



Hammock Pointe Elementary School

FY26 Collection Development Policy

Emlyn McAna

Educational Media Specialist

Signature Page
Hammock Pointe Elementary
FY26 Collection Development Policy

Date Approved by Administration: *May 7, 2025*

Media Specialist Name: **Emlyn McAna**

Media Specialist Signature: _____

Emlyn McAna

Principal Name: **Stephanie Cook**

Principal Signature: _____

Stephanie Cook

Table of Contents

Purpose Statement	3
Background Statement & School Community	3
School Mission Statement	3
Media Center Mission Statement	4
Responsibility for Collection Management Development	4
Library Program	5
Goals and Objectives	5
Budgeting and Funding	7
Scope of the Collection	8
Equipment	9
Collection Development	9
Selection Evaluation and Criteria	9
Analysis of the Collection	11
Gifts and Donations	12
Collection Maintenance	12
Lost or Damaged Library Materials	13
Strategic Focus – Weeding & Acquisitions	13
Reconsideration of Materials	14
Appendices	15
A - Library Bill of Rights	15
B - ALA Intellectual Freedom Statement	15
C - Board Policy 8.12	15
D - Board Policy 8.1205	15
E - Specific Material Objection Form	15

Purpose of Collection Development Policy

The collection Development Policy is designed to support and ensure that the library collection meets the informational needs of the curriculum, instructional needs of the faculty and all the reading and viewing needs of our students. The Collection Development process is ongoing. It includes the formulation of policy and procedures, budget allocations, while identifying the strengths and weaknesses of the library media collection as it relates to students' needs and changes within the community.

Background Statement & School Community

Hammock Pointe is an A rated school of Excellence. It serves students who reside in the southwest portion of Palm Beach County. Hammock Pointe has approximately 960 students in grades Pre-K through 5th grade. This year, we will not qualify for Title 1 funding. This brings additional challenges as we seek funding for programs that support literacy. Hammock Pointe has a diverse population including ESE and ELL students. We are a Raise School with more than 50% of our first graders in 2024 not meeting proficiency standards in reading. The school has had a huge increase in the number of ELL students that speak Spanish, Portuguese, Creole and Russian and various other dialects. The faculty works closely with the Literacy Coalition and the Build a Better Reader Program as well as Roots and Wings to support the needs of our diverse population. Individuals come to our school on a regular basis and work with students to improve literacy. Working together they utilize the library resources and staff to improve students' reading skills by asking for assistance in choosing just the right books. In addition to outside support, this year we opened our media center from 7-7:30 am to encourage students to utilize the program Imagine Learning before school as a way to close the gap in language and literacy.

School Mission Statement

Hammock Pointe Elementary School is committed to providing a world-class education with excellence and equity to empower each student to reach his or her highest potential with the most effective staff to foster the knowledge, skills, environmental awareness, and ethics required for responsible citizenship and productive careers.

Media Center Mission Statement

The Hammock Pointe Library Media program strives to provide opportunities for students and staff to become effective users of ideas and information. We work to prepare and develop our students as life-long learners. Our mission is to support the instructional program of the school while developing twenty first century language learners.

The HPES is dedicated to designing and maintaining a library media program that supports, complements, and expands the instructional program of the school.

We begin each day with the Morning show. After 30 years, our HPTV studio was updated and brought into the digital age fulfilling one of our media goals. It provides student practice highlighting the special activities happening on campus or locally. It promotes all literacy events and special programs taking place that week as well as our daily introduction with the Pledge of Allegiance followed by a Patriotic song and a moment of silence.

Library media instruction includes standards-based activities. Fictional StoryTimes, as well as genre and non-fiction/research activities which incorporate movement and hands-on activities. Responsible technology usage is incorporated and taught through TechSafe instruction. Research techniques are also supported with district Portal databases, such as PebbleGo and Gale research. Additional Portal databases utilized in the library media program include MackinVIA and Tumblebooks.

Responsibility for Collection Management & Development

The Media Specialist is responsible for the library's collection management and development. The maintenance of the library includes the selection of new materials as well as the weeding of ineffective resources. The Literacy Committee, made up of the Media Specialist, faculty members from each grade level and parents provide recommendations into areas of need to support changes in curriculum. This committee also drives the schoolwide reading initiatives. Usually these are monthly events that focus on literacy. Student interest surveys have also been used to identify students' interests. We look forward to continuing with that.

