



Lantana Elementary School

FY26 Collection Development Policy

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Signature Page

Lantana Elementary

FY26 Collection Development Policy

Date Approved by Administration: April 30, 2025

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Purpose of Collection Development Policy

The purpose of Lantana Elementary School's Media Center Collection Development Policy is to guide the selecting, acquiring, maintaining, and managing of Lantana Elementary School's Library collection in support of its mission. We strive to provide an adequate number and wide range of materials in a variety of formats on all levels of difficulty appropriate for our users, with diversity of appeal, and with a representation of different points of view. The collection development policy is evaluated annually and revised as necessary as our school community population evolves, and their needs change.

Background Statement & School Community

Lantana Elementary School (LES) is a Title 1, ATSI (Additional Targeted Support and Improvement), and RAISE (Reading Achievement Initiative for Scholastic Excellence) serving students from PreKindergarten through Grade 5 with a current population of 533 students. 100% of its student population qualify for free or reduced lunch. LES has a culturally and ethnically diverse student population including 55% Black, 29% Hispanic, 14% White, and 2% other races (including Multiracial and Native American). 57% of its students are Male, and 43% are Female. Our diverse student population has 45% of our students in the ELL program. Many of our students, parents, and staff members are bilingual and able to speak Haitian Creole, Spanish, Russian, or Portuguese, as well as English. Also, 39% of our students receive Exceptional Student Education (ESE). Some of our students with exceptional needs are in one of our eight PreK-5th grade ESE classrooms designed to meet the needs of students on the Autistic Spectrum (ASD).

School Mission Statement

The parents, staff and community of our school will provide a safe, nurturing, and equitable education that meets the social, academic and physical needs of each student so that all students will be successful learners and productive citizens who are college and career ready.

Media Center Mission Statement

The mission of Lantana Elementary School Media Center (LESMC) community is to provide a collaborative, safe, nurturing, and equitable program that supports, enhances, and enriches the learning goals of the school community while preparing successful learners for their future as productive, responsible citizens who are college and career ready. The media specialist will provide instruction to prepare students with the skills needed for our modern world including critical thinking, creativity, collaboration, communication, problem-solving, adaptability, perseverance, tolerance, intercultural respect, information literacy, and technology literacy.

Responsibility for Collection Management & Development

The responsibility for the selection of instructional materials rests with the credentialed media specialist. The media specialist follows the Collection Development Policy which is designed to support its mission statement and satisfy the needs of its diverse patrons. In coordination of the process, the media specialist will consult with the administration, faculty, and others in the school community and district office. The school community requests, interest surveys, demographics, and collection circulation reports are evaluated annually and contribute to the collection management and development.

Library Program

The Library Media Center program at Lantana Elementary School runs on a fixed Fine Arts Schedule for Kindergarten through Grade 5. Classes are thirty-five minutes long and support the school's curriculum. LESMC participates in special initiatives such as TechSafe Curriculum, Hispanic Heritage Month, Constitution Day, Dot Day, Scholastic Book Fair, Native American Heritage Month, Veterans' Day, Jumpstart: Read for the Record, Holocaust Education Week, Black History Month, Poetry Month, Women's History Month, Hour of Code Week, World Kindness Day, Asian American Pacific Islander Heritage Month, Haitian Heritage Month, Memorial Day, and *Celebrate Literacy Week, Florida!*. The media specialist is the sponsor of the upper grades student-led morning announcements (LETV) and Battle of the Books.

The mini-lessons taught in Media class support the LESMC mission and are standards-based. The standards that are the basis of the lessons are Florida's Benchmarks for Excellent Student Thinking (B.E.S.T.) Standards for English Language Arts (ELA), B.E.S.T. Standards for Mathematics, Florida's State Academic Standards for Science, Florida's State Academic Standards for Computer Science, READS: Florida's K-12 Integrated Media Reading Guidelines, FINDS: Florida's Library Media Research Model, EXC3EL: Florida's K-12 Library Program Evaluation, International Society for Technology in Education (ISTE), and/or American Association for School Librarians (AASL) Standards Framework for Learners.

Goals and Objectives

Goal 1: By the end of the school year, LESMC will increase circulation and student engagement with books from the previous year by 25%.

