

FY 26 COLLECTION DEVELOPMENT POLICY OF MANATEE ELEMENTARY SCHOOL



SCHOOL DISTRICT OF PALM BEACH COUNTY

**Revised by
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Signature Page
Manatee Elementary School
FY26 Collection Development Policy

Date Approved by Administration: 4/11/2025

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PURPOSE OF COLLECTION DEVELOPMENT POLICY

Both the Media Specialist and Media Clerk contribute to the ongoing development and maintenance of the library collection. The Principal of Manatee Elementary School holds final decision-making authority regarding selection and is responsible for ensuring the collection adheres to this policy. Continuous evaluation of the collection is conducted to maintain alignment with the established collection development policy. Staff recommendations for resource acquisition will be considered, with selection decisions based on the potential to effectively serve the school community.

SCHOOL COMMUNITY

Manatee Media Center serves approximately 1,264 students in Pre-K through Fifth grade, in addition to the faculty, staff, and parents. Manatee Elementary has a culturally and ethnically diverse student population representing different economic backgrounds and includes 548 White, 373 Hispanic, 2 Indian/Alaskan Native, 195 Black, 99 Asian/Pacific Islander, and 47 Multi-Racial students. 28.32% of Manatee Elementary's students are eligible for free and reduced lunch. Manatee Elementary serves the needs of 206 Exceptional Student Education in addition to six classrooms designed to serve the needs of students on the Autism Spectrum (ASD).

RESPONSIBILITY FOR COLLECTION MANAGEMENT & DEVELOPMENT

All Media Center staff assist with collection development and maintenance. The Manatee Elementary School Principal has the authority on final decisions for selection and the responsibility to maintain the collection according to this policy. The collection is evaluated on an ongoing basis, so that it stays consistent with the collection development policy. Students and Staff can submit book suggestions they want to see in the media center via a Google Form on our Destiny Homepage. The library media specialist makes sure the books are purchased as long as they are grade-appropriate, have two positive, professional reviews, and are in compliance with state legislation, giving stakeholders the required time for review and comments.

MANATEE ELEMENTARY SCHOOL MISSION STATEMENT

The School District of Palm Beach County along with Manatee Elementary School is committed to providing a world-class 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

LIBRARY MEDIA CENTER MISSION STATEMENT

Manatee Elementary School is committed to providing the instruction, resources, and opportunity to gain the information literacy skills necessary for the 21st Century, implementing the Florida State Standards. The Library Media Center is dedicated to designing and maintaining a library media program that supports, complements, and expands the instructional program of the school. The library media staff:

- 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
- encourage pleasure reading
- develop diverse interests for the enjoyment of life-long learning
- provide and promote instruction to prepare students to become independent users of libraries and information resources.

The successful, self-aware learner should be able to:

- identify, plan, and use resources
- find and evaluate information
- organize and maintain information
- interpret and communicate information
- use computers and technology to process information
- use technology to present information
- work with a variety of technologies in a safe and digitally responsible manner

LIBRARY PROGRAM

At Manatee Elementary School, the library media center is a fixed 8-day rotation of 30 minutes for all K-5 classes including our ESE/ASD self-contained models. The library is open throughout each day that students are in attendance to ensure equitable access for all students to library media resources.

A core component of our school library media center program is the collaborative development of integrated information literacy lesson plans, aligned with Florida B.E.S.T. Standards, in partnership with classroom teachers. Each lesson will be followed by a book checkout period to promote reading engagement. Subsequently, students will have access to self-directed makerspace activities, including Legos, Keva Structures, Ozobots, and BeeBots, fostering creativity and hands-on learning. Furthermore, students in grades 2-5 will receive instruction on the self-checkout system, empowering them to independently access library resources

In addition, the Media Center promotes the Sunshine State Young Reader Award books and sponsors the Battle of the Books for grades 3-5. We will continue the “Bag Tag” program for any student who reads a Sunshine State Book, regardless of participation status in Battle of the Books. The top two teams who compete in the Battle of the Books and any students who read all 15 Sunshine State books will be invited to a celebration in May. All students participate in voting for their favorite Sunshine State/Sunshine State Junior Book.

This year the ManaTV production studio was revived. We have 2 crews of 3rd and 4th graders running the live morning announcements for our school. We are hoping to add a 3rd crew FY26.

