

# FY26 COLLECTION DEVELOPMENT POLICY



## LIGHTHOUSE ELEMENTARY FY26 Collection Development Policy

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### **Purpose of Collection Development Policy**

This Collection Development Policy is designed to support both Lighthouse Elementary School's Mission Statement as well as the Library's Mission statements and serves as a guide for the selection, acquisition, maintenance, and retention of materials both written and electronic by establishing roles, responsibilities, and processes for addressing the governmental laws and guidelines as well as the users and stakeholders needs and concerns. As our student population and curriculum changes, we reassess and adapt our collections to reflect new areas of interest, academic needs and concern. The collection development policy is annually evaluated and revised as necessary to provide guidance for implementing changes in the collection.

### **Background Statement & School Community**

The users of the Lighthouse Elementary Library Media Center are Pre-K through 2nd grade students, faculty, staff and parents of our community. According to our School Improvement Plan. Our population of 571 students ranges from 3 - 8 years old with a total of 268 male students (47%) and 303 female students (53%). The breakdown is as follows: (73%) Caucasian, (16%) Hispanic, (5%) Asian, (6%) Multiracial and African American.

### **School Mission Statement**

Lighthouse Elementary School is committed to providing a world-wide education with excellence and equity to empower each student to reach his or her highest potential with the most effective staff to foster the knowledge, skills, and ethics required for responsible citizenship and productive careers.

### **Media Center Mission Statement**

The mission of the Lighthouse Elementary Library Media Center is to provide a collaborative program that will instruct, enhance, and support the goals and objectives of the entire school. It strives to assist all members in becoming effective users of ideas and information while providing an environment that encourages a lifelong love of reading.

### **Responsibility for Management and Development of the Collection**

The Library Media Specialist is responsible for responding to the reading, reference and research needs of the students and faculty. The Lighthouse Elementary Media Specialist is responsible for the collection management and its development. Input from our stakeholders, administration, faculty, students, parents and community is sought throughout the year via questions and surveys. As a collective group, we are constantly seeking new books, materials, updated technology, and reference materials to add to our collection. DESTINY, the electronic catalog of resources for the school and the district is maintained by the Department of K-12 Instructional Materials and Library Media Services and is available at all times for students,

faculty, staff and parents.

## **Library Program**

Lighthouse Elementary is unique in that it is the only public school in Palm Beach County which serves Pre K through second grade students. It is located in a well established community in Jupiter, Florida with a current enrollment of approximately 571 students. Students come to the library/media center weekly for approximately 30 minutes. The time is split between library lessons and book check out. Students are taught how to care for books and materials, the general organization of our library, how to navigate our library to find fiction books by authors' last names, the difference between fiction and nonfiction, the many uses of a library and its resources as well as other library and literature related topics and skills. The last ten minutes are used to check out books. These services are provided by a certified media specialist and the amazing parent volunteers who help in a variety of ways. The library is open every day from 8:00 a.m. until 3:00 pm. Research and reference materials are available at all times through the district-wide electronic subscription databases. Approximately, one hundred twenty-five fiction books are available through Mackinvia which is also located on Palm Beach County District website. Lighthouse Elementary provides 24 hour access to a wide variety of both fiction and nonfiction books through our Destiny library system where we have added approximately 700 books from ABDO Publishing. These ABDO books include read-to-self books as well as books the computer will read to the students. This helps our beginning readers to develop vocabulary and fluency and exposes them to books they can not yet read independently. The nonfiction books include links to vetted educational websites. These books are all age and content appropriate for PreK through second grade students.

## **Special Programs:**

### **Daily Morning Announcements:**

Daily announcements are written by the media specialist who in turn selects eighteen second grade students twice a year to present the morning announcements daily.

### **SSYRA, Jr. Challenge:**

All students are educated about the motivation and foundation of the SSYRA state program. They are then presented with the challenge to read and write one or two sentences about each of the 15 books selected each year. They receive a dog tag/brag tag for each. If all 15 are completed, they are invited

to an end of the year celebration and have the opportunity to vote for their favorite SSYRA book.

### **Summer Reading Challenge:**

Students are incentivized to read as many minutes as possible over the summer break. A variety of incentives are established for every 100 minutes.

**Scholastic Book Fair:** The library/media center hosts two book fairs each year. Students are able to purchase books of their choosing and areas of interest.