Library Program

Hammock Pointe's Library media program supports, complements, and expands the instructional program of the school. We are on the Fine Arts Wheel of 30 minutes per class. In an effort to avoid splitting additional classes we are on a fixed schedule with a 5 day rotation for grade K,1,2 and 4. Grade 3 meets every 6 days and grade 5 meets every 7 days. We are a total inclusion model. This year the media center has included sensory activities which have been very helpful meeting the needs of some of our students.

We provide a learning environment which promotes inquiry and stimulates intellectual curiosity. In Kindergarten through second grade we encourage a love of reading. Every week a new book is shared as a Read Aloud. We begin with the state award winners. Students are always encouraged to find books that are appropriate for them as they develop their reading skills. Grades 3 through 5 are instructed on how to use Destiny in order to locate books of interest. Outside resources are often invited into reading events such as Read Across America, National Poetry Month, Black History Month, Hispanic Heritage Month and Read for the Record. We work closely with the Public library to encourage our students and their parents to become lifelong learners and users of the public libraries.

Goals and Objectives

Goal 1: To increase the student use of books and materials. Create displays that feature new releases and books in series to promote an excitement for reading. Continue teaching students to use Destiny to locate books of interest in the Media Center.

Goal 2: Replacement of Age Sensitive Books

To weed and replace up-to-date books in the categories listed below. Books will be replaced on an ongoing basis in age sensitive areas.

300 - Political Science and Social Services

500 - Astronomy and Ecosystems

600 - Science

900 - History and Geography

Goal 3: Schedule time for Administrative Tasks

Materials Seeking Approval for Purchases

Management of the Collection

Set aside specific days in the month that the media specialist can work on the upkeep and development of the library's book collection.

Budget and Funding

<i>School-based Operating Budget</i>	<i>Budget FY25</i>	<i>FY26 Projected Budget</i>
<i>Account 551100 - Media Supplies</i>	<i>\$1305</i>	<i>\$1400</i>
<i>Account 553420 - Media Subscriptions (Periodicals-Newspapers)</i>		
<i>Account 561100 - Library Books</i>	<i>\$946</i>	<i>\$1000</i>
<i>Account 562230 - Media A/V Equipment</i>	<i>\$582</i>	<i>\$580</i>
<i>Account 564220 - Furn-Fix/Equip</i>	<i>\$728</i>	<i>\$700</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>\$ 10000</i>	<i>\$11000</i>
<i>State Media Allocation</i>	<i>Budget Amount</i>	
<i>Account 561100 (program 3070) - Media Books</i>	<i>\$2742</i>	<i>\$2742</i>

Purchasing Plan FY26

Approximate Purchasing Plan	
Purpose	Amount
books	\$6000
supplies	\$1500
Sensory	\$600
STEM	\$500
Total:	\$7600

Scope of the Collection

The collection development is focused on the curriculum of Hammock Pointe Elementary School, which follows the guidelines of the School Board of Palm Beach County, which in turn are governed by the Department of Education of the State of Florida. Per [School Board Policy 8.12](#). (5)The print and nonprint collection at Hammock Pointe is arranged by the Dewey Decimal Classification System.

As the school grows we must meet the ever changing needs of our student population, we have increased and will continue to increase the number of books in various languages, specifically Spanish, Creole and Portuguese. In addition to the ebooks on Destiny, the ESE department has provided "Learning Ally" an ebook collection to support students who are struggling readers. We will increase our collection of PlayAways to support our increasing number of ELL students that may prefer the book in hand as well as the read aloud.

Our collection reflects both fiction and nonfiction materials on science. While we are not a "STEM" supported school we provide classrooms with the necessary books and materials to teach science. In addition, each year we collaborate with 4 H as they provide eggs, incubators and supplies to enrich our students. These inhouse programs provide all students with the opportunity to observe and learn about lifecycles and the needs of living things.

Many additional resources are provided by district-wide subscriptions to electronic databases. These include but are not limited to: eBooks, PebbleGo, TumbleBooks, Gale Research. These are accessed through the portal and can be accessed at home. The library media collection includes all the resource available in the school library along with all those that students, faculty and administrators can access through interlibrary loan. Students have access to ebooks 24/7 through Destiny and MackinVia. Materials at Hammock Pointe support both the curriculum and pleasure reading as per [School Board Policy 8.12](#)

Equipment

Our Media Center has a full computer lab available to students and teachers. The lab, Smartboard, Projector and doc camera are used during instruction.

