

# FY26 COLLECTION

## DEVELOPMENT POLICY

*JC Mitchell Elementary School*



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# FY26 COLLECTION DEVELOPMENT POLICY

*JC Mitchell Elementary School*

School District of Palm Beach County, Florida

Date: Drafted: April 1st, 2025

Date Approved by Administration: May 6th, 2025

Media Specialist's Name: Alessandra Novoa

Media Specialist's Signature: \_\_\_\_\_



Administrator's Name: Lauren Newson

Administrator's Signature: \_\_\_\_\_



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# FY26 COLLECTION DEVELOPMENT POLICY

*JC Mitchell Elementary School*

School District of Palm Beach County, Florida

## PURPOSE OF COLLECTION DEVELOPMENT POLICY

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A Collection Development Plan is implemented to use as a guide for the selection, acquisition, maintenance, and retention of materials by assigning responsibilities for a process to understand user concerns.

As the student population changes, the collection of resources changes to adapt to new areas of interest or disinterest. The Collection Development policy is evaluated annually and is revised as necessary.

## BACKGROUND STATEMENT & SCHOOL COMMUNITY

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J.C. Mitchell Elementary, located in Boca Raton, Florida, is a diverse school with a "B" rating. Our current student enrollment (FTE) is 639, not including our Pre-Kindergarten program. We serve students from Kindergarten through fifth grade and offer both a Kindergarten through fifth-grade gifted program and a comprehensive Exceptional Student Education (ESE) program. The J.C. Mitchell Media Center supports all students from Kindergarten through fifth grade, including those in our IND (Intellectually Disabled) unit classes, as well as our teachers and staff.

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Our school community is characterized by its significant diversity, encompassing students from various cultural and economic backgrounds. Notably, J.C. Mitchell has been classified as a Title I school due to an increase in the number of students qualifying for Free or Reduced Lunch over the past year.

The growing number of Hispanic students at our school has led to the creation of a dedicated Spanish language book section within the Media Center to support their biliteracy development. Currently, resources in other major languages are not available in our collection.

Here is a breakdown of our student population:

Hispanic: 43%

White: 32%

Black: 16%

Asian: 5%

Other: 4%

Students receiving Free or Reduced Lunch: 48%

English Language Learners: 27%

## SCHOOL MISSION STATEMENT

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J.C. Mitchell 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.

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## MEDIA CENTER MISSION STATEMENT

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The Library Media Center at J.C. Mitchell Elementary is dedicated to supporting students, parents, and staff by providing the essential tools and resources necessary for navigating the 21st century. Our mission is to cultivate an environment where learning is actively encouraged and intellectual curiosity is stimulated, fostering a genuine love of reading for both enjoyment and academic enrichment. We strive to inspire a lifelong passion for learning within our students. A crucial aspect of our commitment involves equipping students with the necessary skills and knowledge to become confident and independent users of libraries and informational resources, preparing them to navigate the complexities of information in their future academic and personal pursuits.

## RESPONSIBILITY FOR COLLECTION MANAGEMENT & DEVELOPMENT

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Leveraging professional expertise, the media specialist develops a relevant and high-interest collection that spans diverse formats, platforms, and levels to effectively serve our students and community. The selection of appropriate materials and online resources is guided by professional judgment, and we actively encourage and incorporate feedback from students and staff in shaping this collection.

## LIBRARY PROGRAM

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The schedule for the J.C. Mitchell Media Center follows a 5-day Fine Arts rotation, accommodating 6 classes each day. The Fine Arts team provides PLC coverage for homeroom teachers from 1:30 PM to 2:05 PM, Tuesday through Thursday. Furthermore,

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they supervise recess for second and third-grade students daily from 9:00 AM to 10:00 AM.

The school year began with students acquiring foundational skills in navigating Destiny Library to find books. As the year progressed, our instruction has been tailored to teach specific library skills relevant to each grade level. A significant emphasis for our primary students has been on fostering early literacy through captivating storytimes and hands-on activities.

