



FY26 COLLECTION DEVELOPMENT POLICY

Grassy Waters Elementary School

FY26 Collection Development Policy

Renesha Viljean

Educational Media Specialist

Signature Page

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Date Approved by Administration: _____

5/7/25

Media Specialist Name: Renesha Viljean

Media Specialist Signature: _____

Renesha Viljean

Principal Name: Sean Higgins

Principal Signature: _____

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Table of Contents

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

Purpose of Collection Development Policy

The Collection Development Policy is designed to support Grassy Waters Elementary School. The library's mission statement is to provide a collaborative program that supports the development of inquiring, knowledgeable, and caring young people. The library strives to assist all students in becoming global citizens who have a lifelong love of reading and who use the information to create a better and more peaceful world through intercultural understanding and respect. This policy guides selecting, acquiring, and managing the Grassy Waters Elementary School Library Collection.

As our student, faculty, and staff population diversifies and grows, we will reassess and adapt our collection to reflect new and differing areas of interest and need. Our priority is to offer titles and subject areas desired or needed by our users. We also strive to provide materials in print, digital, and electronic media formats. The collection development policy is evaluated annually and revised as necessary to guide the implementation of changes in the collection.

Background Statement & School Community

Grassy Waters Library Media Center serves 699 students in grades Kindergarten through Grade 5, in addition to the faculty, staff, and parents of that community of users. Grassy Waters has a culturally and ethnically diverse student population representing different economic backgrounds and includes 64 Caucasian, 140 Hispanic, 446 African-American, 21 Asian/Pacific Islander, 28 Multi-Racial, and 1 Native American students. 100% of the students qualify for Free or Reduced Lunch. Grassy Waters serves the needs of Exceptional Student Education in six classrooms designed to serve the needs of students on the Autism Spectrum (ASD). Laying the foundation for excellence in our students, our curriculum encompasses thorough studies in the areas of science, technology, engineering, the arts, and mathematics with an emphasis in the fields of biomedical and veterinary sciences. Students solve complex problems and generate solutions while experiencing, first hand, the important role that they play in their community and beyond.

School Mission Statement

The mission of Grassy Waters Elementary School is to ensure that each unique student is engaged, challenged, and supported while developing his/her critical thinking, creativity, collaborative skills, and citizenship.

Media Center Mission Statement

The mission of the Grassy Waters Elementary Library Media Center is to provide a collaborative program that supports the development of inquiring, knowledgeable, and caring young people. It strives to assist all students in becoming literacy centered learners who have a lifelong love of reading and who use information to create a better and more peaceful world through intercultural understanding and respect.

Responsibility for Collection Management & Development

The responsibility for the selection of instructional materials rests with the school library 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 Grassy Waters Elementary. In addition, administrators and staff influence the collection by suggesting resources that meet their educational needs in the classroom. Teachers and administrators submit requests along with initiatives 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

Grassy Waters library program is on a 7- class, 6- day rotation schedule. The 6- day rotation schedule allows 2 consecutive days at each fine arts class. Day 1 of the media students will learn a new lesson which incorporates READS (Read, Explore, Analyze, Develop) Florida's Integrated Library Media Reading Guidelines. Day 2 students are allowed to check out a book. We conduct one Summer Book Swap program to allow the children to have books during the summer to minimize reading loss. The SSYRA books focus, technology, internet safety, research skills, and author virtual visits are just some of the things that happen in this flexible educational environment.

Goals and Objectives

Goal 1: Continue to fill in gaps by purchasing books that complement and complete the collection.

- Continue to purchase books that help develop a robust collection, using Follett Titlewave Analysis Report as one basis of analysis.
- Teach students the new organization so they can find the books they seek quickly.
- Present book tastings for students to try out different genres.

Goal 2: Assist in the development of students who can use technology as a tool for research as well as for the production of original media assignments.

- Teach and model the use of computers, iPads, cameras, and various software programs for effective research, safe communication, and expressive presentations (for example, Pear Deck, Adobe Spark, Book Creator, Google Suite Applications, coding, digital citizenship, World Book, Gale, SIRS Discoverer, Teaching Books, etc.).

Goal 3: To support the students' 21st-century literacy skills through the incorporation of technology.

- To teach all students to use Destiny to locate and check out books in the media center.
- To teach all students how to access and check out eBooks using MackinVia.
- To utilize Chromebooks and Google Suite Apps with students in meaningful ways to access library materials, conduct research, and extend learning.
- To incorporate the use of SMART board technology into media center lessons.

