Grove Park Elementary School

FY26 Collection Development Policy

Erica Mardis

Educational Media Specialist

Signature Page

Grove Park Elementary
FY26 Collection Development Policy

Date Approved by Administration: _____5 - 7 - 25_____

Media Specialist Name: _____Erica Mardis_____

Media Specialist Signature: _____

Principal Name: _____Marzella Mitchell_____

Principal Signature: Marzella Mitchell_____

Table of Contents

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 and the collection ages, the media specialist reassesses and adapts the collection to reflect new and differing areas of interest and concern. The collection development policy is annually evaluated and revised as necessary to provide guidance for implementing necessary changes.

Background Statement & School Community

Grove Park Elementary is an IB school, and as such, we see the diversity of our community as one of our strengths. The student population is 58% Black, 30% Hispanic, 5% White 2% Asian and 1% Native American. We celebrate and foster the growth of students to become inquirers, knowledgeable, caring, thinkers, communicators, principled, open-minded, balanced, risk-takers, and reflective. Students mostly come from working class families. 100% of the students at Grove Park Elementary qualify for free and reduced lunch. Grove Park families represent a global community, coming from 14 countries. 31% of students are English language learners. Students speak 8 languages, including: English, Spanish, and Creole. Students love to read and are excited to check out books, but our library media center is many students' main access point for library services. For many reasons, including the building of our new campus, Students and families often have limited background knowledge about procedures, materials and resources available through the library media center, so Grove Park Elementary has a unique responsibility in serving our community.

School Mission Statement

Grove Park Elementary School 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 successful careers.

At Grove Park Elementary School, our vision is to enable all young people, especially those who need us most, to reach their full potential as productive, caring, responsible citizens. In addition, Grove Park's vision aligns with the district's overall vision to create a dynamic collaborative multicultural community where education and lifelong learning are valued and supported, and all learners reach their highest potential and thrive in the global economy.

Media Center Mission Statement

The mission of the Grove Park Elementary Library Media Center is to provide a collaborative program that supports the love of reading and development of inquiring, knowledgeable and caring young people. It strives to assist all students to become global citizens who love reading and who use information to create a better and more peaceful world through intercultural understanding and respect.

Responsibility for Collection Management & Development
The media specialist is responsible for the library media center's collection management and its development. Input from administration, faculty, students, parents, and district stakeholders is highly valued. Data is taken from circulation reports, conversation, informal needs assessments, student voting, and collection analysis.

Library Program
The library program at Grove Park encourages students' love of reading and teaches students a variety of ways to obtain and use information so they can better solve problems, satisfy curiosity, and increase intercultural understanding and respect.

Every 6 days, students come to Media as a part of the Fine Arts rotation. Students work in teams to learn about bookcare, how to select "best fit" books, media center borrowing rules and procedures, organization of the media center, how to use and access digital resources, Digital Citizenship, best research practices (FINDS), STEM activities, makerspace, as well as also using Library resources to apply/enhance ELA/Science/Social Studies standards taught in the classroom.

Our media center is an exciting place. Students participate in reading challenges, like Battle of the Books, SSYRA Jr voting. Students make connections and discover new perspectives through read-alouds, author visits, special events like Read Across America, Literacy Week, community partnerships, Pop-up Museums, and book fairs.

Grove Park's library program supports the development of inquiring, knowledgeable and caring young people by offering many innovative ways for students to learn and grow. Makerspace allows students to get creative and collaborate, practicing 21st-Century skills with their library team. When students are coding, researching, working with robots, or designing models for 3-D printing they are thinking critically and communicating while also taking risks, making mistakes, and growing their resilience. Students also use communication skills and practice being responsible when borrowing books. Last, the library media center serves as a place for students and staff to unwind and practice social emotional skills like caring, being open-minded and finding balance in media use.

