

FY26 COLLECTION DEVELOPMENT POLICY



New Horizons Elementary School FY26 Collection Development Policy

Paula Bodner
Certified Educational Media Specialist

Signature Page

New Horizons Elementary
FY26 Collection Development Policy

Date Approved by Administration: April 14, 2025

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Purpose of Collection Development Policy

The Collection Development Policy is designed to support the New Horizons Elementary School Library's Mission statement and serves as a guide for the selection, acquisition, maintenance, and retention of materials by establishing roles, responsibilities and a process for addressing Library user concerns.

As our student, faculty, and staff population diversifies and grows, the Library at New Horizons Elementary School, reassesses and adapts our collection to reflect new and differing areas of interest and needs. Our priority is to offer titles and subject areas desired or needed by our users. We also strive to offer materials in print, digital, and electronic media formats. The collection development policy is annually evaluated and revised as necessary to provide guidance for implementing change in the collection.

Background Statement & School Community

New Horizons Elementary School, a Title I school serves 760 students, in addition to faculty, staff and parents. According to the Gold Report, New Horizons Elementary has a culturally and ethnically diverse student population representing different economic backgrounds. Within our 760 students, 63 percent Hispanic, 19 percent Black, 13 percent White, 3 percent Multiracial, 2 percent Asian and Indian. At New Horizons Elementary School 75 percent of the students are eligible for free and reduced lunch.

In addition, the New Horizons Elementary School Library Media Center supports the unique curricular needs of being an International Spanish Academy and our ESE and ELL students. International Spanish Academies (ISAs) are Dual Language Programs that have signed a collaborative agreement with the Ministry of Education of Spain. This K-12 educational program is carried out within the framework of cooperative activities organized by the Office of Education of Spain in the U.S. and each participating district. The language, history and culture of Spanish speaking countries are a major focus of the curriculum. This program is a Spanish two-way immersion program and allows students to develop proficiency in two languages by receiving classroom instruction in English as well as Spanish.

New Horizons Elementary school also has a Science, Technology, Engineering, Arts, and Mathematics (STEAM) program that provides motivating, highly engaging, hands-on instruction in science, technology, engineering, arts, and math. This program fosters innovation through scientific method, art design and creative problem solving and schools may use the ***Project Lead the Way*** program during the fine arts wheel. Each grade level develops year-long STEAM projects including hydroponic, butterfly and vegetable gardens, recycling, life cycle studies of flora and fauna, mural design, and use of the latest technology to include a 3D printer. Extracurricular clubs may include chess, SECME, art, music, dance, Lego bricks, fitness, and cooking.

School Mission Statement

New Horizons Elementary School's mission is to provide a foundation for the development of cognitive, emotional, social, and physical skills to facilitate the maximum educational growth of all students. New Horizons Elementary School will educate each child in a collaborative, multicultural community, developing curious life-long learners prepared to meet the challenges of tomorrow as productive, responsible, and culturally competent citizens.

New Horizons Elementary School is committed to excellence in education. Our purpose is to ensure that each child is provided with stimulating, creative, and enriching opportunities to nurture his/her physical, emotional, cognitive, and social development. Critical thinking, the ability to reason, an emphasis on basic skills for lifetime competencies, and the development of a positive self-concept are the core components of the educational process. We are dedicated to making the best use of our resources to meet these goals.

Media Center Mission Statement

The Library Media Center of New Horizons Elementary School is dedicated to working collaboratively with all stakeholders to provide a nurturing, inspirational and creative learning environment where all students can achieve their utmost potential and a love of literacy through a challenging and motivating curriculum while supporting and enriching the classrooms. The Library Media Center is dedicated to designing and maintaining a library program that supports, complements, and expands the instructional program of the school.

The Library Media Center of New Horizons Elementary School should 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, stimulate intellectual curiosity and encourages reading for pleasure. 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.

Responsibility for Collection Management & Development

The Library Media Specialist is responsible for the on-going maintenance of a quality collection which includes procurement of new materials and discarding of ineffective items. Teachers, administration and the school library media advisory committee 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.

Palm Beach County Schools, through the professional library media specialist at New Horizons Elementary School, shall provide a wide range of learning resources at varying levels of difficulty, with diversity of appeal and the presentation of different points of view, in English and in Spanish, to meet the needs of students and teachers.

Selection decisions are the responsibility of the Library Media Specialist with input from all staff members, under the ultimate authority of the principal and the school board.

