

# **FY26 COLLECTION DEVELOPMENT POLICY**



**Forest Park Elementary**

## **FY26 Collection Development Policy**

Marie Volcmus, MLIS

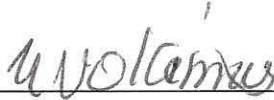
Educational Media Specialist

**Signature Page**

**Forest Park Elementary**  
FY26 Collection Development Policy

Date Approved by Administration:

Media Specialist Name: Marie Volcimus

Media Specialist Signature: 

Principal Name: Sharonda Alleyne

Principal Signature: 

## Table of Contents

<a href="#">Purpose Statement</a>	Page # 2
<a href="#">Background Statement &amp; School Community</a>	Page # 2
<a href="#">School Mission Statement</a>	Page # 2
<a href="#">Media Center Mission Statement</a>	Page # 2
<a href="#">Responsibility for Collection Management Development</a>	Page # 2
<a href="#">Library Program</a>	Page # 2
<a href="#">Goals and Objectives</a>	Page # 3
<a href="#">Budgeting and Funding</a>	Page # 3
<a href="#">Scope of the Collection</a>	Page 4
<a href="#">Equipment</a>	Page 5
<a href="#">Collection Development</a>	Page 5
<a href="#">Selection, Evaluation, and Criteria</a>	Page 5
<a href="#">Analysis of the Collection</a>	Page 6
<a href="#">Gifts and Donations</a>	Page 8
<a href="#">Collection Maintenance</a>	Page 8
<a href="#">Lost or Damaged Library Materials</a>	Page 8
<a href="#">Strategic Focus – Weeding &amp; Acquisitions</a>	Page 9
<a href="#">Reconsideration of Materials</a>	Page 9
<a href="#">Appendices</a>	Page 10
<a href="#">A - Library Bill of Rights</a>	Page 10
<a href="#">B - ALA Intellectual Freedom Statement</a>	Page 10
<a href="#">C - Board Policy 8.12</a>	Page 10
<a href="#">D - Board Policy 8.1205</a>	Page 10
<a href="#">E - Specific Material Objection Form</a>	Page 10

## **Purpose of Collection Development Policy**

Library collection development is a continuous process that involves planning, selecting, acquiring, organizing, and maintaining library collections to meet the educational, informational, cultural, and recreational needs of our school community. The Collection Development Policy aligns with the Palm Beach County School District's strategic plan and adheres to state regulations. It provides a framework for creating an inviting library environment that encourages inquiry and supports critical thinking.

## **Background Statement & School Community**

Forest Park Elementary serves a diverse group of students in grades PK-5. FPE is a Title 1 and Choice school that follows the International Baccalaureate Primary Years Program (PYP), which promotes an inclusive, transdisciplinary, inquiry-based approach to learning. According to the latest Gold Report data, the demographic distribution of our students is as follows: 3% White, 18% Hispanic, and 75% Black. As of the beginning of FY25, our school community includes 576 students, of whom 53% were identified as LEP and 15% identified as ESE. The recent SIP indicates a 94.7% minority rate and a 100.0% rate of economically disadvantaged students who qualify for free or reduced lunch.

## **School Mission Statement**

Forest Park Elementary aims to develop active, inquiring, and knowledgeable lifelong learners who achieve standards and make a difference through intercultural understanding and respect.

## **Media Center Mission Statement**

The media center strives to provide an environment that fosters intellectual curiosity, supports academic success, encourages inquiry and critical thinking, and cultivates a community of lifelong readers.

## **Responsibility for Collection Management & Development**

The certified media specialist plays a vital role in ensuring the media center collection fosters a culture of learning and exploration. The school librarian oversees the acquisition, organization, and maintenance of the library's print and digital collections with the input of students, teachers, administration, and stakeholders. The media specialist addresses inquiries related to the library collection, implements circulation policies, and organizes the collections for student and staff use. Library staff collaborates closely with the school district's Media Services department to ensure that library collections comply with school board policies while effectively meeting the needs and interests of our students.

