

FY26 COLLECTION DEVELOPMENT POLICY



Melaleuca Elementary School

FY26 Collection Development Policy

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Signature Page

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FY26 Collection Development Policy

Date Approved by Administration: **5/7/2025**

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Principal Signature: **Deborah Maupin**

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Purpose of Collection Development Policy

The Collection Development Policy is designed to support the Library's Mission statement. It serves as a guide for the selection, acquisition, evaluation, and maintenance of library media materials. It 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, students, and staff and other interested members of the school community. It is understood that this document is fluid. Changes in the curriculum, demographics, information needs, or programs of the school will mandate updates to the collection and its governing policies. The acquisition and maintenance of the Library Media Center (LMC) materials collection is a primary function of the library media staff. Collection development and management refers to the process of building and maintaining the library's materials collection in print, non-print, audio visual and electronic formats so that they are available to every student at the time of need to support and enrich the student's educational experience.

Background Statement & School Community

Melaleuca Elementary School (MES) is a Title I K-5 School that offers AMP (Accelerated Math Program) and has a Dual Language program. In addition, it is an AVID and Global Leader school. MES offers two aftercare programs for students: 21st Century Keen Kidz and MES Aftercare. The current student enrollment is 664.

The users of the Melaleuca Elementary School Library Media Center come from grades Kindergarten through Fifth, in addition to the faculty, staff and parents of that community of users. MES has a culturally and ethnically diverse student population representing different economic backgrounds 66.3% Hispanic, 21.2% Black, 10.1% White, 2.4% subgroups under 10. Students speak English, Spanish, and/or Haitian-Creole. 100% of the students qualify for free and reduced lunch. The media center supports the unique curricular needs of the ELL, ESE, DL, and AMP students.

School Mission Statement

Melaleuca Elementary will instill in our school community the requisite social, academic, technological, and critical thinking skills for promoting success in an ever-changing global society.

Media Center Mission Statement

The Melaleuca Elementary Library Media Center is committed to supporting our school's mission by providing the instruction, resources and opportunity to gain the Information Literacy skills necessary for the 21st century that serve as a foundation for life-long learning.

Responsibility for Collection Management & Development

The Certified Media Specialist is responsible for the management and development of the collection. Collaboration with administration and faculty is used to determine how the media center can support the classroom curriculum. Student interest surveys provide insight to what students wish to see in the library collection. Parents and district stakeholders have access to view what is in the collection and what will be added to the collection after the appropriate wait time.

Library Program

The Library Media Center is dedicated to designing and maintaining a library media program that supports, complements, and expands the instructional program of the school. This library media staff will:

- provide resources that are aligned with the curriculum to support the instructional program;
- provide a learning environment which promotes inquiry using resources in multiple formats;
- encourage reading for pleasure and enjoyment;
- provide and promote instruction to prepare students to become independent, life-long users of libraries and information resources; and
- support Intellectual Freedom as stated in documents published by the American Library Association-ALA (see Appendix).

Schedule: The LMC is on the Fine Arts rotation wheel. Students attend each Fine Arts on a rotating block schedule for 15 days. The media center is open every day that students and/or staff are in attendance. Students and staff have access to the media center before school, during the day, and after school.

SPECIAL PROGRAMS

- Morning Announcements: A select number of 5th grade students on a rotating basis present the morning announcements. Announcements are presented via Google Slides and recorded in the TV Production Studio. The recordings are uploaded to Google Drive for teachers to show in their classrooms.
- Word of the Week: To grow students vocabulary, each week a targeted word is provided with the expectation students will compose a sentence with that word and submit to the Media Specialist. Selected students receive brag tags and/or various rewards.
- Coding/Computer Science: Students have the opportunity to experience computer science skills through Code.org. The program breaks down the skills of coding into kid friendly steps and uses familiar movie/game characters to engage the students in learning. In addition, Ozobots are used to teach coding and computer programming to the students using lessons from Ozobot Classroom.
- Digital Citizenship: Students are taught digital citizenship skills through the district provided TechSafe lessons.
- Life Skill Education: Students are taught important SLL skills through the district provided Rethink Ed lessons.

Goals and Objectives

Goal 1: Increase the overall average publication age of the MES collection.

