

# **FY26 COLLECTION DEVELOPMENT POLICY**



**Frontier Elementary**

## **FY26 Collection Development Policy**

***Katherine Kirby***

Educational Media Specialist

**Signature Page**

**Frontier Elementary**

FY26 Collection Development Policy

Date Approved by Administration: **4/21/2025**

Media Specialist Name: \_\_\_\_\_ Katherine Kirby \_\_\_\_\_

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Principal Name: \_\_\_\_\_ Susan Groth \_\_\_\_\_

Principal Signature: Susan Groth

<<You may also elect to have your collection development plan signed electronically. If you choose this route, please include the signature verification page when you submit your plan.>>

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### **Purpose of Collection Development Policy**

This collection development policy is a statement of the principles and guideline used by the Frontier 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.

### **Background Statement & School Community**

The users of Frontier Elementary School Library Media Center come from grades Kindergarten through fifth grade in addition to the faculty, staff and parents of that community of users.

According to the Gold Report, Frontier Elementary has a culturally and ethnically diverse student population representing different economic backgrounds, which include 51% Whites, 10% Black, 31% Hispanic, 3% Asian, and 4% Other. Students requiring ELL services are 7% and ESE is 19%. Total number of students is 687.

### **School Mission Statement**

Frontier Elementary School believes it is necessary for students to become self-directed, lifelong learners who can draw on a variety of knowledge bases to solve real-world problems. Students must be able to access various types of available resources, including utilizing the most up-to-date technology. Alternative strategies and programs will be incorporated into all areas of the curriculum, supporting all types of learning styles and student needs.

### **Media Center Mission Statement**

The mission of the Library Media Center is to support the mission of Frontier Elementary by providing the tools and material necessary for accomplishing their educational and personal goals.

The Library Media Center is dedicated to designing and maintaining a library media program that supports, complements, and expands the instructional program of the school. The library media staff will:

provide and promote extensive use of resources in multiple formats that are designed to meet the varying needs of all learners in all aspects of the curriculum; provide a learning environment which promotes inquiry; stimulate intellectual curiosity; encourage pleasure reading, develop diverse interests for the enjoyment of life-long learning, and; provide and promote instruction to prepare students to become independent users of libraries and information resources.

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

The 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.

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.

### **Library Program**

**This school year, students will focus more on selecting books on their reading level and enjoy listening to read-alouds which focus on animals and the environment. This will support our school's Choice Program: EASA (Environmental and Animal Sciences Academy.)**

### **Goals and Objectives**

- ❖ Encourage students to check-out and read EASA topic books.
- ❖ Have two book fairs each year to purchase books for the Media Center.
- ❖ Select and display books for different awareness month topics as well as for different genres to encourage students to read a broader selection of books throughout the year.

## 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. We have 2 book fairs per year to raise money for media and classroom books, supplies and decor.*

<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>\$2000</i>	<i>\$2000</i>
<i>Account 553420 - Media Subscriptions (Periodicals-Newspapers)</i>		<i>\$</i>
<i>Account 561100 - Library Books</i>	<i>\$1052</i>	<i>\$1052</i>
<i>Account 562230 - Media A/V Equipment</i>	<i>\$466</i>	<i>\$466</i>
<i>Account 564220 - Furn-Fix/Equip</i>	<i>\$188</i>	<i>\$188</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>\$2500</i>	<i>\$2500</i>
<b><i>State Media Allocation</i></b>	<b><i>Budget Amount</i></b>	
<i>Account 556110 (program 3070) - Media Books</i>	<i>\$1500</i>	<i>\$1500</i>

## Purchasing Plan FY26

Purpose	Amount
books	\$6500
supplies	\$500
STEM (teachers and principal requested NO STEM this year)	\$00
<b>Total:</b>	<b>\$7000</b>

### Scope of the Collection

Collection development is focused on the curriculum of Frontier Elementary School, which follows the guidelines of the School District of Palm Beach County, which in turn are governed by the Department of Education of the State of Florida.

