

" A BOOK IS A GIFT YOU CAN OPEN AGAIN AND AGAIN."

GARRISON KEILLOR



**GREENACRES ELEMENTARY SCHOOL
FY 26 COLLECTION DEVELOPMENT POLICY
SCHOOL DISTRICT OF PALM BEACH COUNTY**

Submitted 05/08/25

**Submitted by
Glenecia Robertson
Educational Media Specialist**

**FY26
COLLECTION
DEVELOPMENT
POLICY**



Signature Page

Greenacres Elementary
FY26 Collection Development Policy

Date Approved by Administration: 5/8/25

Media Specialist Name: Glenecia Robertson

Media Specialist Signature: 

Principal Name: Deborah McNichols

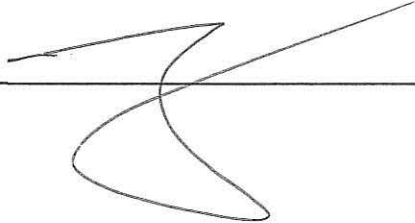
Principal Signature: 

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Purpose of Collection Development Policy

The purpose of the Collection Development Policy is to formally set forth the process of providing materials and equipment through the Library Media Center, ensuring quality, adequate quantity, and appropriate variety for our students, faculty, and administration. Collection development occurs under the guidance of a certified Library Media Specialist trained in assessing learning resources and instructional equipment. This professional possesses a strong understanding of curriculum, learner characteristics, and the availability of educational resources.

Background Statement & School Community

The users of Greenacres Elementary School Library Media Center come from grades Pre-Kindergarten through Fifth in addition to the faculty, staff and families of that community of users. Greenacres Elementary is an International Spanish Academy (ISA). According to the principal's dashboard, Greenacres Elementary has a culturally and ethnically diverse student population representing different socio-economic backgrounds. The reported demographic makeup of Greenacres students is as follows: 712 total students; 80% Hispanic, 12% Black, 6% White, and 2% other; 48% male, and 52% female. The number of students qualifying for Free/Reduced Lunch is 100% as of March 2025. Currently 62% of our students are active ELL and 18% are receiving ESE services. GES average daily absence rate was at 16% and our discipline and suspension rate at less than 1%.

Greenacres is an International Spanish Academy (ISA) providing dual language immersion for students K-5. Teachers work tirelessly providing students quality instruction in reading to close the achievement gap. We are committed to improving performance in reading for all students. Greenacres is a successful International Spanish Academy (ISA) as well as K-5 AVID school. STEM is part of our Fine Arts rotation.

Being an International Spanish Academy with 80% of our students being Hispanic and 94% ELL Hispanic an emphasis has and will continue to be put on adding books in native Spanish or Bi-Lingual English/Spanish in addition to those in English to serve both students learning English and those learning Spanish. Books supporting AVID and STEAM are also set as priorities.

Mission Statement

Greenacres Philosophy

Greenacres Elementary celebrates cultural diversity, bilingualism, biliteracy, and academic achievement in all that we do.

Greenacres Vision

We envision...

Greenacres Elementary is an educational and working environment, where both students and staff are unimpeded by bias or discrimination. Individuals of all backgrounds and experiences are embraced, affirmed, and inspired. Each and every one will succeed and flourish. Greenacres Elementary will take ownership for students' academic mastery, emotional intelligence, and social-emotional needs by creating environments where students, families, staff, and communities will develop agency and voice. A joy of learning is fostered in each student and a positive vision for their future is nurtured. Each student's cultural heritage is valued and their physical, emotional, academic, and social needs are met.

Greenacres Mission

Greenacres Elementary will educate, affirm, and inspire each student in an equity-embedded school system.

