

Glade View Elementary

FY26 Collection Development Policy

Katherin Baltazar

Educational Media Specialist

Signature Page

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Date Approved by Administration: **May 7, 2025**

Media Specialist Name: Katherin Baltazar

Media Specialist Signature: _____

Principal Name: Shundra Dowers

Principal Signature: _____

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Purpose of Collection Development Policy

The collection development policy is intended to support Glade View Elementary School Library's mission statement of instilling a love of reading for pleasure and knowledge in our students and faculty. Our goal is to provide access to a wide range of resources, technology, and critical thinking tools that encourage educational growth and curiosity.

To achieve this, the media center is committed to maintaining a collection that is both current and relevant to the curriculum and the diverse needs of our school community. We adhere to specific guidelines regarding the size, age, and accessibility of our collection. As the interests and demographics of our students and staff evolve, we regularly review and update our collection to include new and diverse topics. The Collection Development Policy is evaluated and revised annually to ensure it continues to guide effective collection updates and improvements.

Background Statement & School Community

Glade View Elementary School, situated in Belle Glade, FL, is a Title 1 institution serving a diverse student body. The school faces significant economic challenges, with 100% of its students classified as economically disadvantaged. Among the 313 students, 16% are English language learners, 9.3% have disabilities, 4.5% are homeless, and 8.6% are migrants. A vast majority, 99%, qualify for free or reduced lunch. The ethnic composition of the student body is predominantly Black/African American at 95.2%, with 3.2% Hispanic and 1.6% White. Students come from various countries and primarily speak English, Spanish, and Creole.

As a Choice Program, AVID and Title I school, GVE offers a variety of comprehensive arts programs to help develop and showcase our students' talents. It is our school-wide and community-wide desire to foster a life-long love of learning for all students thereby showing an awareness and appreciation of multidisciplinary art forms. Students can enjoy creative expression through 2D and 3D art, television production, dance, band, vocal music, and theater.

School Mission Statement

Glade View Elementary Visual, Performing, and Communication Arts School is committed to providing a quality education with excellence and equity empowering every student to reach his or her maximum potential with the most effective staff to cultivate the knowledge, skills, and ethics necessary for academic achievement, responsible and productive citizens.

Media Center Mission Statement

The mission of the Library Media Center Program is to cultivate a passion for reading among students and staff, both for pleasure and educational purposes. We aim to achieve this by providing access to diverse resources, advanced technology, and essential critical thinking skills. Our goal is to foster a love for reading and exploration, thereby inspiring lifelong learning. We are committed to maintaining a safe, engaging, and inclusive environment that respects and meets the diverse needs of all ethnic, cultural, and educational backgrounds, enabling every patron to thrive within our community and beyond.

Responsibility for Collection Management & Development

The media specialist is responsible for managing and developing the collection. This includes selecting, acquiring, and cataloging new materials. To ensure a collaborative approach, the media specialist facilitates communication among administration, staff, teachers, and students. This engagement allows for a transparent decision-making process where everyone's input is valued.

A strategy is crafted to identify whose objectives will be impacted and who should be involved in the process. This involves open discussions and gathering ideas and suggestions from all parties. The media specialist then compiles this information to set new goals and create a list of actions. A comprehensive plan is then formulated and shared with the relevant stakeholders, incorporating feedback through surveys, presentations, and recommendations.

Library Program

The library media center offers open access to students and staff, operating from 7:30 AM to 3:30 PM on school days, aligning with school hours of 8:00 AM to 2:35 PM. It follows a five-day fine arts rotation, with each class session lasting 30 minutes. These sessions typically begin with library book check-out, followed by lessons or activities focused on library utilization skills. Once these foundational skills are established, the curriculum expands to include a diverse array of topics that complement classroom learning, effectively extending educational opportunities.

