



## **Loxahatchee Groves Elementary**

### **FY26 Collection Development Policy**

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Signature Page

**Loxahatchee Groves Elementary**  
FY26 Collection Development Policy

Date Approved by Administration: May 5, 2025

Media Specialist Name: Ashley Rubenstein

Media Specialist Signature: Ashley Rubenstein

Principal Name: Richard Myerson

Richard Myerson  
Principal Signature: \_\_\_\_\_

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## **Purpose of Collection Development Policy**

Collection Development is the process of providing quality materials and equipment for the library media center. The goal of collection development is to ensure the collection has information sources in adequate quantity and variety to support student's academic and personal interest needs that maintains the recommended boundaries for: size of collection, average age of collection and access to the collection. The library strives to assist all students in becoming global citizens who have a lifelong love of reading. The media specialist is charged with leading this process with the input of teachers, students and parents.

## **Background Statement & School Community**

Loxahatchee Groves Elementary Media Center serves the needs of 754 children in grades Pre-Kindergarten-5th grade in addition to the faculty, staff and community of users. Loxahatchee Groves Elementary has a culturally and ethnically diverse student population representing different economic backgrounds and includes 41% Caucasian, 49% Hispanic, 7% African-American, and 3% other races.

22% of our students are ELL. These students have a first language other than English. Some of those languages include Spanish and Kanjobal speakers.

50% of our students qualify for Free or Reduced lunch.  
Loxahatchee Groves serves the needs of 19% SWD.

Our school Special Programs include: PreK ESE, VPK Inclusion and STEAM.

## **School Mission Statement**

The mission of Loxahatchee Groves Elementary School is to educate the total child to the best of his or her ability and to prepare him/her to adapt to an ever-changing society with the knowledge and skills necessary.

## **Media Center Mission Statement**

The mission of the Loxahatchee Groves Elementary Media Center is to provide access to and an appreciation of reading, support for the instructional program of the school, and utilizing a variety of ideas, information and resources in various formats to all members of the school community while developing twenty first century learners.

## **Responsibility for Collection Management & Development**

Our certified Library Media Specialist is responsible for the collection management and its development. This includes the procurement of new materials and discarding ineffective items to ensure that our 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 the school site as well.

## **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. At LGES, the media center is open daily from 7:30 AM to 7:50 AM as a supplemental time to the regular school day to ensure equitable access for all students to library media resources.

The library media staff will:

- provide and promote extensive use of resources in multiple formats that are designed to meet the varying needs of all learners in all aspects of the curriculum;
- provide a learning environment which promotes inquiry and stimulates intellectual curiosity;
- encourage pleasure reading;
- develop diverse interests for the enjoyment of life-long learning; and
- provide and promote instruction to prepare students to become independent users of libraries and information resources.

The successful, self-aware learner is expected to:

- identify, plan, and use resources;
- acquire and evaluate information;
- organize and maintain information;
- interpret and communicate information; and
- work with a variety of technologies.

The Media Center participates in The Sunshine State Young Reader's Award program to encourage students to read independently for pleasure and to read books that are on, above, and below their reading level in order to improve their reading fluency.

Program details can be accessed at <https://www.floridamediaed.org/about-ssyra.html>

In addition, the library participates in a district-wide online Battle of the Books challenge.

## **Goals and Objectives**

**Goal 1:** Continue to fill in gaps by purchasing books that complement & complete the collection.

**Objective 1:** Use data from Titlewave Analysis to determine the age of the collection to purchase books that help develop a robust collection.

**Objective 2:** Teach students the new organization so they can find the books they seek quickly.

**Goal 2:** Increase circulation of previously uncirculated items.

**Objective 1:** Create targeted displays that feature previously uncirculated items.

**Objective 2:** Promote uncirculated items to teachers in relation to the curriculum being taught.

**Goal 3:** To develop student interest in reading for pleasure by exposing them to a wide range of appropriate literature.

**Objective 1:** Order SSYRA books in the spring in order to be ready for the start of the school year both in print and e-book formats.