The Media Center actively fosters a vibrant learning community through the implementation of school-wide events, designed to cultivate literacy and digital competency. These initiatives include:

Literacy Celebrations: Organized observances such as Dot Day, Celebrate Literacy Week, Read Across America, Book Buddies, Poem in my Pocket Day, and Poetry Madness (during National Poetry Month) are promoted via morning announcements, engaging all students in grades Pre-K-5.

Digital Literacy and Citizenship: All students in grades K-5 participate in Hour of Code and TechSafe digital citizenship lessons, ensuring proficiency in essential 21st-century skills.

Community Partnerships: Collaborations with external entities, exemplified by the Park Vista High School Band's participation as guest readers during Read Across America Week, enrich the student experience.

Content Creation: In the third trimester, students in grades 3-5 will engage in content creation utilizing Adobe Spark or Google Tools, applying their knowledge to specific curricular topics.

Book Fairs: The Media Center will continue to host an off-campus book fair at Barnes & Noble in the fall. We will host an online Literati book fair in the winter and an on-campus Scholastic or Literati fair in the Spring, promoting access to diverse reading materials.

Summer Reading Initiative: A Summer Reading Challenge will be implemented to encourage continued literacy development. Students who successfully complete the challenge will be recognized at a celebratory event in September 2026.

GOALS AND OBJECTIVES

Goal 1: To increase the overall average publication date of the Manatee Elementary Library Media Collection by one year.

- To weed materials based upon the significance to the reader, focusing on items that have never circulated or have not circulated for 8 years or more.
- To purchase books on topics defined by age-sensitive areas on the Titlewave Analysis.

Goal 2: To increase student participation in the Battle of the Books program

- Share short, engaging book trailers or presentations highlighting the most exciting aspects of each book.
- Create interactive activities/contests for students to encourage participation
- Have a “Midway” celebration in December for students who read 7 books.

Goal 3: To support the students' 21st century literacy skills through the incorporation of technology.

- To continue to teach all 2nd-5th grade students to use Destiny to locate and checkout books in the Media Center.

- To provide more research-based opportunities using district-approved technology such as: National Geographic, PebbleGO, and Gale Resources
- Create short videos about accessing district-provided technology and share via morning computer rotations.

BUDGET AND FUNDING

Manatee's Library Media Center is given a school-based operating budget at the beginning of every school year. The administrator uses a formula to disperse the appropriated funds. It is expected that the budget for 2025-2026 will be similar to the school year of 2024-2025.

<i>School-based Operating Budget</i>	<i>Budget FY25</i>	<i>FY26 Projected Budget</i>
<i>Account 551100 - Media Supplies</i>	<i>\$2540.99</i>	<i>\$2500</i>
<i>Account 553420 - Media Subscriptions (Periodicals-Newspapers)</i>	<i>\$0</i>	<i>\$0</i>
<i>Account 561100 - Library Books</i>	<i>\$2004.01</i>	<i>\$2000</i>
<i>Account 562230 - Media A/V Equipment</i>	<i>\$190.00</i>	<i>\$190.00</i>
<i>Account 564220 - Furn-Fix/Equip</i>	<i>\$0</i>	<i>\$0</i>
<i>Fundraising/ Grants</i>	<i>Budget Amount</i>	
<i>Media Center Internal Account 51700</i>	<i>\$7049.53</i>	<i>\$4000</i>
<i>State Media Allocation</i>	<i>Budget Amount</i>	
<i>Account 556110 (program 3070) - Media Books</i>	<i>\$3807.00</i>	<i>\$3807</i>

Purchasing Plan 2025-2026

Approximate Purchasing Plan	
Purpose	Amount
Supplies	approx \$3000
Books	approx \$8000
Awards, Rewards, and Events	approx \$1000
Total:	\$12,000.00

SCOPE OF THE COLLECTION

Manatee's Collection Development Policy follows the guidelines of the School District of Palm Beach County and the Florida Department of Education which in turn are governed by the Department of Education of the State of Florida. Materials will support both curriculum and pleasure reading as per School Board Policy 8.12. Print and non-print resources are arranged by the Dewey Decimal Classification System per District Policy. Additional resources are provided by district-wide subscriptions to electronic information databases which provides 24/7 access for students. These resources include, but are not limited to, Gale Research, PebbleGO, Capstone Interactive Books, Tumblebooks, MackinVia, BrainPOP and can be found in the student/staff portal. Furthermore, students, faculty, and administrators also have access to all Palm Beach County School's library media collections via interlibrary loan.