The primary objectives of the library media center are to:

- Offer a diverse range of resources, technologies, and services that cater to the informational and educational needs of both students and staff.
- Maintain an open schedule that encourages students and educators to explore information sources, engage in reading for pleasure, and collaborate with peers and teachers.
- Foster an environment where resources are readily accessible by ensuring the availability of suitable facilities, furniture, equipment, and supplies.
- Develop and manage a high-quality collection of books, journals, audio-visual materials, and emerging information technologies to support learning and research.

Special initiatives:

- Digital Citizenship and Online Safety: A district-mandated course, "Tech Safe," is implemented school-wide to educate students on technology safety and responsible online behavior.
- Collaborative Behavioral Health Lessons: In partnership with the school behavioral health professional and school counselor, lessons are designed using resources from the SLL district resource center and Suite360. These lessons aim to bolster students' academic learning by building confidence, supporting mental health, and equipping them with skills in self-awareness, self-management, decision-making, resiliency, relationship skills, and social awareness.
- Personal Safety Education: As part of a district-mandated curriculum, students receive instruction on personal safety across various contexts, integrated into the human growth and development course.
- Morning Announcements: Students from grades 2-5 participate in presenting morning announcements, utilizing TriCaster studio equipment for live broadcasts.
- TV Production After School Program: This program focuses on digital media skills, teaching students to plan, script, present, and produce live broadcasts. It covers video, audio, recording,

lighting, and editing and includes training in Adobe Express and typingclub.com

- Character Now! Program: A character education initiative recognizing students monthly for positive character traits. It includes weekly discussion topics shared during morning announcements and through extension activities.
- Student Voice Initiative Program: Select students from grades 3-5 are chosen to express their views and influence educational decisions, fostering peer relationships and empowering students to create positive experiences.
- Other special programs/events: The school supports various programs such as Literacy Week, National Literacy Month, Bullying Prevention and Awareness Month, Red-Ribbon Week, Holocaust Education Week, Hispanic Heritage Month, Black History Month, Pink Shirt Day, Women's History Month, School Library Month, National Financial Literacy Month, Mental Health Awareness Month, Teacher Appreciation Week, and Haitian Heritage Month. These programs aim to celebrate diversity, promote awareness, and foster a supportive school environment.

Goals and Objectives

- Goal 1: Promote Inclusiveness
 - Ensure diverse characters and perspectives are represented across all genres.
 - Regularly update book displays to feature varied characters and viewpoints, focusing on underrepresented groups.
- Goal 2: Update and Expand Collection
 - Align collection with school curriculum and meet the needs of students and staff.
 - Aim to increase the average publication age of the collection by at least one year annually.
 - Remove outdated content, especially in nonfiction areas like science and technology.
 - Weed out materials that are irrelevant or have low circulation.
- Goal 3: Continue to expand the TV Production Program
 - Modify morning announcement segments with input from teachers and students.
 - Develop lessons on video production and photography.
 - Utilize Adobe Express and Canva to enhance the quality and engagement of morning announcements. Continue to implement typingclub.com to develop and refine students' typing proficiency and code.org to increase students' problem-solving and critical thinking abilities.
- Goal 4: Implement Technology Literacy Course
 - In addition to educating students on technology safety and being responsible online. I would like to continue to Implement instruction on device care and maintenance periodically throughout the school year.
 - Teach students basic troubleshooting skills for technical issues.

Budget and Funding

Each year, the Library Media Center (LMC) at Glade View Elementary School receives a budget specifically allocated for school operations. The school administration utilizes a predetermined formula to distribute these funds effectively. For the fiscal year 2026 (FY26), the budget is anticipated to be similar to that of fiscal year 2025 (FY25).

