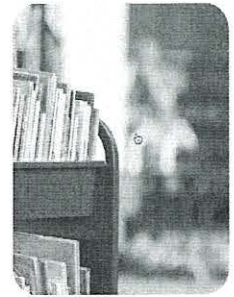




## **FY26 COLLECTION DEVELOPMENT POLICY**



### **Galaxy E3 Elementary School**

440 NW 4th Avenue, Boynton Beach, FL. 33435

## **FY26 Collection Development Policy**

**Ms. Jayme Merrill**

Certified Educational Media Specialist

**Signature Page**

**Galaxy E3 Elementary School**

FY25 Collection Development Policy

Date Drafted: 5/05/2025

Date Approved by Administration: 5/07/2025

**Media Specialist Name:** Jayme Merrill

**Media Specialist Signature:** \_\_\_\_\_



**Principal Name:** Mrs. Vonda Daniels

**Principal Signature:** \_\_\_\_\_



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## Purpose of Collection Development Policy

This collection development policy is a statement of the principles and guidelines used by the Galaxy E3 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 stakeholders of the school community.

## Background Statement & School Community

### D. Demographic Data

2024-25 STATUS (PER MSID FILE)	ACTIVE
SCHOOL TYPE AND GRADES SERVED (PER MSID FILE)	ELEMENTARY PK-5
PRIMARY SERVICE TYPE (PER MSID FILE)	K-12 GENERAL EDUCATION
2023-24 TITLE I SCHOOL STATUS	YES
2023-24 MINORITY RATE	93.6%
2023-24 ECONOMICALLY DISADVANTAGED (FRL) RATE	100.0%
CHARTER SCHOOL	NO
RAISE SCHOOL	YES
2023-24 ESSA IDENTIFICATION *UPDATED AS OF 7/25/2024	ATSI
ELIGIBLE FOR UNIFIED SCHOOL IMPROVEMENT GRANT (UNISIG)	
2023-24 ESSA SUBGROUPS REPRESENTED (SUBGROUPS WITH 10 OR MORE STUDENTS) (SUBGROUPS BELOW THE FEDERAL THRESHOLD ARE IDENTIFIED WITH AN ASTERISK)	STUDENTS WITH DISABILITIES (SWD)* ENGLISH LANGUAGE LEARNERS (ELL) BLACK/AFRICAN AMERICAN STUDENTS (BLK) HISPANIC STUDENTS (HSP)* WHITE STUDENTS (WHT) ECONOMICALLY DISADVANTAGED STUDENTS (FRL)
SCHOOL GRADES HISTORY *2022-23 SCHOOL GRADES WILL SERVE AS AN	2023-24: C 2022-23: C* 2021-22: B

At Galaxy there is an E3 Choice program. E3—Energy, Environment, and Engineering The E3 Energy, Environment, and Engineering provides access to a natural scrub area where students learn about indigenous plants and animals as well as exotics and invasive species. Based on the LEED green



building designation, it's a natural fit for a program based in Energy, Environment Science, and Engineering or otherwise known as the E3 curriculum. The first trimester curriculum is focused on energy, the second trimester is focused on environmental science, and the third trimester concentrates on engineering. Galaxy Elementary has a Wonderment Center where students discover through multimedia scientific wall stations, which features an interactive museum atmosphere

### **School Mission Statement**

Galaxy E3 Elementary is an environmental and engineering "Green" school of academic excellence. Our mission is to educate young minds through a rigorous STEAM curriculum and teach children the principles of sustainability and how to protect, preserve, and be productive environmental stewards of this world.

### **Media Center Mission Statement**

The mission of the Galaxy E3 Library Media program is to provide all students, faculty, and staff the tools necessary to be effective users of information. Instruction and educational resources will be provided to ensure that all students acquire the information necessary for the 21st Century.

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:

1. 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;
2. provide a learning environment which promotes inquiry; stimulate intellectual curiosity; encourage pleasure reading, develop diverse interests for the enjoyment of life-long learning, and;
3. provide and promote instruction to prepare students to become independent users of libraries and information resources.

The successful, self-aware learner should be able to:

1. identify, plan, and use resources;
2. find and evaluate information;
3. organize and maintain information;
4. interpret and communicate information;
5. use computers and technology to process information;
6. use technology to present information;
7. work with a variety of technologies

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

Ms. Merrill, who is a certified Media Specialist, is responsible for the collection management and its development. Books are acquired several times during the school year. Ms. Merrill selects books according to what is in that year's collection development plan and also by state, county, teacher, student, administration, and community requests.

