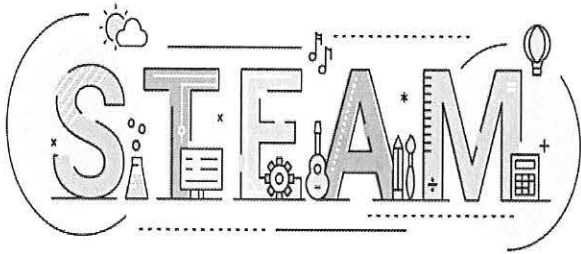


FY 26 Collection Development Policy

H.L. Johnson Elementary

A S.T.E.A.M. and Cambridge International School



CAMBRIDGE
International Examinations

Excellence in education

Elizabeth Torres

Certified Educational Media Specialist

H.L. Johnson Elementary School

FY26 Collection Development Policy

Elizabeth Torres, M.Ed.
Educational Media Specialist

Signature Page

H.L. Johnson Elementary School
FY26 Collection Development Policy

Date Approved by Administration: 5/8/2025

Media Specialist Name: _____ Elizabeth Torres _____

Media Specialist Signature: *Liz Torres*

Principal Name: _____ Dr. Crystal Amado _____

Principal Signature: *Crystal Amado*
Crystal Amado Kucharski (May 9, 2025 07:27 EDT)

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The Library Media Center’s collection management is based on readers’ interest, support of state academic standards and aligned curriculum, and the educational needs of students and faculty. The Certified Media Specialist is responsible for maintaining a quality, relevant collection and leads this process with the input of administration, teachers, students, parents, and other stakeholders. The Media Specialist ensures the books are purchased in compliance with state legislation and uses reputable, academic journal reviews from sources including the School Library Journal, Hornbook, Booklist, and Kirkus to make text purchases. Community stakeholders may view book-purchasing selections via the Active Book Order site on the district’s webpage.....	5
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Purpose of Collection Development Policy

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

- Provide and promote extensive use of resources in multiple formats designed to meet the varying needs of all learners in all aspects of the curriculum.
- Provide a learning environment that promotes inquiry.
- Stimulate intellectual curiosity.
- Encourage diverse interests for the enjoyment of lifelong learning and reading for pleasure.
- Provide and promote instructions to prepare students to become independent users of libraries and information resources.

Background Statement & School Community

The H.L. Johnson's Media Center serves 867 students from pre-kindergarten through fifth grade and its faculty, staff, district employees, parents, and alumni. The school has a diverse population culturally and economically. The diversity breakdown of the school is as follows:

- 334 White
- 275 Hispanic
- 2 Native-American
- 184 African-American
- 30 Asian/Pacific Islander
- 42 Other

In addition:

- 39% of the school's population qualifies for Free/Reduced Lunch.
- 10% are English Language Learners.
- Many languages are spoken at home, including Spanish, Creole, French, Filipino, Bengali, Arabic, Dutch, Hindi, Portuguese, Russian, and Vietnamese.
- 17% of the population qualify for ESE services.
- H.L. Johnson serves the needs of ESE students in four full-time classrooms.
- Four additional ESE teachers push into general education classrooms to assist students with varying disabilities.
- One full-time and two part-time Speech-Language Pathologists serve H.L.J.'s students.

H.L. Johnson offers numerous in-school programs, including:

- Full-time gifted/talented classes for kindergarten through fifth grades.
- Two pre-kindergarten classes.
- AMP courses (Accelerated Math) for grades 3-5.
- All students participate in the Cambridge/International Primary/Elementary Programs; the teachers have

received training and certification.

- The ESE department has two IND (Intellectually Disabled) and two EBD (Emotional and Behavioral Disorders) classes.
- A STEAM choice school, all kindergarten through fifth-grade students participate in a STEAM class during the Fine Arts rotations.

School Mission Statement

H.L. Johnson Elementary 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, and ethics required for responsible citizenship and productive careers.

Media Center Mission Statement

The mission of H. L. Johnson Elementary School's Media Center is to provide a nurturing, inspirational, and creative learning environment where all students can achieve their utmost potential and develop a love of literacy through a challenging and motivating curriculum while supporting and enriching the classrooms.

