

FY26 COLLECTION DEVELOPMENT POLICY



Gove Elementary

FY26 Collection Development Policy

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Educational Media Specialist

Signature Page

Gove Elementary
FY25 Collection Development Policy

Date Approved by Administration: 4/15/2025

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Purpose of Collection Development Policy

SDPBC Policy 8.12 (6.a) stipulates: "Each school shall, in conjunction with the ALA "Library Bill of Rights" (<http://www.ala.org/ala/issuesadvocacy/intfreedom/librarybill/index.cfm>) of the American Library Association (ALA) and District policy, establish procedures for the evaluation, selection, management, and disposal of library media materials in conformance with this policy and Policy 8.1205 and shall record such in the school's collection development policy."

This collection development policy is a statement of the principles and guidelines used by the Gove Elementary School Media Center in the selection, acquisition, evaluation, and maintenance of library media center materials.

It will be used both in providing consistency among those responsible for developing the collection and in communicating the library media center's policies to faculty, students, and staff and other interested stockholders of the school community.

It is understood that this document is fluid, and changes in the curriculum, demographics, information needs or programs of the school will mandate updates to the collection and its governing policies.

The acquisition and maintenance of the Library Media Center materials collection is a primary function of the library media staff. Collection development and management refers to the process of building and maintaining the library's entire materials collection, in print, non-print, audio visual and electronic formats so that they are available to every student at the time of need to support and enrich the student's educational experience.

Background Statement & School Community

■ The collection development process includes the formulation of policy and procedures, budget allocations, needs assessments, selection, collection maintenance and evaluation, de-selection and resource sharing.

The primary goal of the Media Center's collection development efforts is to build a current collection that supports the needs of the curriculum and the school community and maintains the recommended boundaries for size, age 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) National Education Technology Standards (NETS)

The Library Media Center recognizes its responsibility to respond to the reading, reference and research needs of the student body and faculty in an age of information abundance. The electronic catalog of resources for the school and the district is maintained by the Department of K-12 Instructional Materials and Library Media Services and is available at all times to students, faculty, and parents.

The library is open every day that students and/or faculty are in attendance. Summer hours will be provided when the budget is available. Research and reference materials are available at all times through the district-wide electronic subscription databases via the district portal, as well as ebooks and other resources.

The Library Media Center of Gove Elementary is a Dual Language School teaching content in both English and Spanish. The Media Center provides ongoing services that transcend the tenure of any single individual. To this end, the Media Committee at the school oversees reviews and records issues and policies pertinent to the overall program of the library media center in order to facilitate a continuum of services.

The Gove Elementary Library Media center users include all of the students in Pre-Kindergarten through Grade 6, the teachers, staff, parents, and community members.

According to the District Showcase of Schools, Gove Elementary is a dual language school where students are learning in English and Spanish. The school has a culturally and ethnically diverse student population representing different economic backgrounds. The cultural and ethical diversity consists of 38% Hispanic, 30% Black, 26% White and 3% Asian . Students with disabilities account for 35% of the students, and 33% (LF and LY) Limited English Proficient students. The enrollment is 712.

Gove Elementary's District Showcase of Schools can be accessed at
<https://www2.palmbeachschools.org/showcase/schoolinformation/>

Florida Standard Testing results for Gove Elementary can be accessed at
<http://schoolgrades.fldoe.org/default.asp>

School Mission Statement

Gove Elementary Mission Statement:

Gove Elementary is committed to providing an academic, cultural, and social foundation in a dual language environment. Our goal is to prepare students to successfully participate as bi-literate members in a democratic and international society as confident, self-directed, lifelong learners.

Media Center Mission Statement

Gove Elementary Library Media Center Mission Statement:

The mission of the Library Media Center Program is to promote a love of reading in multiple languages by providing access to quality print and digital materials to all students and educators. Additionally, the Library Media Center will support the school curriculum and provide information and technological skills necessary to locate, access, and apply a variety of ideas, information, and resources in various formats. Equal access is available for all programs and services.

The Library Media Center Statement:

We are dedicated to creating a library media program that supports, complements, and expands the instructional program of the school. The library media staff will:

- Provide and promote the use of resources in multiple languages and formats to meet the needs of all learners.
- Establish a welcoming learning environment which promotes inquiry.
- Stimulate intellectual curiosity.
- Encourages pleasure reading.
- Motivates students to become lifetime readers with diverse interests in a global society.
- Promote instruction to prepare students to become independent users of libraries and information resources

Responsibility for Collection Management & Development

The Media Specialist is responsible for the collection development and maintenance. The Gove Elementary School Principal has authority on final decisions for selection and the responsibility to maintain the collection according to this policy. The collection is evaluated on an ongoing basis, so it stays consistent with the collection development policy. Book suggestions from staff will be considered, and decisions will be based on the potential to serve the school.