Goal 2: By the end of the school year, LESMC will improve the age and number of items of non-fiction books in computer science and technology from the previous year.

Goal 3: By the end of the school year, LESMC will improve the device to student ratio in Media from the previous year.

Budget and Funding

At the beginning of the school year, the LESMC is given a school-based operating budget annually. The school administration uses a formula to distribute appropriated funds. The budget for FY26 is expected to be similar to FY25. We also receive State Categorical Funds (3070) to purchase library books. The media specialist is allotted a dollar amount to spend through Class Wallet annually. The Scholastic Book Fair will bring in funds that can be used to support the LESMC's mission. The media specialist will attend the Florida Association for Media in Education (FAME) conference in the fall to keep up with the latest legislation and professional development.

<i>School-based Operating Budget</i>	<i>Budget FY25</i>	<i>FY26 Projected Budget</i>
<i>Account 551100 - Media Supplies</i>	<i>\$924.11</i>	<i>\$1000</i>
<i>Account 553420 - Media Subscriptions (Periodicals-Newspapers)</i>	<i>\$0</i>	<i>\$0</i>
<i>Account 561100 - Library Books</i>	<i>\$87.50</i>	<i>\$90</i>
<i>Account 562230 - Media A/V Equipment</i>	<i>\$0</i>	<i>\$0</i>
<i>Account 564220 - Furn-Fix/Equip</i>	<i>\$0</i>	<i>\$0</i>
<i>Fundraising/ Grants</i>	<i>Budget Amount</i>	
<i>Media Center Internal Account number for your grant(s)</i>	<i>\$0</i>	<i>\$0</i>
<i>State Media Allocation</i>	<i>Budget Amount</i>	
<i>Account 556110 (program 3070) - Media Books</i>	<i>\$1533</i>	<i>\$1550</i>

Purchasing Plan FY26

Approximate Purchasing Plan	
Purpose	Amount
Books	\$1600
Supplies	\$1000
Total:	\$2600

Scope of the Collection

The collection development at LESMC is focused on the school's curriculum and the interests of the students. It follows the guidelines set forth by the School District of Palm Beach County (SDPBC), governed by the Department of Education of the State of Florida. The materials support both the curriculum and pleasure reading as per School Board Policy 8.12 (see Section 5 d). The library/media program strives to provide resources that are adequate in quality, quantity, and variety to support both the school's instructional program and the diverse students' needs and interests. To achieve this, the collection includes a wide range of reading levels, subjects, points of view, cultures, interests, languages, and social emotional support.

The print books collection is managed through an open-access catalog, Destiny Library Manager and arranged according to the Dewey Decimal Classification System. To support and engage the patrons, parts of the collection are genrified including Graphic Novels, Multicultural/Bilingual, Black History, Mystery, Sports, STEM, and current holidays or special events. LES Media Center participates in an inter-library loan program to allow students, faculty, and administrators access to an extensive collection of books available in other SDPBC's Media Centers. Regular maintenance, weeding, and inventory is conducted to keep the collection current, relevant, accurate and of good quality.

The collection also includes databases and eBooks provided by the Department of Library Media Services at the School District of Palm Beach County. These databases and eBooks expand LES' collection and provide 24/7 access for students and teachers through their district portal. The databases included in the collection are World Book, PebbleGo, Gale inContext Elementary, Gale Presents National Geographics Kids, Gale eBooks (for Reference), Gale Cameron's Collection, SIRS Discoverer, and Teaching Books. The eBooks included in the collection are in Destiny, MackinVia, and Tumblebooks.

Equipment

The equipment collection in LESMC strives to support the mission to prepare students to be college and career ready as well as productive citizens. In our quickly developing technological world, it is imperative to strive for the latest in technology and equitable access to that technology. During FY25, four Chromebooks were purchased with 8430 Capital Funds to bring the total number to nine Chromebooks in the media center. The goal is to have a class set of Chromebooks to allow equal access to all patrons when learning in Media. The outdated Macbook Air and Ipads listed in previous years are now not supported and have been determined to be e-waste. Increasing access to coding curriculum is another goal, which is currently limited to one Wonder Pack with Dash and Dot robot from 2017.