Library Program

Foremost among national standards for school library media center programs is the need to work collaboratively with teachers to develop meaningful information literacy lesson plans that integrate into classroom learning. At New Horizons Elementary School, the library media specialist uses AASL Library Standards, FSA/CC Standards and Benchmarks and PBC curriculum guidelines as a mechanism to review the standards being taught at a grade-level in any given week and works with the classroom teacher to develop compatible lessons that support classroom learning.

The library is open throughout each day that students are in attendance to ensure equitable access for all students to library media resources. Research and reference materials are available at all times through the district-wide electronic subscription databases. Interlibrary loan is available.

There are days when the Media Center is closed for state testing and other school-based events. The school administration and faculty are aware that recent research documents improvement in student learning gains when the library media center is available to the student at the point of need.

At New Horizons Elementary School, the library media center schedule is currently on a fixed 6-day rotation with seven 30-minute classes taught daily by the Library Media Teacher. Students also have 24-hour access to eBooks through MackinVIA. The Library Media Center ensures that students, parents, and staff always have access to reference tools. New Horizons Elementary School also has a live, daily, bilingual, student lead morning news show.

New Horizons Elementary School promotes and participates in the Sunshine State Young Reader Awards Program (SSYRA and SSYRA Jr.) and the SDPBC Battle of the Books (BOB) competition. The SSYRA program can be accessed at [Battle of the Books / Overview](#). The Sunshine State Young Readers Program consists of 15 titles for grades 3-5. At least 6-7 copies of the grade 3-5 titles are purchased annually. At the start of the school year, the media specialist introduces the program to all 3-5 grade classes and encourages participation.

The SDPBC Battle of the Books competition takes place in February each year. Students who read 5 or more SSYRA books by December are invited to participate on a Battle of the Books team to represent our school in the SDPBC online competition. New Horizons Elementary had over 70 students participate in the BOB FY25 competition with our top team ranking 5th in the district.

The Sunshine State Young Readers Jr. consists of 15 titles for grade K-2 (including picture books and beginning readers). The media specialist reads these books to all K-2 students throughout the school year. At the conclusion of the program, students vote for their favorite book and the media specialist sends the votes to the Florida Association for Media in Education (FAME).

Goals and Objectives

Goal 1 - To purchase materials for a Makerspace and Lego Station

- Continue to plan lessons with our STEAM teacher to combine Makerspace and Legos within the Library and STEAM lab
- Add more STEM based books to the library
- Research innovative elementary products to add to the Lego and Makerspace Station

Goal 2 - Increase the MackinVia eBook Collection and Circulation

- Use data from needs assessment and interest to purchase MackinVia Ebook selections
- Add new Ebook biographies to MackinVia based on needs of grades for biography projects throughout the school year

Goal 3 - To continue to update the overall average publication date of the New Horizons Elementary School Library Media Collection. We went from an overall average publication day of 2007 to 2010 over the past 2 years.

- Continue to weed and replace outdated materials; focusing on science, history, technology and native language materials
- Continue selecting high-quality/high interest materials native language books
- Teach students the genre-fied organization of the library so they can independently find the books they seek

Budget and Funding

New Horizons Elementary School's Library Media Center is given a school-based operating budget at the beginning of each year. It is expected that the budget for FY 2026 school year will be consistent with the FY 2025 budget allocations. The New Horizons Elementary School administration uses a formula to disperse the appropriated funds. New Horizons Elementary operating budget is further supplemented through book fairs, adopt a class, and donations from PTA.

<i>School-based Operating Budget</i>	<i>Budget FY25</i>	<i>FY26 Projected Budget</i>
<i>Account 551100 - Media Supplies</i>	<i>\$676</i>	<i>\$676</i>
<i>Account 553420 - Media Subscriptions (Periodicals-Newspapers)</i>	<i>\$329</i>	<i>\$329</i>
<i>Account 561100 - Library Books</i>	<i>\$986</i>	<i>\$986</i>
<i>Account 562230 - Media A/V Equipment</i>	<i>\$410</i>	<i>\$410</i>
<i>Account 564220 - Furn-Fix/Equip</i>	<i>\$306</i>	<i>\$306</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>\$5,982</i>	<i>\$5,500</i>
<i>State Media Allocation</i>	<i>Budget Amount</i>	
<i>Account 556110 (program 3070) - Media Books</i>	<i>\$2,217</i>	<i>\$2,230</i>

Purchasing Plan FY26

Approximate Purchasing Plan	
Purpose	Amount
Fiction and NonFiction Books - English and Spanish Sunshine State Young Readers Books - Books K-5	\$3,000
Ebooks/MackinVia -Fiction and NonFiction -English and Spanish	\$1,000
Makerspace and Lego Station Supplies	\$500
Staff Supplies - Lamination, Butcher Paper, Poster Paper, Ink	\$1,500
Library Supplies - Bookmarks, Rewards and Incentives	\$800
Chromebooks for Library Usage	\$1,200
Total:	\$8,000

Scope of the Collection

The collection development is focused on the curriculum of New Horizons 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. Per District policy 8.12(5) Management of Library Media Materials, the collection will be arranged according to the Dewey Decimal Classification System.