It is H.L. Johnson Media Center's goal to assist all students to grow into global citizens with a lifelong love of reading and learning. H.L.J.'s Media Specialist, administration, and staff are committed to providing a library media program that supports and expands the school's instructional and choice programs.

Responsibility for Collection Management & Development

The Library Media Center's collection management is based on readers' interest, support of state academic standards and aligned curriculum, and the educational needs of students and faculty. The Certified Media Specialist is responsible for maintaining a quality, relevant collection and leads this process with the input of administration, teachers, students, parents, and other stakeholders. The Media Specialist ensures the books are purchased in compliance with state legislation and uses reputable, academic journal reviews from sources including the *School Library Journal*, *Hornbook*, *Booklist*, and *Kirkus* to make text purchases. Community stakeholders may view book-purchasing selections via the Active Book Order site on the district's webpage.

Library Program

H.L. Johnson's Media Center is on a three-day Fine Arts rotation. The six Fine Arts classes include Media, Art, Music, PE, Guidance, and STEAM. Students attend a specific class for three days and then move on to the next class. At the beginning of the school year, during the first Media rotation, rules and book check-out procedures are taught and reviewed. Grades second through fifth are shown how to access books and use Destiny, MackinVia, Tumblebooks, National Geographic for Kids, PebbleGo, and World Book. The Media Center is

committed to implementing our Cambridge International Standards by integrating technology throughout the Fine Arts rotation. All students are taught to access Google Drive and create projects utilizing Google Suite and Adobe. Third through Fifth Grades create technology projects through research that promote the implementation of topics and standards taught in the classroom. Students are given time in each rotation to check out books.

In addition, the Media Specialist promotes the Sunshine State Young Readers Award-winning books (SSYRA) and sponsors the Battle of the Books for third, fourth, and fifth graders. This year, six teams participated. The groups met in the mornings before school for discussions. The teams used practice quizzes to review. In January, the kindergarten, first, second, and third-grade classes learned about the Caldecott Awards and read numerous gold and silver award-winning books. The 2024 SSYRA Junior books were introduced, read, and made available to all primary classes.

The Media Center coordinated two book fairs (Fall and Spring) to promote reading at home and school. With the money raised, hands-on STEAM activities were purchased, deteriorating graphic novels were replaced, and additional nonfiction books were added to the collection.

Goals and Objectives

Goal One - Increase the average collection year in the H.L. J. Media Center during FY 26. This is an ongoing project started in FY25.

- Continue to weed out outdated, damaged books in the nonfiction section.
- Use Follett analysis and other library reports to fill in collection gaps.
- Increase the 37% of Fiction books (the low percentage is due to recent weeding) to 40%.
- With every class rotation, offer book displays and book talks to introduce new materials, additions to popular series, and texts to captivate the reader.

Goal Two - To support the students' 21st Century Literacy skills using technology during FY26.

- Continue to teach students (grades three through five) to locate, place a hold, and check out books through Destiny.
- Teach students (grades three through five) to access district eBooks and databases, including World Book, National Geographic for Kids, Gale Research, and Mackinvia.
- Continue to educate students on the importance of digital citizenship by equipping them with the skills to evaluate online and offline information critically. This includes understanding different types of sources, identifying credible sources, and verifying information.

Goal Three - During FY 26, work with other staff to incorporate schoolwide literacy activities.

- Attend different PLCs to keep connected with the grade-level teams.
- Attend the Summer 2025 Everglades Institute with other Fine Arts staff members to learn strategies to incorporate literacy into H.L.J.'s green initiatives.
- Organize a Literacy Committee for FY 2026. Help the committee review and select literacy initiatives for grade levels and school-wide.

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>\$ 500</i>	<i>\$ 1,200</i>
<i>Account 553420 - Media Subscriptions (Periodicals-Newspapers)</i>	<i>\$ 300</i>	<i>\$ 300</i>
<i>Account 561100 - Library Books</i>	<i>\$ 1,500</i>	<i>\$ 3,000</i>
<i>Account 562230 - Media A/V Equipment</i>	<i>\$0</i>	<i>\$ 0</i>
<i>Account 564220 - Furn-Fix/Equip</i>	<i>\$ 650</i>	<i>\$ 650</i>
<i>Fundraising/ Grants (Bookfair profits)</i>	<i>\$ 4,000</i>	<i>\$4,000</i>
<i>Media Center Internal Account number for your grant(s) (get this from your bookkeeper)</i>	<i>n/a</i>	<i>n/a</i>
<i>State Media Allocation</i>	<i>Budget Amount</i>	
<i>Account 561100 (program 3070) - Media Books</i>	<i>\$ 2,601</i>	<i>\$ 2,800</i>