Budget and Funding

The LMC is given a school-based operating budget at the beginning of every school year. 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>
<i>Account 551100 - Media Supplies</i>	<i>\$461</i>	<i>\$461</i>
<i>Account 553420 - Media Subscriptions (Periodicals-Newspapers)</i>	<i>\$328</i>	<i>\$328</i>
<i>Account 561100 - Library Books</i>	<i>\$983</i>	<i>\$983</i>
<i>Account 562230 - Media A/V Equipment</i>	<i>\$437</i>	<i>\$437</i>
<i>Account 564220 - Furn-Fix/Equip</i>	<i>\$546</i>	<i>\$546</i>
<i>Fundraising/ Grants</i>	<i>Budget Amount</i>	<i>2,755</i>
<i>Media Center Internal Account number for your grant(s) (get this from your bookkeeper)</i>	<i>\$1,156.57</i>	<i>\$1,156.57</i>
<i>State Media Allocation</i>	<i>Budget Amount</i>	
<i>Account 556110 (program 3070) - Media Books</i>	<i>\$2,124</i>	<i>\$2,124</i>

Purchasing Plan FY26

Approximate Purchasing Plan	
Purpose	Amount
books	1,200
supplies	1,000
STEM	500
Total:	\$2,700

Scope of the Collection

Collection development at Grassy Waters Elementary School (GwES) is influenced by the school's curriculum, which follows the guidelines set forth by the School District of Palm Beach County (SDPBC), governed by the Department of Education of the State of Florida.

The collection includes databases and eBooks provided by the Department of Library Media Services at the School District of Palm Beach County. These databases and eBooks expand GWES collection and provide 24/7 access for students.

The materials in the library support both curriculum and pleasure. Per [School Board Policy 8.12](#) (see section 5 d), all collections are arranged using the Dewey Decimal Classification System per District policy.

The databases included in the collection are World Book, PebbleGo, Gale in Context Elementary, SIRS Discoverer, and Teaching Books.

The Department of Library Media Services provides eBooks, including Tumbleboooks, Gale eBooks, Teaching Books and a shared collection in MackinVia.

Equipment

Media Center

The media center consists of the following equipment supplied to Grassy Waters Elementary by a grant: manipulatives for the ASD classes (Floor Cogs, Extra-Large Plastic Building pieces, Word Games, Magnetics, Jengas, Magnetic Alphabets, Ozobots, Picasso Tiles, Legos, Magnetic Drawing Board, and 2 sets of small plastic cogs.)

Newsroom

The Newsroom consists of the following equipment supplied by “The Sock Drawer” Grant/Contest: 2 new cameras and stands, two new table microphones, a Tricaster, two monitors (one to see what the school sees and one attached to the Tricaster. Old News equipment consists of an original Soundboard, floor microphone for the pledge, wall monitor so the news crew can see themselves live.

Collection Development

Collection Development is the process of providing quality materials and equipment for the library media center at Grassy Waters Elementary School. The goal of collection development is to ensure the quality of materials, having an adequate amount of materials per student to meet the needs of Grassy Waters Elementary as well as meet the personal needs of both the teachers and students to stay current. The Media Specialist is the point of contact for this process, involving the administration, the staff, students, and all the stakeholders to meet all of the needs at the school.

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.

Other reputable, unbiased, professional reviewing sources used for selection include Booklist, Hornbook, Kirkus Review, and School Library Journal.

Grassy Waters Library Media Center materials are selected based on many factors. They are evaluated for their aesthetic, literary, and social value, appropriateness to student age, and emotional maturity and relevance to the curriculum.

Grassy Waters Library Media Center materials reflect sensitivity to the achievements, needs, and rights of men and women, various ethnic groups, and other cultures.

The selection of Grassy Waters Library Media Center materials about political theories and ideologies, religion, public issues, and controversial topics is directed toward maintaining an unbiased, balanced representation of various opinions.

Grassy Waters Library Media Center materials are judged as a whole, considering the author’s/producer’s intent rather than focusing solely on individual pages, phrases, pictures, or incidents taken out of context.

Other factors considered in the final decision to purchase new materials include their educational significance, need, value to the collection as a whole, and their relationship to students’ interests and the curriculum course of study.