Greenacres Elementary Library Media Center Mission Statement

Our mission is to lead our school community in the mission of Greenacres Elementary as a whole, while educating, affirming and inspiring each student in an equity-embedded system that provides a positive and productive learning environment that imbeds the 4 C's: Collaboration, Communication, Critical Thinking and Creativity into our daily activities. The Purpose of the library media collection at Greenacres Elementary is to provide informational resources that will facilitate the educational and personal goals of students and faculty and also to provide material to encourage recreational reading. Each member of our community should see themselves reflected in our collection and should find material to inspire and nurture them in their journey of learning.

To fulfill this mission, the library media center develops and maintains a readily available collection of books, periodicals, DVDs, audiovisual and multimedia materials, software, Internet access, electronic reference resources, audio books and equipment. These materials are organized with accepted library practices so that students and professional staff are able to make appropriate selections for achieving instructional objectives.

Responsibility for Collection Management & Development

The Media Specialist is ultimately responsible for collection management and development. However, collaboration with all stakeholders is essential to creating a collection to serve everyone's needs. Administration, faculty, students and parents are consulted often during the collection development process to assure we are able to meet the needs of our patrons.

Library Program

Foremost among national standards for school library media center programs is the need to work collaboratively with teachers to develop meaningful information literacy lesson plans that integrate into classroom learning. AASL and ISTE standards are incorporated into lessons as well as the library media specialist uses CPALMS and Blender as a mechanism to review the standards being taught at a grade-level in any given week and works with the classroom teachers to develop compatible lessons that support classroom learning. Lessons, materials, Media Specialist Professional Development are also provided by District Library Media Services and Instructional Technology Staff.

The library is open throughout each day that students are in attendance to ensure equitable access for all students to library media resources. The exception to this is when the space is needed during diagnostic and state standardized progress monitoring.

The Media Specialist is on a fixed 6 classes a day schedule, seeing the same classes 3 days in a row before turning over to the next set of classes. There are 6 sets of classes that are seen in a rotation. Books are circulated on the 3rd day of the rotation. There is not a Media Clerk to facilitate checkout more often. Classes last 30 minutes with 1 to 5 minutes in between. Three book drops have been placed around the school to assist with book return on non-media days. The media center is open during non-class times for special checkout situations.

Media classroom instruction includes research practices, internet safety, coding, understanding the Dewey Decimal System and call numbers in a library to locate books and materials. Students are introduced to using the electronic card catalog in Destiny as well as reading eBooks in Destiny and MackinVIA. Students also use Tumblebooks. Third graders receive instruction in geography and map reading and understanding. The District's Instructional Technology Department has provided "Booked on

STEM” books and lessons for instructional use as well.

The Media Center hosts the annual Mel Fisher pop-up Museum. The museum comes with interactive instructional materials for intermediate students. These provide students with the opportunity to interact with Florida History using primary source materials.

The Media Center hosts 2 book fairs each year in the Fall and in the Spring to provide students and families to shop for new books. Evening events allow families to shop together.

Goals and Objectives

- *Goal 1: Reduce the number of outdated books supporting STEAM and AVID*
 - *use data analysis to identify books that are obsolete and out of date in the areas of STEAM*
 - *weed the books identified in this analysis*
- *Goal 2: Increase the number of books supporting STEAM in our school*
 - *use data analysis of our current collection*
 - *purchase up-to-date books to support our needs*
- *Goal 3: Increase the number of EASY books by 7% and increase the average age by 3 years (from 2003 to 2006)*
 - *use data analysis of our current collection*
 - *purchase up-to-date books to support our needs*
 - *weed outdated and books with low check-out rates*

Greenacres Elementary CPD FY26

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>\$564.00</i>	<i>\$564.00</i>
<i>Account 553420 - Media Subscriptions (Periodicals-Newspapers)</i>	<i>\$323.00</i>	<i>\$323.00</i>
<i>Account 561100 - Library Books</i>	<i>\$968.00</i>	<i>\$968.00</i>
<i>Account 562230 - Media A/V Equipment</i>	<i>\$430.00</i>	<i>\$430.00</i>
<i>Account 564220 - Furn-Fix/Equip</i>	<i>\$538.00</i>	<i>\$538.00</i>
<i>Fundraising/ Grants</i>	<i>Budget Amount</i>	
<i>Media Center Internal Account number for your grant(s)</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>2,298</i>	<i>2,298</i>

Greenacres Library Media Center supplements its school-based operating budget with an internal account, which is funded through bi-annual book fairs and yearbooks. These funds are used to supplement the line items listed above. This year a total of \$13,018.31 was spent from all sources to benefit the operation of Greenacres Elementary Library and our students (table totals \$5,121; book fair totals \$6,217.31; yearbook total \$1,680).

