

FY26 COLLECTION DEVELOPMENT POLICY



Indian Pines Elementary School

FY26 Collection Development Policy

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Educational Media Specialist

Signature Page

Indian Pines Elementary School

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Date Approved by Administration: 4/14/25
(See Scanned Signature page)

Media Specialist Name: _____

Media Sr _____

_____Jill Robinson_____

Principal Signature: _____

**Signed Signature Page
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Purpose of Collection Development Policy

To fulfill the Library's Mission, the Collection Development Policy provides a clear framework for selecting, acquiring, maintaining, and retaining library materials. This policy details the roles, responsibilities, and processes for managing user feedback and concerns.

Recognizing the evolving demographics and academic interests of the student population at **Indian Pines Elementary School (IPES)**, the **Library Media Center (LMC)** implements a systematic annual review of the Collection Development Policy and its practical application. This review allows us to make necessary updates and adjustments to the collection, guaranteeing it remains current, aligns with student interests, and effectively supports the diverse learning requirements of our student body.

Background Statement & School Community

Indian Pines Elementary School opened its doors in 1990. As of the current academic year, student enrollment, according to the Student Information System (SIS), is 555 students, spanning Pre-Kindergarten through 5th grade. IPES is characterized by a culturally and ethnically diverse student population, reflecting varied socioeconomic backgrounds. The school currently holds a "C" grade.

IPES offers a comprehensive range of academic programs, including Voluntary Pre-Kindergarten (VPK), a Choice program incorporating the AVID curriculum, and Accelerated/Gifted (AMP) classes. The Haitian Creole Dual Language program, now in its second year, includes Kindergarten and First-grade students for the 2024-2025 (FY25) academic year, with further plans to expand to Second grade for the 2025-2026 (FY26) academic year.

Data derived from the Florida Department of Education (FLDOE) 2023-2024 Indian Pines Elementary School Report Card, the 2024-2025 IPES Fall Overview reveals the following demographic characteristics:

- **Enrollment:** 566 students (Pre-K to 5th grade)
- **Gender Distribution:** 47.5% female, 52.5% male
- **Economic Disadvantage:** 100% of students are classified as economically disadvantaged.
- **English Language Learners (ELL):** 40.3% of the student population.
- **Students with Disabilities:** 17.7% of the student population.

School Mission Statement

We, the community of Indian Pines Elementary School, are committed and dedicated to providing a safe, positive, and nurturing environment educating all to successfully advance intellectually, socially and emotionally. We strive to prepare our students to become high school and college graduates, as well as contributing members of our world.

Media Center Mission Statement

The IPES media center staff is dedicated to fostering a love of reading and learning by providing access to a rich collection of resources, delivering dynamic instruction in information literacy, and collaborating with educators to equip students with the critical thinking and digital citizenship skills needed to thrive in a rapidly evolving world.

Responsibility for Collection Management & Development

School District of Palm Beach County (SDPBC) Board Policy 8.12 Selection (HB 1467) (Appendix C) stipulates "Each book made available to students through a school district library media center or included in a recommended or assigned school or grade-level reading list must be selected by a school district employee who holds a valid educational media specialist certificate, regardless of whether the book is purchased, donated, or otherwise made available to students."

"A choice of materials that support the instructional program and promote reading shall be available to students and professional staff to allow for varying achievement levels, interests, and teaching/learning styles. Each school shall, in conjunction with the **"Library Bill of Rights" (Appendix A)** of the **American Library Association (ALA)**, State Statute, and District policy, follow District procedures for the evaluation, selection, management, and disposal of library media materials in conformance with this Policy and **SDPBC Board Policy 8.1205 (Appendix D)**. Library media specialists must annually evaluate their collections, using this Policy's criteria, to create a School Collection Development Plan that enhances library programs and meets district requirements.

The IPES media center staff utilizes this Collection Development Policy to guide the selection, acquisition, evaluation, and maintenance of library media center materials. This policy ensures consistency in collection development and serves as a

communication tool for disseminating library media center policies to faculty, students, staff, and other stakeholders within the school community.

This document is recognized as a dynamic policy, subject to revisions in response to evolving curriculum, demographic shifts, information needs, and program changes within the school.

