

**FY26
COLLECTION
DEVELOPMENT
POLICY**



Meadow Park Elementary School

FY26 Collection Development Policy

Elizabeth Berry

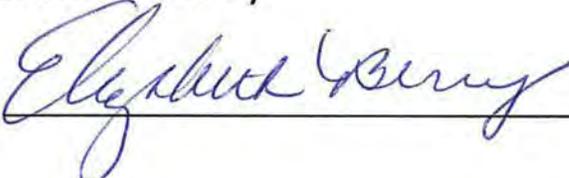
Educational Media Specialist

Signature Page

Meadow Park Elementary School
FY26 Collection Development Policy

Date Approved by Administration: **May 1, 2025**

Media Specialist Name: Elizabeth Berry

Media Specialist Signature:  _____

Principal Name: Sabrina Higley

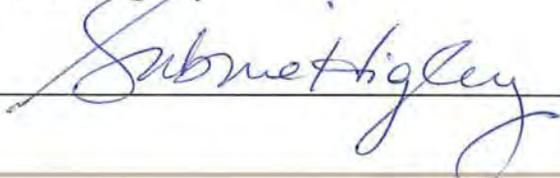
Principal Signature:  _____

Table of Contents

<u>Purpose Statement</u>	4
<u>Background Statement & School Community</u>	4
<u>School Mission Statement</u>	5
<u>Media Center Mission Statement</u>	5
<u>Responsibility for Collection Management Development</u>	5
<u>Library Program</u>	6
<u>Goals and Objectives</u>	8
<u>Budgeting and Funding</u>	10
<u>Scope of the Collection</u>	11
<u>Equipment</u>	12
<u>Collection Development</u>	13
<u>Selection Evaluation and Criteria</u>	13
<u>Analysis of the Collection</u>	16
<u>Gifts and Donations</u>	18
<u>Collection Maintenance</u>	18
<u>Lost or Damaged Library Materials</u>	19
<u>Strategic Focus – Weeding & Acquisitions</u>	19
<u>Reconsideration of Materials</u>	21
<u>Appendices</u>	22
<u>A - Library Bill of Rights</u>	22
<u>B - ALA Intellectual Freedom Statement</u>	22
<u>C - Board Policy 8.12</u>	22
<u>D - Board Policy 8.1205</u>	22
<u>E - Specific Material Objection Form</u>	22

Purpose of Collection Development Policy

The Collection Development Policy is designed to support the Library's Mission Statement and serve 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 population changes, the **Library Media Center (LMC) at Meadow Park Elementary School (MPES)**, reassesses and adapts its collection to reflect new and differing areas of interest 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 Meadow Park Elementary School Library Media Center come from grades Kindergarten through Fifth in addition to the faculty, staff and parents of that community of users. The current school grade is an "A".

According to the Elementary School Report Card, Meadow Park Elementary has a culturally and ethnically diverse student population representing different economic backgrounds. The current demographic makeup of MPES is as follows: 813 total students in K-5. 18% White, 7% Black, 73% Hispanic, 0% Asian, 0% American Indian and 2% Multiracial, 48% Female and 52% Male.

85% of the student population is identified as Economically Disadvantaged.

A voluntary Pre-Kindergarten (VPK) is offered at the school. Additionally, MPES is a STEM school of choice as well as an AVID school. We offer AMP classes and have a dual language program in Spanish for grades Kindergarten through 5th.

School Mission Statement

Our mission at Meadow Park Elementary, with the collaboration of teachers, parents, and the community, is to challenge all students to reach their maximum potential and to empower them with the knowledge to develop academic, social, physical and emotional skills necessary for them to become productive members to an ever changing society.

Media Center Mission Statement

The library media center staff at MEadow Park Elementary School is committed to providing the instruction, resources and opportunity to gain the information literacy skills necessary for the 21st century.

Responsibility for Collection Management & Development

School District of Palm Beach County (SDPBC) Board Policy 8.12 Selection (HB 1467)

(Appendix C) stipulates "Each book made available to students through a school district library media center or included in a recommended or assigned school or grade-level reading list must be selected by a school district employee who holds a valid educational media specialist certificate, regardless of whether the book is purchased, donated, or otherwise made available to students."