<i>School-based Operating Budget</i>	<i>Budget FY25</i>	<i>FY26 Projected Budget</i>
<i>Account 551100 - Media Supplies</i>	<i>\$220</i>	<i>\$240</i>
<i>Account 553420 - Media Subscriptions (Periodicals-Newspapers)</i>	<i>\$120</i>	<i>\$140</i>
<i>Account 561100 - Library Books</i>	<i>\$360</i>	<i>\$380</i>
<i>Account 562230 - Media A/V Equipment</i>	<i>\$160</i>	<i>\$190</i>
<i>Account 564220 - Furn-Fix/Equip</i>	<i>\$200</i>	<i>\$230</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>5-17700.00</i>	
<i>State Media Allocation</i>	<i>Budget Amount</i>	
<i>Account 556110 (program 3070) - Media Books</i>	<i>\$933</i>	<i>\$970</i>

Purchasing Plan FY26

Approximate Purchasing Plan	
Purpose	Amount
Books	\$800
eBooks	\$140
Supplies	\$240
Books (Program 3070)	\$970
Total:	\$2150

Scope of the Collection

The curriculum at Glade View Elementary School is central to the development of the library/media center's collection. This collection adheres to the guidelines established by the School District of Palm Beach County (SDPBC) and is overseen by the Florida Department of Education. The term "collection" encompasses all accessible information resources within the library/media center. According to School Board Policy 8.12(2), these resources are designed to support students' personal, informational, and recreational needs, as well as to enhance the curriculum. To achieve these objectives, the collection covers a wide array of subjects, caters to diverse student abilities, and reflects a variety of perspectives. The materials in the collection demonstrate creative artistry, insight, and vision, while also assisting students in developing cognitive and emotional skills.

In accordance with Palm Beach County School District Board Policy 8.12 (refer to Appendix A), all collections are organized using the Dewey Decimal Classification System. The collection includes a diverse range of print and digital resources suitable for different ability levels and learning styles, supporting both educational and leisure reading as outlined in School Board Policy 8.12 (see Section 5 d). The collection features databases and eBooks provided by the Department of Library Media Services at the School District of Palm Beach County, offering 24/7 access to students. These databases include World Book, PebbleGo, Gale inContext Elementary, SIRS Discoverer, and Teaching Books. The eBooks available are Tumblebooks, Gale eBooks, and a shared collection in MackinVia.

Patrons are encouraged to utilize the district and state media center databases to find additional resources, which are accessible daily. The Library Media collection comprises all resources available in the school library media center, as well as those accessible through interlibrary loan for students and staff.

Equipment

Our facilities are equipped with a diverse array of tools and technology specifically designed to enhance media-related activities, including a TV production studio housed within the media center. These resources are intended to support educators, staff, and students by providing convenient access to the necessary information and tools that facilitate their roles and educational advancement. Detailed information about the location and specifications of this equipment is provided below.

Equipment	Quantity	Location
Dell Latitude 5520	1	Media Center: Office
Dell Latitude 5550 Laptop, 1 power pack, and 1 power cord	1	Media Center: Office
Barcode Scanner: Manhattan MBC-50	1	Media Center: Office
DELL Thunderbolt Dock WD19TBS	1	Media Center: Office
Canon Pro 4000-S Poster Printer	1	Media Center: Office
Epson C5890 Printer	1	Media Center: Office
Macbook Pro 14 inch: Apple M1 Chip	1	Media Center: Office
iPad Pro	1	Media Center: Office
Honeywell 3800g Scanner	1	Media Center 1-120
SMART Board SBID-MX086-V2	1	Media Center 1-120
GBC Laminator: Ultima 65	2	Production Room/Professional Library 1-120B
SHARP MX M565 Copy Machine	1	Production Room/Professional Library 1-120B
XL Ellison Letter Machine	3	Production Room/Professional Library 1-120B
Boston 2624 Cutter	1	Production Room/Professional Library 1-120B
X-ACTO Cutter	1	Production Room/Professional Library 1-120B
Desktops	6	ALL Media Center Rooms 1-120-1-120F
Keyboard	6	ALL Media Center Rooms 1-120-1-120F
Mouse	5	ALL Media Center Rooms 1-120-