Our Media Center is the hub for our daily JCM Morning Announcements, which are produced by students in our dedicated TV Production Studio located within the Media Center. This provides a hands-on learning experience for students interested in broadcasting, technology, and communication skills.

The Media Center also actively leads a range of literacy initiatives throughout the year, including Literacy Week, Read Across America Week, School Library Week, and other literacy-related programs.

## GOALS AND OBJECTIVES

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### *GOAL 1: BOOST OVERALL CIRCULATION AND ENGAGEMENT:*

The JCM Media Center will increase the total number of circulations by 20% by the end of the 2025-2026 school year (compared to the final circulation numbers of May 2025). This will be achieved through strategic book displays highlighting diverse genres and authors, the implementation of student-driven book recommendation initiatives, and the continuation and expansion of popular reading incentives and marketing efforts.

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### *GOAL 2: REVITALIZE INTEREST IN THE GRAPHIC NOVEL SECTION:*

The JCM Media Center will increase circulation in the GRAPHIC NOVEL section by 15% by the end of the 2025-2026 school year (compared to the final circulation numbers of May 2025 for this section). Strategies to achieve this will include creating visually appealing displays, hosting introductory sessions on graphic novels, incorporating them into book talks, and gathering student feedback on desired titles to inform future collection development in this area.

### *GOAL 3: INCREASE ENGAGEMENT WITH THE BIOGRAPHY SECTION:*

The JCM Media Center will increase circulation in the BIOGRAPHY section by 15% by the end of the 2025-2026 school year (compared to the final circulation numbers of May 2025 for this section). Strategies to achieve this will include creating engaging displays highlighting diverse figures, incorporating biographies into curriculum connections where relevant, and promoting the value of learning about real individuals through book talks and other initiatives.

## **BUDGETING AND FUNDING**

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The LMC is given a school-based operating budget at the beginning of every school year. The JC Mitchell Elementary School administration uses a formula to disperse the appropriated fund. Our total budget for the year was approximately \$2,800 in addition to the state allocated 3070 money which was approximately \$1,800 for a grand total of \$4,600. The school media specialist will continue to source other funding (grants and fundraisers) to create a collection worthy of its students.

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### 2025-2026 (FY26) Projected Budget Amounts

<i>School Based Operating Budget</i>	<i>FY25 Budget</i>	<i>FY26 Projected Budget</i>
<i>Account 55110 - Media Supplies</i>	\$920	\$920
<i>Account 553420 - Media Subscriptions</i>	n/a	n/a
<i>Account 561100 - Media Books</i>	\$1,006	\$1,006
<i>Account 562230 - Media A/V Equipment</i>	\$447	\$447
<i>Account 564220 - Furniture, Fixtures, &amp; Equipment</i>	\$559	\$559
<i>Fundraising/ Grants</i>		
<i>Media Center Internal Account number</i>	\$4,633	\$4,500
<i>State Media Allocation</i>		
<i>Account 556110 (program 3070) - Media Books</i>	\$,1828	\$1,828

### Approximate Purchasing Plan 2025-2026

Purpose	Amount
High Fiction Books, Leveled Readers, and Who Was Books.	\$3,500
Supplies/Other	\$1,100
Total	\$4,600

## SCOPE OF THE COLLECTION

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Our collection development directly supports the J.C. Mitchell curriculum, which aligns with the Palm Beach County and Florida Department of Education guidelines. Following national best practices, our print and non-print materials are organized using the Dewey Decimal system.

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To enhance access, students benefit from 24/7 availability to resources through district-wide electronic databases and eBooks. Furthermore, interlibrary loan services expand our reach to the entire Palm Beach County school media system.