The Department of K-12 Instructional Materials and Library Media Services maintains the electronic catalog of resources for the school and district. It is available at all times to students, faculty, and parents.

Library Program

The Library Media Center (LMC) is staffed by one full-time, state-certified Educational Media Specialist. The school's current student enrollment does not necessitate the addition of an LMC media clerk. The Fine Arts rotation operates on a structured two-day cycle. The first day of each rotation is designated for library instruction and behavior center activities, with the second day specifically allocated for student book checkout procedures.

Beyond core library functions, staff members contribute to the school community through:

- Supporting instructional initiatives with small group instruction and PLC meeting coverage.
- Providing resource production services, including lamination and poster printing.
- Ensuring student safety and well-being through the cafeteria, dismissal, and general supervision.

Special Initiatives:

- **Dual Language - Haitian Creole:** IPES offers a Dual Language program where students learn in both English and Haitian Creole. The program is currently implemented in Kindergarten and 1st grade (2024-2025 academic year) and is scheduled to expand to 2nd grade in the 2025-2026 academic year. Annual expansion of the program will continue until its scope encompasses all grades through fifth.

- **Book Fair:** The LMC hosts two annual book fairs in collaboration with Scholastic Book Fairs to promote literacy and provide access to diverse reading materials. These events allow students to select and purchase books that resonate with their interests.
- **Morning Announcements:** A designated group of 4th and 5th-grade students are responsible for the school's daily morning announcements. Students record announcements using the TriCaster studio equipment. These recordings are edited and shared with teachers via an unlisted YouTube link for classroom viewing.
- **SOARing Science and Math Challenge Quiz:** The daily morning announcements feature highlighted key terms to strengthen science and math vocabulary. A weekly assessment, consisting of four questions, is administered on Fridays to evaluate student comprehension of the designated vocabulary. Classes demonstrating mastery with a 100% passing rate are celebrated during the subsequent morning announcements.
- **Science Lessons:** The LMC program supports student mastery of state science standards through curriculum-aligned instruction.
- **Digital Citizenship:** The SDPBC TechSafe program is delivered to all students in grades K-5 as mandated by the district.
- **Other Miscellaneous Initiatives:**

Hour of Code	Read Across America	Read for the Record
Literacy Week	Read Aloud Day	
Dot Day	American Founders Day	

Goals and Objectives

Objective 1: Collection Development and Enhancement

- **Goal 1:** Improve the currency and relevance of the library media collection.
 - **Action:** Systematically weed and replace outdated materials, with a focus on science, history, and technology resources.
 - **Action:** Implement a circulation-based weeding strategy, prioritizing

materials with low or no circulation.

- **Goal 2:** Expand and strengthen the collection to address identified gaps and complement existing resources.
 - **Action:** Utilize the Follett Titlewave Analysis Report to inform purchasing decisions and ensure a robust collection.
 - **Action:** Purchase books that relate to the needs and interests of the stakeholders.

Objective 2: College and Career Readiness Support

- **Goal 3:** Align library resources with the District's college and career readiness goals.
 - **Action:** Expand the collection with books focused on college and career readiness
 - **Action:** Conduct data analysis to identify resource gaps, with a specific focus on the 17 Florida Career Clusters:
 - Agriculture, Food, & Natural Resources
 - Architecture & Construction
 - Arts, A/V Technology, & Communication
 - Business Management & Administration
 - Education & Training
 - Energy
 - Engineering & Technology Education
 - Finance
 - Government & Public Administration
 - Health Science
 - Hospitality & Tourism
 - Human Services
 - Information Technology
 - Law, Public Safety, & Security
 - Manufacturing
 - Marketing, Sales, & Service
 - Transportation, Distribution, & Logistics
 - **Action:** Purchase up-to-date books that relate to the needs and interests of stakeholders.

Budget and Funding

The Library Media Center (LMC) receives an annual school-based operating budget, allocated by the IPES administration using a predetermined formula. The projected budget for the 2025-2026 school year is anticipated to align with the 2024-2025 allocation.