Also listed in the budget are Program 3070 Categorical Monies to purchase books, eBooks and related reading material and Program 8430 Destiny project to assist with purchasing updated technology necessary to run a school library.

Purchasing Plan FY26

Approximate Purchasing Plan	
Purpose	Amount
books	10,500
supplies	1,000
STEAM	500
Periodicals	300
Equipment	1,000
Furniture	1,000
Total:	\$14,300

Scope of the Collection

The Scope of the Collection covers a wide variety of print and non-print materials that are appropriate for different ability levels and learning styles. As per ([School Board Policy 8.12](#) (see Section 2 d) the collection:

1. Supports the instructional school program, curriculum and objectives, such as AVID and The International Spanish Academy.
2. Provides information resources for all areas and levels of knowledge.
3. Meets the personal and recreational needs of all students.
4. Supports the professional needs of faculty and administrations.
5. Introduces new instructional technologies into the learning environment.
6. Reflects the culture and ethnicity of students attending Greenacres Elementary.

The collection currently contains approximately 14,330 items which averages out to 19.0 items per student, which is consistent with the recommended national average of 15-20 items per student. Our goal is never to drop below 15 items per student. Currently 9% of our collection is digital with approximately 1 e-books per student.

The collection development is focused on the curriculum of Greenacres 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.

DISTRICT RESOURCES AND SERVICES

The School District Library Media Services provides support to school 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 re-certification and knowledge acquisition on education-related topics;
- Managing the online catalog including the library inventory and circulation software;
- Selecting and making accessible online 24/7 information databases for reference and research;
- Providing and maintaining an eBook library available 24/7 in addition to those purchased at the school level;
- 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;
- Manage technical services for acquiring and processing resources for schools;
- Distribute to schools and monitor categorical and capital budgets allocated for library programs
- Foster a global range of services that facilitate the transformation of school-based library activities to meet the changing needs of an information society.

Library Media Services works in collaboration with other district departments including the Department of Educational Technology to provide selected electronic information, technology to access it, and the training needed to search and find specific facts efficiently and effectively.

Equipment

The Media Center and nearby workrooms have a vast collection of equipment for teachers and staff. The Media Work room provides bulletin board paper in many colors. Several sizes and styles of paper cutters, die cuts, as well as a report binder and fully stocked binding supplies. The Media Specialist provides laminating and poster printing services. The Media Center received a grant in 2018 to replace the equipment in the TV Studio. Third - fifth grade students under supervision of the ITSA provides daily live announcements through VLC player. The ITSA streams the announcements live on our YouTube Channel, however it is restricted to classroom viewing only. Grades 2-5 are encouraged to bring chromebooks and headphones with them to class as each student has their own.

Collection Development

Collection Development is the process of providing materials and equipment through the Library Media Center that ensures quality, adequate quantity and appropriate variety for our students, faculty and administration. Collection development takes place under the leadership of a certified Library Media Specialist trained in the evaluation of learning resources and instructional equipment. This professional is knowledgeable about curriculum, learner characteristics and availability of educational resources. Collaboration with administration, teachers, students and parents and stakeholders assures adequate quality and variety to support student's academic and personal interest needs.

Selection and Evaluation Criteria

Materials considered for purchase are selected on the basis of the criteria established in SDPBC.8.12

The **Selection** of Library Media Materials supports the school's curriculum and students' interests. Due to limited funding, library materials must be selected and purchased after passing the selection process. The responsibility of selecting the materials rests with the certified Library Media Specialist. In coordinating the material orders, the Library Media Specialist will consult with students, faculty, administration, the Academic Literacy Committee, parents and stakeholders.