"A choice of materials that support the instructional program and promote reading

shall be available to students and professional staff to allow for varying achievement levels, interests, and teaching/learning styles. Each school shall, in conjunction with the **“Library Bill of Rights” (Appendix A)** of the **American Library Association (ALA)**, State Statute, and District policy, follow District procedures for the evaluation, selection, management, and disposal of library media materials in conformance with this Policy and SDPBC Board Policy 8.1205 (Appendix D). Annually, the District requires using the selection criteria and the removal criteria referenced in this Policy to have library media specialists evaluate their collection in order to write a School Collection Development Plan to enhance their individual library programs that align to the District required components."

This collection development policy is used by the Meadow Park Elementary School Media Center staff in the selection, acquisition, evaluation, and maintenance of library media center materials. It is used both in providing consistency for developing the collection and in communicating the library media center policies to faculty, students, and staff and other interested stockholders of the school community.

It is understood that this document is fluid and changes in the curriculum, demographics, information needs or programs of the school will mandate updates to the collection and its governing policies.

The electronic catalog of resources for the school and district is maintained by the Department of K-12 Instructional Materials and Library Media Services and is available at all times to students, faculty and parents.

Meadow Park Library Media Center (LMC) Program

The LMC currently has one full time Educational Media Specialist. The Fine Arts Rotation is a 6 day rotation for grades K, 1 ,2 and 5, a 7 day rotation for grade 3, and a 5 day rotation for grade 4. Classes are taught for 30 minutes by the LMS. The library is open to all students, faculty and parents from 7:30am - 3:00pm daily.

Special Initiatives:

- **Dual Language - Spanish:** MPES offers its students the opportunity to participate in the Spanish Dual Language program. It begins in Kindergarten and extends to grade 5. An additional unit of Kindergarten will be added in FY26.
- **Book Fair:** The LMC hosts 1-2 book fairs each year. The current book fair company is Scholastic. Students are able to purchase books of their interest.
- **Digital Citizenship:** As mandated by the SDPBC, TechSafe lessons are conducted by the LMS to all K-5 students.
- **Morning Announcements:** A select number of 3rd and 4th grade students present the school's morning announcements live every morning at 8:00 am. It is led by the LMS and the Reading SAI teacher.

- **Other Miscellaneous Initiatives:**

Drop Everything and Read Day	Read Across America Week	Battle of the Books (Grades 4-5)
Read for the Record	Read Aloud Day	Mel Fisher Maritime Museum - Pop Up Museum
International Dot Day	Literacy Week	

Goals and Objectives for FY26

Goal 1: To increase the overall average publication date of the Meadow Park Library Media Collection.

- **Objective 1:** Use data analysis to find areas of need
- **Objective 2:** Purchase up to date books to support the needs and interests of stakeholders
- **Objective 3:** Continue to weed shelves based on Titlewave report suggestions

Goal 2: To support the Dual Language Program by increasing the number of bilingual books available in our collection.

- **Objective 1:** Use data analysis of our current collection
- **Objective 2:** Purchase up to date books to support the needs and interests of the stakeholders

Goal 3: to increase student participation reading SSYRA nominated books in 4th and 5th grade.

- **Objective 1:** Purchase a set of SSYRA and SSYRA Jr. books for the library
- **Objective 2:** Plan library media fine arts lessons to promote books: Read aloud, mystery book, special activities to promote authors, genres, etc.

Budget and Funding

The LMC is given a school-based operating budget at the beginning of every school year. The MPES administration uses a formula in order to disperse the appropriated funds. It is expected that the budget for the 2025 - 2026 school year will be similar to the 2024-2025 budget line as follows:

2025 -2026 (FY26) projected budget amounts:

School-based Operating Budget	Budget FY25	FY26 Projected Budget
Account 551100 - Media Supplies	\$1700.00	\$1800.00
Account 553420 - Media Subscriptions (Periodicals-Newspapers)	\$0.00	\$0.00
Account 561100 - Library Books	\$985.00	\$1000.00
Account 562230 - Media A/V Equipment	\$0.00	\$0.00
Account 564220 - Furn-Fix/Equip	\$350.00	\$375.00
Fundraising/ Grants	Budget Amount	
Media Center Internal Account number for your grant(s)	\$1000.00	\$1000.00
State Media Allocation	Budget Amount	
Account 556110 (program 3070) - Media Books	\$2412.00	\$2500.00