School-based Operating Budget	Budget FY25	FY26 Projected Budget
Account 551100 - Media Supplies	\$1,126	\$1,126
Account 553420 - Media Subscriptions (Periodicals-Newspapers)	\$0	\$0
Account 561100 - Library Books	\$1,000	\$1,000
Account 562230 - Media A/V Equipment	\$0	\$0
Account 564220 - Furn-Fix/Equip	\$0	\$0
Fundraising/ Grants	Budget Amount	
Media Center Internal Account number for your grant(s) (get this from your bookkeeper)	\$0	\$0
State Media Allocation	Budget Amount	
Account 556110 (program 3070) - Media Books	\$1,677	\$1,677

Purchasing Plan FY26

Approximate Purchasing Plan	
Purpose	Amount
Laminating Film (6)	\$231
Library Books	\$3,000
Misc. Supplies (tape, expo markers, index cards, glue)	\$150
Laminating Film (6)	\$231
Total:	\$3,381

Scope of the Collection

The IPES library collection is supplemented by digital resources provided by the SDPBC Department of Library Media Services. These resources, including databases and eBooks, offer students 24/7 access to information.

In compliance with [School Board Policy 8.12, Section 5\(d\)](#), the library will offer resources for curriculum and recreational reading. The organization of the collection will follow the standard Dewey Decimal Classification System, as required by District policy (Section 8, Management of Library Media Instructional Materials).

The digital database collection comprises:

- World Book
- PebbleGo
- Gale -Elementary
- SIRS Discoverer
- Teaching Books

The Department of Library Media Services provides access to eBooks through platforms such as TumbleBooks, Gale eBooks, and a shared collection within MackinVia.

Equipment

The LMC offers a variety of equipment to support school-wide needs. Circulating equipment includes CD players with headphones, video cameras, and tripods. A Smartboard with audio enhancement is available within the LMC for instruction and meetings. The Teacher Media Workroom provides access to copiers/printers, binding and cutting machines, die-cut equipment, and a projector. LMC staff operate a poster maker, laminating machine, and button maker. Additionally, the LMC houses an updated television production studio.

Collection Development

The primary function of the certified media specialist is the strategic development and maintenance of the Library Media Center (LMC) materials collection. This involves a collaborative approach, incorporating input from school administration, teachers, students, parents, and stakeholders, facilitated by the media specialist's leadership.

Building and maintaining a well-rounded library collection with both print and digital resources is known as collection development. This process is guided by district policies and procedures, budget allocations, needs assessments, selection criteria, collection maintenance/evaluation protocols, and resource-sharing initiatives. The overarching goal is to ensure the availability of diverse, high-quality materials and equipment that adequately address the academic and personal interest needs of all students

Selection and Evaluation Criteria

The selection of library media materials adheres to the criteria outlined in School Board Policy 8.12, "Selection of Library Media Materials" (Appendix C). Reviews from respected, unbiased sources, including Booklist, Horn Book, Kirkus Reviews, and School Library Journal, guide our selection process. Materials are evaluated based on their aesthetic, literary, and social value, age appropriateness, alignment with curriculum, and sensitivity to diverse perspectives. To achieve this, we represent various ethnic groups, cultures, and genders, and provide balanced viewpoints on political theories, ideologies, religion, public issues, and controversial topics. Materials are assessed holistically, considering the author's/producer's intent, rather than focusing on isolated

elements. Final purchasing decisions are also informed by the materials' educational significance, relevance to student interests and curriculum, and overall value to the library's collection.

User Needs: The Library Media Center (LMC) at IPES is committed to serving a diverse patron base, encompassing students, faculty, and staff. We strive to offer relevant and accessible materials to support academic and personal interests. A range of resources is employed to develop a comprehensive and diverse collection. Continuous efforts are made to maintain a current and engaging collection, reflecting contemporary topics and student interests. Patron input is actively solicited to enhance the collection's relevance. Recognizing the evolving needs of our students, the LMC is expanding its graphic novel offerings. Students and teachers can also get books and resources from other Palm Beach County school libraries through a service called interlibrary loan.