The process of selection and evaluation of materials follows the criteria outlined in the American Library Association Library Bill of Rights. First, considerations are based on the following information:

- the existing collection
- the student and faculty needs
- the curriculum
- needs of pleasure readers

The primary goal of the Media Center's collection development efforts is to build a current collection that supports the needs of the curriculum and the school community pleasure readers and maintains the recommended boundaries for:

- size of collection
- average age of collection and
- access to the collection.

This goal supports the information needs of students as defined by the mission and goals of the: School District of Palm Beach County;

- ALA / AASL Standards for the 21st Century Learner;
- Partnership for 21st Century Skills;
- International Society for Technology in Education (ISTE)
- National Education Technology Standards (NETS)

Media Center materials reflect sensitivity to the achievements, needs, and rights of men and women, various ethnic groups, and other cultures.

The selection of media center materials about political theories and ideologies, religion, public issues and controversial topics is directed toward maintaining a balanced representation with various opinions.

Media center materials are judged as a whole, considering the author's/producer's intent rather than focusing solely upon individual pages, phrases, pictures or incidents taken out of context.

Other factors that are considered in the final decision to purchase new materials include their

educational significance; need, and value to the collection as a whole; and their relationship to the interests of students and curriculum course of study.

Electronic database subscriptions and online curricular software that are made available to Greenacres Library Media Center users through the District Portal are selected using a similar educational criterion to that established for the materials in a school, except availability and compatibility of technology hardware and software platforms are reviewed and resolved. In addition, the WAN maintains software that complies with the federally legislated Children's Internet Protection Act [CIPA], designed to protect children from obscene or adult-content material.

Selection and Evaluation Criteria

The **Evaluation of Materials and Equipment** for the collection is a key function of the Library Media Specialist's role. When evaluating the adequacy of a collection, the factors below are followed.

1. The scope and diversity of the instructional program of the school – Is the subject taught once, is it for one class or grade level, or school-wide?
2. Diversity of student needs and characteristics – the collection should strive to meet all needs and at appropriate reading levels.
3. The collection should reflect the differences in learning and teaching styles.
4. The collection should strive to meet personal and recreational needs of all students.

District-Wide "Procedures for Selecting and Developing Library Collections"

School Board Policy 8.12 sets out the procedures for selecting and developing library collections. These procedures are followed District-wide.

District Resources and Services

The School District Library Media Services provides support to school 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:









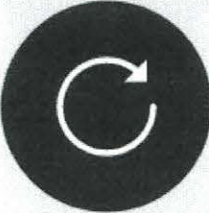

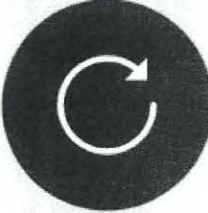
- Maintaining a professional library collection to assist with recertification and knowledge acquisition on education-related topics
- Managing the online catalog including the library inventory and circulation software
- Selecting and making accessible online information databases for reference and 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 works in collaboration 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 search and find specific facts efficiently and effectively.

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.

			
14,330 Items in the Collection	19.0 Items per Student	25% Fiction Titles in the Collection	40% Percent of nonfiction in the collection
Library media resources are curated to include both recently published works and classics that both rightfully impact the average age of the collection.			
	2007 Average Age of the Collection	53% Aged Titles	14% 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.	
			
31% Representative Titles in Collection	2006 Representative Titles Average Age	33% SLL Titles in Collection	2009 SLL Titles Average Age

Collection Analysis by Category

The information collected in this section provides a detailed look at the current library collection by classification and genre. The information 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	154	2012
Philosophy & Psychology	57	2004
Religion	36	1998
Social Sciences	985	2002
Language	107	2004
Science	1,506	2007
Technology	648	2009
Arts & Recreation	1,198	2015
Literature	206	2001
History & Geography	769	2005
Biography	1,331	2003
Easy	3,708	2003
General Fiction	3,517	2010
Graphic Novels	754	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

Weeding of the Collection is the responsibility of the Library Media Specialist along with the Library Media Committee. Weeding is the reevaluation and systematic removal of resources.