Purchasing Plan FY26

Approximate Purchasing Plan	
Purpose	Amount
Toner (Desk Color Printer/Poster Printer)	\$500.00
Poster Printer Paper	\$300.00
Laminating Film	\$500.00
SSYRA Books	\$400.00
Library Books	\$2000.00
Miscellaneous Supplies	\$100.00
Total:	\$3800.00

Scope of the Collection

The collection development is influenced by the curriculum of MPES, which follows the guidelines of the SDPBC, and is governed by the Department of Education of the State of Florida. The SDPBC provides databases and eBooks that expand the Meadow Park collection and provide 24/7 access for students.

The formats which are included in the collection are

SDPBC Digital: Portal/database	SDPBC eBooks
eBooks	Fiction/Easy books
Biography books	Foreign Language Books (Spanish)
Paperback books	Graphic Novels
Intermediate books (4th and 5th grades)	Non-fiction books

All collection materials support both curriculum and pleasure reading as per **SDPBC Board Policy 8.12 (section 2d) (Appendix C)**. In addition, as per District policy, the collection is arranged in standard Dewey order (**section 5 Management of Library Media Instructional Materials**)

Equipment

The LMC offers a variety of equipment to meet the school-wide needs of teachers and staff. The following equipment is available for circulation: CD players.

Located within the LMC, a Smartboard and Audio Enhancement is available for use in instruction and meetings as well as a projector and document camera. Teachers and staff have access to additional resources located in the Teacher Workroom: Copiers, Book Binding Machine, Paper Cutters, Ellison die cut machines and a selection of die cut patterns, laminators, bulletin board paper rack and a poster maker. Services provided by the media specialist include a color poster maker and laminating machines. In addition, a TV production studio with basic equipment is housed within the media center. MPES is on the list to receive updated equipment during the FY26 school year.

Collection Development

The acquisition and maintenance of the LMC materials collection is a primary function of the certified media specialist. The process includes input from the school administration, teachers, parents, students and stakeholders with the guiding leadership of the media specialist.

Collection development refers to the process of building and maintaining the library's entire materials collection, in both print and nonprint formats. The Collection development process includes adhering to district policies and procedures, budget allocations, needs assessment, selection, collection maintenance/evaluation, and resource sharing. It is the process of providing quality materials and equipment and its goal is to ensure that the collection has information sources in adequate quantity and variety to support students' academic and personal interest needs.

Selection and Evaluation Criteria

Materials considered for purchase are selected based on the criteria established in **SDPBC Board Policy 8.12 (Appendix C)**

The LMC materials support the school's curriculum and students' interests. The responsibility of selecting the materials rests with the certified Library Media Specialist. In coordinating the materials orders, the Library Media Specialist will consult with students, faculty, administration, parents and stakeholders.

The process of selection and evaluation of materials follows the criteria outlined in the **American Library Association Library Bill of Rights (Appendix A)**. First considerations are based on the following information:

- The existing collection
- The students and faculty needs
- the curriculum

The primary goal of the LMC's collection development efforts is to build a current collection that supports the needs of the curriculum and the school community and maintains the recommendation boundaries for:

- size of collection
- the average age of the collection
- access to the collection

The **Criteria** used to select library titles (book and ebooks) that have passed the above test are as follows:

- Preview of the materials before purchasing , if possible
- Use of 2 reviews found in reputable, unbiased reviewing sources:
 - Kirkus Reviews
 - School Library Journal
 - Hornbook
 - Publishers Weekly
 - Booklist
- Free of pornography and material as described in **FL Statute 847.012**
- Appropriateness for age and grade level
- Cultural diversity of the school
- Quality of writing
- Currency, quality, and relevance of the resources
- Balance of print and non-print
- recommended titles by associations or subject specialists
- recommended titles by teachers, staff, students, administration, parents and stakeholders.
- Selection and Evaluation Criteria

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

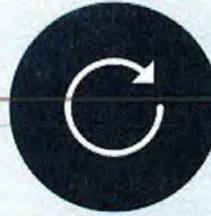
The School District Library Media Services Department supports school-based library media center personnel and establishes uniform policies and procedures for school library media centers throughout the District. These services include, but are not limited to:

- 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.