## **Library Program**

Galaxy Elementary School Media Center students utilize the Media Center in thirty minute blocks ranging from Kindergarten to Fifth grade. The instruction within the block aligns with the standards based curriculum that happens within the students' classroom. The Media Center serves the faculty and staff from our school and the district through training, meetings, research collaborations, etc. The Media Center serves all county school libraries through Inter-Library Loans. The media center specialist helps cover homeroom classrooms while teachers are at professional learning collaboration meetings every morning. The media specialist is also responsible for the morning announcements team and slideshow visible on the Galaxy news channel. Added responsibilities of the library program include vetting student materials that are used within the classrooms, teacher lead for schoolwide events committee, in charge of lamination and bulletin board paper inventory, point of contact for dojo and parent link for school wide communication. The media specialist aides in morning and afternoon bus duty. There is no flex schedule for the library material check out process.

## **Goals and Objectives**

### **Goal 1: 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.
- Genre classification/sublocations within Destiny Manager
- Paperback collection inventoried in Destiny Manager

### **Goal 2: Time set aside for Administrative Tasks**

- Materials Needing to be Vetted for Instruction
- Set aside specific days in the month that teachers and administrators can submit resources to be vetted. Materials Seeking Approval for Purchases
- Set aside specific days in the month that teachers and administrators can submit for items to be purchased.

### **Goal 3: Fundraising/Purchasing Support for Additional Resources to Be Added to the Library**

- Host a book fair/use proceeds for more collection materials
- Attend PTA meetings- maximize Media account budget
- Look into Grants applicable to our School

## Budget and Funding

The library media center is given a school-based operating budget at the beginning of each school year. This year the library budget wasn't clearly given. The media specialist was not given a set budget from administration to purchase supplies for the school and books except for the state \$1785.00 in State Categorical Funds (3070), which we used 100 percent of it on print books. Lastly, the Media Center received a menu of items to choose for our Destiny funding. Our school chose to purchase four Dell student laptops for the Media program. The budget for the FY26 school year is expected to be similar to FY25 with hopefully more clarity.

<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>877.81</i>	<i>\$700.00</i>
<i>Account 553420 - Media Subscriptions (Periodicals-Newspapers)</i>	<i>0.00</i>	<i>\$0.00</i>
<i>Account 561100 - Library Books</i>	<i>502.19</i>	<i>\$770.00</i>
<i>Account 562230 - Media A/V Equipment</i>	<i>343.00</i>	<i>\$340.00</i>
<i>Account 564220 - Furn-Fix/Equip</i>	<i>429.00</i>	<i>\$420.00</i>
<b><i>Fundraising/ Grants</i></b>	<b><i>Budget Amount</i></b>	<i>\$700.00</i>
<i>Media Center Internal Account 5-1700</i>	<i>264.25</i>	<i>\$300.00</i>
<b><i>State Media Allocation</i></b>	<b><i>Budget Amount</i></b>	
<i>Account 561100 (program 3070) - Media Books</i>	<i>\$1785.00</i>	<i>\$1750.00</i>



## Purchasing Plan FY26

Approximate Purchasing Plan	
Purpose	Amount
Books	3250.00
Supplies	1465.00
<b>Total:</b>	<b>\$4715.00</b>

### Scope of the Collection

The collection development is focused on the curriculum of Galaxy Elementary 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 as well as supporting students reading for pleasure per School Board Policy 8.12 (section 5d and section 8). According to best practices for school libraries in the United States, the print and non-print collection at Galaxy E3 is arranged by the Dewey Decimal Classification System. Additional resources are provided by the district-wide subscriptions to electronic information databases that provide 24/7 access for students.

### Equipment

Breakdown of equipment available for use through your media program is as follows: Circulation desk computer with attached printer, presentation desktop for training, four chromebooks, twenty six laptops for student use, poster printer, five apple computers for student use and TV production equipment.

### Collection Development

The term "collection" refers to all the informational resources available through the library media center. The media specialist leads this process with the input of administration, teachers, students, parents, and stakeholders. All materials selected for the collection support the curriculum and meet the personal information and recreational needs and interests of the students. Informational resources will be collected in a variety of formats to meet the learning needs of all students. These formats include print, non-print and electronic. The collection will include the hardware and/or equipment necessary to view, listen to, or manipulate information in the collection. Emphasis will be placed on collecting and updating materials in the 500's and 600's as needed to support the science focus of the choice program curriculum.



## **Selection and Evaluation Criteria**

The media specialist is responsible for coordinating the collection development plan. The media specialist chooses materials that support the instructional program and promote reading. Library materials must be suited to students' needs and their ability to comprehend the material presented. Library materials must be appropriate for the grade level and age group for which the material is used. The library media specialist shall evaluate and select print and non-print materials by using professional reviews. All materials selected for the collection will be evaluated by the following criteria: appropriateness, accuracy, literary merit, scope, authority, reputation, special features, arrangement, pacing, treatment, technical quality, aesthetic quality, availability, durability, value to the collection and cost.

