

FY26 COLLECTION DEVELOPMENT POLICY



Lake Park Elementary School

FY26 Collection Development Policy

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Signature Page

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Date Approved by Administration: 05/06/2025

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Purpose of Collection Development Policy

This collection development policy is a statement of the principles and guidelines used by the LPES Media Center in selecting, acquiring, evaluating, and maintaining library media center materials. It will be used both in providing consistency among those responsible for developing the collection and in communicating in the library media center's policies to faculty, students, staff, and any other interested school community stakeholders.

The Lake Park Elementary School Media Center staff recognizes its responsibility to respond to the students' and faculty's reading, reference, and research needs. 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 and maintains the recommended boundaries for the size of the collections, average age of the collections, and access to the collection.

Background Statement & School Community

Lake Park Elementary School is a Title I school serving 387 pre-K- fifth-grade students. Our school's enrollment consists of 100% economically disadvantaged students, with 99% of the school receiving free and reduced lunch.

Our school has a Haitian-Creole dual language program, with 56% of our students having English as their second language.

School Mission Statement

Lake Park Elementary is committed to providing an equitable, high-quality educational experience so that each student reaches his or her highest potential. Our empathetic staff will support the instructional and social-emotional needs of all students.

Media Center Mission Statement

The Lake Park Elementary Media Center is dedicated to designing and maintaining a library media program that supports, complements, and expands the instructional program of the school. It strives to assist all students in becoming global citizens who have a lifelong love of reading and who use information to create a better and more peaceful world through intercultural understanding and respect.

Responsibility for Collection Management & Development

The library media specialist is certified in Library Media and holds a Master's Degree in education. She is responsible for the ongoing maintenance of a quality collection, which includes the procurement of new materials and the discarding of ineffective items.

Teachers, administrators, and the other stakeholders assist in the re-evaluation and systematic deletion of materials and equipment to ensure that the collection remains

responsive to user needs, changing curriculum, and advancing technology. District Library Media Specialists are responsible for selecting and purchasing many eBooks and databases used by students at the school site.

Library Program

The library is open every day that students and/or faculty are in attendance. Research and reference materials are available at all times through the district-wide electronic subscription databases. At LPES, the media specialist is on the Fine Arts wheel and has scheduled classes 5 days a week. The LPES library media center offers extended hours before classes, Monday through Friday. This year's instruction has been focused on hands-on learning with Makerspace, building and advancing technology skills, and learning research skills. Media lesson plans are designed to support the information and Media Literacy standards embedded in Language Arts for Kindergarten through fifth grade.

Goals and Objectives

Goal 1: To increase the overall average publication date of Lake Park Elementary Media Collection.

- To weed out and replace outdated materials, focusing on non-fiction
- To weed out materials based on the significance to the readers, focusing on items that have never circulated or have not circulated for long periods.

Goal 2: To support the students' 21st Century literacy skills through the incorporation of Technology.

- To teach all students to use Destiny to locate and check out books in the Media Center.
- To teach all students how to access and check out ebooks using MackinVia.
- Teach and model the use of computers, iPads, and various software programs for effective research, safe communication, and expressive presentations (for example, Adobe, Book Creator, Google Suite Applications, coding, digital citizenship, World Book, Gale, SIRS Discoverer, Teaching Books, etc.).

Goal 3: Extend MakerSpace options, including coding and robotics for elementary

- Write grants to raise funds to purchase MakerSpace materials
- Research the most innovative products to add to our LPES MakeSpace

Budget and Funding

The LMC is given a school-based operating budget at the beginning of every school year. Lake Park Elementary School administration uses a formula to disperse the appropriated funds. The budget for the 2025-2026 school year is expected to be similar to that of 2024-2025.

<i>School-based Operating Budget</i>	<i>Budget FY25</i>	<i>FY26 Projected Budget</i>
<i>Account 561100 - Library Books</i>	\$786	\$786
<i>Account 562230 - Media A/V Equipment</i>	\$224	\$225
<i>Account 564220 - Furn-Fix/Equip</i>	\$0	\$0
<i>Fundraising/ Grants</i>	<i>Budget Amount</i>	
<i>Media Center Internal Account number for your grant(s) (get this from your bookkeeper)</i>	1108.65	\$1200
<i>State Media Allocation</i>	<i>Budget Amount</i>	
<i>Account 556110 (program 3070) - Media Books</i>	\$1131	\$1135

Purchasing Plan FY26

Approximate Purchasing Plan	
Purpose	Amount
Books	700
STEM	300
Total:	\$1000

Scope of the Collection

The collection development is focused on the curriculum of LPES, which follows the guidelines of the School District of Palm Beach County. Materials considered for purchase are selected based on the criteria established in SDPBC policy 8.12. LPES library materials make available a wide range of materials of varying levels of difficulty with a diversity of appeal compatible with the varying interests, needs, and viewpoints of learners and teachers. The collection is expanded to include electronic database subscriptions, PebbleGo, Gale Research, Sirs Discover, ebooks, and online curriculum software that are made available to LPES Library Media Center users on the district's network 24/7 for students. According to best practices for school libraries in the United States, the print and non-print collection at LPES is arranged by the Dewey Decimal Classification System.