			
9,966 Items in the Collection	16.6 Items per Student	55% Fiction Titles in the Collection	45% 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.			
	2011 Average Age of the Collection	38% 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.	
			
27% Diverse Titles Representative Titles in Collection	2011 Diverse Titles Representative Titles Average Age	38% SLL Titles in Collection	2012 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	64	2013
Philosophy & Psychology	45	2010
Religion	10	2010
Social Sciences	504	2007
Language	110	2002
Science	1184	2013
Technology	657	2012
Arts & Recreation	647	2015
Literature	130	2006
History & Geography	499	2011
Biography	546	2011
Easy	2411	2010
General Fiction	3111	2012
Graphic Novels	374	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: Per the Florida Statute governing Instructional Materials, instructional materials 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. Following the SDPBC Board Policy 8.12 (Appendix C) inventory is completed on a three year rotation. In the Meadow Park Elementary School Media Center books are labeled in two areas. In the section labeled **Intermediate 4-5**, green stickers are put on the spine indicating they are to be checked out to only students in grades 4 and 5. In the section labeled Spanish, red and yellow stickers that say **Espanol** are attached to the spine of those books. These books are available to be checked out to any students.

SCHOOL YEAR	INVENTORY ROTATION
2025-2026	Non-fiction, Biographics, Graphic Novels
2026-2027	Easy and Fiction includes Paperbacks
2027-2028	Non-fiction, Biographies, Graphic Novels

Lost or Damaged Library Materials

There are no fees for late materials. Students are charged for lost or damaged materials in accordance with School Board Policy 2.21B (9) which stated: "If a student loses or damages district property, including library books and textbooks loaned to said student they shall be required to pay for, replace or repair said district property." At the end of the school year, a fine will be posted as an obligation in SIS for the value of any lost books 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 to pay, replace or repair said district property."

Strategic Focus – Weeding and Acquisitions

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 for a collection that is outdated, inaccurate, and worn-out materials and equipment are discarded from the electronic catalog and physically removed from the collection.

The Library Media Specialist (LMS) is responsible for the ongoing 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 LMS will follow objective criteria for removing materials and equipment from the media center, which includes obsolescence, physical age and condition, and inaccurate or generally inapplicability for continued inclusion in the existing collection. One popular criterion for weeding is found in the CREW Manuel.

Materials discarded from the electronic catalog (Destiny) and physically removed from the collection. All materials weeded are disposed of by being boxed and

sent to Library Media Services to be disposed. Outdated materials will not be placed in classrooms.

School Year	Strategic Focus
FY26	Selection Priorities <ul style="list-style-type: none"> ● Commerce, Communication and Transportation ● Medical Science/Medicine ● Science
	Inventory/Weeding Priorities <ul style="list-style-type: none"> ● Conditioned and Aged: Nonfiction/Fiction ● Conditioned and Aged: Paperbacks ● Conditioned and Aged: Foreign Language (Spanish)
FY27	Selection Priorities <ul style="list-style-type: none"> ● Foreign Language: Spanish ● Easy/Fiction/Graphic Novels ● Literature: Fairy Tales, Folktales, Legends, Mythology
	Inventory/Weeding Priorities <ul style="list-style-type: none"> ● Conditioned and Aged: Easy and Fiction ● Conditioned and Aged: Biographies ● Conditioned and Aged: Technology
FY28	Selection Priorities <ul style="list-style-type: none"> ● Foreign Language: Spanish ● Easy, Fiction, Graphic Novels ● Science: Astronomy and Allied Sciences
	Inventory Priorities <ul style="list-style-type: none"> ● Political Science ● Geography, Maps, and Atlases ● Conditioned and Aged: Fiction

[Board Policy 8.1205](#) “ **Challenge Procedures for Instructional**

Materials” will be followed as our guide of the district approved steps for any resident within our school boundary or parent of a student attending our school who wishes to challenge specific instructional material, such as a library book in our Meadow Park Library Media Center. To challenge materials, the complainant must complete the form **PBSD 1113 (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)