		1-120F
Tricaster TCXD40 System: View Sonic Monitors with 2 controllers (3) vBrick 9000 (1) Anchor AN-1000X Speaker (1) TC40 Control Surface Keyboard SoundBoard Pro FX12 v3 12 Channel Professional Effects Mixer (1)		CCTV Studio Room 1-120E
Chromebook 3110 2 in 1	4	Production Room/Professional Library 1-120B
VariQuest Poster Maker 3600	1	CCTV Studio Room 1-120E
Lexmark MS410dn Printer	1	CCTV Studio Room 1-120E
Canon Camera XA10	3	CCTV Studio Room 1-120E
Teleprompt from Prompter People	2	CCTV Studio Room 1-120E
Light Fixtures	4	CCTV Studio Room 1-120E
Camera Stands	3	CCTV Studio Room 1-120E
Microphone Stands	3	CCTV Studio Room 1-120E
Microphone	3	CCTV Studio Room 1-120E

Collection Development

Collection development is the process of building and managing a library's entire collection of materials, which includes both print and digital formats. This process involves several key components: adhering to district policies and procedures, allocating budgets, assessing needs, selecting materials, maintaining and evaluating the collection, and sharing resources. The aim is to provide patrons with high-quality materials and equipment, ensuring the collection offers a wide range of information sources to meet students' academic and personal interests.

The Library Bill of Rights serves as a general guideline for developing the collection. However, if there are any discrepancies between the Library Bill of Rights and School District Policies 8.1 and 8.125, the district policies will take precedence. These policies guide the selection, retention, and disposal of instructional materials for library media centers and classrooms.

Selection and Evaluation Criteria

The coordination of the collection development program falls under the responsibility of the media specialist. When selecting instructional materials, the needs of Glade View Elementary School take precedence, by examining the current curriculum and the existing collection. To ensure an effective assessment of these needs, several steps are followed. First, an inventory of the collection is conducted to identify items that need to be replaced, missing materials, or other essential requirements. This helps identify areas that need attention and improvement. In addition, the library's media materials are reviewed in light of the Florida State Standards for appropriateness. To keep track of areas that require additional resources, a rolling list of topics is maintained, which serves as a guide for future acquisitions.

In addition, staff and student input is actively sought to identify the specific needs of Glade View Elementary School. Our teachers and students are surveyed at various points of the year to assess the appropriateness and relevance of the materials used. This feedback helps to understand any gaps or areas that require further support. The surveys also help gather their preferences and recommendations for the types of materials they would like to see added to the collection. This inclusive approach ensures that instructional materials align with the interests and requirements of the school community, encompassing informational materials, curricular materials, and materials for reading for pleasure. When choosing materials for the library/media collection, the "Library Bill of Rights" and School Board Policy 8.1205 will be followed for the evaluation, selection, management, and disposal of library media materials. The following factors are taken into account:

- Professional Reviews: Print or non-print media, including video footage, that has been favorably appraised in a credible, unbiased, professionally prepared selection tool, such as, but not limited to:
 - School Library Journal
 - Horn Book
 - Booklist
 - Bulletin for the Center for Children's Books
 - Kirkus Reviews
 - The Newberry Award
 - The Caldecott Award
 - Sunshine State Young Reader's Award Nominees
 - Florida Reading Association Children's Book Award Nominees
- Educational Significance: value of material to a course of study or to the library media collection.
- Appropriateness: The material is appropriate for the students' age, maturity, various interests, and learning levels. Reading levels and lexiles are thought to provide a variety of information that both challenges and directs the student's selection process.
 - Accuracy: Nonfiction material is accurate, current, and objective.
 - Literary merit: fiction material exhibiting an exceptional plot, setting, characterization, style, or theme.
 - Scope: The content is sufficiently covered to meet its intended goal.
 - Authority: The author, editor, or producer has a superior reputation for generating products of this type.