According to best practices for school libraries in the United States, the print and non-print collection at Frontier Elementary School is arranged by the Dewey Decimal Classification System. Additional resources are provided by district-wide subscriptions to electronic information databases.

Through affiliation with the public library system, SEFLIN, the Frontier Elementary School library is able to extend its collection to provide any major resource needed by a patron.

The library media collection includes all the resources available in the school library media center along with all those that students, faculty and administrators can access through interlibrary loan. Three types of collection maps can provide the staff and advisory committee with comprehensive information to direct short-term purchases and long-range planning. Collection mapping is the process of examining the quantity and quality of your collection and identifying its strengths and weaknesses. A collection map is a visual supplement to the automated catalog system that graphically displays the breadth and depth of the collection.

**Materials will support both curriculum and pleasure reading as per School Board Policy 8.12**

### Equipment

Teachers have access to a workroom with an Ellison Die Cut machine, laminator, copiers and paper cutters.

There is also a book room for teachers looking to borrow leveled books to accommodate students' various needs.

### **Collection Development**

The goal of collection development is to ensure the collection has information sources in adequate quantity and variety to support student's academic and personal interest needs. As a Choice Program school, our goal is to add quality books to support our Environmental and Animal Science Academy. The media specialist leads this process with the input of administration, teachers, students, parents, and stakeholders.

### **Selection and Evaluation Criteria**

Books will be chosen to support our school Choice Program: Environmental and Animal Sciences Academy. New books will be added to enhance and support our science and social studies standards.

Fiction books will be added to encourage students to read for pleasure which will increase their ability and desire to learn.

### **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.

			
<b>14,141</b> Items in the Collection	<b>18.8</b> Items per Student	<b>22%</b> Fiction Titles in the Collection	<b>39 %</b> 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>2005</b> Average Age of the Collection	<b>59%</b> Aged Titles	<b>8%</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>3,764/27%</b> Representative Titles in Collection	<b>2003</b> Representative Titles Average Age	<b>4,004/28%</b> SLL Titles in Collection	<b>2006</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	24	2004
Philosophy & Psychology	26	2003
Religion	56	1999
Social Sciences	841	2000
Language	61	2002
Science	1,847	2005
Technology	727	2007
Arts & Recreation	1,076	2013
Literature	259	1999
History & Geography	620	2004
Biography	738	2001
Easy	3,389	2000
General Fiction	3,108	2009
Graphic Novels	403	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**

In accordance with district policy, yearly inventory will be completed on a three-year rotation as per Board Policy 8.12 (8).

### Lost or Damaged Library Materials

While we welcome donations for lost or damaged books, if a student loses or damages a library book, the parent/guardian may request that the book be removed from the account without being charged.

### Strategic Focus – Weeding and Acquisitions

FY26	<b>Selection Priorities</b> <ul style="list-style-type: none"><li>● Priority 1 : career books</li><li>● Priority 2 : graphic novels (age appropriate)</li><li>● Priority 3</li></ul>
	<b>Inventory Priorities</b> <ul style="list-style-type: none"><li>● Priority 1 : easy fiction</li><li>● Priority 2: biographies</li><li>● Priority 3</li></ul>
FY27	<b>Selection Priorities</b> <ul style="list-style-type: none"><li>● Priority 1: new/updated favorite series</li><li>● Priority 2 : new/updated country books</li><li>● Priority 3 : new/updated biography of people students know</li></ul>
	<b>Inventory Priorities</b> <ul style="list-style-type: none"><li>● Priority 1: fiction</li><li>● Priority 2 :</li><li>● Priority 3 :</li></ul>
FY28	<b>Selection Priorities</b> <ul style="list-style-type: none"><li>● Priority 1: drawing books</li><li>● Priority 2 : updated computer/tech books</li><li>● Priority 3 damaged/outdated biography books</li></ul>
	<b>Inventory Priorities</b> <ul style="list-style-type: none"><li>● Priority 1 : non-fiction</li><li>● Priority 2 :</li><li>● Priority 3</li></ul>

### Reconsideration of Materials

When books/materials are challenged, I will follow Policy 8.1205.

[Board Policy 8.1205](#)

### 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)