

FY26 COLLECTION DEVELOPMENT POLICY



PAHOKEE ELEMENTARY I.B. WORLD SCHOOL

FY26 Collection Development Policy

BETTY PETITHOMME

Educational Media Specialist

Signature Page

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Media Specialist Signature: 

Principal Name: **Dr. Karen Abrams**

Principal Signature: 

Date Approved by Administration: 

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Purpose of Collection Development Policy

The Collection Development Policy serves as a guide for selecting, acquiring, and managing the Pahokee Elementary I.B. World School Media Center collection. Our Media Center strives to assist students in becoming lifelong readers who use the information they learn from reading and in class to be more knowledgeable and inquire more about the world and themselves. As our student population changes, the Media Center at Pahokee Elementary I.B. World School reassesses and adapts its collections to reflect new areas of interest and inquiry.

The collection development policy is annually evaluated and revised as necessary to implement changes in the collection.

Background Statement & School Community

Pahokee Elementary School is a Title 1 school with about 336 students. According to the [SIP Report](#) for FY24-25, the student demographic consists of 58% Hispanic and 55% Black. About 59% of our students are English Language Learners (ELL), about 35% are students with disabilities, and 57% are economically disadvantaged.

Pahokee Elementary I.B. World School is a choice school offering the International Baccalaureate Primary Years Programme (IB PYP). Our program accepts and serves students from Pre-K (age 4) up to grade 5 (ages 10-13).

School Mission Statement

The Mission of Pahokee Elementary I.B. World School is to facilitate the development of lifelong learners and competitive global thinkers through high expectations for all in a safe and nurturing environment.

Media Center Mission Statement

The mission of the Pahokee Elementary Library Media Center Program is to promote a love of reading by providing access to quality and engaging print and digital materials. The Media Center program will support the school curriculum and provide information and technological skills necessary to locate, access, and apply ideas, information, and resources in various formats.

Responsibility for Collection Management & Development

The Media Specialist is responsible for the collection management and its development. The collection development policy is annually evaluated and revised as necessary to guide the implementation of changes to the collection. The Media Specialist primarily uses students' interests, teacher recommendations, and grade-level state standards in Science & ELA to select books for the Library Media collection.

Library Program

The Media Specialist/Librarian is assigned a fixed schedule on the fine arts wheel by the school's administration. The Media Specialist fine arts rotation primarily covers intermediate grades 3-5, in which each Media Block was for 40 minutes once a week.

The Media Specialist/Librarian teaches skills integrating Florida B.E.S.T. & SSA and A.L.A standards. The Media Specialist also teaches lessons that bring awareness to nationally celebrated events such as Literacy Week, World Read Aloud Day, Poetry Month, Hispanic Heritage, Black History, Women's History, Earth Day, etc...

The Media Specialist also mentors the P.E.S. Media Club which consists of 3rd, 4th, and 5th grade students. Media Club members currently consist of 8 students who are selected by application & audition. Media Club members' duties include: rehearsing morning announcements, shelving & organizing library books, and taking pictures at school events. Members performed Media Club duties at least 1 day a week during their fine arts block.

The Assistant Principal asked that announcements be shared live via the office intercom (between 8:00-8:15 am), however, due to time constraints & technical issues with the P.A. system they were discontinued in February 2025. So now the Media Specialist emails a Google Slide presentation to teachers with school events and important dates & birthdays to share with their students

The Media Specialist is also the Science contact and teaches 2 groups of 5th-grade Science students (totaling 17 students) every day for 90 minutes.

Goals and Objectives

Goal 1: Increase the circulation by at least 10%.

- Action Step 1: Collaborate with classroom teachers to make sure students check out at least 2 books weekly, in which at least 1 book supports their current unit of study in Reading, Science, or Social Studies.
- Action Step 2: Have at least 1 book fair, to supplement the budget of the Media Center to purchase more books and ebooks highly read by students

Goal 2: Increase participation in SSYRA Book Club & Battle of the Books competition (3rd-5th grade)

- Action Step 1: Enlist the help of at least 1 teacher/resource staff member to be a team mentor and provide additional SSYRA reading time in class.
- Action Step 2: Provide more opportunities for students to form B.O.B teams and come read SSYRA books in the Media Center during their lunch, their fine arts time &/or even after school (2-3 times a week)

Goal 3: Promote literacy and the enjoyment of reading for all students

- Action Step 1: Promote school-wide celebration of Literacy Week, International DOT Day, Read Across America, and World Read Aloud Day.

