books.

Budget and Funding

Below is Equestrian Trails school-based operating budget. 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>
Account 551100 - Media Supplies	\$600	\$600.
Account 553420 - Media Subscriptions (Periodicals-Newspapers)	\$381.	\$381.
Account 561100 - Library Books	\$1143.	\$1143.
Account 562230 - Media A/V Equipment	\$508.	\$508.
Account 564220 - Furn-Fix/Equip	635.	\$635.
Fundraising/ Grants	Budget Amount	
Media Center Internal Account number for your grant(s) (get this from your bookkeeper)	9595.87	9595.87
State Media Allocation	Budget Amount	
Account 556110 (program 3070) - Media Books	\$2511.	\$2511.00

Purchasing Plan FY26

Approximate Purchasing Plan	
Purpose	Amount
Poster Maker & Ink	\$3500.00
books	5000.00
supplies	1,000.00
Chromebooks	1500.00
Total:	\$11,000.

Scope of the Collection

Collection Development is determined by the curriculum at Equestrian Trails 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. An area of focus for purchasing new books and materials will be on STEM, early readers, Sunshine State nominated books, and those materials meeting the new requirements. According to best practices for school libraries, both print and nonprint materials will support both curriculum and reading for pleasure as per [School Board Policy 8.12](#) and also per district policy, the collection will be arranged in standard Dewey order.

~~Additional materials included are district provided databases such as Destiny, My Capstone Library, National Geographic For Kids, MackinVia, PebbleGo, Gale Research, World Book and Typing Club. Also added this year to our subscription databases is BookTaco. Students will have access to these resources through their portals 24/7 in school and at home. All resources will support STEM education at Equestrian Trails Elementary.~~

Equipment

The library has a computer lab with approximately 40 chromebooks/computers with internet for student use. There are 2 projectors, 2 Aver Document Cameras, and a large Smartboard. In addition, the News Studio is located in the Media Center containing the following equipment: 2 digital cameras, a Macbook Computer, Tricaster, Sound Equipment and microphones. A Teacher Work Room is also located in the Media Center with 3 copy machines, available for teachers and parents. Other equipment includes: 2 accucut machines, a binding machine, an electric hole punch, and a laminating machine.

Collection Development

The Collection Development Policy is the procedure of providing quality print/non print materials and equipment for the library media center. Further, the objective of collection development is to make sure the collection has information sources in sufficient quantity and diversity to enhance student's academic and personal interest needs. The Media specialist leads this process with the input of administration, teachers, students, parents, and stakeholders. The collection development process includes the formulation of policy and procedures, budget allocations, needs assessment, selection, collection and maintenance and evaluation as well as resource sharing.

Selection and Evaluation Criteria

The selection of print and nonprint materials is focused on the STEM curriculum, recommendations or requests by teachers and students of Equestrian Trails Elementary. Reviewing tools used for the consideration of library materials are the School Library Journal, Horn Book, Booklist, Newbery Award, Caldecott Award, Florida Reading Association Children's Book Award, Sunshine State Young Reader's Award, and the Children's Catalog or Center for the Children's Books

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

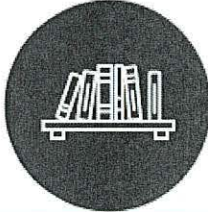

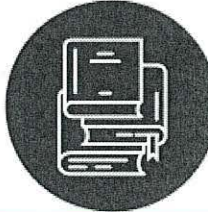

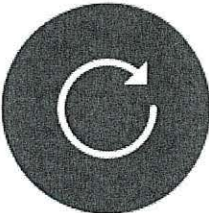
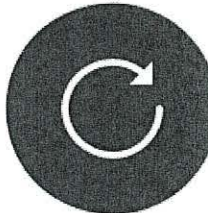




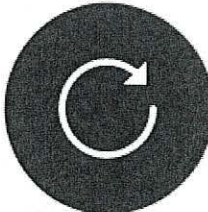
The School District Library Media Services Department supports school-based library media center personnel and establishes uniform policies and procedures for school library media centers throughout the District. These services include, but are not limited to:

- 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.

			
17,080 Items in the Collection	20.9 Items per Student	31% Fiction Titles in the Collection	38% 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.			
	2004 Average Age of the Collection	71% Aged Titles	5% 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	2004 Representative Titles Average Age	36% 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	77	2005
Philosophy & Psychology	69	2000
Religion	106	2001
Social Sciences	1102	2001
Language	105	2001
Science	1897	2003
Technology	709	2003
Arts & Recreation	1098	2003
Literature	341	2003
History & Geography	1060	2003
Biography	1107	2004
Easy	4028	2002
General Fiction	5239	2007
Graphic Novels	319	2002

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

Per Florida Statute governing instructional materials, instructional materials in the library Media Center must be inventoried annually as per [Board Policy 8.12 \(8\)](#). To facilitate the circulation and inventory process, Destiny Library Manager software has been made available to all schools. In 2022 the entire

library collection was inventoried. In 2023 an inventory was completed on the Fiction section of the library. In 2024 an inventory was completed on the Easy Fiction collection and in 2025 an inventory on the nonfiction section was completed. For FY 26 school year the Biography section will be inventoried.

Lost or Damaged Library Materials

Equestrian Trails Elementary media center staff periodically sends home printed overdue notices to students that haven't returned library books. If the library book or books are not returned we do ask students to pay to replace them. If a book is damaged the damage will be assessed and decisions will be made on what needs to be done. Older damaged books will be weeded and students will not be required to pay for the book.

Strategic Focus – Weeding and Acquisitions

School Year	Strategic Focus
FY26	Selection Priorities <ul style="list-style-type: none"> • Fictional Graphic Novels and SSYRA Books • STEM Fictional/Nonfiction books • Bilingual
	Inventory/Weeding Priorities <ul style="list-style-type: none"> • Biography • Extra SSYRA • Nonfiction
FY27	Selection Priorities <ul style="list-style-type: none"> • SSYRA Books • Easy Fiction Books • Nonfiction Books
	Inventory/Weeding Priorities <ul style="list-style-type: none"> • Extra SSYRA Books • Worn Out Graphic Novels • Fiction Books
FY28	Selection Priorities <ul style="list-style-type: none"> • SSYRA Books • Early Chapter Books • Graphic Novels
	Inventory Priorities <ul style="list-style-type: none"> • Extra SSYRA Books • Nonfiction Books • Easy Fiction

Reconsideration of Materials

In the event of a challenge by a citizen of Palm Beach County , personnel at Equestrian Trails Elementary School will follow SDPBC [Board Policy 8.1205](#) on challenged materials. The necessary forms can be located in the appendix of this document.

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)