

# **FY26 COLLECTION DEVELOPMENT POLICY**



**Jupiter Farms Community Elementary School**

## **FY26 Collection Development Policy**

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Educational Media Specialist

# Jupiter Farms Community Elementary School

## FY25 Collection Development Policy

Date Drafted: April 2025

Date Approved by Administration:

Media Specialist Name: \_\_\_\_\_ Stacy Taylor \_\_\_\_\_

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

Principal Name: \_\_\_\_\_ Suzanne Matuella \_\_\_\_\_

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

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### **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 as our student population and their needs change over time.

### **Background Statement & School Community**

Jupiter Farms Elementary serves the Jupiter Farms Community of elementary aged students. We currently have 660 students. Twenty four percent of our students receive free or reduced lunch benefits. Our ELL population is low compared to the district numbers. We have a focus on the environment, since our school is a GREEN school on an annual basis. We participate in recycling programs, school beautification, and gardening ventures. We are active readers and participate in reading incentive programs on a monthly basis.

### **School Mission Statement**

Jupiter Farms Community Elementary School and its educational partners challenge each student to reach his or her potential to become a productive citizen in our dynamic and global society.

### **Media Center Mission Statement**

The Media Center supports the philosophy, mission, and program objectives of Jupiter Farms Elementary School and the School District of Palm Beach County by providing a diverse collection of print, electronic, and non-electronic resources. The Media Specialist is a certified educator in the Fine Arts Enrichment Program covering Sunshine State standards through literature, math, and other benchmarks across the curriculum. The Media Specialist fosters an environment conducive to learning and compatible with the curriculum needs of students and educators.

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

The certified Media Specialist is responsible for the collection management and its development. This person gets input from staff at the school as well as parents and students. Interest activities as well as semi annual book fairs assist with determining interest. Teacher and faculty input is also included when developing our collection. The Media Specialist uses the state guidelines to vet material and publishes to a stakeholder page.

### **Library Program**

Our Library schedule is fixed on the Fine Arts rotation, servicing all students on a weekly basis. Students have a mini lesson often including a read aloud, do checkout, and participate in literacy, critical thinking, and literacy based centers. Our library programs are:

STEM Literacy

Sunshine State Readers

Sunshine State Junior Reading Program

Book Taco Reading Program

15 Club for Sunshine State Readers

Battle of the Books

Digital Citizenship

Science based literature lessons

## **Goals and Objectives**

### **Goal 1**

\*Continue to decrease the average age of fiction materials as we assess the needs of our school during the FY26

school year, by locating and adding updated fiction materials. The measurable

increase will be from the current 2010 age to at least 2015, based on Titlewave analysis.

### **Goal 2**

\*Host the Sunshine State Reading programs in Grades 2-5 and provide students with a weekly report of their progress, to promote reading enrichment. Incorporate Book Taco tracking programs

### **Goal 3**

\*Continue to update biography and history section to books that are age appropriate, high interest, and relate to the needs of JFCES students, focusing on third grade wax museum and fifth grade Washington DC experience.

## Budget and Funding

We host two book fairs per year, as well as funding from Adopt - A - Class and our school PTO funding our needs.

*In the FY25 projected budget amounts replace the amounts with your actual ones.*

<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>	\$1577	\$ 750
<i>Account 553420 - Media Subscriptions (Periodicals-Newspapers)</i>	\$200	\$250
<i>Account 561100 - Library Books</i>	\$1500	\$2500
<i>Account 562230 - Media A/V Equipment</i>	\$250	\$200
<i>Account 564220 - Furn-Fix/Equip</i>	\$250	\$200
<b><i>Fundraising/ Grants</i></b>	<b><i>Budget Amount</i></b>	
<i>Media Center Internal Account number for your grant(s) (get this from your bookkeeper)</i>	\$3000	\$3500
<b><i>State Media Allocation</i></b>	<b><i>Budget Amount</i></b>	
<i>Account 556110 (program 3070) - Media Books</i>	\$1815	\$2000

## Purchasing Plan FY25

supplies	500
books	3500

### Scope of the Collection

Jupiter Farms Community Elementary School Scope of Collection will include print books as well as e- books. We have many stem materials including but not limited to legos, Keva planks, and snap circuits, a LEGO station . We also have technology including a SMART board, a laptop cart for student use. Our print non fiction also include STEM based books on topics such as science, coding, mathematics, and engineering.

The Palm Beach County school district provided us with Mackinvia and the Sunshine State Young Readers and Sunshine State, Young Reader Junior books. This allows our students to have access to these titles every day of the year and at home, and during after school programs.

The School District of Palm Beach County Board believes that the selection of library media materials and reading list materials is within its jurisdiction pursuant to relevant statutory and constitutional laws. The library media center, within its monetary means, shall contain a comprehensive collection of materials and equipment, in a variety of media formats that are accessible to students during the school day, to: Promote and encourage the development of lifelong reading habits and information literacy skills in students, information resources in areas of knowledge, and support the goals and objectives of the District. The Media Center should support diverse points of view, cultural appreciation, and foster a respect for the diverse roles available to women and men in today's society.

In order to manage the Media Center, the school library media centers in Palm Beach County will arrange media and materials according to the Dewey Decimal Classification System. Library media materials acquired with funds from the General Appropriation Act of the State of Florida are to be cataloged and inventoried as part of the library media collection. Library media materials may be inventoried in one to three year cycles. Our Library is inventoried regularly.



## **Equipment**

Our Media Center has a circulation desk with laptop equipment and scanners. We have a SMART board and laptops for student use.