Budget and Funding

The Library Media Center (LMC) is given a school-based operating budget at the beginning of every school year. The Pahokee Elementary School administration uses a formula to disperse the appropriated funds. The budget for FY26 is expected to be similar to FY25. The Media Specialist hopes to have at least 1 book fair to supplement the Media Center's Internal Account.

<i>School-based Operating Budget</i>	<i>Budget FY25</i>	<i>FY26 Projected Budget</i>
<i>Account 551100 - Media Supplies</i>	<i>\$197</i>	<i>\$197</i>
<i>Account 553420 - Media Subscriptions (Periodicals-Newspapers)</i>	<i>\$0</i>	<i>\$0</i>
<i>Account 561100 - Library Books</i>	<i>\$910</i>	<i>\$910</i>
<i>Account 562230 - Media A/V Equipment</i>	<i>\$0</i>	<i>\$0</i>
<i>Account 564220 - Furn-Fix/Equip</i>	<i>\$0</i>	<i>\$0</i>
<i>Fundraising/ Grants</i>	<i>Budget Amount</i>	<i>FY26 Projected Budget</i>
<i>Media Center Internal Account number for your grant(s) (get this from your bookkeeper)</i>	<i>\$1331</i>	<i>\$1331</i>
<i>State Media Allocation</i>	<i>Budget Amount</i>	<i>FY26 Projected Budget</i>
<i>Account 561100 (program 3070) - Media Books</i>	<i>\$939</i>	<i>\$1000</i>

Purchasing Plan FY26

Approximate Purchasing Plan	
Purpose	Amount
Books (supplement 3070 budget; book purchases)	\$500
FY27 SSYRA books <i>(Usually given quote in May by Andrew of Libraria)</i>	\$400
ebooks (renew subscriptions & purchase new ebooks)	\$300
Supplies	\$300
Total:	\$1,500

Scope of the Collection

Our LMC collection includes hardcover books, paperbacks, graphic novels, Reference books, and e-books (via Destiny Discover & Mackinvia). Other sections of the LMC are Fiction (F), Biographies (92), Easy Reading/Picture Books (E), Spanish books (SP), STEM, Buddy/Partner Reading Books, and Favorite Genres (i.e. Scary, Mystery, Dr. Seuss, Magic School Bus, & Magic Tree House).

Research and reference materials are available electronically with 24/7 access through the district-provided databases and eBooks (such as Gale Research & PebbleGo).

As per School Board Policy 8.12 (Section 5d), the collection of our Library Media Center (LMC) is geared towards supporting the curriculum, engaging students' interest, and promoting pleasure reading. The collection is arranged in standard Dewey order *(see Section 8 Management of Library Media Instructional Materials)*.

Equipment

The Media Center is equipped with a Smartboard and 2 Dell Laptops (given by Library Media Services via 8430 funding). One laptop is at the front circulation desk & the other is in the Media Specialist office. There are 3 book scanners (1 Honeywell Desk scanner & 2 USB scanners). The Media Center office has a cart that has 22 student Chromebooks & power cords for students during Media Fine Arts.

In the back of the Media Center is a Studio as a Desktop Mac & Dell laptop (which are not updated), an iPad Podcaster & a green screen wall. In February 2021, The Sock Drawer Foundation provided our school with new TV studio equipment, which includes: 2 video cameras, a teleprompter, a hard drive, and 2 computer studio computers with a sound system that is stored in the Media Center Studio. If assistance is needed with the studio, contact Frank Gorora.

Collection Development

Collection Development is the process of providing quality materials and equipment for the library media center. Collection Development is guided by the curriculum and guidelines of the School District of Palm Beach County, governed by the State of Florida's Department of Education. The need for Collection Development Plans is codified in Board Policy 8.12, Section 6.a., which can be found on the School District's Board Policies page.

The primary goal of the Media Center's collection development is to build a current collection that supports the needs of the curriculum and the school community while maintaining the recommended boundaries for size, age, and access to the collection. The collection development will be used to provide consistency among those responsible for developing the collection and to communicate the library media center's policies to faculty, staff, students, parents, and other interested stockholders of the school community. This plan will serve as a blueprint for what materials a media specialist will collect, the processes in place regarding selecting new library media center materials, the criteria for the deselection of materials (weeding), and the goals for the media center. The collection development process includes the formulation of policy and procedures, budget allocations, needs assessments, selection, collection maintenance and evaluation, de-selection, and resource sharing.