LMC houses a SMART Board panel, 3 Dell desktop computers, 2 Follet Destiny scanners, 1 Follet Destiny Versascan, and a Lexmark MS823 printer.

The LETV Newsroom technology was upgraded in the FY25 school year to include the latest technology available to PBCS elementary school newsrooms with the equipment listed below.

The staff workroom that is housed in LESMC is equipped with an Epson SureColor Poster Printer SC-T5170, a VariQuest Poster Maker 3600, and a Varitronics ProImage Poster Maker, a Varitronics manual laminator, and a Sharp BP-70M55 all-in-one networked printer/copier.

Media Center Equipment

- 1 - Lexmark MS823 Printer
- 3 - Dell desktop computers
- 1 - Follet Destiny Versascan
- 9 - Dell Chromebooks
- 1 - Wonder Pack with Dash and Dot (2017 ed.)

LETV Newsroom Equipment

- 1 - BLACK-MAGIC ATEM MINI EXTREME SWITCHER CONTROL/REG
- 1 - Seagate 1TB One Touch USB 3.2 Gen 2 External SSD (Black Woven Fabric)
- 3 - SAMSUNG N5300 32" SMART TV/REG (2 CTL RM, 1 STUDIO)
- 1 - TP-LINK 5-PORT 10/100/1000MBPS DESKTOP SWITCH/REG
- 3 - PANASONIC HC-V785K CAMCORDER/REG (For EL)
- 2 - PROMPTER PROMPTER PAL 12" TLPRMPTR w/REV MNTR/REG
- 2 - MAGNUS 4000PRO V2 2-STG VID TRPD w/REX DOLLY/REG
- 1 - MAGNUS PHOTO/VIDEO TRIPOD WITH MONOPOD 74"/REG (ENG Tripod)
- 2 - SHURE OMNI-DIRECT 12" BOUNDARY MIC / BLACK/REG
- 1 - MACKIE 12-CHANNEL PRO EFFECTS MIXER w/USB/REG
- 1 - MACKIE 3.5" POWERED STUDIO MNTRS W/TONE CNTRL/REG
- 1 - NEEWER PRO WRLS LAV MIC SYS w/PRTBL CHARGE CS/REG
- 1 - EARTEC ULTR 4 PRN SYS w/4 SNGL HDSTS BAT&CASE/REG

Staff Workroom Equipment

- 1 - Epson SureColor Poster Printer SC-T5170
- 1 - VariQuest Poster Maker 3600
- 1 - Varitronics ProlImage Poster Maker
- 1 - Varitronics manual laminator
- 1 - Sharp BP-70M55 all-in-one networked printer/copier

Collection Development

The acquisition and maintenance of the Lantana Elementary Media Center materials collection is a primary function of its mission. Collection development refers to the process of building and maintaining the library media center's entire materials collection, in both print and non-print formats. The collection development process includes adhering to district and state policies and procedures, budget allocations, needs assessment, selection, collection maintenance and evaluation, and resource sharing. The goal is to provide quality materials and equipment that connect students and staff to the information sources that meet their needs. The certified media specialist leads this process with the input of stakeholders. School District Policies 8.1 and 8.125 governs the selection, retention, and deposition criteria of instructional materials for library media centers and classrooms; and the Library Bill of Rights (Appendix A) is used as a general guideline for collection development.

Selection and Evaluation Criteria

As per School Board Policy 8.12, the LES media specialist selects materials that will promote reading, further the pursuit of knowledge through research and exploration, and provide information literacy experiences of educational significance for class groups, individual students, teachers, and administrators. The materials are selected based on many critical factors while adhering to the Intellectual Freedom Statement (Appendix B): reviews by professionally recognized sources (such as *School Library Journal*, *Booklist*, *Association for Library Service to Children*, etc.), educational significance (such as books on the history of Florida or up to date informational books on science, technology, and biographies), appropriateness (age, maturity, and diverse reading interests/learning levels), accuracy (correct and objective information), special text features, translation integrity, and alignment with state standards. Books and resources are also selected for technical quality, aesthetic quality, and literary merit.