### **Goals and Objectives**

Goal 1: Increase participation in the summer reading challenge by 20% by August 2025

- increase incentives for smaller minutes read
- provide students with more reading options while traveling this summer
- give detailed instructions to families to access the district portal from remote locations focusing on kindergarten students

Goal 2: Increase participation in reading of the SSYRA, Jr. books from 12% of the students to 25% by May 2026.

- Publicize our dog tag/brag tag incentive program
- Increase advertising of the SSYRA, Jr. titles by doing a "Book Feature" once/month on the morning news.
- Implement a book talk for each of the SSYRA, Jr. books for every class
- Read aloud portions of each of the SSYRA books

Goal 3: Decrease the AGE of our nonfiction collection by 2 years by May 2026

- Continue weeding low circulation and outdated books
- Continue to add high interest and age appropriate print books which meet the selection criteria
- Increase book talks for the books that are in the low circulation category that have relevance and purpose in our collection to make students aware of their availability.
- Display some of our older books to make students aware they are available



## Budget and Funding

Funding sources for the Library/Media Center budget include State Allocated Funds, Scholastic Book Fairs, Adopt a Class and monies given by PTO. The annual Media Center budget is divided into various categories and spent as needed on supplies, books, eBooks, AV equipment, digital programs/books, furniture and computer hardware. The budget for the FY27 school year is expected to be similar to FYI26.

<i><b>School-based Operating Budget</b></i>	<i><b>Budget FY25</b></i>	<i><b>FY26 Projected Budget</b></i>
<i>Account 551100 - Media Supplies</i>	<i>\$621</i>	<i>\$620</i>
<i>Account 553420 - Media Subscriptions (Periodicals-Newspapers)</i>	<i>\$0</i>	<i>\$0</i>
<i>Account 561100 - Library Books</i>	<i>\$818</i>	<i>\$900</i>
<i>Account 562230 - Media A/V Equipment</i>	<i>\$778</i>	<i>\$800</i>
<i>Account 564220 - Furn-Fix/Equip</i>	<i>\$663</i>	<i>\$675</i>
<i><b>Fundraising/ Grants</b></i>	<i><b>Budget Amount</b></i>	<i><b>Budget Amount</b></i>
<i>Media Center Internal Account number for your grant(s) (get this from your bookkeeper)</i>	<i>\$4382</i>	<i>\$4300</i>
<i><b>State Media Allocation</b></i>	<i><b>Budget Amount</b></i>	<i><b>Budget Amount</b></i>
<i>Account 556110 (program 3070) - Media Books</i>	<i>\$1506</i>	<i>\$1671.00</i>

Approximate Purchasing Plan	
Purpose	Amount
books	\$8,300
e-books	\$3,300
supplies	\$1,200
<b>Total:</b>	<b>\$12,800</b>

### Scope of the Collection

The collection development is focused on the Florida State Standards and the curriculum of the School District of Palm Beach County, which in turn are governed by the Department of Education of the State of Florida. The collection includes hardcover books, paperback books, e-books and listening centers. Our ebooks consist of over 600 ebooks published by ABDO Publishing company which include both read aloud and read to self books. Per Palm Beach County School Board Policy, these materials will support both the curriculum and pleasure reading per section 5d,

This collection includes multiple copies of materials based on the student favorites, award winners, and famed authors. Sunshine State books have an identifying spine label and assigned display shelves that assists in providing easy identification for our young students, parents and staff to support Florida State Standards.

Funding for our books comes from Categorical funds, Book Fairs, Internal Account and PTO funding. Per School Board Policy 8.12 Management of Library Media Materials, the collection is arranged according to the Dewey Decimal Classification System see section 8, Management of Library Media Instructional Materials. Lighthouse Elementary is a PreK - second grade school therefore, per Florida State House Bill 1557, there will not be any materials, written or electronic, referencing, alluding to, or mentioning sexual orientation or gender identity and all material are age appropriate and developmentally appropriate for our students.

The school district provides electronic databases, books and research materials age and content appropriate for our students.

## **Equipment**

As part of the media center, we have a production room for teachers and volunteers. This includes 2 copiers, 3 laminators and a poster maker.

The media center has a SMART board and TV studio for school wide broadcast. This program is currently run by the media specialist and select group of second grade students who are handpicked with input from the classroom teachers for the first half of the year. The second half of the year, interested second grade students, audition to become part of the news crew.

Lighthouse has a professional library available for teachers which provides leveled sets of fiction and nonfiction books teachers are able to check out, materials for math and science projects, kits. We also have listening centers and kits available for checkout by teachers.