User Needs: At Grassy Waters Elementary, we have a variety of patrons to serve, including students, faculty, and staff members. Our utmost concern and duty are to select and deliver materials for these patrons. We use a variety of resources to keep our collection rich and diverse.

We strive to keep the collection current and updated with topics and interest levels. We encourage patrons to request materials they feel would enhance our current collection. We are currently in the process of adding more fiction books for 4th and 5th graders.

Diversity: We strive to provide students with books and materials in which they can relate to and see themselves. We have a very diverse population of students. Our goal is to provide a collection that mirrors our student's ethnic backgrounds, socio-economic standings, and various abilities.

Quality: We aim to provide quality material to our patrons. When acquiring both print and electronic materials for the collection, we use various resources to evaluate the material before purchasing it. We must use standards established by library professionals and use resources such as book reviews and books that have won esteem by winning awards such as the American Library Association Youth Media Awards and The Newbery Award. It is necessary to rotate through various resources when selecting materials to ensure the collection is diverse and unbiased. Consulting different resources will also provide the books we have chosen are appropriate and suitable for our elementary-level population. The resources that we use when selecting items for the library include but are not limited to:

- Booklist
- Books In Print
- School Library Journal
- Horn Book
- ALA Youth Media Awards
- Kirkus
- MackinVIA

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.

			
8,629 Items in the Collection	12.2 Items per Student	27% Fiction Titles in the Collection	30% 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.			
	2014 Average Age of the Collection	28% Aged Titles	26% 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.	
			
31% Representative Titles in Collection	2014 Representative Titles Average Age	43% SEL Titles in Collection	2015 SEL 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	32	2018
Philosophy & Psychology	25	2015
Religion	14	2014
Social Sciences	392	2010
Language	41	2005
Science	827	2015
Technology	366	2015
Arts & Recreation	516	2018
Literature	54	2014
History & Geography	285	2019
Biography	722	2009
Easy	3,390	2015
General Fiction	2,320	2012
Graphic Novels	359	2005

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

Grassy Waters Elementary School Library inventory will be completed on a three-year rotation as per [Board Policy 8.12 \(8\)](#). The rotation plan for the next three years will include:

- FY26 nonfiction
- FY27 fiction
- FY28 easy

Labels appear on the book spin of all books according to the category of the Dewey Decimal System. Stickers indicating if the book is a biography, graphic novels, or spanish book will also be found on the spine of some

book.

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.

Lost or Damaged Library Materials

Grassy Waters Media Center follows strict policies regarding lost or damaged materials. If a book is lost the patron will have to pay \$5.00 for the book. A fee will be waived if a patron returns the book damaged. Patrons that return books to the media center late will not be penalized with a fine. There are no other exceptions. If a patron pays a fine for a lost book, and realizes the book was never missing. As long as the book is returned to the media center, then a credit will be on the account for future use.

Strategic Focus – Weeding and Acquisitions

School Year	Strategic Focus
FY26	Selection Priorities <ul style="list-style-type: none">● Priority 1: Nonfiction● Priority 2: Spanish/ Creole● Priority 3: Science materials to support Biomedical Veterinarian Choice Program
	Inventory/Weeding Priorities <ul style="list-style-type: none">● Priority 1: Nonfiction section- purchase more current titles/replace older titles● Priority 2: Nonfiction section- improve copyright● Priority 3: Nonfiction section due to age
FY27	Selection Priorities <ul style="list-style-type: none">● Priority 1: Fiction purchase above grade level books for th graders.● Priority 2: Graphic novel● Priority 3: Science materials to support Biomedical Veterinarian Choice Program
	Inventory/Weeding Priorities <ul style="list-style-type: none">● Priority 1: Fiction● Priority 2: Nonfiction Section● Priority 3: Graphic Novel
FY28	Selection Priorities <ul style="list-style-type: none">● Priority 1: Easy● Priority 2: Nonfiction (Biography)● Priority 3: Science materials to support Biomedical Veterinarian Choice Program
	Inventory/Weeding Priorities <ul style="list-style-type: none">● Priority 1: Easy● Priority 2: Nonfiction (Biography)● Priority 3: Spanish/Creole

Reconsideration of Materials

In the event of a challenge, Grassy Waters Elementary School will follow [Board Policy 8.1205](#) linked in Appendix E. The person objecting will complete the Specific Material Objection form linked in 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 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)