

FY26 COLLECTION DEVELOPMENT POLICY



Hope Centennial Elementary

FY26 Collection Development Policy

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Signature Page

Hope Centennial Elementary FY26 Collection Development Policy

Date Approved by Administration: 4/25/2025

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Media Specialist Signature: _____

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Purpose of Collection Development Policy

The purpose of the Collection Development Policy at Hope Centennial is to create a collection of library materials that support the library's mission. All decisions about the kinds of materials to be collected or accessed should be made with the mission statement in mind.

Background Statement & School Community

The users of Hope Centennial Elementary School Media Center come from grades Pre-Kindergarten through fifth grade (as well as from the surrounding adult community). They represent culturally diverse ethnic and economic backgrounds. Hope Centennial Elementary is located in West Palm Beach, Florida. It serves Pre-K through fifth grade students. The school presently has a school population of approximately 817 students. The school offers the VPK and the Spanish Dual Language program.

Hope Centennial Elementary School's library/media center staff consists of one full-time media specialist. The library/media center along with art, music, physical education and guidance consists of the fine arts rotation schedule.

Hope Centennial Elementary has a culturally and ethnically diverse student population representing different economic and ethnic backgrounds which include: 54% Black, 38% Hispanic, 19% White, 1% Mixed Race, 1% Asian and 1% American Indian. Forty-two percent of our students are ELL (English Language Learners).

The school library media program at Hope Centennial Elementary strives to provide information resources which will facilitate the educational goals of the students, faculty and staff. The Library Media Center (LMC) program is committed to helping students achieve academic success, be effective users of information, enjoy literature and become lifelong learners.

School Mission Statement

Hope Centennial Elementary School's mission statement aligns with the School District of Palm Beach County School District's mission statement. The mission of Hope Centennial Elementary School is to educate, affirm, and inspire each student in an equity-embedded school system.

Media Center Mission Statement

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. The library media specialist 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, 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 should be able to identify, plan, and use resources. Find, evaluate, organize and maintain information. The self-aware learner will use computers and technology to process information. The use of different technologies will be utilized to present information.

Responsibility for Collection Management & Development

The Collection Management and Development here at Hope Centennial is the process of providing quality materials and equipment for the library media center. The goal of the collection management and development is to ensure the collection has information sources in adequate quantity and variety to support student's academic and personal interest needs. The media specialist is charged with leading this process with the input of administration, faculty, students, parents and district stakeholders.

Weeding of library materials and resources is essential for the maintenance of an active, academically useful library media collection. Weeding is a form of quality control of the collection in which outdated, inaccurate and worn-out materials and equipment are discarded from the electronic catalog and physically removed from the collection.

The Library Media Specialist is responsible for the on-going maintenance of a quality collection. Teachers, administration and the library media specialist assist in the re-evaluation and systematic deleting of materials and equipment to ensure that the collection remains responsive to user needs, changing curriculum and advancing technology.

Library Program

The library program at Hope Centennial Elementary is on a fixed schedule (6-8 classes a day). Kindergarten through Fifth Grade students are on a 5 day rotation and come to MEDIA Fine Arts every other week, depending on the month and/or schedule. The library program supports different clubs throughout the school year including Book Club, MakerSpace Club and the Morning Announcements. New this school year is the Little Library located outside the school. The Little Library provides students with a free book that they can take home, read and return. It functions on the honor system. Incentives are also provided to students by the Media Specialist to encourage reading and to participate in different activities within the library program. The library program instruction includes literacy and technology instruction.

Goals and Objectives

- Goal 1:** By April 2026, update and order new Spanish and Creole books for the collection by 10% to support our English Language Learners and the Dual Language Program.
- Goal 2:** By April 2026, update and reorder lost, missing and weeded books from the collection by 10% to support school curriculum and meet the needs of students, teachers and administration.
- Goal 3:** By May 2026, circulation statistics for students and teachers will increase by 10% from the previous year.