According to best practices for school libraries in the United States, the print and non-print collection at New Horizons Elementary School is arranged by the Dewey Decimal Classification System. Additional resources are provided by district-wide subscriptions to electronic information databases. Students also have access to eBooks 24/7 through numerous sites, including MackinVia. 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.

The library program provides learning and teaching resources that are adequate in quality, quantity and variety to support the school's instructional program. The term "collection" includes all the information resources available through the library. These materials support the curriculum and meet the personal, informational and recreational needs and interests of students as per School Board Policy 8.12(2). To achieve these purposes, the collection includes a wide range of subjects, meets many levels of student abilities, and represents diverse points of view. We are an International Spanish Academy and dual language program and place special emphasis in the curation of materials in the Spanish language.

Equipment

At New Horizons Elementary School we have a poster maker, laminators and copy machines available for teacher and staff use. We have 8 chromebooks for library usage. We also have a TV production studio located in the library.

Collection Development

Collection Development is designed to support the Library's Mission statement and serves as a guide for the selection, acquisition, maintenance, and retention of materials by establishing roles, responsibilities, and a process for addressing library user concerns. Collection Development is a guide to the selection, acquisition and weeding of library materials to support teaching and learning at New Horizons Elementary School. The goal of collection development is to ensure that students and teachers have access to an organized and centrally managed collection of instructional materials. The Library at New Horizons Elementary School reassesses and adapts its collection to reflect new and differing areas of interest and need. The collection development policy is annually evaluated and revised as necessary to provide guidance for implementing changes in the collection. The media specialist leads this process with the input of administration, teachers, students, parents, and 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), New Horizons Elementary School uses the following professional reviewing sources to aid in the selection of library media center materials. Reputable, unbiased, and professional reviewing sources used for selection are listed below. The Library Media Center materials are based on many factors. The materials are evaluated as to their literary value, appropriateness to student age and emotional maturity and relevance to the curriculum. Other factors that are considered in the final decision to purchase new materials include their educational significance; need and value to the collection as a whole; and their relationship to the interests of students and the curriculum course of study.

- School Library Journal - <https://www.slj.com/section/reviews>
- Booklist - <https://www.booklistonline.com/>
- Horn Book Guide - <https://www.hornbookguide.com/site/>
- Kirkus Reviews - <https://www.kirkusreviews.com/>
- Publisher's Weekly - <https://www.publishersweekly.com/pw/reviews/index.html>
- School Library Connection - <https://schoollibraryconnection.com/About>
- ALA Youth Media Awards - <https://www.ala.org/news/mediapresscenter/presskits/youthmediaawards/alayouthmediaawards>

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

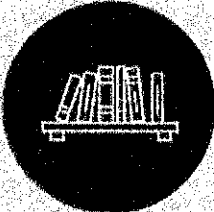
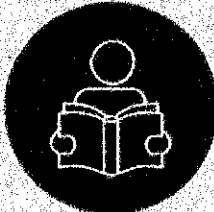
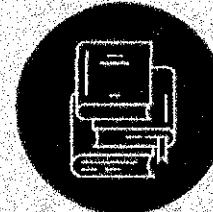

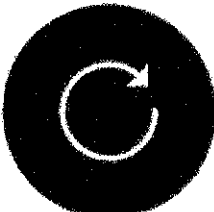
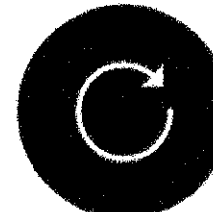
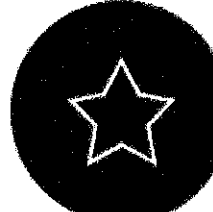
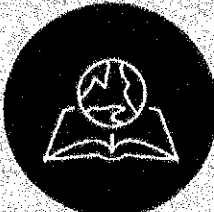
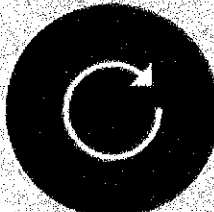
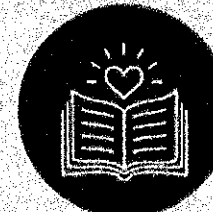
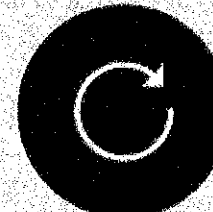
The School District Library Media Services Department supports school-based library media center personnel and establishes uniform policies and procedures for school library media centers throughout the District. These services include, but are not limited to:

- 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.