Goals and Objectives

Goal 1: Increase the circulation of print books and electronic books. August 25 -May 26

- Refine procedures and policies for choosing, checking out, and borrowing/returning books
- Add a Beginning Readers section.
- Continue to communicate to all stakeholders in English, Spanish and Creole Gp's media center policies for: borrowing books, returning books, lost books/damaged books.
- Continue rewards program for checkout/return of books

Goal 2: Increase school wide participation in morning news. August 25 -May 26
- Student recognition for IB character traits, academics
- Monthly guest student correspondents
- Staff read alouds
- Morning news in cafe

Goal 3: Increase the educational multi sensory opportunities for primary grades, intermediate and ASD classes. August 25 -May 26

- Obtain games and hands-on materials to increase multisensory education and increase engagement.
- Establish clear procedures and policies for using makerspace centers
- Organize the makerspace with clear signage, labels, and step by step visuals procedures to make using materials easy.

Budget and Funding

School-based Operating Budget	Budget FY25	FY26 Projected Budget
Account 551100 - Media Supplies	$769.00	$769.00
Account 553420 - Media Subscriptions (Periodicals-Newspapers)	$247.00	$247.00
Account 561100 - Library Books	$740.00	$740.00
Account 562230 - Media A/V Equipment	$329.00	$329.00
Account 564220 - Furn-Fix/Equip	$411.00	$411.00
Fundraising/ Grants	**Budget Amount**	
Media Center Internal Account	$1829.69.	$2000.00
State Media Allocation	**Budget Amount**	
Account 561100 (program 3070) - Media Books	$1,968	$1968

Purchasing Plan FY26

Approximate Purchasing Plan	
Purpose	**Amount**
Books	3500.00
Supplies	1000.00
STEM	500.00
Signage/Decor	400.00
Barcodes	600.00
Total:	**$6000**

Scope of the Collection

Grove Park Elementary's collection is made up of print books, Wonder Books (hybrid of audiobook/print book), ebooks, audiobooks, and the collection of District provided databases and eBooks that expand our local collection, provide 24/7 access for students, and help meet the learning needs of all students. All materials support both curriculum and pleasure reading as per School Board Policy 8.12 (see Section 2d) and also that per District policy, the collection will be arranged in standard Dewey order (see Section 5 Management of Library Media Instructional Materials) Currently, the size of the collection is approximately books per student.

Equipment

Through the Grove Park Media program, students use ipads, dash robots, 3D printer, cubelets, Kibo robot, legos, magnatiles, minecraft magnet blocks, playdough, scissors, glue, tape, and other makerspace materials as are appropriate for age. Teacher/staff check out teacher ipads for use in the classroom. Teachers/staff can also use the laminator and poster printer found in our workroom area. Our new campus has a state of the art TV production studio housed within the media center.

Collection Development
The media specialist, with the input of administration, teachers, students, parents, and stakeholders, reassesses and adapts the collection to reflect new and differing areas of interest and concern. The collection must be annually evaluated, so that necessary changes can be made to ensure students have access to high quality materials and equipment in the library media center.

Selection and Evaluation Criteria
In accordance with School Board Policy Section 8.12, and the mission of Grove Park Elementary, the library media center must have an adequate number and range of library media materials and resources available for students, teachers, and administrators to promote the development of life-long reading habits and information literacy skills in students. Materials and resources must provide a broad background of information resources in areas of knowledge and represent diverse points of view. Our collection should not only nurture the development of recreational reading/listening/ viewing, cultural appreciation, and aesthetic values, it must also represent the many religious, racial, ethnic, linguistic, and cultural groups in our society. Moreso, materials and resources should foster respect for diverse roles and contributions people make to the heritage and culture of our community.

When selecting materials and resources to add to our collection the media specialist takes input from administration, teachers, students, parents, and stakeholders. When students see themselves, their community, and interests reflected in their library media center materials and resources, they are more engaged and invested in learning, reading, and caring for our collection. This input is combined with a needs assessment from a collection analysis, professional reviews (Kirkus, School Library Journal, ALA Notable Children's Books, Booklist, Booklist Starred, Bulletin of the Center for Children's Books, Bulletin of the Center for Children's Books Starred, Horn Book Magazine, Horn Book Magazine Starred, Kirkus Reviews, Kirkus Reviews Starred, Library Journal, Library Journal Starred, Library Journal Web Only, Library Journal Web Only Starred, Publishers Weekly, Publishers Weekly Starred, Publishers Weekly Annex, Publishers Weekly Annex Starred, School Library Connection, School Library Connection Starred, School Library Journal, School Library Journal Starred, School Library Journal Xpress, School Library Journal Xpress Starred), school board policy Section 8.12, and state law to determine what titles and formats are most appropriate and beneficial to support our dynamic multicultural

community.

