

FY26 COLLECTION DEVELOPMENT POLICY



Northboro Elementary

FY26 Collection Development Policy

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Educational Media Specialist

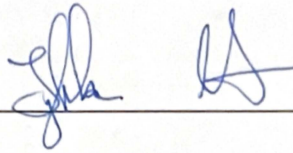
Signature Page

Northboro Elementary
FY26 Collection Development Policy

Date Approved by Administration: **May 9, 2025**

Media Specialist Name: Tykisha Grant, M.L.I.S

Media Specialist Signature: _____

Handwritten signature of Tykisha Grant in blue ink, written over a horizontal line.

Principal Name: Chanda Kinlaw, Principal

Principal Signature: _____

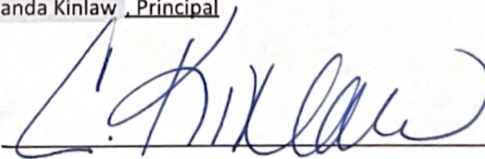
Handwritten signature of Chanda Kinlaw in blue ink, written over a horizontal line.

Table of Contents

<u>Purpose Statement</u>	4
<u>Background Statement & School Community</u>	4
<u>School Mission Statement</u>	4
<u>Media Center Mission Statement</u>	4
<u>Responsibility for Collection Management Development</u>	4
<u>Library Program</u>	5
<u>Goals and Objectives</u>	5
<u>Budgeting and Funding</u>	6
<u>Scope of the Collection</u>	7
<u>Equipment</u>	7
<u>Collection Development</u>	8
<u>Selection Evaluation and Criteria</u>	8 - 9
<u>Analysis of the Collection</u>	10
<u>Gifts and Donations</u>	11
<u>Collection Maintenance</u>	12
<u>Lost or Damaged Library Materials</u>	12
<u>Strategic Focus – Weeding & Acquisitions</u>	12
<u>Reconsideration of Materials</u>	12
<u>Appendices</u>	14
<u>A - Library Bill of Rights</u>	14
<u>B - ALA Intellectual Freedom Statement</u>	14
<u>C - Board Policy 8.12</u>	14
<u>D - Board Policy 8.1205</u>	14
<u>E - Specific Material Objection Form</u>	14

Purpose of Collection Development Policy

The Collection Development Policy 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.

As our student population changes, the Media Center at Northboro Elementary, reassesses and adapts its collections 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

Northboro Elementary is a small neighborhood school of 758 students located in West Palm Beach. The school was founded in 1916 and offers one of only two Montessori programs within our school district. We welcome students from ages Prek 3- 5th grade. Northboro serves a very ethnically diverse student body that is over 90% students of color (51% Hispanic and 41% African American.) We are a Green School of Excellence and we are focused on providing a peace centered education informed by Montessori principles of student led learning. As a result we strive to provide numerous opportunities for student voice and self-expression.

School Mission Statement

The mission of Northboro Elementary is to create a learning environment where students value and recognize the purpose of the school and understand how to apply a diverse set of strategies and tools to reach their diverse set of strategies and tools to reach their highest potential in attaining their academic and social goals.

Media Center Mission Statement

The mission of the Media Center is to support the vision of our school by helping students achieve their academic goals while becoming fluent readers, skilled researchers, and empowered creators and consumers of information. We also strive to create a welcoming and safe environment for all students.

Responsibility for Collection Management & Development

The media specialist is responsible for selecting and acquiring materials for the media center collection. However, the media specialist does survey students and staff for book recommendations for purchase annually.

Library Program

The Northboro Media Center program is a part of the Fine Arts wheel. All students are able to visit the media center at least once every five days. The Media specialist provides book checkout, library skills instruction and digital storytelling mini-lessons and Read Alouds. The Media Center also seeks to partner with classroom teachers to support the curriculum by providing books and other resources as well as working with teachers on collaborative instructional projects. The Northboro Media Center works to create a library collection that supports the academic, social and recreational needs of all students.

The media center staff also seeks to create a learning environment that promotes the new national library standards developed by the American Association of School Librarians (or A.A.S.L's) Future Ready Initiative. The foundation of the new standards are the Domains A. Think B. Create. C. Share D. Grow. The media program will promote school wide participation in District reading initiatives such as The Sunshine Young Readers Awards and the Battle of the Books. The Media Center staff also plans to re-establish our Makerspace after it was dismantled due to the Pandemic and incorporate the use of centers to allow learning in Media to be student centered, self-paced and cooperative.