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





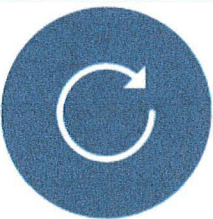
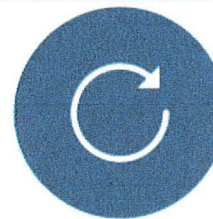


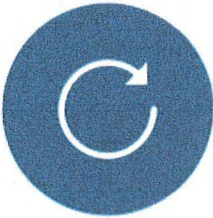

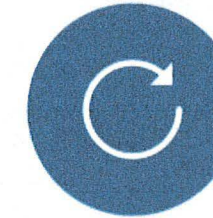
The School District Library Media Services provides support to school library media center personnel and establishes uniform policies and procedures for school library media centers throughout the District. These services include, but are not limited to:

- 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 works in collaboration 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 search and find specific facts efficiently and effectively.

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.

			
8,530 Items in the Collection	15.8 Items per Student	34% Fiction Titles in the Collection	66% Percent of nonfiction in the collection
Library media resources are curated to include both recently published works and classics that both rightfully impact the average age of the collection.			
	2001 Average Age of the Collection	70% Aged Titles	10% 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.	
			
33% Representative Titles in Collection	2001 Representative Titles Average Age	30% SLL Titles in Collection	2004 SLL Titles Average Age

Collection Analysis By Category

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 (year)
Computer Science, Information & General Works	27	2015
Philosophy & Psychology	16	2002
Religion	36	1998
Social Sciences	690	1997
Language	57	1997
Science	1,094	2000
Technology	494	2002
Arts & Recreation	331	2011
Literature	201	1995
History & Geography	533	1997
Biography	597	2001
Easy	2,116	2000
General Fiction	1,755	2005
Graphic Novels	135	2020

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 \(8\)](#). Per the previously-mentioned policy, LESMC aspires to inventory one-third of its collection each year on a rotational cycle. As such, the media specialist at Lantana Elementary School conducted the following inventories: FY 23 - Easy, FY 24 - Nonfiction and Biography, and FY 25 - Fiction. The plan is to rotate that pattern to include: FY 26 - Easy and Professional, FY 27 - Nonfiction and Biography, and FY 28 - Fiction.

The Lantana Elementary School Media Center has four main sections of books: Easy, Fiction, Nonfiction and Biography. In addition, there are special shelves that feature high-interest books such as graphic novels, books on sports, high-interest science and technology, mystery, multicultural, and a seasonal high-interest section.

Lost or Damaged Library Materials

The responsibilities of students and parents for lost or damaged instructional materials are outlined in School Board Policy 2.2113(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." At LESMC, the media specialist distributes overdue notices every other week. If students have lost the book(s), the media specialist cooperates with families on an individual basis to make arrangements which may include: student/families may reimburse the full amount for the lost book, make a partial payment, or replace the exact copy. Exceptions are made for books that are soon to be weeded or already had major damage. Unpaid lost books remain in the students' accounts; they may be deleted after several years. LESMC does not charge late fees for overdue books.

Strategic Focus – Weeding and Acquisitions

The weeding decisions are made based on The CREW (Continuous Review, Evaluation, and Weeding) Guidelines, which is considered the standard for making weeding decisions. It will occur along the following schedule, but will also occur on an as-needed basis.

School Year	Strategic Focus
FY26	Selection Priorities <ul style="list-style-type: none">• Computer Science, Information• Technology• Graphic Novels• High-interest Fiction
	Inventory/Weeding Priorities <ul style="list-style-type: none">• Easy• Professional
FY27	Selection Priorities <ul style="list-style-type: none">• Biography• Computer Science, Information• Graphic Novels• High-interest Fiction
	Inventory/Weeding Priorities <ul style="list-style-type: none">• Nonfiction• Biography
FY28	Selection Priorities <ul style="list-style-type: none">• Computer Science, Information• Technology• Graphic Novels• High-interest Fiction
	Inventory Priorities <ul style="list-style-type: none">• Fiction• Graphic Novels

Reconsideration of Materials

In the event of a challenge by a citizen of Palm Beach County, personnel at Lantana Elementary School will follow [Board Policy 8.1205](#) on challenged materials. Please follow the link or see Appendix D and E for detailed information on this.

Annual Evaluation and Revision of CDP

This collection development plan will be reviewed and revised as needed 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)