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.

6,256 Items in the Collection	**11.2** Items per Student	**54%** Fiction Titles in the Collection	**46%** 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.	**2012** Average Age of the Collection	**35%** Aged Titles	**20%** 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	**2013** Representative Titles Average Age	**40%** SLL Titles in Collection	**2013** 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	49	2012
Philosophy & Psychology	49	2007
Religion	29	2008
Social Sciences	394	2008
Language	46	2002
Science	728	2011
Technology	206	2011
Arts & Recreation	581	2017
Literature	106	2006
History & Geography	256	2013
Biography	398	2012
Easy	1721	2011
General Fiction	1580	2013
Graphic Novels	292	2017

Gifts and Donations

Any books gifted or donated to the school must meet the same selection criteria as all other materials. No materials will be added to the collection if they are out-of-date or age-inappropriate simply because they were donated. All gifts and donations must follow the same processes as new book orders.

Collection Maintenance

Inventory will be completed on a three-year rotation as per Board Policy 8.12 (5). Whole collection was inventoried in 2022 because of the move to a temporary location for new campus construction and the storage of all print books. Future Inventory Rotation plan is as follows: 2026 Fiction/Graphic Novels, 2027 Non-fiction, 2028 Easy.

Easy books, and graphic novels are organized by the author's last name and labeled with a letter sticker above the call number that corresponds to the author's last name. Easy books have a white sticker and graphic novels have a red sticker. Additionally, fiction is genrefied with stickers for realistic fiction, sports, fantasy, scary, science fiction, SSYRA and Historical fiction also placed above the call number. Books are shelved in these sections and alphabetized within genres.

Lost or Damaged Library Materials

There is no fine for late materials. However, there is a limit to the number of books at a time, so if students forget to return their books, they will not check out more books until the original books are returned, or parents are contacted for resolution.

If books are lost/damaged, in accordance with School Board Policy 2.21B(9) which states: "If a student loses or damages District property, including library books and textbooks loaned to said student, said student shall be required to pay for, replace or repair said district property" students will be asked to pay 5$ per book. If parents cannot pay the 5$, they can contact the media specialist for a waiver or alternate way to repay (ex. student volunteer, reading reflections, alternate book donation).

Strategic Focus – Weeding and Acquisitions

School Year	Strategic Focus
FY26	**Selection Priorities** ● Graphic Novels ● Beginning Readers ● Transportation
	Inventory/ Weeding Priorities ● Systems Data/Computer Programs ● Astronomy and Allied Sciences ● Political Science
FY27	**Selection Priorities** ● History and Geography ● Fiction Series (Highly requested) ● Spanish/Creole/Bilingual titles of Easy, Fiction, & Graphic Novels
	Inventory/ Weeding Priorities ● Ethics ● Customs of Life Cycle & Domestic Life ● Folklore
FY28	**Selection Priorities** ● Graphic Novels ● Beginning Readers ● Fiction Series (Highly requested)
	Inventory/Weeding Priorities ● Animals ● Biographies ● Fiction

Reconsideration of Materials

Choice is an important part of the library program at Grove Park Elementary. When students have a choice in what they read, they enjoy it more, read more, and become confident lifelong readers. Since there are students from Pre-K through 5th grade using the library media center with a variety of reading levels, belief systems, interest levels and maturity levels, not all materials will be appropriate for all readers. These materials or resources remain a part of the collection to address the needs of some of the students and staff.

The media specialist is sensitive to these variables when helping make selections for individuals, reading aloud to groups, or when having whole class participation in a reading project. However, if a stakeholder has a reasonable objection to library material, then the Media Specialist will follow the procedure detailed in Policy 8.125.

The media specialist will advise the complaint to be made in writing and given to the principal of the school. Then, within five school days *of* the receipt of the complaint, the principal and appropriate staff members will meet with the stakeholder to explain the school's selection procedures, the criteria used for the selection of these materials, the role that the material in question has in the school's curriculum or library media center or classroom collection, and whatever additional information is deemed needed regarding the item's use. If the complainant is not satisfied with the explanation and desires to file a formal complaint, they must follow the procedure detailed in Policy 8.125.

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)