These tools as well as the databases we have are utilized for research projects incorporated into the Media program.

We now have a new TV Studio that provides the news every morning run by 5th grade students as they create HPTV News with details about the day and upcoming events. This program ends with the Pledge of Allegiance, a patriotic song and a moment of silence. We also have cameras available for students interested in working with the yearbook committee on the yearbook.

Our teacher's workroom includes copiers and a laminator. Due to the smell of melting plastic we provide laminating for teachers on Tuesday and Thursday afternoon.

Collection Development

Collection Development refers to the process of building and maintaining the Media Center's entire collection in both print and nonprint formats. The goal is to meet the expectations, requirements and needs of our students and staff while building a current collection that supports the needs of the current curriculum and the school community with quality materials and equipment. Our increasing number of ELL students necessitates a need to evaluate the resources available to them. This process includes input from teachers and staff as well as those on the literacy committee.

Selection and Evaluation Criteria

Materials for use in school media centers or classroom library collections shall be carefully selected. The choice of materials that support the instructional program and promote reading shall allow for varying levels, interests, and learning styles. Each school in conjunction with the "Library Bill of Rights" and District policy 8.1205, shall establish procedures for the evaluation, selection, management and disposal of library materials.

Materials considered for purchase are selected on the basis of criteria established in SDPBC 8.12. In conjunction, library media specialists, teachers and administrators shall evaluate and select print and nonprint materials for the library media center and classroom using several of the criteria. However, in accordance with Fl.Statute 847.012, criteria "xvi" OBSCENITY and "xvii" COPYRIGHT must be two of the criteria used in the evaluation of all materials. Materials meeting the above criteria considered for purchase are selected based on the following:

Firsthand examination by a Library Media Specialist.

Favorable reviews from sources such as but not limited to:

Booklist

School Library Journal

Book Talk

HornBook

Children's Catalog

Kirkus

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.

			
19,219 Items in the Collection	22 Items per Student	28% Fiction Titles in the Collection	35% 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.			
	2001 Average Age of the Collection	70% 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.	
			
5486 Representative Titles in Collection	2000 Representative Titles Average Age	6167 SLL Titles in Collection	2002 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	61	2005
Philosophy & Psychology	57	2003
Religion	50	1995
Social Sciences	1307	1997
Language	356	1998
Science	1860	2007
Technology	892	2206
Arts & Recreation	853	2013
Literature	332	1997
History & Geography	866	2004
Biography	1112	2004
Easy	5586	1995
General Fiction	5364	2003
Graphic Novels	265	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

Inventory will be completed on a three-year rotation as per [Board](#)

[Policy 8.12 \(8\)](#)

Lost or Damaged Library Materials

Beginning this year fees will be charged for lost or damaged books. An account through School Cash online will be established. A formal letter regarding the cost of the materials will be sent home with the student as well as the directions to process the fee by accessing School Cash online. Due to the increase in our ELL population, this policy will be translated into Spanish, Portuguese, Creole and Russian.

Strategic Focus – Weeding and Acquisitions

School Year	Strategic Focus
FY26	Selection Priorities <ul style="list-style-type: none">• SSYRA• Sports/NFL, NHL• Biographies
	Inventory/Weeding Priorities <ul style="list-style-type: none">• Easy• Weeding 200's/300's
FY27	Selection Priorities <ul style="list-style-type: none">• SSYRA• Social Science• Science
	Inventory/Weeding Priorities <ul style="list-style-type: none">• Fiction• Weeding 400's
FY28	Selection Priorities <ul style="list-style-type: none">• SSYRA• History & Geography
	Inventory/Weeding Priorities <ul style="list-style-type: none">• Nonfiction• Weeding Prof./900's

Reconsideration of Materials

In accordance with [Board Policy 8.1205](#), persons who are concerned about the appropriateness of library resources or are unsatisfied with the response from an informal discussion about a title may choose to make a formal request for reconsideration of the work in question. The policy and the Specific Material Objection form are linked in the 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 April 21, 2025)

E: Specific Material Objection Form

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

[Link](#) (Accessed February 3, 2025)