Purchasing Plan FY26

Approximate Purchasing Plan	
Purpose	Amount
Books (Book Fair profits)	\$ 3,000
Books 3070 Plan	\$ 2,800
Supplies for Media (this includes bulletin board paper, laminate film)	\$ 1,200
Laminate Upkeep	\$ 500
STEAM hands-on games for Media Center (purchased from Scholastic Dollars catalog)	\$ 500
Subscriptions	\$ 300
Total:	\$ 8,300

Scope of the Collection

Collection development is focused on the curriculum of H.L. Johnson Elementary School, which follows the School District of Palm Beach County guidelines, 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 collections at H.L. Johnson Elementary School are arranged by the Dewey Decimal Classification System per District policy 8.12 (Appendix A). District-wide subscriptions include World Book, National Geographic for Kids, PebbleGo, Gale Research for Elementary, World Book, and Teaching Books. These are electronic information databases. Also, the Department of Media Services provides eBook access using Tumblebooks, National Geographic for Kids, Gale eBooks, World Book, and a shared collection, including current SSYRA (3-5 and Jr.) books, in MackinVia. All students have access to these databases and eBooks 24/7 through these numerous sites.

The library media collection includes all the resources available in the school library media center, including all those that students, faculty, and administrators can access through interlibrary loans.

All materials at H.L. Johnson's Media Center support curriculum and pleasure reading as per School Board Policy 8.12. (<http://l.sdpbc.net/rovyf>)

Equipment

The Media Center houses various types of equipment, including a GBL laminator, an EPSON color printer, three Chromebooks, and three iPads. Two sharp copiers, three paper cutters, and two die-cut presses are in the teachers' work area. H.L.J. was granted (FY23) a full TV production studio from the Education Network. A team of third graders produces and broadcasts live morning announcements.

Collection Development

Collection development refers to building and maintaining the Media Center's entire materials collection, in print and non-print formats. The collection development process includes the formulation of policy and procedures, budget allocations, needs assessment, selection, collection maintenance, evaluation, and resource sharing. The acquisition and maintenance of the H.L. Johnson Elementary Media Center's materials collection is the primary function of the Media Center's mission.

Collection Development at H.L. Johnson focuses on providing quality materials and equipment for our patrons. Our goal is to meet the expectations, requirements, and needs of our students and staff while at the same time expanding and enriching the curriculum and world views. The Media Specialist oversees this process but seeks input from administration, teachers, students, parents, and stakeholders.

Selection and Evaluation Criteria

The selection of the Media Center materials (both print and equipment) follows SDPBC Policy 8.12. In addition, selection needs are based on the school curriculum, the STEAM Choice Program, and the existing collection. When making selection choices, H.L. Johnson's Media Specialist must do the following:

1. Conduct yearly inventories of collection sections to determine replacements of damaged and outdated materials, missing items, and other needs. This is per Board Policy 8.12(5).
 - a. Fiction, Non-Fiction, Everybody, Biographies, and the Professional Library will be inventoried on a three-year rotation.
 - b. The DVD library will be inventoried and weeded in FY26.
2. Identify collection needs that reflect H.L.J.'s diverse school population. Factors include literary and social aspects, the emotional age level, and whether the materials are relevant to the curriculum.

3. When adding to the collection, requests from patrons, both students and adults, are considered. The H.L.J. Media Center's goals are to provide diverse books and materials that students can connect to and reflect the unique student population.
4. When adding to the collection, state standards should be reviewed to ensure the materials adequately reflect the curriculum and the STEAM choice program
5. An ongoing topic list will be kept to document the Media Center's areas that need additional resources.
6. Survey the faculty to determine supplemental materials needed for research projects and curriculum.
7. Survey older students (grades 2-5) to see what materials they would like added to the collection, such as informational texts and additional materials for pleasure reading, including graphic novels, newer books in a series, and stand-alone novels.
8. Keep current by using professional journals and websites to select appropriate, high-interest literature. Ensure the materials have at least two positive reviews from professional sources such as *Kirkus*, *Horn Book*, *Publishers Weekly*, *Booklist*, and *School Library Journal*. Incorporate the winners and honorable mentions from award lists, including state awards such as SSYRA, SSYRA Jr., and SSYRA Orange Blossom and national awards such as Caldecott, Newbery, and Coretta Scott King.

