

FY26 COLLECTION DEVELOPMENT POLICY



Golden Grove Elementary

FY26 Collection Development Policy

Brittany Poppert

Certified Educational Media Specialist

Signature Page

Golden Grove Elementary
FY26 Collection Development Policy

Date Approved by Administration: 5/1/25

Media Specialist Name: Brittany Poppert

Media Specialist Signature:  _____

Principal Name: Linda Edgecomb

Principal Signature:  _____

Table of Contents

<u>Purpose Statement</u>	4
<u>Background Statement & School Community</u>	4
<u>School Mission Statement</u>	4
<u>Media Center Mission Statement</u>	4
<u>Responsibility for Collection Management Development</u>	4
<u>Library Program</u>	5
<u>Goals and Objectives</u>	5
<u>Budgeting and Funding</u>	6
<u>Scope of the Collection</u>	6
<u>Equipment</u>	6
<u>Collection Development</u>	7
<u>Selection Evaluation and Criteria</u>	8
<u>Analysis of the Collection</u>	9
<u>Gifts and Donations</u>	9
<u>Collection Maintenance</u>	10
<u>Lost or Damaged Library Materials</u>	11
<u>Strategic Focus – Weeding & Acquisitions</u>	12
<u>Reconsideration of Materials</u>	12
<u>Appendices</u>	13
<u>A - Library Bill of Rights</u>	13
<u>B - ALA Intellectual Freedom Statement</u>	13
<u>C - Board Policy 8.12</u>	13
<u>D - Board Policy 8.1205</u>	13
<u>E - Specific Material Objection Form</u>	13

Purpose of Collection Development Policy

The Collection Development Policy is designed to support the Library's Mission statement and serves as a guide for the selection, acquisition, maintenance, and retention of materials by establishing roles, responsibilities, and a process for addressing Library user concerns.

As our student population changes, the Media Center at Golden Grove, reassesses and adapts its collections to reflect new and differing areas of interest. The collection development policy is annually evaluated and revised as necessary to provide guidance for implementing changes in the collection.

Background Statement & School Community

As of March 2025 the Golden Grove student community has 968 students. 75% of the students are White, 37% Hispanic, 23% Black, 5% are Asian. 49% of the students are male while 51% are Female. 20% of our student population are receiving ESE support services.

School Mission Statement

Golden Grove Elementary School is committed to providing a safe, positive, and culturally diverse environment that will provide each child with the opportunity to reach their fullest academic and social potential in a technology enriched setting.

Media Center Mission Statement

The Golden Grove Library Media Center is committed to helping students achieve academic success, be effective users of information, enjoy literature, and become lifelong learners.

Responsibility for Collection Management & Development

Materials for the Golden Grove Elementary Library are selected using a variety of criteria. As per School Board Policy 8.12: materials are considered for their instructional value in accordance with the State curriculum. Materials are also selected to give students a variety of choices in their selections, including reading for pleasure. Materials are selected based on reviews in professional journals such as School Library Journal and Hornbook as well as their literary merit, appropriateness and accuracy.

The media specialist works with students, teachers and parents to provide a diverse, meaningful collection of books to all Kindergarten - Fifth grade students. Students have access and opportunity to enjoy and learn from all materials in the media center.

Library Program

The Golden Grove Library Media Center is dedicated to designing and maintaining a library media program that supports, complements, and expands the instructional program of the school. As a Technology School of Choice the media center provides additional focuses in the area of databases, electronic books and digital resources. The Golden Grove Media Center follows a fixed schedule. The media specialist serves every student throughout the school year. The Golden Grove Media Centers supports additional access to technology through individual databases and technology programs. The Sunshine State Young Reader programs are the driving force behind creating independent readers.

Goals and Objectives

Goal 1: Improve the physical facilities of the Golden Grove Library Media Center to create an organized, attractive, and inviting facility.

- Create an area to display an array of diverse books
- Teach students the new organization so they will be able to quickly find books
- Book tasting for students to try out different genres

Goal 2: Update and build the collection to support the school curriculum and meet the needs of students, teachers, and administration.

- Promote circulation of non-fiction titles and database subscriptions among students and staff
- Add diverse books to the library
- Update collection where areas are outdated
- Weed collection of outdated and damaged books

Goal 3: Develop and integrate Technology/STEM Education in the school library media center, classrooms, and lab.