Diversity: The Library Media Center (LMC) is committed to fostering an inclusive environment by providing a collection that reflects the diverse identities of our student population. Recognizing the importance of representation, the LMC actively seeks materials that allow students to see themselves and their experiences reflected in the resources available.

The collection development strategy is guided by principles of non-discrimination, ensuring that materials are selected without bias based on race, religion, gender, sexual orientation, national origin, author's political views, content, or user identity. The goal is to cultivate a collection that authentically mirrors IPES students.

Quality: The Library Media Center (LMC) is dedicated to providing high-quality materials to its patrons. A rigorous evaluation process informs the acquisition of print and electronic resources, ensuring adherence to established library professional standards. This process incorporates critical reviews and recognition of esteemed awards, such as the American Library Association (ALA) Youth Media Awards and the Newbery Award. To ensure a diverse, unbiased, and age-appropriate collection for our elementary-level students, reputable resources are consulted, including, but not limited to, Booklist, Books In Print, School Library Journal, Horn Book, ALA Youth Media Awards, and Kirkus Reviews. Materials are verified to be free of prohibited content under Florida Statute 847.012 and are assessed for age appropriateness, cultural representation, literary quality, and

curriculum relevance. A balanced collection of print and non-print resources is prioritized, and titles recommended by professional associations, subject specialists, and school community members are considered.

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.

			
10,742 Items in the Collection	19 Items per Student	5,776 (54%) Fiction Titles in the Collection	4,966 (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.			
	2007 Average Age of the Collection	6,326 (59%) Aged Titles	1,025(11%) 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.	
			
3,009 (28%) Representative Titles	2006 Representative Titles Average Age	3,503 (33%) SLL Titles in Collection	2008 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	44	2011
Philosophy & Psychology	30	2009
Religion	30	2004
Social Sciences	609	2002
Language	239	1999
Science	1,469	2010
Technology	487	2008
Arts & Recreation	693	2010
Literature	205	1998
History & Geography	503	2013
Biography	657	2007
Easy	3,729	2005
General Fiction	2,047	2008
Graphic Novels	338	2018

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: Per the Florida Statute governing Instructional Materials, instructional materials stored in the Library Media Center must be inventoried annually. All SDPBC schools utilize the Destiny Library Manager software to improve book checkout and inventory procedures.

Following the **SDPBC Board Policy 8.12 (Appendix C)** inventory is completed on a three-year rotation.

SCHOOL YEAR	INVENTORY ROTATION
2025 - 2026	EASY, Fiction & Graphic novels; includes Foreign Language and Paperback
2026 - 2027	Non-Fiction; & Biography; including Foreign Language and Paperback
2027 - 2028	EASY, Fiction & Graphic novels; includes Foreign Language and Paperback

Lost or Damaged Library Materials

Overdue materials are exempt from fees. Students are financially liable for lost or damaged materials, consistent 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"

Strategic Focus – Weeding and Acquisitions

School Year	Strategic Focus
FY26	Selection Priorities <ul style="list-style-type: none">• Foreign Language - Haitian Creole• Easy/Fiction/Graphic
	Inventory Priorities <ul style="list-style-type: none">• Condition & Aged: Non Fiction/Fiction• Condition & Aged: Paperback• Condition and Aged: Foreign Language
FY27	Selection Priorities <ul style="list-style-type: none">• Non Fiction: Science• Non-Fiction: Literature (Poetry)• Easy/Fiction/Graphic
	Inventory Priorities <ul style="list-style-type: none">• Condition & Aged: Non Fiction/Fiction• Condition & Aged: Paperback• Condition and Aged: Easy/Fiction
FY28	Selection Priorities <ul style="list-style-type: none">• Non Fiction: Biography• Easy/Fiction/Graphic
	Inventory Priorities <ul style="list-style-type: none">• Condition & Aged: Non Fiction/Fiction• Condition & Aged: Paperback• Condition and Aged: Easy/Fiction

Reconsideration of Materials

The LMC recognizes the right to challenge materials. However, acquisition and withdrawal are determined by established selection criteria. Challenges from Palm Beach County residents will be addressed in accordance with [School Board Policy 8.1205](#) (Appendix D) and must be submitted using the Specific Material Objection Form specified therein.

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)

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