## **Library Program**

Library programs focus on supporting information literacy, literature appreciation, and digital skills, with a strong emphasis on the IB approaches to learning skills: social skills, research skills, thinking skills, communication skills, and self-management skills. Special library programs and promotional activities include student-led live video morning announcements, the Battle of the Books competition, state statutes required instructions, the annual JumpStart Read for the Record, and Read Across America.

Students in grades K-5 participate in scheduled library sessions as a component of their fine arts rotation. Library instructions are aligned with Florida's Common Core standards and are tailored to reinforce the School Improvement Plan (SIP) throughout the academic year. The purpose is to support classroom instruction and cultivate habits that encourage lifelong learning and a passion for reading.

## Goals and Objectives

Goal 1: Make reading an enjoyable and magical experience for every student.

- Seek funding to purchase read-along collections such as VOX Books and Wonderbooks to assist our LEP students in developing their listening, writing, and reading comprehension skills.
- Pair SSYRA read-aloud sessions with science-based activities to spark student interest.

Goal 2: Support the implementation of the IB PYP curriculum.

- Provide students with opportunities to practice the IB PYP approaches to learning skill sets.
- Introduce library programs that promote and emphasize inquiry-based learning.

Goal 3: Routinely use the CREW method to assess and evaluate the nonfiction collection.

- Regularly assess and replace outdated or unpopular titles with more recent and relevant topics.
- Engage students in nonfiction walkthroughs to generate interest in informational texts.

## Budget and Funding

<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>	<i>\$1,791.79</i>	<i>\$1,791.79</i>
<i>Account 553420 - Media Subscriptions (Periodicals-Newspapers)</i>	<i>\$0.00</i>	<i>\$0.00</i>
<i>Account 561100 - Library Books</i>	<i>\$512.25</i>	<i>\$512.25</i>
<i>Account 562230 - Media A/V Equipment</i>	<i>\$0.00</i>	<i>\$0.00</i>
<i>Account 564220 - Furn-Fix/Equip</i>	<i>\$0.00</i>	<i>\$0.00</i>
<b><i>Fundraising/ Grants</i></b>	<b><i>Budget Amount</i></b>	
<i>Media Center Internal Account number for your grant(s) (get this from your bookkeeper)</i>	<i>\$789.27</i>	<i>\$789.27</i>
<b><i>State Media Allocation</i></b>	<b><i>Budget Amount</i></b>	
<i>Account 556110 (program 3070) - Media Books</i>	<i>\$1,860</i>	<i>\$1,860</i>

## Purchasing Plan FY26

Approximate Purchasing Plan	
Purpose	Amount
Read-along	\$1,200
Books	\$1,200
E-books/E-audio	\$800
Book-related supplies	\$1,500
Technology	\$500
<b>Total:</b>	<b>\$5,200</b>

### Scope of the Collection

The library media center collection is carefully curated to cater to the unique needs of our students. Several factors influence the selection of materials for the library, such as grade level, student reading interests, and educational priorities. The collection includes content suitable for K-5 students, selected to support the school curriculum, nurture a passion for learning, and create a welcoming and inclusive library environment.

The digital collection includes selected titles and resources provided by the district through various educational platforms such as MackinVIA, Follett Digital, TumbleBook, Capstone, Gale, and WorldBook. Students, teachers, parents, and other district stakeholders can access e-books, audiobooks, and online resources anytime and anywhere, 24/7.

The print collection is organized into three main sections: Easy/Everyone, fiction, and nonfiction.

1. Easy/Everyone picture books are shelved alphabetically by the author's last name. This section is organized alphabetically by the author's last name. It features notable titles and award-winning books such as Caldecott, Newbery, Coretta Scott King, and Pura Belpré winners.
2. The nonfiction section is organized according to the standard Dewey Decimal System, per School Board Policy 8.12. This area features a comprehensive selection of books covering a wide range of subjects, including science, history, geography, and the arts. Biographies and graphic novels are shelved separately.
3. The nonfiction section: organized according to the standard Dewey decimal system per School Board Policy 8.12. The area has a comprehensive selection of books that cover a wide array of subjects, including science, history, geography, and the arts. Biography and graphic novel books are shelved separately.