Library Program

Our Library Program is fortunate to be on a flexible schedule. Students are allowed to check out books starting before school at 7:30 and until 3:00 after school. Teachers bring in their classrooms to do research or brainstorm projects. Our program has done school wide projects throughout the year including the Library Pumpkin Patch Story, Bottle Head Biographies for National Hispanic Heritage Month as well as Black History Month. This year we introduced a new reading incentive program, Book Taco. This program again brings a home school connection. Students can read books at school/home and then take quizzes at school. We had two reading challenges this year, since acquiring the program in January.

Goals and Objectives

- Goal 1: To increase the overall average publication date of the Gove Elementary Library Media Collection. ○ Objective 1: To weed and replace outdated materials, focusing on the science, history, and technology collection. ○ Objective 2: To weed materials based upon the significance to the reader, focusing on items that have never circulated or have not circulated for long periods of time. This is an ongoing process continuing from last year.
- Goal 2: To support student's reading. ○ Objective 1: Continue to implement Book Taco Reading incentive program, as long as it is repurchased again by the school 2: Meet with teachers to come up with ideas to support Reading incentives
- Goal 3: : -Collaborate with classroom teachers on projects that correlate with their standards and research goals. - Continue to incorporate home school connections projects (ie. Pumpkin character, Hispanic History Bobbleheads and Black History paper figures)

Budget and Funding

Gove Elementary is given a school-based operating budget at the beginning of each school year. Administrators use a formula in order to disperse the appropriate funds. It is expected that the budget for 2025-2026 will be similar to the school year of 2024- 2025

In the FY25 projected budget amounts replace the amounts with your actual ones.

<i>School-based Operating Budget</i>	<i>Budget FY25</i>	<i>FY26 Projected Budget</i>
<i>Account 551100 - Media Supplies</i>	<i>\$467</i>	<i>\$467</i>
<i>Account 553420 - Media Subscriptions (Periodicals-Newspapers)</i>	<i>\$280</i>	<i>\$280</i>
<i>Account 561100 - Library Books</i>	<i>\$841</i>	<i>\$841</i>
<i>Account 562230 - Media A/V Equipment</i>	<i>\$374</i>	<i>\$374</i>
<i>Account 564220 - Furn-Fix/Equip</i>	<i>\$467</i>	<i>\$467</i>
<i>Fundraising/ Grants</i>	<i>Budget Amount</i>	
<i>Media Center Internal Account number for your grant(s) (get this from your bookkeeper)</i>	<i>\$325</i>	<i>\$325</i>
<i>State Media Allocation</i>	<i>Budget Amount</i>	<i>2100.00</i>
<i>Account 556110 (program 3070) - Media Books</i>	<i>1498</i>	<i>\$1500</i>

Purchasing Plan FY26

I will be using most of my funds to purchase supplies for the school included by not limited to: Laminating Film, Office Supplies and books for the Media Center.

Approximate Purchasing Plan	
Purpose	Amount
books	1000.00
supplies	500.00
state funds for books	2100.00
Total:	\$3,600.00

Scope of the Collection

Collection development at Gove Elementary School is influenced by the school's curriculum, which follows the guidelines set forth by the School District of Palm Beach County (SDPBC), which in turn is governed by the Department of Education of the State of Florida. Special emphasis is placed on purchasing books that support STEM and SLL.

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 GPES' collection and provide 24/7 access for students.

Per the Palm Beach County School District Board Policy 8.12 (see Appendix A), all collections are arranged by the Dewey Decimal Classification System.

The databases included in the collection are World Book, PebbleGo, Gale inContext Elementary, SIRS Discoverer, and Teaching Books. The eBooks provided by the Department of Library Media Services include Tumbleboooks, Gale Books, and a shared collection in MackinVia.

Equipment

Mr. Pozo is our TV New's Sponsor. He is in charge of the TV production and all the equipment.

Collection Development

The collection development process at Gove Elementary includes the formulation of policy and procedures, budget allocations, needs assessments, selection, collection maintenance and evaluation, de-selection and resource sharing. The primary goal of the Media Center's collection development efforts is to build a current collection that supports the needs of the curriculum and the school community and maintains the recommended boundaries for size, age and access to the collection. This is done so by incorporating the input of all stakeholders.