			
12, 976 Items in the Collection	17.1 Items per Student	27% Fiction Titles in the Collection	41% 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.			
	2010 Average Age of the Collection	45% Aged Titles	18% 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.	
			
28% Representative Titles In Collection	2009 Representative Titles Average Age	36% 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.

Computer Science, Information & General Works	42	2017
Philosophy & Psychology	28	2008
Religion	26	2009
Social Sciences	722	2003
Language	68	2004
Science	1,487	2009
Technology	574	2010
Arts & Recreation	1,290	2017
Literature	201	2001
History & Geography	824	2009
Biography	698	2008
Everyone/Easy	3,195	2009
General Fiction	3,461	2011
Graphic Novels	835	2019

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 Florida Statute governing Instructional Materials, 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. New Horizons Elementary School typically inventories part of its collection each year on a rotational basis, every 3 years. New Horizons Elementary School typically inventories a minimum of 1/3 of its collection each year on a rotational cycle: In FY 2025 an inventory was completed on the NonFiction section.

FY 2026 Everyone/Easy and Biography

FY 2027 Fiction

FY 2028 NonFiction

Weeding of materials and resources is essential for the maintenance of a healthy reading, research and reference 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 which includes procurement of new materials and discarding of ineffective items. Teachers, administration and the school library media advisory committee 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.

In coordinating this process, the library media specialist will follow objective criteria for removing materials and equipment from the media center, which include obsolescence, physical age and condition, and general inapplicability for continued inclusion in the existing collection. One popular criteria for weeding is found in the CREW Manual. CREW guidelines specify three criteria for identifying withdrawal candidates: the year of latest copyright years since last checkout MUSTIE factors; MUSTIE is an acronym which is applied to a material and indicates when an item should be evaluated for removal from the collection:

Misleading and/or factually inaccurate Ugly (worn beyond mending or rebinding) Superseded by a new edition or a better source Trivial (of no discernable literary or scientific merit) Irrelevant to the needs and interests of your community Elsewhere (the material may be borrowed from another source expeditiously)

Materials are discarded from the electronic catalog (Destiny) and physically removed from the collection. All material weeded is disposed of by being boxed and sent to Library Media Services.

Lost or Damaged Library Materials

In accordance with School District of Palm Beach County Board Policy 2.21B(9) School Board Policy 2.21B(9) "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">• Everyone/Easy in both English and Spanish• Decrease average age of Everyone/Easy Section• Decrease average age of Biography Section
	Inventory/ Weeding Priorities <ul style="list-style-type: none">• Inventory Everyone/Easy and Biography• Weed Everyone "Not Circulated" in 5 years• Weed Outdated Biographies
FY27	Selection Priorities <ul style="list-style-type: none">• Fiction in both English and Spanish• Decrease average age of Fiction Section• Increase Diversity and SLL in Fiction
	Inventory/ Weeding Priorities <ul style="list-style-type: none">• Inventory General Fiction• Weed Fiction "Not Circulated" in 5 years• Weed Outdated Fiction
FY28	Selection Priorities <ul style="list-style-type: none">• NonFiction in both English and Spanish• Decrease average age of NonFiction Section• Increase Diversity and SLL in Non Fiction
	Inventory/ Weeding Priorities <ul style="list-style-type: none">• Inventory NonFiction• Weed NonFiction "Not Circulated" in 5 years• Weed Outdated NonFiction

Reconsideration of Materials

New Horizon Elementary School follows all school district policies and state laws concerning the selection of library media materials. All materials, print and nonprint, shall meet the purchasing requirements as outlined in this document. The Media Center does not add or withdraw, at the request of any individual or group, materials which has been chosen or excluded on the basis of stated selection criteria. In the event of a challenge by a citizen of Palm Beach County, Administration and school personnel at New Horizons Elementary School will follow SDPBC policy 8.1205 Board Policy 8.1205 – Challenge Procedures for Instructional Materials (see Appendix D). To challenge materials, the complainant must complete the form PBSO 1113 (see Appendix E).

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)