In addition to these three main sections, the media center has a multicultural collection (Spanish and Haitian Creole books), a professional collection, and a reference shelf (atlases and dictionaries).

## Equipment

Available for students to use:	
<ul style="list-style-type: none"><li>• 16 desktop computers (15 for student use and 1 for self-checkout)</li><li>• 20 Chromebooks on a mobile cart</li><li>• 6 Apple iPad</li><li>• 6 Ozobots</li><li>• 3 Dash Wonder robots</li><li>• 2 Bee-Bots</li><li>• Building blocks</li><li>• One Portable Green Screen Backdrop</li></ul>	
Available for staff/teachers to use:	
<ul style="list-style-type: none"><li>• Sharp Copier</li><li>• GBC Laminator</li><li>• VariQuest Poster Maker 3600</li><li>• Canon Pro-4000S</li><li>• Canon Desktop Printer</li><li>• Cover One- Book Repair Machine</li></ul>	<ul style="list-style-type: none"><li>• Follett Destiny VersaScan</li><li>• SMART Board</li><li>• 4 scanners</li><li>• 1 HP Laptop</li><li>• 1 Wireless keyboard</li></ul>

The Media Center also houses the Ben Carson reading room, the TV production studio, the teacher resource room, and a copy/work room. The school media specialist manages the CCTV studio with the support of the school's ITSA and the Education Network.

## Collection Development

Collection development in the context of libraries refers to the process of providing quality materials and equipment for the library media center. Collection development serves as a compass that guides the acquisition and curation of resources to meet the diverse needs of its users. The goal is to ensure the collection has information sources in adequate quantity and variety to support students' academic and personal interest needs. The media specialist leads this process with the input of administration, teachers, students, parents, and stakeholders.

## Selection and Evaluation Criteria

School Board Policy 8.12 serves as the basis for the selection process. Other factors that are taken into account when making the final decision to purchase new materials include alignment with the curriculum, budget constraints, input from stakeholders, collection maintenance, gaps in existing series, and the format of the materials. When selecting and evaluating materials for purchase for the media center, the certified media specialist consults authoritative professional selection tools that align with the standards and guidelines outlined in the School Board Policy 8.12 and state regulations. These professional book selection tools include the Association for Library Service to Children (ALSC), HW Wilson Catalog, School Library Journal, Booklist, Horn Book Magazine, and Kirkus Reviews. The guideline is to have two positive reviews or more; however, media specialists may submit a justification form for books without reviews.

## 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

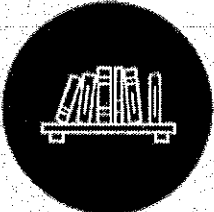
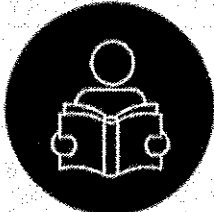
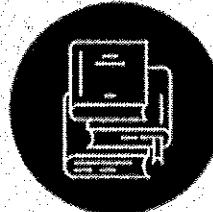

The School District Library Media Services Department supports school-based library media center personnel and establishes uniform policies and procedures for school library media centers throughout the District. These services include, but are not limited to:

- 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.

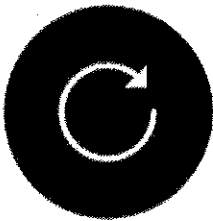
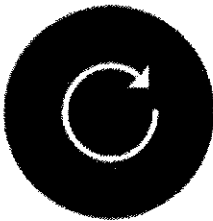
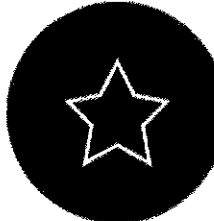
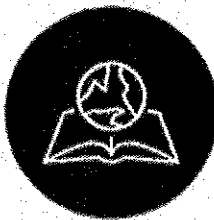
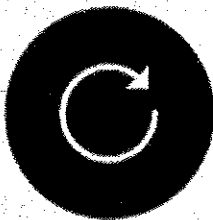

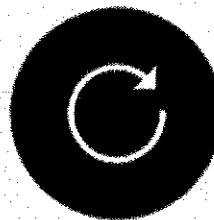
The School District Library Media Services Department collaborates with other District departments, including the Department of Educational Technology, to provide selected electronic information, the technology to access it, and the training needed to efficiently and effectively search for and find specific 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.