Goals and Objectives

Goal #1. Continue to establish and refine Centers in the Media Center to ensure student choice in learning and creation.

- Reestablish or establish a Makerspace and Digital Storytelling areas in centers.
- Utilize the Business Partnerships program to raise funds or obtain grants to continue to fund the ongoing Media Center Makeover
- Reestablish and freshen signage throughout the media center

Goal #2. Collaborate with teachers in grades 3-5 to develop project based learning experiences that promote science, history and digital media creation mastery

- Identify Teachers and curriculum access points for collaboration
- Train students in the use of digital media programs (Google Slides, Adobe Express, and Book Creator
- Train students in the use of research skills tools like World Book Encyclopedia, Proquest and Gale researcher
- Establish a mechanism for students to publish and present mastery of the curriculum in their work.

Goal#3. Establish a video club.

- Setup a video club that meets weekly with students in aftercare.
- Guide students in the production of PSA's and other formats eligible for submission into the Jim Harbin Media Festival organized by FAME

Budget and Funding

The Northboro Media Center is given a school-based operating budget at the beginning of every school year. The budget for the FY26 school year is expected to be similar to FY25. The media center

<i>School-based Operating Budget</i>	<i>Budget FY25</i>	<i>FY26 Projected Budget</i>
<i>Account 551100 - Media Supplies</i>	<i>\$262.78</i>	<i>\$300</i>
<i>Account 553420 - Media Subscriptions (Periodicals-Newspapers)</i>	<i>\$56.00</i>	<i>\$200</i>
<i>Account 561100 - Library Books</i>	<i>\$872</i>	<i>\$900</i>
<i>Account 562230 - Media A/V Equipment</i>	<i>\$423</i>	<i>\$400</i>
<i>Account 564220 - Furn-Fix/Equip</i>	<i>\$188</i>	<i>\$100</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>\$6413.42</i>	<i>\$2500</i>
<i>State Media Allocation</i>	<i>Budget Amount</i>	
<i>Account 561100 (program 3070) - Media Books</i>	<i>\$2190</i>	<i>\$2000</i>

Purchasing Plan FY26

Approximate Purchasing Plan	
Purpose	Amount
Book Taco Software	\$1200
Books	\$1500
Display & Center supplies	\$500
STEM & Craft Supplies	\$500
Bulletin Board Fabric	\$300
Total:	\$4000

Scope of the Collection

Our collection development is focused on the curriculum of Northboro Elementary School, which follows the guidelines of the School District of Palm Beach County, which in turn is governed by the Department of Education of the State of Florida.

According to best practices for school libraries in the United States, the print and nonprint collection at Northboro Elementary School is arranged by the Dewey Decimal Classification System. The Fiction collection is organized by genre and the author's last name. Additional resources are provided by district-wide subscriptions to electronic information databases and eBook platforms that make resources and information available to students and staff 24/7.

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. All materials selected for the collection support the curriculum and meet the personal information and recreational needs and interests of the students. The collection will contain materials that adhere to School Board Policy 8.121.

Equipment

- TV Production Studio
- Cricut Maker Cutting Machine
- Accucut Cutting Machine and Dies
- Chromebook and iPads Cart

- Binding Machine
- Bulletin Board Paper
- Epson Poster Printer

Collection Development

Collection Development is the process of providing quality materials and equipment in the library media center. The goal of collection development is to ensure the collection has information sources in adequate quantity (10 books per student) and a variety to support student's academic and personal interest needs. With the input of teachers, students and parents, the media specialist works to ensure that students and staff have up to date books and materials that fulfill their information needs and reflect the interests of the entire school community. All resources and materials purchased or donated to the library will adhere to School Board policy 8.12.

Selection and Evaluation Criteria

Materials considered for purchase are selected on the basis of the criteria established in

SDPBC 8.21 (6.d):

1. In conjunction with the selection criteria above, library media specialists, teachers and administrators at each school location shall evaluate and select print and nonprint materials for the library media center and classroom using several of the criteria outlined below, as appropriate for the media type. However, in accordance with Fla. Stat. § 847.012, criteria "xvi" and "xvii" below (relating to obscenity and copyright) must be two of the criteria used in the evaluation of all materials.