1. Are in poor physical condition
2. Contain outdated or obsolete subject content
3. Are of poor in quality
4. Are biased or portray stereotypes
5. Lack authenticity
6. Are inappropriate

Inventory will be completed on a 3-year rotation with a minimum of ⅓ of the library done each year as per Board policy 8.12 (5). This rotation plan ensures that our collection is reviewed and evaluated to ensure its accuracy and relevance.

FY26 - Nonfiction, Biographies

FY27 - Fiction A-Z, Professional

FY28 - Easy

Organization

The library is organized into meaningful sections to assist students as well as staff in locating books. Those sections are:

- Easy
- Fiction
- Non-Fiction (Signage is placed in open areas for each Dewey Category as well as new colorful signage drawing students attention to popular areas of non-fiction)
 - Easy Chapter Books (Extra sticker affixed to these to easily identify them)
 - AVID (Career Related Titles)
 - Sunshine State Award Winners (Extra sticker affixed to these to easily identify them)
 - Spanish and Dual Language (Extra sticker affixed to these to easily identify them)
 - K-2 Graphic Novels (Extra Yellow Orange sticker affixed to these to easily identify them)
 - 3-5 Graphic Novels (Extra Red sticker affixed to these to easily identify them)
 - Biography 92 and Collected Biography 920
 - Paperback
 - Paperback Easy (Extra Green sticker affixed to these to easily identify them)
 - Paperback Non-Fiction (Extra Green sticker affixed to these to easily identify them)
 - Paperback Espanol (Extra Green & Espanol sticker affixed to these to easily identify them)

Lost or Damaged Library Materials

No fees are charged for late materials. However, in accordance with [School Board Policy 2.21B\(9\)](#), students who have lost or damaged library materials are expected to pay for the replacement of any that cannot be found or repaired.

Strategic Focus – Weeding and Acquisitions

School Year	Strategic Focus
FY26	Selection Priorities <ul style="list-style-type: none"> • Non-Fiction, SSYRA • Non-Fiction Spanish • Fiction & Easy Spanish
	Inventory/ Weeding Priorities <ul style="list-style-type: none"> • Non-Fiction & Graphic Novels • Easy & Paperback • Fiction & Spanish & SSYRA
FY27	Selection Priorities <ul style="list-style-type: none"> • Easy & Fiction, SSYRA • Graphic Novel Spanish • Non-Fiction
	Inventory/ Weeding Priorities <ul style="list-style-type: none"> • Fiction & Spanish & SSYRA • Non-Fiction & Graphic Novels • Easy & Paperback
FY28	Selection Priorities <ul style="list-style-type: none"> • Non-Fiction Spanish, SSYRA • Fiction Spanish • Non-Fiction
	Inventory/Weeding Priorities <ul style="list-style-type: none"> • Easy & Paperback • Fiction & Spanish & SSYRA • Non-Fiction & Graphic Novels

Reconsideration of Materials

Procedures for filing a request for reconsideration of Library Media Materials are in accordance with the [Board Policy 8.1205](#) Policy 8.1205 - Objection Procedures for Instructional Materials, Library Media Materials, and Supplemental Classroom Materials, including Reading Lists. Library Media materials (print and non-print) being questioned shall not be removed from use until the informal and formal grievance procedures have been completed. An informal complaint must be made in writing and signed, and is made at the school level. The complainant may appeal the decision of the principal in an informal review. For an appeal, a formal complaint, the complainant must 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 May 8, 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 May 8, 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 May 8, 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 May 8, 2025)

E: Specific Material Objection Form

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

[Link](#) (Accessed May 8, 2025)