Budget and Funding

The library media center is given a school-based operating budget at the beginning of every school year. The Hope Centennial 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.

<i>School-based Operating Budget</i>	<i>Budget FY25</i>	<i>FY26 Projected Budget</i>
<i>Account 551100 - Media Supplies</i>	<i>\$865</i>	<i>\$875</i>
<i>Account 553420 - Media Subscriptions (Periodicals-Newspapers)</i>	<i>\$125</i>	<i>\$125</i>
<i>Account 561100 - Library Books</i>	<i>\$1698</i>	<i>\$1698</i>
<i>Account 562230 - Media A/V Equipment</i>	<i>\$235</i>	<i>\$245</i>
<i>Account 564220 - Furn-Fix/Equip</i>	<i>\$145</i>	<i>\$145</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>\$0.00</i>	<i>\$0.00</i>
<i>State Media Allocation</i>	<i>Budget Amount</i>	
<i>Account 556110 (program 3070) - Media Books</i>	<i>\$2331</i>	<i>\$2331</i>

Purchasing Plan FY26

Approximate Purchasing Plan	
Purpose	Amount
Books	\$1500
Supplies	\$675
Total:	\$ 2175

Scope of the Collection

As the media center's role in the school's total instructional program grows in significance, the selection of school library media materials to support the total school curriculum becomes more challenging. The responsibility for the selection of instructional materials rests with the school library media specialist. In coordinating this process, the school library media specialist will consult with the administration, faculty and others in the school community.

The District provided databases and EBooks expand and enhance Hope Centennial's collection and provide 24/7 access for students. Some of the databases/Ebooks include MackinVia, Tumblebooks, World Book and many more.

The acquisition and maintenance of the Library Media Center materials collection is a primary function of the library media center's mission. The school library media specialist should select materials that have a specific use in the curriculum and for pleasure reading.

Selection of Library Media Center Instructional Materials and Supplemental Classroom Instructional Materials, Policy 8.12 SDPBC Policy 8.12 (6.a) stipulates: "Each school shall, in conjunction with the "Library Bill of Rights" (www.ala.org/ala/oif/statementspols/statementsif/librarybillrights.htm) of the American Library Association (ALA) and District policy, establish procedures for the evaluation, selection, management, and disposal of library media materials in conformance with this policy and Policy 8.1205 and shall record such in the school's collection development policy." Per District policy the collection will be arranged in standard Dewey order (See Section 8 Management of Library Media Instructional Materials)

If the needs of the Hope Centennial Media Center change due to changes in curriculum, demographics, or informational needs, this document may be updated to include those changes. The Media Center materials are available to every student in the school without exception. Acquisition and maintenance of materials is the primary function of the media staff members to ensure that students have the

required materials at the time of need. Materials will support both curriculum and pleasure reading as per [School Board Policy 8.12](#) (see Section 5d).

Equipment

Equipment available for use through the media program includes CD/Cassette players. In the workroom area the laminating machine and the VariQuest Cutout Maker is available for teacher/staff use. The TV production studio is housed within the media center.

Collection Development

The Collection Development here at Hope Centennial is the process of providing quality materials and equipment for the library media center. The goal of the collection development is to ensure the collection has information sources in adequate quantity and variety to support student's academic and personal interest needs. The media specialist leads this process with the input of administration, teachers, students, and stakeholders.

Selection and Evaluation Criteria

The process of selection and evaluation of materials is based on the needs of the school, present collection, student and faculty needs and the curriculum. Materials considered for purchase are selected on the basis of the following criteria established in SDPBC 8.12 (10.g)

In conjunction with the selection criteria above, library media specialists, teachers and administrators at each school location shall evaluate and select print and non-print materials for the library media center and classroom using several of the criteria outlined below, as appropriate for the media type. Specific reviewing tools will be utilized to assist with material selection (e.g. School Library Journal, Booklist).