- Continue Be Internet Aware program to teach digital citizenship
- Teach research skills using reputable digital sources/databases
- Integrate multimedia technology into student lessons of all grade levels
- Review core science curriculum to strengthen student knowledge

Budget and Funding

During the school year 2024-2025, Golden Grove Elementary School's primary source of funding was provided through the Palm Beach County School District. There was residual funding from previous school Book Fairs. We conducted our first book fair in 5 years and raised funds to buy additional books and equip for next school year.

<i>School-based Operating Budget</i>	<i>Budget FY25</i>	<i>FY26 Projected Budget</i>
<i>Account 551100 - Media Supplies</i>	<i>\$841</i>	<i>\$841</i>
<i>Account 553420 - Media Subscriptions (Periodicals-Newspapers)</i>	<i>\$401</i>	<i>\$401</i>
<i>Account 561100 - Library Books</i>	<i>\$1202</i>	<i>\$1202</i>
<i>Account 562230 - Media A/V Equipment</i>	<i>\$534</i>	<i>\$534</i>
<i>Account 564220 - Furn-Fix/Equip</i>	<i>\$668</i>	<i>\$668</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>\$0</i>	<i>\$4058</i>
<i>State Media Allocation</i>	<i>Budget Amount</i>	
<i>Account 556110 (program 3070) - Media Books</i>	<i>\$2817</i>	<i>\$2817</i>

Purchasing Plan FY26

Approximate Purchasing Plan	
Purpose	Amount
Books	4000
supplies	500
STEM	250
Total:	\$4750

Scope of the Collection

The collection development is focused on the curriculum of Golden Grove Elementary School with an enhanced emphasis on technology. Golden Grove Elementary's media center follows the guidelines of the School District of Palm Beach County, which in turn are governed by the Department of Education of the State of Florida. According to best practices for school libraries in the United States, the print and non-print collection at Golden Grove Elementary School is arranged by the Dewey Decimal Classification System. The Golden Grove Elementary School strictly adheres to School Board Policy 8.12 stating that resource acquisitions support both the district curriculum as well as provide reading material to encourage pleasure reading of all students. The school district provides district-wide subscriptions to electronic information databases. Through an affiliation with the public library system, the Golden Grove Elementary School library is able to extend its collection to provide any major resource needed by a patron.

Equipment

smart board

iPads

Projectors with screens

Chromebooks (4)

Collection Development

The acquisition and maintenance of materials in the Library Media Center collection is a primary function of the library media center's mission. Collection development refers to the process of building and maintaining the library's entire materials collection, in both print and non-print formats. The collection development process includes the formulation of policy and procedures, budget allocations, needs assessment, selection, collection maintenance and evaluation, and resource sharing. The primary goal of the media center's collection development efforts is to build a current collection that supports the needs of the school community, including students, teachers and parents. This goal reinforces the School District of Palm Beach County and Golden Grove Elementary School missions.

Selection and Evaluation Criteria

Materials for the Golden Grove Elementary Library are selected as per School Board Policy 8.12: materials are considered for their instructional value in accordance with the State curriculum. Materials are selected to give students a variety of choices in topics, including reading for pleasure. Materials are selected based on reviews in professional journals such as School Library Journal and Hornbook as well as their literary merit, appropriateness and accuracy.

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:






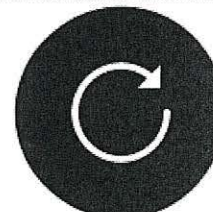


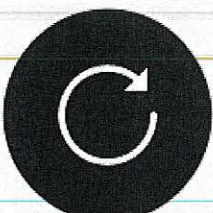

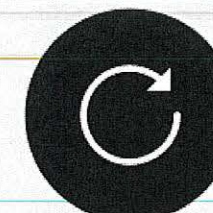
- Maintaining a professional library collection to assist with recertification and knowledge acquisition on education-related topics;
- Managing the online catalog, including the library inventory and circulation software;
- Selecting and making accessible online information databases for reference and 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.

			
8,429 Items in the Collection	10.5 Items per Student	65% 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.			
	2005 Average Age of the Collection	59% Aged Titles	9% 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.	
			