- weed and replace outdated material, focusing on areas of science, history, and technology.
- prioritize purchasing materials with new publication dates.

Goal 2: Increase the number of Spanish language books in the Media Center.

- collaborate with K-3 DL teachers to determine titles to add to collection
- purchase books to support our school's Dual Language program beginning with grades K-3 in FY26.

Goal 3: Support school wide global learning initiative

- vet & purchase nonfiction global learning mentor texts for classrooms

- create global learning mentor text set book bins
- create project-based learning media lessons attached to the SDGs

Budget and Funding

The Library Media Center is given a school-based operating budget at the beginning of each school year. The Melaleuca 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 the 2024-2025.

School-based Operating Budget	Budget FY25	FY26 Projected Budget
Account 551100 - Media Supplies	\$816	\$889
Account 553420 - Media Subscriptions (Periodicals-Newspapers)	\$252	\$252
Account 561100 - Library Books	\$757	\$757
Account 562230 - Media A/V Equipment	\$337	\$337
Account 564220 - Furn-Fix/Equip	\$421	\$421
Fundraising/Grants	Budget Amount	
Account 5-1700.00 Media Center Internal Account	\$800	\$1112
State Media Allocation	Budget Amount	
Account 561100 (program 3070) - Media Books	\$1313	\$1313

Purchasing Plan FY26

Approximate Purchasing Plan	
Purpose	Amount
Books	3,000
Supplies	500
STEM/Makerspace	500
Total:	\$4,000

Scope of the Collection

The collection development is influenced by the curriculum of Melaleuca Elementary School, which follows the guidelines of the School District of Palm Beach County, which in turn are governed by the Department of Education of the State of Florida. According to best practices for school libraries in the United States, the print and non-print collection at Melaleuca Elementary School is arranged by the Dewey Decimal Classification System (see Section 8 Management of Library Media Instructional Materials). Additional resources are provided by district-wide subscriptions to electronic information databases which expand the local collection and provide 24/7 access for students. The materials will support both curriculum and pleasure reading as per School Board Policy 8.12 (see Section 5d).

The formats which are included in the collection are:

- Hardback Books
- Paperback Books
- Professional Books
- eBooks
- Equipment - Classroom AV and Computer equipment tracked and inventoried by ITSA; iPads; Chromebooks 1-1 student ratio

District Access Internet Resources: found in student portal

Equipment

Various equipment is housed in the media center and the adjacent teacher workroom area. Aside from the photocopiers, staff have access to a laminator and poster printer. A laptop cart with 36 chromebooks is housed in the media center for student use during fine arts. The TV production studio equipment used to create and broadcast the morning announcements is also housed within the media center. Student headphones are also stored in the media center.

Collection Development

The collection development process includes the formulation of policy and procedures, budget allocations, needs assessment, maintenance, evaluation, selection and deselection, and resource sharing. 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 size, average age, and access.

The goal supports the information needs of students as defined by the mission and goals of the:

- School District of Palm Beach County;
- ALA/AASL Standards for the 21st Century Learner;
- International Society for Technology in Education (ISTE) National Education Technology Standards (NETS).

This process is led by the media specialist with input from administration, teachers, students, parents, and district stakeholders.

Selection and Evaluation Criteria

In accordance with School District of Palm Beach County Board Policy 8.12 - Selection of Library Media Center Materials (see Appendix), Melaleuca Elementary School Media Center uses the following professional reviewing sources to aid in the selection of library media center materials.

- School Library Journal - <https://www.slj.com/section/reviews>
- Booklist - <https://www.booklistonline.com/>
- Kirkus Reviews - <https://www.kirkusreviews.com/>
- Publisher's Weekly - <https://www.publishersweekly.com/pw/reviews/index.html>

Melaleuca Elementary School Media Center only uses reviews from professional reviewing Sources. Reviews from Amazon, Goodreads, Common Sense Media, and the like will not be considered when selecting library media center materials.

In addition, material will be vetted for educational significance, appropriateness, accuracy, and literary merit, scope, and durability.