Our teacher area includes a computer, poster maker, book binder and laminator.

## **Collection Development**

To build a balanced and relevant collection, it is necessary to understand the goals of the future of the existing collection. Collection development policy has many functions like describing current collections, providing a framework for developing and maintaining collections, budgeting, considering the objectives of the Jupiter Farms Community Elementary School library. It provides clear and specific guidelines for the selection, acquisition, storage, preservation, relegation and releasing of materials. These policies can help in improving communication between the library, administration, students, and stakeholders and in enhancing understanding of the objectives of the library by a certified Media Specialist, whose decisions influence resource allocation. The policies should be flexible and should be reviewed and revised periodically to be effective.

## **Selection and Evaluation Criteria**

Selection and evaluation of materials for our Jupiter Farms Elementary Media Center will be selected by a certified Media Specialist to enhance student needs and their ability to comprehend the material presented.

The content is to be appropriate for the grade level and age group for which the materials are used or made available. We and the District will rely on any State Board of Education Rules, if they exist, to determine what is age appropriate. These periodicals are print or non-print media including video that have been reviewed by two or more professional sources, after a diligent search the following sources by a certified media specialist, using, such as a School Library Journal, Horn Book, Booklist, Association for Library Service to Children, Kirkus, Young Adult Library Services Association, and/or Children's Catalog.

## **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**

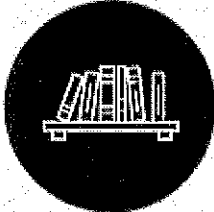
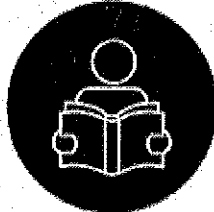
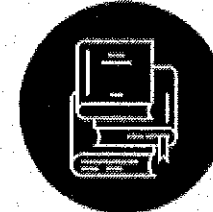


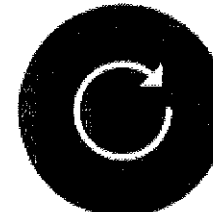
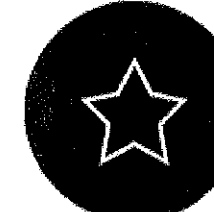
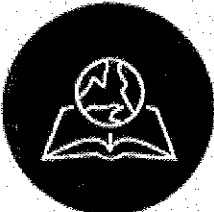
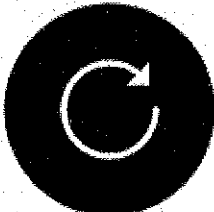

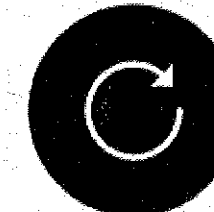
The School District Library Media Services provides support to school library media center personnel and establishes uniform policies and procedures for school library media centers throughout the District. These services include, but are not limited to:

- 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.

			
<b>10,935</b> Items in the Collection	<b>16.5 items per student</b> Items per Student	<b>33%</b> Fiction Titles in the Collection	<b>39%</b> 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.			
	<b>2009</b> Average Age of the Collection	Aged Titles	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>2830 Diverse titles</b> Representative Titles in Collection	<b>2009</b> Representative Titles Average Age	<b>3720</b> SLL Titles in Collection	<b>2011</b> 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	76	2013
Philosophy & Psychology	24	2014
Religion	21	2013
Social Sciences	355	2007
Language	21	2000
Science	1549	2008
Technology	695	2009
Arts & Recreation	799	2012
Literature	157	2000
History & Geography	590	2007
Biography	438	2009
Easy	2562	2008
General Fiction	3585	2010
Graphic Novels	233	

### 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 of the Jupiter Farms Community Elementary Library will be completed on a three-year rotation as per Board Policy 8.12 (5).

2026 fiction A-Z, easy read

2027 Non fiction, graphic novels

2028 professional

## Lost or Damaged Library Materials

Our school's policy regarding lost or damaged library materials. We do not charge late fees or fines for materials. We do ask for replacement or replacement cost of damaged or lost books. Jupiter Farms Community Elementary does wait until May of the school year to collect this fee, in accordance with School Board Policy 2.21B(9).

## Strategic Focus – Weeding and Acquisitions

School Year	Strategic Focus
FY26	<b>Selection Priorities</b> <ul style="list-style-type: none"><li>• fiction a-m</li><li>• fiction n-z</li><li>• non fiction 100-900</li></ul>
	<b>Inventory/ Weeding Priorities</b> <ul style="list-style-type: none"><li>• nonfiction</li><li>• fiction easy read</li><li>• fiction a-z</li></ul>
FY27	<b>Selection Priorities</b> <ul style="list-style-type: none"><li>• section 100-600</li><li>• section 600-700</li><li>• section 800-900</li></ul>
	<b>Inventory/ Weeding Priorities</b> <ul style="list-style-type: none"><li>• section 600-700</li><li>• section 800-900</li><li>• section 100-600</li></ul>
FY28	<b>Selection Priorities</b> <ul style="list-style-type: none"><li>• professional</li><li>• easy read fiction</li><li>• biography/all non fiction 100-900</li></ul>
	<b>Inventory/ Weeding Priorities</b> <ul style="list-style-type: none"><li>• professional</li><li>• easy read fiction</li><li>• biography- all nonfiction 100-900</li></ul>

**Reconsideration of Materials**

Jupiter Farms Elementary will follow the Board Policy 8.125 on Challenged materials. Parents may complete PBCSD Form 1113 and follow the procedures set forth.

[Board Policy 8.1205](#)

**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)