- Special Features: Maps, charts, graphs, glossaries, and/or other learning aids that accompany the text are distinctive and important.
- Translation Integrity: Material translated from one language to another retains the original's stylistic features.
- Arrangement: Concepts are presented in a logical sequence to ensure learning.
- Treatment: typeset, graphics, style, and/or media catch and maintain the student's attention.
- Technical Quality: The sound is clear and audible, and the visuals are clear.
- Aesthetic Quality: The material is more appealing and well-presented than comparable things.
- Potential Demand: The item is of great relevance or popularity.
- Durability: The material has the potential for frequent usage or is of a type that makes it consumable.
- Obscenity No books or other materials containing hard-core pornography or those that are otherwise prohibited by Fla. Stat. 847.012 are to be used.
- Copyright: Supplemental instructional resources and library media materials utilized in a school must be obtained and used in conformity with federal, state, and District copyright laws, rules, and policies, as specified in School Board Policy 8.121.*

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.

			
5,410 Items in the Collection	16.1 Items per Student	26% Fiction Titles in the Collection	42% 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	47% 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.	
			
22% Representative Titles in Collection	2006 Representative Titles Average Age	30% SLL Titles in Collection	2008 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	23	2007
Philosophy & Psychology	26	2000
Religion	17	2000
Social Sciences	464	1997
Language	64	1995
Science	598	2005
Technology	203	2004
Arts & Recreation	378	2012
Literature	126	1999
History & Geography	361	2005
Biography	224	2006
Easy	1,276	2002
General Fiction	1,395	2004
Graphic Novels	41	2016

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

As per Board Policy 8.12 (8) (see Appendix C), inventory will be completed on a three-year rotation. The information below depicts a year-by-year rotation plan where inventory will be completed for the following three years:

- FY26: Fiction
- FY27: Non-fiction, Biography, and Reference
- FY28: Easy

The library media specialist will coordinate this process by removing materials and equipment from the media center based on objective criteria such as obsolescence, physical age and condition, and general inapplicability for continued inclusion in the existing collection.

This structured approach allows us to systematically evaluate and update our inventory to meet the changing needs and interests of our patrons. In addition, our library is set up according to the Dewey Decimal system for ease of navigation and to enhance our patrons' experience. Each shelf includes Dewey Decimal classifications to help locate topics. As you approach each shelf individually, it features detailed kid-friendly labels corresponding to specific classifications. The label includes the call number, topic, image, and an arrow pointing to the location of the books. In addition to facilitating effective book retrieval, this organizational scheme creates an inviting atmosphere that encourages exploration and discovery.

Lost or Damaged Library Materials

Any library material that is lost or damaged must be reported immediately. Any library material not returned within the school year after the due date will be declared lost. The borrower will be liable for the replacement costs in line 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." The charge is the cost of the item lost. If an item is found and returned after payment has been made, a refund is given if a replacement has not been ordered. The refund is the price of the material.

NOTE: Failure to return library materials or to clear outstanding fines may result in the holding of satisfying graduation requirements and/or the revoking of library privileges.

If the library material is returned in such poor condition that it can no longer be circulated, the borrower is responsible for replacing the material. The media specialist will buy a replacement if the borrower pays the fine. Alternatively, the borrower may choose to buy a replacement. The charge to the borrower is the cost of the material. All lost or damaged material is to be replaced with the newest edition, if it applies.

Strategic Focus – Weeding and Acquisitions

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

Reconsideration of Materials

The resources and materials in the school library media center are selected in accordance with The Library Bill of Rights (see Appendix A) and School District Policies 8.1 and 8.1205 (see Appendices C and D), which serves as a basic guideline for collection development. If the requirements conflict, district policy takes precedence and determines the criteria for selecting, retaining, and disposing of instructional resources for library media centers and classrooms. If a citizen of Palm Beach County files a challenge, Glade View Elementary School will follow SDPBC Policy 8.1205: Challenge Procedures for Instructional Materials (Appendix C) and the Specific Material Objection Form (Appendix E).

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)