32% Representative Titles in Collection	2004 Representative Titles Average Age	39% SLL Titles in Collection	2006 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	21	2015
Philosophy & Psychology	31	2017
Religion	10	1997
Social Sciences	621	1998
Language	13	1990
Science	817	2008
Technology	359	2009
Arts & Recreation	416	2013
Literature	140	1999
History & Geography	114	2007
Biography	390	2001
Easy	3127	2000
General Fiction	2368	2010
Graphic Novels	167	2021

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 materials and resources is essential for the maintenance of a healthy reading, research and reference library media collection. Weeding is a form of quality

control of the collection in which obsolete, inaccurate and worn-out materials and equipment are discarded from the electronic catalog and physically removed from the collection. The Library Media Specialist is responsible for the on-going maintenance of a quality collection, which includes procurement of new materials and discard of ineffective items. Teachers, administration and the school library media advisory committee assist in the re-evaluation and systematic deleting of materials and equipment to ensure that the collection remains responsive to user needs, changing curriculum and advancing technology.

School Board Policy 8.12 (5) dictates that an inventory of the Golden Grove collection must be regularly completed. The Golden Grove collection will be inventoried in the following order:

Spring 2026 - Easy

Spring 2027 - Fiction

Spring 2028 - Non-Fiction

The purpose of each inventory is to weed out worn materials, outdated materials and inaccurate materials. All materials that are no longer a part of the Golden Grove collection will be processed out of the Golden Grove Destiny system and disposed of according to the guidelines set forth by Library Media Services and the Department of Instructional Materials.

Lost or Damaged Library Materials

We do not issue fines for late materials. If books are lost or damaged beyond repair, a fine in the amount of the replacement value will be placed on the student's account. The fine will remain on the student's account but will be removed prior to graduation from high school. We will not place a graduation hold on a student's account if fines and fees are left unpaid.

Strategic Focus – Weeding and Acquisitions

School Year	Strategic Focus
FY26	Selection Priorities <ul style="list-style-type: none"> • Diverse Easy • Nonfiction • Diverse Fiction
	Inventory/ Weeding Priorities <ul style="list-style-type: none"> • Outdated Fiction Books • Outdated Easy Books • Outdated Nonfiction Books

FY27	Selection Priorities <ul style="list-style-type: none"> • Nonfiction • Diverse Fiction • Diverse Easy
	Inventory/ Weeding Priorities <ul style="list-style-type: none"> • Outdated Easy Books • Outdated Nonfiction Books • Outdated Fiction Books
FY28	Selection Priorities <ul style="list-style-type: none"> • Diverse Fiction • Diverse Easy • Nonfiction
	Inventory/ Weeding Priorities <ul style="list-style-type: none"> • Outdated Nonfiction Books • Outdated Fiction Books • Outdated Easy Books

Reconsideration of Materials

In the event of a challenge by a citizen of Palm Beach County, personnel at Golden Grove Elementary School will follow SDPBC Policy 8.1205 – Challenge Procedures for Instructional Materials. All challenges will be filed on PBSB 1113. Board Policy 8.1205 and PBSB 1113 are available in the appendix of the collection development plan.

Annual Evaluation and Revision of CDP

This collection development plan will be reviewed each school year.

Appendices

A: Library Bill of Rights

"Library Bill of Rights", American Library Association, June 30, 2006.

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

Document ID: d03f6aae-7e51-46b3-afed-50fa0809f8ca

B: Intellectual Freedom Statement

"The Freedom to Read Statement", American Library Association, July 26, 2006.

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

Document ID: 24cc13f0-22e4-4c16-ba92-d68ee65b9e28

C: Policy 8.12 - Selection of Library Media Center Materials, Classroom Library Materials, and Reading List Materials

School Board of Palm Beach County (November 14, 2023). Selection of Library Media Center Materials and Reading List Materials.

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

D: Policy 8.1205 - Objection Procedures for Specific Library Media Center, Classroom Library, Reading List, Supplemental or Instructional Materials That Have Not Gone Through the Board Adoption Process

School Board of Palm Beach County (November 14, 2023). Objection Procedures for Specific Library Media Center, Classroom Library, Reading List, Supplemental or Instructional Materials That Have Not Gone Through the Board Adoption Process.

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

E: Specific Material Objection Form

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

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