			
3,000 Items in the Collection	6 Items per Student	44%	38 %



		Fiction Titles in the Collection	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>1999</b> Average Age of the Collection	<b>76%</b> Aged Titles	<b>6%</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>33%</b> Representative Titles in Collection	<b>2000</b> Representative Titles Average Age	<b>33%</b> SLL Titles in Collection	<b>2002</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	18	1999
Philosophy & Psychology	59	1996
Religion	66	2002
Social Sciences	602	1996
Language	154	2000
Science	562	1999
Technology	231	19999

Arts & Recreation	291	1999
Literature	115	1995
History & Geography	577	1997
Biography	607	1997
Easy	1861	1999
General Fiction	1259	2001
Graphic Novels	165	2018

### **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**

Collection maintenance is an essential part of collection development, ensuring that library resources remain relevant, accessible, and in good condition for current and future users. The process assists in identifying gaps in the collection and making informed decisions about acquisitions and budget allocations. Collection maintenance goes beyond simply acquiring new materials and involves the continuous process of weeding, repairing, and providing a positive user experience.

Per Board Policy 8.12(5), library media specialists must inventory 1/3 of the collection annually. The Easy/Everyone Collection was recently inventoried. The following is the inventory rotation plan for the next three years.

FY26: Fiction Collection

FY27: Nonfiction Collection

FY28: Bilingual Collection

### **Lost or Damaged Library Materials**

Students are responsible for any fines related to lost or damaged library materials. Per School Board Policy 2.21B(9), "If a student loses or damages District property, including library books and textbooks loaned to the student, the student shall be required to pay for, replace, or repair the District property." To help students avoid accumulating fines, library staff have adopted proactive strategies to enhance accountability and reduce loss rates. At the time of checkout, each student receives a receipt listing the borrowed items, which serves as a physical record of their responsibility. Overdue reminder slips are sent home every two weeks. There are no accrued fees for overdue materials. Unpaid fines are transferred through SIS when students leave Forest Park Elementary.

## Strategic Focus – Weeding and Acquisitions

School Year	Strategic Focus
FY26	<b>Selection Priorities</b> <ul style="list-style-type: none"> <li>● SSYRA and other award-winning titles</li> <li>● Graphic Novel</li> <li>● STEM resources/VOX and Wonderbook tiles</li> </ul>
	<b>Inventory/Weeding Priorities</b> <ul style="list-style-type: none"> <li>● Fiction collection</li> <li>● Nonfiction collection</li> <li>● Easy/Everyone collection</li> </ul>
FY27	<b>Selection Priorities</b> <ul style="list-style-type: none"> <li>● SSYRA and other award-winning titles</li> <li>● Easy/Everyone picture books</li> <li>● STEM resources/VOX and Wonderbook tiles</li> </ul>
	<b>Inventory/Weeding Priorities</b> <ul style="list-style-type: none"> <li>● Nonfiction collection</li> <li>● Biographies</li> <li>● Fiction collection</li> </ul>
FY28	<b>Selection Priorities</b> <ul style="list-style-type: none"> <li>● SSYRA and other award-winning titles</li> <li>● Science &amp; Technology</li> <li>● STEM resources/VOX and Wonderbook tiles</li> </ul>
	<b>Inventory Priorities</b> <ul style="list-style-type: none"> <li>● Bilingual Collection</li> <li>● Biographies</li> <li>● Graphic Novels</li> </ul>

### Reconsideration of Materials

Forest Park Elementary Media Center staff will adhere to the school district selection policy 8.1205 when addressing objection procedures for specific library media center materials. Stakeholders must fill out the Specific Material Objection form and follow the steps outlined in these documents (see appendices). The school district has implemented this process to ensure that decisions regarding material selection align with school board policies and all applicable state statutes, laws, and regulations.

### 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)