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





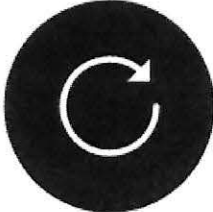
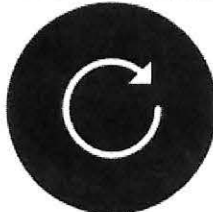


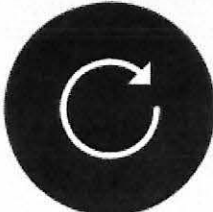


The School District Library Media Services Department supports school-based library media center personnel and establishes uniform policies and procedures for school library media centers throughout the District. These services include, but are not limited to:

- 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.

			
15,073 Items in the Collection	19 Items per Student	17% Fiction Titles in the Collection	28% 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.			
	2006 Average Age of the Collection	42% Aged Titles	3% 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.	
			
17% Representative Titles in Collection	2005 Representative Titles Average Age	26% SLL Titles in Collection	2006 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	26	2009
Philosophy & Psychology	89	2008
Religion	12	2005
Social Sciences	751	2005
Language	113	2003
Science	1,194	2007
Technology	529	2008
Arts & Recreation	636	2011
Literature	266	2005
History & Geography	636	2007
Biography	649	2006
Easy	3,120	2004
General Fiction	2,599	2007
Graphic Novels	476	2012

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

Weeding of library materials and resources is essential for the maintenance of an active, academically useful library media collection. Weeding is a form of quality control of the collection in which outdated, inaccurate and worn-out materials and equipment are discarded from the electronic catalog and physically removed from the collection.

The Library Media Specialist is responsible for the on-going maintenance of a quality collection. Teachers, administration and the library media specialist assist in the re-evaluation and systematic deleting of materials and equipment to ensure that the collection remains responsive to user needs, changing curriculum and advancing technology.

Inventory will be completed on a **three-year rotation** as per School [Board Policy 8.12 \(8\)](#).

(See list of rotation)...

2024/25 - Inventory of the entire collection was completed.

2025/26 - Easy, Fiction, Biography, Reference

2026/27 - Non-fiction, Professional, Easy

In coordinating this process, the library media specialist will:

- Use objective criteria for removing materials and equipment from the media center, which include obsolescence, physical age, condition, general inapplicability for continued inclusion in the existing collection.
- Dispose of materials by: giving them to students for individual use, recycling the materials for various instructional activities, cannibalizing non-repairable parts or pages by any reasonable and safe method in accordance with Board Policy 7.12 (2).
- The Superintendent shall dispose of tangible property (equipment, furniture, buses, vehicles, etc.) in accordance with Fla. Stat. § 1013.28(2), but he/she shall dispose of obsolete or surplus instructional materials as provided within Fla. Stat. § 1006.41 and School Board Policy 8.122(5).

Materials that are weeded will be sent to Library Media Services to be disposed of properly. Out of date material will not be placed in classrooms.

Lost or Damaged Library Materials

Hope Centennial school's policy regarding lost/damaged library materials in accordance with School Board Policy 2.21B(9) is to charge students for lost/damaged library materials. The policy 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">● Nonfiction● Easy● Professional
	Inventory/Weeding Priorities <ul style="list-style-type: none">● Professional● Nonfiction● Easy
FY27	Selection Priorities <ul style="list-style-type: none">● Easy● Fiction● Nonfiction
	Inventory/Weeding Priorities <ul style="list-style-type: none">● Fiction● Easy● Nonfiction
FY28	Selection Priorities <ul style="list-style-type: none">● Biography/Nonfiction● Easy● Fiction
	Inventory Priorities <ul style="list-style-type: none">● Biography/Nonfiction● Easy● Fiction

Reconsideration of Materials

In the event of a challenge by a citizen of Palm Beach County, personnel at Hope Centennial Elementary School will follow SDPBC [Board Policy 8.1205](#) – Challenge Procedures for Instructional Materials and note that the policy and the Specific Material 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 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)