We actively encourage reading for pleasure by promoting the Sunshine State Young Readers Award (SSYRA) books, ensuring we have at least one copy of K-2 titles and at least two copies of grades 3-5 titles. Ultimately, our Media Center provides materials that support both curriculum needs and recreational reading, in accordance with school policy 8.12 (section 2d).

## EQUIPMENT

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Our J.C. Mitchell Media Center houses two dedicated TV Production rooms, which are vital for the creation and broadcast of our morning announcements to the entire school. These spaces are equipped with a range of technology, including cameras, sound equipment, video splitters, and teleprompters. We are excited that The Education Network will be retrofitting these studios during the FY26 school year.

## COLLECTION DEVELOPMENT

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A Collection Development Plan is a written policy detailing the process in which our Media Center puts into the selection, acquisition, evaluation, and maintenance of the Library Media Center materials.

This document is fluid and changes as the curriculum, demographics, and informational needs of our school change.

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Our goal is to maintain a current collection that supports the needs of our entire school community including students, staff, parents, and administration.

## SELECTION AND EVALUATION CRITERIA

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Materials considered for purchase are selected on the basis of the criteria established in SDPBC8.21 (6.d):

1. In conjunction with the selection criteria above, library media specialists, teachers and administrators at each school location shall evaluate and select print and non-print materials for the library media center and classroom using several of the criteria outlined below, as appropriate for the media type. However, in accordance with Fla. Stat. § 847.012, criteria "xvi" and "xvii" below (relating to obscenity and copyright) must be two of the criteria used in the evaluation of all materials.
    - a. Professional Reviews. - Print or non-print media including video footage that have been favorably reviewed by two or more professional sources such as a School Library Journal, Horn Book, Booklist, and/or Children's Catalog.
    - b. Educational Significance. - Material is valuable to an individual course of study or to the library media collection; the degree to which the material would be supplemented and explained by mature classroom instruction.
    - c. Appropriateness. - Material is geared to the age, maturity, diverse interests, and learning levels of students for whom it is intended. Reading levels and lexiles are considered to provide a range of material that challenges the student and guides their selection process.
    - d. Accuracy. - Nonfiction information is correct, recent, and objective.
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- e. Literary Merit. - Fiction that has a noteworthy plot, setting, characterization, style and theme.
  - f. Scope. - Content is covered adequately to achieve its intended purpose.
  - g. Authority. - The author, editor, or producer has a superior reputation for producing materials of this nature.
  - h. Special Features. - The item has maps, charts, graphs, glossaries, and/or other learning aids that support the content and are unique or are valuable.
  - i. Translation Integrity. - Material translated from one language to another maintains the stylistic characteristics of the original.
  - j. Arrangement. - Concepts are presented in a logical sequence and in a way that assures learning.
  - k. Treatment. - Typeset, visuals, style, and/or medium captures and holds the student's attention.
  - l. Technical Quality. - Sound is clear and audible; visuals project clearly.
  - m. Aesthetic Quality. - Material is superior to similar items in attractiveness and presentation of content.
  - n. Potential Demand. - Items have particular timeliness or popular appeal.
  - o. Durability. - Material has the potential for frequent use or is of a nature that it will be considered consumable.
  - p. Obscenity. - No books or other material containing hard-core pornography or otherwise prohibited by Fla. Stat. § 847.012 shall be used.
  - q. Copyright. -Supplemental instructional materials and library media materials used in a school shall be procured and used in accordance with federal,
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state and District copyright laws, rules, and policies as referenced in School Board Policy 8.121.\*

Other reputable, unbiased, professional reviewing sources used for selection include:

- Booklist
- BookTalk
- BookReport
- Bulletin for the Center for Children's Books
- Kirkus Reviews
- Book Links
- School Library Journal
- SSYRA Book List
- Newbery Medal
- Caldecott Medal
- Coretta Scott King Medal

The selection of materials for the J.C. Mitchell Elementary Media Center is based upon several important factors. These materials are evaluated for their aesthetic, literary, and social value, as well as their appropriateness for student age and emotional maturity, and their relevance to the curriculum.