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

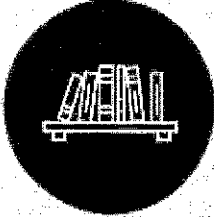
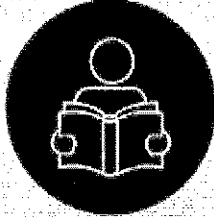
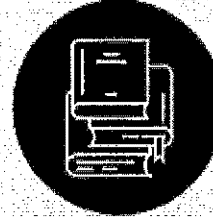

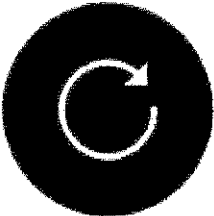
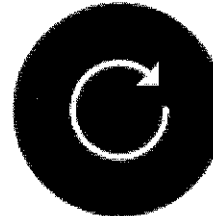
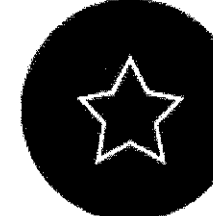
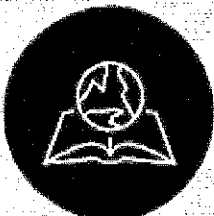
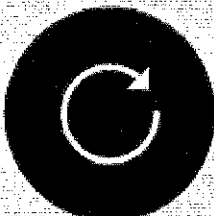
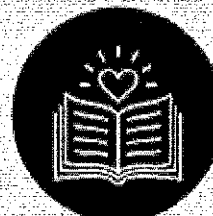
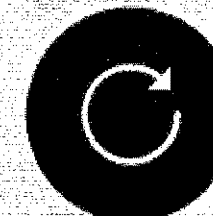
The School District Library Media Services Department supports school-based library media center personnel and establishes uniform policies and procedures for school library media centers throughout the District. These services include, but are not limited to:

- 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.

			
7,048 Items in the Collection	8.6 Items per Student	15% Fiction Titles in the Collection	34% 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.			
	2008 Average Age of the Collection	48% Aged Titles	12% 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.	
			
29% Representative Titles in Collection	2009 Representative Titles Average Age	34% SLL Titles in Collection	2011 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	25	2013
Philosophy & Psychology	41	2004
Religion	10	2013
Social Sciences	348	2005
Language	33	2002
Science	976	2007
Technology	297	2006
Arts & Recreation	451	2015
Literature	60	2006
History & Geography	170	2006
Biography	326	2008
Easy	2,369	2009
General Fiction	1,085	2014
Graphic Novels	340	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 Board Policy 8.12 (8) Instructional Material stored in the Library Media Center must be inventoried annually. To facilitate the circulation and inventory process, Destiny Library Manager software has been made available to all schools. Melaleuca Elementary School inventories part of its collection each year on a rotational basis, every 3 years. A complete Inventory was completed FY24 due to the re-modernization of the school. The next inventory priorities will be FY26 Easy, FY27 Fiction, FY28 Non-fiction. Graphic Novel labeling stickers are used on all graphic novel books regardless of call number. Espanol labeling stickers are used to easily identify Spanish books.

Lost or Damaged Library Materials

Melaleuca Elementary does not charge fees for materials returned late. Fines for lost/damaged materials will be collected 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". Lost/damaged materials fees can be waived at the discretion of the Media Specialist and administration.

Strategic Focus – Weeding and Acquisitions

School Year	Strategic Focus
FY26	Selection Priorities <ul style="list-style-type: none">• Easy• Fiction• Non Fiction
	Inventory/Weeding Priorities <ul style="list-style-type: none">• Fiction• Non Fiction• Easy
FY27	Selection Priorities <ul style="list-style-type: none">• Fiction• Non Fiction• Easy
	Inventory/Weeding Priorities <ul style="list-style-type: none">• Non Fiction• Easy• Fiction
FY28	Selection Priorities <ul style="list-style-type: none">• Non Fiction• Easy• Fiction
	Inventory/Weeding Priorities <ul style="list-style-type: none">• Easy• Fiction• Non Fiction

Reconsideration of Materials

In the event of a challenge by a citizen of Palm Beach County, personnel at Melaleuca Elementary School will follow procedures governed by Board Policy 8.1205 - Challenge Procedures for Instructional Materials. The policy and the Specific Materials Objection form are linked in the appendix.

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 April 21, 2025)

E: Specific Material Objection Form

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

[Link](#) (Accessed February 3, 2025)