Selection and Evaluation Criteria

Selection and Evaluation Criteria Materials considered for purchase are selected based on the criteria established in the School District of Palm Beach County Board Policy 8.12 Selection of Library Media Materials. (See Appendix A).

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

The LMC materials are selected based upon many factors. The materials are evaluated for their aesthetic, literary, and social value, appropriateness to student age, and emotional maturity and relevance to the curriculum. The LMC materials reflect sensitivity to the achievements, needs, and rights of men and women, various ethnic groups, and other cultures.

The selection of LMC materials about political theories and ideologies, religion, public issues, and controversial topics are directed toward maintaining an unbiased, balanced representation of various opinions.

LMC materials are judged as a whole considering the author's/producer's intent rather than focusing solely upon 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, and value to the collection as a whole and their relationship to the interests of students and the curriculum course of study.

At Gove Elementary, we have a variety of patrons to provide for, 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.

It is important that we use standards established by library professionals and use resources such as book reviews and books that have won esteem by winning awards such as ALA Youth Media Awards and The Newberry Award. It is necessary to rotate through various resources when selecting materials to ensure the collection is diverse and unbiased. Some of the resources that we use to help with our selection process are listed below:

Nonfiction Selection Guidelines: The vendor or publisher, Florida Standards, Teacher

recommendations based off of textbooks.

Fiction Book Selection Guidelines: 2 or more positive reviews from places including but not limited to SLJ, Booklist, and Horn Book,

District-Wide “Procedures for Selecting and Developing Library Collections”

[School Board Policy 8.12](#) sets out the procedures for selecting and developing library collections. These procedures are followed district-wide.

District Resources And Services












The School District Library Media Services provides support to school 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 monitor categorical and capital budgets allocated for library programs
- 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 works in collaboration 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 search and find specific facts efficiently and effectively.

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.

			
8474 Items in the Collection	12.6 Items per Student	21% Fiction Titles in the Collection	39% Percent of nonfiction in the collection
Library media resources are curated to include both recently published works and classics that both rightfully impact the average age of the collection.			
	2004 Average Age of the Collection	64% Aged Titles	7% 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.	
			
38% Representative Titles in Collection	2001 Representative Titles Average Age	34% SLL Titles in Collection	2006 SLL Titles Average Age

Collection Analysis By Category

The information collected in this section provides a detailed look at the current library collection by classification and genre. The information 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	2014
Philosophy & Psychology	52	1997
Religion	53	1998

Social Sciences	656	2000
Language	72	1997
Science	893	2004
Technology	377	2003
Arts & Recreation	511	2011
Literature	149	1999
History & Geography	504	2000
Biography	718	2002
Easy	2118	2004
General Fiction	1802	2006
Graphic Novels	300	2015

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 as per Board Policy 8.12 (5)

FY26: Easy Fiction, FY27: Fiction, FY28: Non-Fiction

Lost or Damaged Library Materials

Students and or Faculty are responsible for lost or damaged of library materials in accordance with School Board Policy 2.21B(9) which states: "If a student loses or damages District property, including library books and textbooks loaned to said student, said student shall be required to pay for, replace or repair said district property"

Strategic Focus – Weeding and Acquisitions

School Year	Strategic Focus
FY26	Selection Priorities <ul style="list-style-type: none">• Easy Fiction• Non Fiction• Fiction
	Inventory/ Weeding Priorities <ul style="list-style-type: none">• Easy Fiction• Non Fiction• Fiction
FY27	Selection Priorities <ul style="list-style-type: none">• Fiction• Easy Fiction• NonFiction
	Inventory/ Weeding Priorities <ul style="list-style-type: none">• Fiction• Easy Fiction• NonFiction
FY28	Selection Priorities <ul style="list-style-type: none">• Easy Fiction• Non Fiction• Fiction
	Inventory/ Weeding Priorities <ul style="list-style-type: none">• Easy Fiction• Non Fiction• Fiction

Reconsideration of Materials

All materials, print and nonprint, shall meet the purchasing requirements as outlined in this document. The Media Center does not add or withdraw, at the request of any individual or group, material, which has been chosen or excluded on the basis of stated selection criteria. The Media Center follows the guidelines established by the School District of Palm Beach County Administrative Directive Board Policy 8.12 and 8.1205 including any 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 May 8, 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 May 8, 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 May 8, 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 May 8, 2025)

E: Specific Material Objection Form

School Board of Palm Beach County (November 14, 2023). Specific Material Objection Form.

[Link](#) (Accessed May 8, 2025)