Media Center materials are also chosen to reflect sensitivity to the achievements, needs, and rights of men and women, various ethnic groups, and other cultures. When selecting materials about political theories and ideologies, religion, public issues, and controversial topics, the aim is to maintain a balanced representation of various opinions. It is important to note that media center materials are judged as a whole, considering the

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author's or producer's intent, rather than focusing solely on individual pages, phrases, pictures, or incidents taken out of context.

Other factors that are considered during the final decision to purchase new materials include their educational significance, their need and value to the collection as a whole, their relationship to the interests of students, and their connection to the curriculum and course of study.

If a parent has an issue with any library materials, they have the right to request a formal consideration of those materials by completing the form linked in Appendix E.

## **PROCEDURES FOR SELECTING AND DEVELOPING LIBRARY COLLECTIONS**

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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**

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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
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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.

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## COLLECTION ANALYSIS

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The collection is developed for and influenced by students, their interests, academic needs and alignment to the curriculum. The data below is a snapshot of the collection based on a Titlewise Analysis.

			
10,378 Items in the Collection	16.7 Items per Student	65% Fiction Titles in the Collection	35% Percent of nonfiction in the collection
<i>Library media resources are curated to include both recently published works and classics that both rightfully impact the average age of the collection.</i>			
	2011 Average Age of the Collection	41% Aged Titles	16% 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.	
			
28% Representative Titles in Collection	2011 Representative Titles Average Age	40% SLL Titles in Collection	2012 SLL Titles Average Age



## COLLECTION ANALYSIS BY CATEGORY

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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
Computer Science, Information & General Works	43	2012
Philosophy & Psychology	18	2010
Religion	27	2005
Social Sciences	543	2007
Language	19	2002
Science	1063	2006
Technology	426	2008
Arts & Recreation	380	2009
Literature	161	2007
History & Geography	488	2010
Biography	463	2009
Reference	24	2001
Easy	2273	2010
General Fiction	3682	2013
Graphic Novels	530	2019
Spanish Language Books	218	2017

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## GIFTS AND DONATIONS

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Gifts to the library media center. Donations and gifts to the library/media center must meet the same criteria guidelines as materials that are purchased by the media specialist. Donations and gifts are accepted according to policy as stated in SDPBC 8.12 selection policy. Items that do not meet the criterion guidelines for the school Media collection will be disposed of at the discretion of the Media Specialist, with consultation with the Library Media Committee. Out of date or age-inappropriate material will not be added to the collection. A librarian, regardless of education and training, is not considered by the Internal Revenue Service (IRS) to be qualified to place a value on gift books and other used materials unless the librarian is a certified appraiser of such materials. In acknowledging gifts, the library may write a letter indicating how much of what kind of material has been given (i.e., 10 trade paperbacks in excellent condition or 56 hardcover adult nonfiction books about animals) but the library cannot say how much such materials might be worth. Furthermore, material is considered used unless the library buys it directly even if the donor has not read the book, if they own it or just bought it and then gave it to the library, it is considered used and should not be referenced in the letter as "New."

## COLLECTION MAINTENANCE

















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Inventory will be completed on a three-year rotation as per Board Policy 8.12 (5).

School Year	Sections to be Inventoried
2025 - 2026	Easy, Carts, and Leveled Readers
2026 - 2027	Nonfiction, Biography, & Reference
2027 - 2028	Fiction, Intermediate, Spanish, and Graphic Novels

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The collection at the JC Mitchell Elementary Media Center is thoughtfully divided into several sublocations to enhance accessibility. Our primary sections include EASY, FICTION, INTERMEDIATE, NONFICTION, GRAPHIC NOVELS, and BIOGRAPHIES. Furthermore, within these areas, you'll find specialized collections for SPANISH language books, PAPERBACKS, LEVELED reading materials, and the engaging "WHO WAS" biography series. To ensure easy browsing, all books in the Media Center, with the exception of the NONFICTION section, are labeled to clearly indicate their designated location.