Selection and Evaluation Criteria

The media specialist is responsible for coordinating the collection development program. The selection of library media center materials follows SDPBC Policy 8.12. The media specialist will attend Library Media Services & EMA meetings and professional development trainings to discover new books, materials, and the latest practices related to the school libraries, curriculum, and student enrichment. When selecting instructional materials, the needs of the school, based on the curriculum and of the existing collection, are given consideration first. In assessing the needs of the collection it is necessary to:

- 1) Conduct an inventory of the collection to determine replacements, missing items, and other needs.
- 2) Review skills embedded in the Florida B.E.S.T. Standards to determine the adequacy of current library media materials and keep an ongoing topic list of areas needing additional resources.
- 3) Involve staff and students in identifying needs by surveying students & staff periodically to determine what type of materials they would like to see added to the collection, such as informational materials, curricular materials, and pleasure reading materials. The Media Specialist will ask for feedback from classroom teachers to determine the adequacy and relevance of materials used to support their units.

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.

			
10, 115 Items in the Collection	28.4 Items per Student	20% Fiction Titles in the Collection	46 % 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.			
	1999 Average Age of the Collection	83% Aged Titles	6% 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.	
			
31% Representative Titles in Collection	1999 Representative Titles Average Age	33% SLL Titles in Collection	2000 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	56	2007
Philosophy & Psychology	72	1998
Religion	65	1996
Social Sciences	1,065	1997
Language	120	1997
Science	1,438	1998
Technology	554	2000
Arts & Recreation	483	2008
Literature	229	1994
History & Geography	613	1998
Biography	831	2000
Easy	2,467	1996
General Fiction	2,061	2000
Graphic Novels (741.5)	177	2014

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. Per Board Policy 8.12 (8) this Inventory will be completed on a three-year rotation. To facilitate the circulation and inventory process, Destiny Library Manager software has been made available to all schools.

Pahokee Elementary I.B. World School inventories at least $\frac{1}{3}$ of its collection each year on a rotational basis, every 3 years:

- completed Year 1-- (2018-2019)--Nonfiction
- completed Year 2-- (2019-2020)-- 92 & Reference Materials
- completed Year 3-- (2020-2021)--All Fiction (including E-Picture books)
- completed Year 4--(2021-2022)--92 & Fiction (F)
- completed Year 5--(2022-2023)--Nonfiction (000-999)
- completed Year 6- (2023-2024)--(E) Fiction & picture books
- completed Year 7- (2024-2025)--92 Biographical books

The shelving system used at the Pahokee Elementary Media Center is as follows: Nonfiction books are organized according to the Dewey Decimal Classification System and Fiction is organized alphabetically by the author's last name. There are also high-interest shelves that have been moved up front for easier access: New Recently Purchased Books, AVID, STEM, Buddy/Partner Reading Books, and Favorite Genres/Categories (i.e. Scary/Spooky, Celebrities, Disney/Pixar/Marvel). Finally, all 92 Biographies about athletes have been moved to the bottom of the 700's Sports shelf.

Lost or Damaged Library Materials

No fees are charged for late materials. However, if a student loses or damages District property, including library books and/or Chromebooks, loaned to the said student, said student or the parent/guardian of the 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">• Priority 1--Replacing damaged or adding new titles of highly read/High-interest series titles• Priority 2--Buy <u>more ebooks</u> & renew subscriptions to ebooks to increase digital resources to at least 10%• Priority 3--Buy more books to increase the age of the <u>Social Sciences</u> section from 1997 to at least 2000
	Inventory/Weeding Priorities <ul style="list-style-type: none">• Priority 1- Continue weeding books that are worn and beyond mending• Priority 2-Weed Reference Materials• Priority 3-Weed books that are factually aged titles that are inaccurate or irrelevant (esp. History, Geography, and/ & Technology Sections)

FY27	Selection Priorities <ul style="list-style-type: none"> • Priority 1--Buy more books to increase the age of the Literature section • Buy <u>more ebooks</u> & renew subscription to ebooks to increase digital resources to at least 10%
	Inventory/Weeding Priorities <ul style="list-style-type: none"> • Priority 1-Continue weeding books that are worn and beyond mending
FY28	Selection Priorities <ul style="list-style-type: none"> • Priority 1--Buy more books to increase the age of the Literature section • Buy <u>more ebooks</u> & renew subscription to ebooks to increase digital resources to at least 10%
	Inventory/Weeding Priorities <ul style="list-style-type: none"> • Priority 1-Continue weeding books that are worn and beyond mending

Reconsideration of Materials

In the event of a challenge by a citizen of Palm Beach County, personnel at Pahokee Elementary I.B. World School will follow SDPBC Board Policy 8.1205 – Challenge Procedures for Instructional Materials (Objections to Library Media Materials). *(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 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)