

FY26 COLLECTION DEVELOPMENT POLICY



Kathryn E. Cunningham/Canal Point Elementary

FY26 Collection Development Policy

Cordel Walkes

Educational Media Specialist

Signature Page

Kathryn E. Cunningham/ Canal Point Elementary
FY26 Collection Development Policy

Media Specialist Name: Cordel Walkes

Media Specialist Signature: *Cordel Walkes*
Cordel Walkes (May 9, 2025 14:47 EDT)

Principal Name: Dr. Derrick Hibler

Principal Signature: *Derrick Hibler*

Table of Contents

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

Purpose of Collection Development Policy

The Collection Development Policy is designed to support Kathryn E. Cunningham/ Canal Point Elementary School. The library media center strives to assist all students in becoming lifelong learners that develop a love for reading, along with technology to create a better and more peaceful world through intercultural understanding and respect.

The purpose of this plan is to guide decisions in the library to meet the needs of students at KEC/ Canal Point, in accordance with state and district guidelines. This includes maintaining the existing collection, selecting new materials for the library and using school data to provide relevant resources to our diverse population. The development plan will use information from various sources to determine the needs of our students, best practices in selecting materials available to students, and highlighting areas of improvement in the Media Center.

Background Statement & School Community

Serving a population of approximately 286 students, Kathryn E. Cunningham Elementary is 7% white, 74% Black, 18% Hispanic and 1% Asian. 90% of our students qualify for Free and Reduced Lunch and 4% of our students are English Language Learners (ELLs). KEC/ Canal Point meets the needs of Exceptional Educational and ESOL students in the general education classroom.

School Mission Statement

The mission of K.E. Cunningham/Canal Point Elementary School is to provide a world- class education with excellence and equity “to all students, empowering them to reach their full potential. KEC/Canal Point envisions a "dynamic, collaborative, multicultural community where education and life-long learning are valued and supported".

Media Center Mission Statement

The mission of Kathryn E. Cunningham/ Canal Point Elementary media center is to provide a stimulating and supportive learning environment where students can discover, explore, and develop their lifelong passion for reading, information literacy, and technology. The Media Center will promote inquiry-based learning for grade-level units, support the school curriculum, and provide information and technological skills necessary to locate, access, and apply ideas, information, and resources in various formats.

Responsibility for Collection Management & Development

The Media Specialist is responsible for the collection management and its development. The collection development policy is annually evaluated and revised as necessary to guide in implementing changes to the collection. The Media Specialist primarily uses students' interests and grade level units of

inquiry to select books for the Library Media collection.

Library Program

The Media Specialist is assigned a fixed schedule on the fine arts wheel by the school's administration. The Media Specialist fine arts rotation primarily covers Grades K-5, in which each Media Block runs for 30 minutes once a week. The Media Specialist/Librarian teaches skills that integrate Florida B.E.S.T. standards and A.L.A standards to help support classroom instruction. Each 30 minute block has lessons that contain activities that incorporate technology, reading, and information literacy in some capacity. The Media Specialist also teaches lessons that bring awareness to nationally celebrated events such as Literacy Week, World Read Aloud Day, Poetry Month, Hispanic Heritage, Black History, Earth Day, etc.

Goals and Objectives

Goal1: Stay current with technology to help support student learning and growth

- Invest in the latest technology and resources to ensure that the media center meets the needs of students and staff.
- Provide opportunities for students to explore their interests and passions through research projects and independent study.
- Stay informed about emerging trends in education and technology and collaborate with teachers to create engaging and relevant learning experiences for students

Goal 2: Increase the circulation statistics by at least 15% and support student`s reading.

- Collaborate with classroom teachers to make sure students check out at least 1 book weekly that supports their current unit of study, in addition to their self-select high-interest books
- Have reading competitions for upper grades levels 3-5 and provide incentives for students who are top readers
- Do weekly read alouds for K-2 and provide “free time” for students to check out books.

Goal 3: To increase the overall average publication date of the KEC/ Canal Point Elementary Library Media Collection.

- Weed out and replace outdated materials, focusing on the science, history, and technology collection
- Weed out materials based upon the significance to the reader, focusing on items that have never circulated or have not circulated for long periods of time.

Budget and Funding

<i>School-based Operating Budget</i>	<i>Budget FY25</i>	<i>FY26 Projected Budget</i>
<i>Account 551100 - Media Supplies</i>	<i>\$584</i>	<i>\$ 1002.50</i>
<i>Account 553420 - Media Subscriptions (Periodicals-Newspapers)</i>	<i>\$356</i>	<i>\$0</i>
<i>Account 561100 - Library Books</i>	<i>\$1052</i>	<i>\$0</i>
<i>Account 562230 - Media A/V Equipment</i>	<i>\$466</i>	<i>\$0</i>
<i>Account 564220 - Furn-Fix/Equip</i>	<i>\$188</i>	<i>\$0</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>\$2500</i>	<i>\$0</i>
<i>State Media Allocation</i>	<i>Budget Amount</i>	
<i>Account 561100 (program 3070) - Media Books</i>	<i>\$1403</i>	<i>\$789</i>

Purchasing Plan FY26

I will be using

Approximate Purchasing Plan	
Purpose	Amount
books	\$2000
supplies	\$500
STEM	\$500
Total:	\$3000

Scope of the Collection

As per School Board Policy 8.12 (Section 5d), the collection of our Library Media Center (LMC) is geared towards supporting both the curriculum, engaging students' interest, and promoting pleasure reading. Our LMC collection includes hardcover books, paperbacks, graphic novels, Reference books, and e-books (via Destiny Discover & Mackinvia). Nonfiction books are organized according to the Dewey Decimal Classification System, per District policy (see Section 8 Management of Library Media Instructional Materials). Other sections of the LMC are Fiction (F), Biographies (92), Easy Reading/Picture Books (E), Spanish books (SP), STEM, Buddy/Partner Reading Books, and Favorite Genres (i.e. Scary, Mystery, Dr. Seuss, Magic School Bus, & Magic Tree House). Research and reference materials are available electronically with 24/7 access through the district-provided databases and eBooks (such as Gale Research & PebbleGo).