- a. **Professional Reviews.** - Print or non-print media including video footage that have been favorably reviewed by two or more professional sources such as a *School Library Journal*, *Horn Book*, *Booklist*, and/or *Children's Catalog*.
- b. **Educational Significance.** - Material is valuable to an individual course of study or to the library media collection; the degree to which the material would be supplemented and explained by mature classroom instruction.
- c. **Appropriateness.** - Material is geared to the age, maturity, diverse interests, and learning levels of students for whom it is intended. Reading levels and lexiles are considered to provide a range of material that challenges the student and guides their selection process.
- d. **Accuracy.** - Nonfiction information is correct, recent, and objective.
- e. **Literary Merit.** - Fiction that has a noteworthy plot, setting, characterization, style and theme.
- f. **Obscenity.** - No books or other material containing hard-core pornography or otherwise prohibited by Fla. Stat. § 847.012 shall be used.
- g. **Copyright.** -Supplemental instructional materials and library media materials used in a school shall be procured and used in accordance with federal, state and District copyright laws, rules, and policies as referenced in School Board Policy 8.121.*

Other reputable, unbiased, professional reviewing sources used for selection include:

- o Booklist
- o BookTalk
- o BookReport
- o Bulletin for the Center for Children's Books
- o Kirkus Reviews
- o Book Links
- o School Library Journal
- o SSYRA Book List
- o Newbery Medal
- o Caldecott Medal
- o Coretta Scott King Medal

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.

			
8,545 Items in the Collection	11 Items per Student	64% Fiction Titles in the Collection	24% 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	31% Aged Titles	14% 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.	
			
22% Representative Titles in Collection	2010 Representative Titles Average Age	31% SLL Titles in Collection	2013 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	25	2008
Philosophy & Psychology	14	2011
Religion	12	2002
Social Sciences	509	2004
Language	41	2006
Science	517	2011
Technology	197	2011
Arts & Recreation	384	2016
Literature	66	2005
History & Geography	256	2005
Biography	689	2001
Easy	2058	2010
General Fiction	2289	2014
Graphic Novels	275	2016

Gifts and Donations

Any books gifted or donated to the school must meet the same selection criteria as all other materials. No materials will be added to the collection if they are out-of-date or age-inappropriate simply because they were donated. All gifts and donations must follow the same processes as new book orders.

Collection Maintenance

Inventory will be completed on a three-year rotation as per Board Policy 8.12 (8). The inventory will be conducted on the following schedule: 2025 Non-Fiction, 2026 Easy, 2027 Fiction. Our fiction section is shelved by genre. Picture Books are labeled and grouped separately under E for Easy. We also have two separate mobile shelves for our Pre-K - 2 students that contain 18 numbered bins.

Lost or Damaged Library Materials

We do not charge late fees at Northboro Elementary. If a book is lost or damaged, students need to pay for the book or provide a replacement book of equal or greater value. The replacement book must be approved by the Media Specialist and must be age appropriate and in good condition.

Strategic Focus – Weeding and Acquisitions

School Year	Strategic Focus
FY26	Selection Priorities <ul style="list-style-type: none">• Emergent Readers• Graphic Novels• eBooks/Audiobooks
	Inventory/ Weeding Priorities <ul style="list-style-type: none">• Non-Fiction• Fiction• Picture Books
FY27	Selection Priorities <ul style="list-style-type: none">• Fiction• Emergent Readers• Graphic Novels
	Inventory/ Weeding Priorities <ul style="list-style-type: none">• Professional Library• Picture Books
FY28	Selection Priorities <ul style="list-style-type: none">• Picture Books• Fiction• Non-Fiction
	Inventory/Weeding Priorities <ul style="list-style-type: none">• Fiction• Non-Fiction• Picture Books

Reconsideration of Materials

The Media center will adhere to School [Board Policy 8.125](#) with regard to Challenged materials. Additional information on Policy 8.125 is linked in 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 April 21, 2025)

E: Specific Material Objection Form

School Board of Palm Beach County (November 14, 2023). Specific Material Objection Form.

[Link](#) (Accessed February 3, 2025)