**Objective 2:** Increase participation in library programs, such as SSYRA and offer incentive rewards, such as SSYRA brag tag

## Budget and Funding

LGES Library Media Center is given a school-based operating budget at the beginning of every school year. The LGES administrator uses a formula in order to disperse the appropriated funds. The school year of 2024-2025 budget line was as follows. The budget for the 2025-2026 (FY26) school year is expected to be similar to 2024-2025 (FY25).

<b><i>School-based Operating Budget</i></b>	<b><i>Budget FY25</i></b>	<b><i>FY26 Projected Budget</i></b>
<i>Account 551100 - Media Supplies</i>	\$278	\$278
<i>Account 553420 - Media Subscriptions (Periodicals-Newspapers)</i>	\$336	\$336
<i>Account 561100 - Library Books</i>	\$1007	\$1007
<i>Account 562230 - Media A/V Equipment</i>	\$448	\$448
<i>Account 564220 - Furn-Fix/Equip</i>	\$560	\$560
<b><i>Fundraising/ Grants</i></b>	<b><i>Budget Amount</i></b>	
<i>Media Center Internal Account number for your grant(s) (get this from your bookkeeper)</i>	\$4,531	\$4,531
<b><i>State Media Allocation</i></b>	<b><i>Budget Amount</i></b>	
<i>Account 561100 (program 3070) - Media Books</i>	\$2073	\$2073

LGES Library Media Center supplements its school-based operating budget with an Internal Account, which is funded through bi-annual Book Fairs. These funds are used for the same line items that are listed within the School-based Operating Budget. When the funding is available, LGES administration provides money in order to purchase more titles for the library media center. As with any funds received, the staff of LGES Library Media Center looks for certain criteria when making book selections:

- publication date, interest level, relevance to curriculum, award winning book titles and Lexile range.

## Purchasing Plan FY26

Approximate Purchasing Plan	
Purpose	Amount
Books	\$4000
Book storage/signage	\$200
Makerspace/supplies	\$500
<b>Total:</b>	<b>\$4700.00</b>

### Scope of the Collection

For the upcoming 2025-2026 school year, LGES Library Media Center expects the School-based Operating Budget award to be consistent with years past.

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- publication date;
- interest level;
- relevance to curriculum;
- award winning book titles; and
- Lexile range

Per the Palm Beach County School District Board Policy 8.12 (see section 5D), all collections are arranged by the Dewey Decimal Classification System (see Section 8 Management of Library Media Instructional Materials).

In addition, the district provides the media center with access to online databases and eBooks that expand our collection and provide 24/7 access for our students for academic and pleasure reading.

The databases included in the collection are World Book, PebbleGo, Gale inContext Elementary, SIRS Discoverer, and Teaching Books.

The eBooks provided by the Department of Library Media Services include Tumbleboooks, Gale eBooks, and a shared collection in MackinVia.

### Equipment

The Loxahatchee Groves Elementary Media Center currently has a variety of STEAM gadgets, which includes coding mice. The media center also houses a TV Studio to produce the morning news. Other technology includes a smartboard panel and 2 Apple ipads.

## **Collection Development**

Loxahatchee Groves' Collection Development Policy follows the guidelines of the School District of Palm Beach County and the Florida Department of Education. Print and non-print resources are arranged by the Dewey Decimal Classification System as directed by the United States best practices among school libraries. Additional resources are provided by district-wide subscriptions to electronic information databases.

Approximately 14,500 print books are in our collection, managed through our open-access catalog, Destiny Library Manager. We keep our collection current, relevant, and accurate through regular maintenance, annual weeding, and inventory. The collection supports our school's academic curriculum and patron personal interests while providing a diverse range of subjects, points of view, and languages in fiction and nonfiction.

Our Media Center is able to provide any major resource needed by a patron through affiliation with the public library system and other school Media Centers. The library media collection includes all the resources available in the school library media center along with all those that students, faculty and administrators can access through interlibrary loan.

## **Selection and Evaluation Criteria**

Materials considered for purchase are selected based on the criteria established in School Board Policy 8.12 Selection of Library Media Materials. (See Appendix A). In assessing the needs of the collection, it is necessary to:

- Conduct a yearly inventory of the collection to determine replacements and missing items. In selecting new books, we ensure that the books are supported by the current Florida B.E.S.T standards, school curriculum, and goals of the School Improvement Plan.
- Identify collection needs based on experience and training.
  - Review the state standards to determine the curriculum covered in each subject.
  - Review the state standards to determine the adequacy of current library media materials.
  - Keep an ongoing topic list of areas needing additional resources.
- Involve staff and students in identifying needs.
  - Ask the staff to provide specific titles or a list of topics for which resources are needed.