Equipment

The LPES media center houses equipment to run the morning news, including 2 cameras, a tricast, a computer, microphones, and a sound board. There is also a workroom located within the media center that contains a copier machine and a laminator for staff use. There is a Chromebook cart housed in the media center containing 8 Chromebooks for students to use as well as several iPads. A smart board, microphone, teacher microphone, and sound system are also included within the LPES Media Center. Located in the media center is the media specialist's office, which contains a color printer, a circuit machine, an Apple laptop, and a Dell Laptop assigned to her.

Collection Development

Media Center materials are selected for a reason. When selecting materials, the primary objective is to implement, enrich, and support the School Improvement Plan. The library/media center makes available a wide range of material on varying levels of difficulty with a diversity of appeal compatible with the varying interests, needs, and viewpoints of learners and teachers. Other factors 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 the curriculum course of study. The goal of collection development is to ensure the collection has information sources in adequate quantity and variety to support students' academic and personal interest needs. The media specialist is charged with leading this process with the input of teachers, students, and parents.

Selection and Evaluation Criteria

Materials considered for purchase are selected based on the criteria established in the School District of Palm Beach County Board Policy 8.12 Selection of Library Media Materials

- Other reputable, unbiased, professional reviewing sources used for selection include Booklist, Hornbook, Kirkus Review, and School Library Journal.
- The LMC materials are selected based on many factors. The materials are evaluated for their aesthetic, literary, and social value, appropriateness to student age, emotional maturity and relevance to the curriculum.
- The LMC materials reflect sensitivity to the achievements, needs, and rights of men and women, various ethnic groups, and other cultures.
- The selection of LMC materials about political theories and ideologies, religion, public issues, and controversial topics is directed toward maintaining an unbiased, balanced representation of various opinions.
- LMC 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 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 the curriculum course of study.

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.

			
Items in the collection 6479	Items per student 18.9	Fiction Titles in the Collection 12%	Percent of nonfiction in the collection 32%
Library media resources are curated to include recently published works and classics that rightfully impact the average age of the collection.			
	Average Age of the Collection 1999	Aged titles 82%	Newer than 5 years 5%
Library media resources should be representative of the school.		Skills for Lifelong Learning (SLL) library media resources can contribute to character development.	
			
Representative Titles in Collection 28%	Representative Titles Average Age 1999	SLL Titles in Collection 27%	SLL titles Average Age 2002

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	2	2016
Philosophy & Psychology	24	2002
Religion	10	1991
Social Sciences	440	1996
Language	38	1997
Science	712	1999
Technology	254	2000
Arts & Recreation	211	2007
Literature	139	1994
History & Geography	256	2001
Biography	164	2004
Easy	1652	1998
General Fiction	756	2009
Graphic Novels	98	2013

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

To maintain the Lake Park Elementary collection, it is necessary to continually identify collection needs. This process will involve staff and students in identifying needs and conducting an annual inventory collection. Utilizing the Titlewise Collection Analysis report from Titlewave will determine areas that need additional resources or weeding. Annual inventory of the collection will be completed on a three-year rotational basis as per School Board Policy 8.12

Spring 2026 Fiction and Professional
Spring 2027 Non-Fiction
Spring 2028 Easy

Lost or Damaged Library Materials

Lake Park Elementary does not charge students for lost or damaged books.

Strategic Focus – Weeding and Acquisitions

School Year	Strategic Focus
FY26	Selection Priorities <ul style="list-style-type: none">• Easy• Fiction/Graphic Novels• Update non-fiction
	Inventory/Weeding Priorities <ul style="list-style-type: none">• Non fiction• Fiction• Easy
FY27	Selection Priorities <ul style="list-style-type: none">• Non Fiction• Fiction• professional
	Inventory/Weeding Priorities <ul style="list-style-type: none">• Non Fiction• Easy• Graphic Novel
FY28	Selection Priorities <ul style="list-style-type: none">• Easy• Fiction• Update Non Fiction
	Inventory Priorities <ul style="list-style-type: none">• Easy• Non Fiction•

Reconsideration of Materials

LPES follows all School District policies and state laws with regard to the selection of library media materials. However, if a challenge arises, the library media specialist will follow Board Policy 8.125 on challenged materials. Please see Policy 8.125 (Appendix c)

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)