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

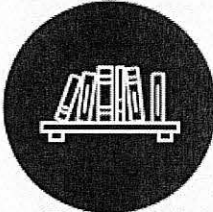

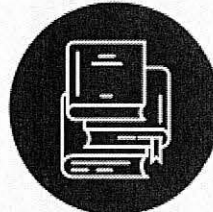

The School District Library Media Services Department supports school-based library media center personnel and establishes uniform policies and procedures for school library media centers throughout the District. These services include, but are not limited to:








- 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.

			
11,793 Items in the Collection	13.6 Items per Student	38 % Fiction	62 % Nonfiction

		Fiction Titles in the Collection	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.			
	2009 Average Age of the Collection	50 % 5,890 Aged Titles	11 % 1,344 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.	
			
20% 2360 Representative Titles in Collection	2008 Representative Titles Average Age	34% 3,957 SLL Titles in Collection	2010 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	45	2015
Philosophy & Psychology	16	2012
Religion	34	2008
Social Sciences	508	2006
Language	32	2006
Science	1,444	2010

Technology	657	2009
Arts & Recreation	995	2015
Literature	238	2002
History & Geography	767	2010
Biography	545	2008
Easy	3,034	2007
General Fiction	3,177	2009
Graphic Novels (741.5)	446	2019

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). The inventory rotation plan is as follows:

- FY 2025 Nonfiction and Biography
- FY 2026 Everybody
- FY 2027 Fiction and Graphic Novels
- FY 2028 Biographies, Nonfiction (less Graphic Novels)

In FY26, two nonfiction sections will continue to be created and organized in the Media Center. H.L.J. has a large collection of books in the 500s (Science/Animals). Many of the books written for younger readers are not utilized or accessible. Early reader nonfiction books will continue to be moved to the Everybody section of the Media Center. The books will still be labeled nonfiction but will have an identifying label for beginning readers and will be identified in a subcategory as beginning reader nonfiction. In FY26, a graphic novel label and subcategory will be added to the GN collection

Lost or Damaged Library Materials

The policy of H.L. Johnson's Media Center, per School Board Policy 2.21B(9), is that lost or damaged materials should be replaced by the student, or the student must pay a fine. If a student does not resolve the missing item, he/she will not be given book check-out privileges. Since H.L.J. is an

elementary school, most communication regarding lost books will be with parents/guardians. If a student can not locate an item (per the parent or guardian) and can't afford the fee, arrangements may be made to replace the book.

Strategic Focus – Weeding and Acquisitions

School Year	Strategic Focus
FY26	Selection Priorities <ul style="list-style-type: none"> • Fiction (titles published since 2021 and new books added to series) • Biographies that are current • DVD Collection
	Inventory/Weeding Priorities <ul style="list-style-type: none"> • Everybody • Professional Library • Graphic Novels (741.5)
FY27	Selection Priorities <ul style="list-style-type: none"> • Fiction (titles published since 2022 and newer books in a series) • Everybody • Nonfiction (space, current biographies, technology)
	Inventory/Weeding Priorities <ul style="list-style-type: none"> • Fiction (older series and beginning chapter books) • Everybody (beginning chapter books) • Nonfiction (early readers)
FY28	Selection Priorities <ul style="list-style-type: none"> • Nonfiction • Everybody
	Inventory/Weeding Priorities <ul style="list-style-type: none"> • Nonfiction • Everybody (all) • Nonfiction

Reconsideration of Materials

H.L. Johnson's library acknowledges that individuals may challenge available materials, but the library will not add or withdraw any materials at the request of an individual or group. If a challenge to materials happens, the Media Specialist and/or administration at H.L. Johnson will follow SDPBC Policy 8.1205 (Appendix D). Any person wishing to make a challenge will fill out the Specific Materials Objection Form.

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)






FY26 Annotated_Collection Development Plan (1)

Final Audit Report

2025-05-09

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