Equipment

Equipment available for use includes laptops, desktop computers and additional equipment is available for teacher/staff use in the media center and workroom areas. A TV production studio is housed within the media center.

Collection Development

Collection Development is the process of providing quality materials and equipment for the library media center. Collection Development is guided by the curriculum and guidelines of the School District of Palm Beach County, governed by the State of Florida's Department of Education. The need for Collection Development Plans is codified in Board Policy 8.12, Section 6.a., which can be found on the School District's Board Policies page. The primary goal of the Media Center's collection development is to build a current collection that supports the needs of the curriculum and the school community while maintaining the recommended boundaries for size, age, and access to the collection. The collection development will be used

both in providing consistency among those responsible for developing the collection and in communicating the library media center's policies to faculty, staff, students, parents, and other interested stockholders of the school community. This plan will serve as a blueprint for what materials a media specialist will collect, the processes in place regarding selecting new library media center materials, the criteria for the deselection of materials (weeding), and the goals for the media center. The collection development process includes the formulation of policy and procedures, budget allocations, needs assessments, selection, collection maintenance and evaluation, de-selection, and resource sharing.

Selection and Evaluation Criteria

Library Materials Selection and Evaluation is a continual process grounded in School Board Policy. The Library Media Specialist will utilize current recognized professional selection tools. A Consideration File will also be maintained by the Library Media Specialist. Book Selection choices reflect the needs of the school community, staff recommendations, and professional reviews. This criteria will apply to all print, nonprint, and electronic media purchases.

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.

			
5,487 Items in the Collection	19.2 Items per Student	52% 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.			
	2005 Average Age of the Collection	61% Aged Titles	13% 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.	
			
40% Representative Titles in Collection	2005 Representative Titles Average Age	42 (%) SLL Titles in Collection	2009 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	22	2014
Philosophy & Psychology	21	2009
Religion	22	2000
Social Sciences	609	1996
Language	25	1997
Science	625	2004
Technology	187	2008
Arts & Recreation	340	2008
Literature	196	1993
History & Geography	130	2012
Biography	257	2006
Easy	1261	2004
General Fiction	1581	2010
Graphic Novels	104	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

Per Florida Statute governing Instructional Materials, instructional material stored in the Library Media Center must be inventoried annually. Per Board Policy 8.12 (8) this Inventory will be completed on a three-year rotation. To facilitate the circulation and inventory process, Destiny Library Manager software has been made available to all schools. Pahokee Elementary I.B. World School inventories at least $\frac{1}{3}$ of its collection each year on a rotational basis, every 3 years:

FY26- FICTION

FY27- EASY

FY28 -NONFICTION

Lost or Damaged Library Materials

No fees are charged for late materials. However, if a student loses or damages District property, including library books and/or Chromebooks loaned to said student, said student or the parent/guardian of said student shall be required to pay for, replace, or repair said district property.

Strategic Focus – Weeding and Acquisitions

School Year	Strategic Focus
FY26	Selection Priorities <ul style="list-style-type: none">• Science/Technology• SSYRA• SSYRA/Nonfiction
	Inventory/Weeding Priorities <ul style="list-style-type: none">• Fiction
FY27	Selection Priorities <ul style="list-style-type: none">• SSYRA/ Nonfiction• SSYRA/ Literature• Literature
	Inventory/Weeding Priorities <ul style="list-style-type: none">• Easy
FY28	Selection Priorities <ul style="list-style-type: none">• Nonfiction(History)
	Inventory/Weeding Priorities <ul style="list-style-type: none">• Nonfiction

Reconsideration of Materials

In the event of a challenge by a citizen of Palm Beach County, personnel at Pahokee Elementary I.B. World School will follow SDPBC Board Policy 8.1205 – Challenge Procedures for Instructional

Materials (Objections to Library Media Materials). (see appendix E)

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 May 8, 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 May 8, 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 May 8, 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 May 8, 2025)

E: Specific Material Objection Form

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

[Link](#) (Accessed May 8, 2025)








_KEC _ Canal Point FY26 Annotated Collection Development Plan

Final Audit Report

2025-05-09

Created:	2025-05-09
By:	Cordel Walkes (cordel.walkes@palmbeachschools.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAAXsOMBHMTVIPSPQ2OvB5ngKdLbICnp61j

"_KEC _ Canal Point FY26 Annotated Collection Development Plan" History

-  Document created by Cordel Walkes (cordel.walkes@palmbeachschools.org)
2025-05-09 - 6:46:42 PM GMT
-  Document emailed to Derrick Hibler (derrick.hibler@palmbeachschools.org) for signature
2025-05-09 - 6:46:48 PM GMT
-  Document emailed to Cordel Walkes (cordel.walkes@palmbeachschools.org) for signature
2025-05-09 - 6:46:48 PM GMT
-  Document e-signed by Cordel Walkes (cordel.walkes@palmbeachschools.org)
Signature Date: 2025-05-09 - 6:47:35 PM GMT - Time Source: server
-  Email viewed by Derrick Hibler (derrick.hibler@palmbeachschools.org)
2025-05-09 - 7:51:49 PM GMT
-  Document e-signed by Derrick Hibler (derrick.hibler@palmbeachschools.org)
Signature Date: 2025-05-09 - 7:52:55 PM GMT - Time Source: server
-  Agreement completed.
2025-05-09 - 7:52:55 PM GMT