JC MITCHELL ELEMENTARY MEDIA CENTER LABELS			
EASY		GRAPHIC NOVELS	
LOW FICTION		BIOGRAPHY	
HI FICTION		STATES	
SPANISH		SPANISH PAPERBACKS	
BASKETS		NONFICTION	
INTERMEDIATE		INT. NONFICTION	
CLASSICS		GN GRAPHIC LIBRARY	
WHO WAS SERIES		PAPERBACKS	

## LOST OR DAMAGED LIBRARY MATERIALS

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Procedures:

- If a library book is lost or returned damaged and unsuitable for the collection, as judged by the library staff, the patron will be charged the cost of replacement.
- The library staff will determine whether a damage is repairable or not. Water damage will be deemed unrepairable regardless of the amount of damage.

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- The patron in whose name the library material is checked out is responsible for assuring that the item is returned to the library. Students should not let other students borrow their library materials.
  - No student may be denied access to check out books because of their inability to pay for damaged/lost books as long as the student has not gone over the limit of their borrowed books.
  - School administration may at its discretion allow exceptions to the provisions in any or all of the LOST/DAMAGE charges.
  - The librarian reserves the right to make accommodations in the policy depending on individual circumstances. For example, students placed into foster care would not be held responsible for missing items left in the home.

## STRATEGIC FOCUS – WEEDING AND ACQUISITIONS

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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 outdated, 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.

In coordinating this process, the library media specialist will follow objective criteria for removing materials and equipment from the media center, which include obsolescence, physical age and condition, and general inapplicability for continued inclusion in the existing collection. Materials that are weeded can be disposed of in different ways. Keep in mind that media that is obsolete or has misinformation should be boxed and sent to

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District Library Media Services for disposition to prevent inaccurate information from being shared. Other materials can be disposed of by:

- a. Giving them to students or teachers for individual use
- b. Recycling the materials for various instructional activities
- c. Cannibalizing non-repairable parts or pages
- d. Destroying (i.e. trashing in recycle bins) by any reasonable and safe method in accordance with Board Policy 7.12 (2) The Superintendent shall dispose of tangible property (equipment, furniture, buses, vehicles, etc.) in accordance with Fla. Stat. § 1013.28(2), but he/she shall dispose of obsolete or surplus instructional materials as provided within Fla. Stat. § 1006.41 and School Board Policy 8.122(5).

School Year	Strategic Focus
2025-2026	Selection Priorities <ul style="list-style-type: none"> <li>• Fiction Section</li> <li>• Intermediate Section</li> </ul>
	Weeding Priorities <ul style="list-style-type: none"> <li>• Easy and Biography Section</li> <li>• Reading Counts selection</li> </ul>
2026-2027	Selection Priorities <ul style="list-style-type: none"> <li>• Fiction Section</li> <li>• Biography Section</li> </ul>
	Weeding Priorities <ul style="list-style-type: none"> <li>• Nonfiction Section</li> <li>• Fiction Section</li> </ul>

## RECONSIDERATION OF MATERIALS

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The Media Center at J.C. Mitchell Elementary School does not add or withdraw at the request of any individual or group. Items in the media center have been selected based on guidelines outline by the School District of Palm Beach County (8.125)

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If a parent or member of the community has an issue with any library materials, they have the right to request for consideration of materials by completing the form linked in Appendix E.

## ANNUAL EVALUATION AND REVISION OF CDP

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This collection development plan will be reviewed each school year.

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**There is more treasure in books than in all the pirate's loot on Treasure Island.**

-Walt Disney

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## APPENDIX 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

## APPENDIX 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

## APPENDIX C: BOARD 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)

## APPENDIX D: 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**

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)

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## APPENDIX E: SPECIFIC MATERIAL OBJECTION FORM

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

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

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