## **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**






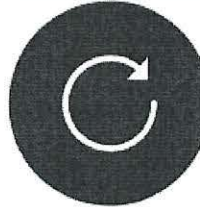


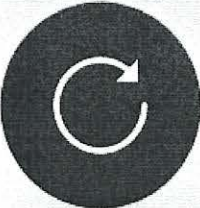

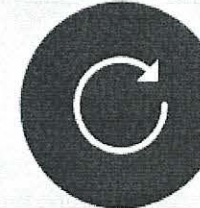
The School District Library Media Services Department supports school-based library media center personnel and establishes uniform policies and procedures for school library media centers throughout the District. These services include, but are not limited to:

- 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>10,415</b> Items in the Collection	<b>20.8</b> Items per Student	<b>28%</b> Fiction Titles in the Collection	<b>40%</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>2008</b> Average Age of the Collection	<b>48%</b> Aged Titles	<b>5%</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>35%</b> Representative Titles in Collection	<b>2007</b> Representative Titles Average Age	<b>39%</b> SLL Titles in Collection	<b>2008</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	67	2011
Philosophy & Psychology	37	2011
Religion	34	2011
Social Sciences	771	2005
Language	50	2008
Science	1,227	2010
Technology	487	2010
Arts & Recreation	599	2013
Literature	296	2005
History & Geography	616	2008
Biography	643	2009
Easy	2,629	2007
General Fiction	2,886	2008
Graphic Novels (741.5) See Help document if needed	n/a	n/a

### 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 refers to routinely reviewing the collection for quality, relevance, usefulness, diversity, and subject area gaps. This process usually involves inventory and weeding. Our Media Specialist ensures print collections are relevant, up-to-date, appealing, and well-organized. Library media



specialists must inventory all library collections every three years per Board Policy 8.12 (5). The three-year inventory rotation ensures that the online catalog accurately portrays the library's collection. Additionally, it helps staff identify missing, worn, and outdated materials. FY26- Nonfiction, FY27- Easy Fiction, FY28- Biographies and Fiction

The K-12 Instructional Materials and Library Media Services Departments manage the online catalog, district-wide databases, and e-books.

In Galaxy Elementary, Easy Fiction is located on its own shelf. Fiction chapter books are shelved in 1st-3rd Grade and 4/5th Grade sections with Genre Stickers. Kindergarten books are shelved on a blue rolling cart; Nonfiction is 000-599 and 600-999 on regular shelving. The Dewey Decimal System is in place with the exception of Traditional Folklore, Biography, Graphic novels, and Poetry which has its own special shelf for easy visibility.

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

The Media Center Procedure for Lost and Damaged Library Materials is as follows:

1. Students are given a written copy of overdue notice of library materials and equipment.
2. Announcements are given to parents outlining notices have been sent to individual students.
3. After one week, Students are given the amount of replacement or repair of district property.
4. Fine is attached to Student's obligatory Fines on Destiny Manager per School Board Policy 2.21B(9) 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.
5. If library materials are found at any time while attending another school, students may give it to the current Media Specialist at any school in Palm Beach County, and it will be sent to the correct Media Center and fees will be deleted or returned.

### **Strategic Focus – Weeding and Acquisitions**

<b>School Year</b>	<b>Strategic Focus</b>
<b>FY26</b>	<b>Selection Priorities</b> <ul style="list-style-type: none"> <li>● Non Fiction</li> <li>● Fiction</li> <li>● Easy Fiction</li> </ul>
	<b>Inventory Priorities/Weeding Priorities</b> <ul style="list-style-type: none"> <li>● Non Fiction</li> <li>● Biographies</li> <li>● Easy Fiction</li> </ul>
<b>FY27</b>	<b>Selection Priorities</b> <ul style="list-style-type: none"> <li>● Nonfiction</li> <li>● Fiction</li> <li>● Bilingual</li> </ul>
	<b>Inventory/Weeding Priorities</b> <ul style="list-style-type: none"> <li>● Biographies</li> <li>● Easy Fiction</li> <li>● Non Fiction</li> </ul>



FY28	<b>Selection Priorities</b> <ul style="list-style-type: none"> <li>• Biographies</li> <li>• Easy Fiction</li> <li>• Non Fiction</li> </ul>
	<b>Inventory/Weeding Priorities</b> <ul style="list-style-type: none"> <li>• Easy Fiction</li> <li>• Biographies</li> <li>• Fiction</li> </ul>

### **Reconsideration of Materials**

The Media Specialist at Galaxy Elementary will select its Library Media Center materials based upon the principles outlined in this Collection Development Policy and in accordance with SDPBC Board Policy 8.12 - Selection of Library Media Center Materials.

Citizens may request reconsideration of materials contained in Galaxy Elementary's Library Media Center by Specific Material Objection form linked in the appendix. Reconsideration of materials will follow the SDPBC Board 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.

### **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)