All books must also have two professional reviews using School Library Journal, Horn Book, Booklist, Association for Library Service to Children, Kirkus, Young Adult Library Services Association, and/or Children's Catalog.

Loxahatchee Groves Media Center materials are carefully evaluated prior to purchase. The materials are evaluated according to their aesthetic, literary and social value, appropriateness to student age and emotional maturity and relevance to the curriculum.

## **District-Wide "Procedures for Selecting and Developing Library Collections"**

[School Board Policy 8.12](#) sets out the procedures for selecting & 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.

			
<b>14,538</b> Items in the Collection	<b>20.8</b> Items per Student	<b>21%</b> Fiction Titles in the Collection	<b>41 %</b> 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.			
	<b>2010</b> Average Age of the Collection	<b>41%</b> Aged Titles	<b>7%</b> 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.	
			
<b>22%</b> Representative Titles in Collection	<b>2010</b> Representative Titles Average Age	<b>27%</b> SLL Titles in Collection	<b>2012</b> 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 & Titlewave, the vendor's ordering and analysis tool.

Section	# of Titles	Average Age (year)
Computer Science, Information & General Works	106	2015
Philosophy & Psychology	61	2012
Religion	58	2013
Social Sciences	610	2006
Language	89	2003
Science	2,272	2010
Technology	1,148	2009
Arts & Recreation	790	2012
Literature	156	2004
History & Geography	634	2009
Biography	460	2011
Easy	3,470	2010
General Fiction	3,072	2013
Graphic Novels	176	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

Inventory will be completed on a three-year rotation as per Board Policy 8.12 (8). Inventory of a particular section of the collection shall be completed every year.

For the next five years, inventoried sections will be:

- FY2024: Inventory Biography & Fiction
- FY2025: Inventory Foreign Language & Easy
- FY2026: Inventory Nonfiction Section
- FY2027: Inventory Biography & Fiction
- FY2028: Inventory Foreign Language & Easy

NOTE: Although inventory can occur at any time during the year, spring is best since the process identifies items still checked out so student obligation records can be accurate.

### Lost or Damaged Library Materials

Any books that are lost during the school year are subject to a maximum \$5.00 fine. These funds will be used to purchase replacement books.

## Strategic Focus – Weeding and Acquisitions

School Year	Strategic Focus
FY26	<b>Selection Priorities</b> <ul style="list-style-type: none"> <li>• Non-Fiction 000-399.9</li> <li>• Graphic Novels</li> <li>• SSYRA titles</li> </ul>
	<b>Inventory/ Weeding Priorities</b> <ul style="list-style-type: none"> <li>• Nonfiction 400's (Language)</li> <li>• Graphic Novels</li> <li>• Non fiction- 000-399.9</li> </ul>
FY27	<b>Selection Priorities</b> <ul style="list-style-type: none"> <li>• Orange Blossom Nonfiction Award Winning Books</li> <li>• Non fiction 500-589</li> <li>• Foreign Language</li> </ul>
	<b>Inventory/ Weeding Priorities</b> <ul style="list-style-type: none"> <li>• Non fiction- 600's</li> <li>• Non fiction 500-589</li> <li>• Foreign Language</li> </ul>
FY28	<b>Selection Priorities</b> <ul style="list-style-type: none"> <li>• Non-Fiction 796-799.9</li> <li>• Non fiction- 800's (Poetry &amp; Jokes)</li> <li>• Non fiction- 900's</li> </ul>
	<b>Inventory/ Weeding Priorities</b> <ul style="list-style-type: none"> <li>• Non fiction- 800's (Poetry &amp; Jokes)</li> <li>• Non fiction- 900's (History &amp; Geography)</li> <li>• Biographies</li> </ul>

### Reconsideration of Materials

Loxahatchee Groves Elementary School 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 D) and Specific Material Objection Form (Appendix E) with regard to book challenges.

### 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)