## **Collection Development**

Collection Development is the process of evaluating our current library status to determine the materials needed to fill voids which currently exist. This is accomplished by evaluating available materials which are age and content appropriate including reading and research materials as well as the professional reviews of materials and equipment for the library media center. The goal of collection development is to ensure the collection has information sources in adequate quantity, reading level, content appropriate and variety to support student's academic and personal interest needs. 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 C), Lighthouse Elementary Library Media Center uses the following professional reviewing sources to aid in the selection of library media center materials.

- 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>
- School Library Journal - <https://www.slj.com/section/reviews>
- Titlewave: <https://www.titlewave.com/>
- District-Wide "Procedures for Selecting and Developing library Collections" School Board Policy 8.12 sets out the procedures for selecting and developing library collections. These procedures are followed District-wide.



## **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**



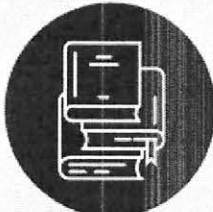

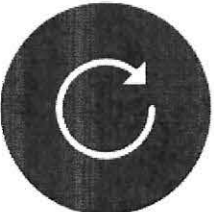






The School District Library Media Services Department supports school-based library media center personnel and establishes uniform policies and procedures for school library media centers throughout the District. These services include, but are not limited to:

- 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 Titlewave analysis.

			
<b>20,110</b> Items in the Collection	<b>25</b> Items per Student	<b>6,159</b> Fiction Titles in the Collection	<b>10%</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>2008</b> Average Age of the Collection	<b>42%</b> Aged Titles	<b>9%</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>19%</b> Representative Titles in Collection	<b>2007</b> Representative Titles Average Age	<b>21%</b> SLL Titles in Collection	<b>2008</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, and Titlewave, the vendor's ordering and analysis tool.

Section	# of Titles	Average Age (year)
Computer Science, Information & General Works	<b>72</b>	<b>2007</b>
Philosophy & Psychology	76	2013
Religion	31	2011
Social Sciences	712	2010
Language	150	2006
Science	2,662	2013
Technology	910	2013
Arts & Recreation	571	2012
Literature	200	2004
History & Geography	775	2010
Biography	720	2007
Easy	3,828	2006
General Fiction	2013	2,103

### **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**

Collection Maintenance Lighthouse Elementary's annual Inventory will be completed on a three-year rotation as per Board Policy 8.12 (8) ..

2026 NONFICTION

2027 FICTION

2028 EASY

### **Lost or Damaged Library Materials**

Lost or Damaged Library Materials Lighthouse charge fees for late materials or fines for lost/damaged materials 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."

### **Strategic Focus – Weeding and Acquisitions**

<b>School Year</b>	<b>Strategic Focus</b>
<b>FY26</b>	<b>Selection Priorities</b> <ul style="list-style-type: none"><li>• <b>nonfiction</b></li><li>• <b>fiction</b></li><li>• <b>professional</b></li></ul>
	<b>Inventory/Weeding Priorities</b> <ul style="list-style-type: none"><li>• <b>nonfiction</b></li><li>• <b>biographies</b></li><li>• <b>easy fiction</b></li></ul>
<b>FY27</b>	<b>Selection Priorities</b> <ul style="list-style-type: none"><li>• <b>easy</b></li><li>• <b>fiction</b></li><li>• <b>nonfiction</b></li></ul>
	<b>Inventory/Weeding Priorities</b> <ul style="list-style-type: none"><li>• <b>easy fiction</b></li><li>• <b>fiction</b></li><li>• <b>nonfiction</b></li></ul>
<b>FY28</b>	<b>Selection Priorities</b> <ul style="list-style-type: none"><li>• <b>fiction</b></li><li>• <b>nonfiction</b></li><li>• <b>easy fiction</b></li></ul>
	<b>Inventory Priorities</b> <ul style="list-style-type: none"><li>• <b>fiction</b></li><li>• <b>nonfiction</b></li><li>• <b>easy fiction</b></li></ul>

### **Reconsideration of Materials**

In the event of a challenge by a citizen of Palm Beach County, personnel at Lighthouse Elementary School will follow [Board Policy 8.1205](#) - Challenge Procedures for Instructional Materials. See the Appendix for a copy.

### **Annual Evaluation and Revision of CDP**

This collection development plan will be reviewed and modified as necessary 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)