The average age of our collection at Manatee is 2012. The average age of our non-fiction collection is 2014. Our entire collection of books at Manatee Elementary is 11,212. Our eBook collection has 789 books available.

EQUIPMENT

The Manatee Media Center provides a diverse range of technology and resources to support instructional and student needs, including:

- **Technology Infrastructure:**
 - Six stationary computers, six iPads, and a smart board.
 - Two Chromebook carts, each containing 30 devices, facilitating Media Lab and general student access.
 - Specialized equipment: 12 Ozobots, 9 Beebots, and 2 Osmo kits.
- **Production Capabilities:**
 - A dedicated TV production studio for morning announcements and media creation.
- **Staff and Faculty Resources:**
 - A resource room equipped with two laminators, a poster maker, and a color printer, managed by the Media Specialist and Media Clerk.
 - Operational funding for resource room supplies (lamination film, poster paper, and ink) is allocated from the Media Center Supplies Budget.

COLLECTION DEVELOPMENT

Collection Development is the process of the principles and guidelines used by the Manatee Media Center in the selection, acquisition, evaluation, and maintenance of library media center materials. It will be used both in providing consistency among those responsible for developing the collection and in communicating the library media center's policies to faculty, students, and staff and other interested stockholders of the school community.

The goal of the Collection Development policy is to ensure that students and teachers have access to an organized and centrally managed collection of instructional materials and the technologies necessary to support those materials.

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. Collection development and management refers to the process of building and maintaining the library's entire materials collection, in print, non-print, audio-visual, and electronic formats so that they are available to every student at the time of need to support and enrich the student's educational experience.

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

- Size of collection;
- Average age of collection and
- Access to the collection

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.

The Manatee Elementary's Media Center provides ongoing services that transcend the tenure of any single individual. To this end, the media department oversees, reviews and records issues and policies pertinent to the overall program of the library media center in order to facilitate a continuum of services.

The Media Center materials are available to all K-5 students in the school without exception.

Acquisition and maintenance of materials is the primary function of the media staff members to ensure that students have the required materials at the time of need.

SELECTION AND EVALUATION CRITERIA

The Media Specialist will, while adhering to state and district guidelines, use a variety of resources to select and evaluate new instructional and student choice materials for the Media Center. This includes areas of need identified by Titlewave analysis, materials to supplement curriculum, and requests from students, staff, administration, and stakeholders. The Media Specialist will then find at least 2 different reputable sources with reviews. These review sources include, but are not limited to

- Mackin/Titlewave (various review sources)
- We Need Diverse Books
- Kirkus Reviews
- School Library Journal
- ALA Booklist
- National Science Teacher Association, Outstanding Science Trade Books for Students












These guidelines will be followed for all new material orders and donations. In selecting new books, we ensure that the books support the curriculum and meet the personal information and recreational needs and interests of the students. Information resources will be collected in a variety of formats to meet the learning needs of all students. These formats include print, non-print, and electronic.

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.

COLLECTION ANALYSIS

The collection is developed for and influenced by students, their interests, academic needs, and alignment to the curriculum. The data below is a snapshot of the collection based on a Titlewise Analysis.

			
11,212 Items in the Collection	9.7 Items per Student	34% Fiction Titles in the Collection	34% Percent of nonfiction in the collection
Library media resources are curated to include both recently published works and classics that both rightfully impact the average age of the collection.			
	2012 Average Age of the Collection	29% Aged Titles	22% Newer than 5 Years
Library media resources should be representative of the school.		Social-Emotional Learning (SEL) library media resources can contribute to character development.	
			
2,869 Representative Titles in Collection	2011 Representative Titles Average Age	3,928 SEL Titles in Collection	2014 SEL Titles Average Age

COLLECTION ANALYSIS BY CATEGORY

The information collected in this section provides a detailed look at the current library collection by classification and genre. The information was gathered from Follett Destiny, the library management system, and Titlewave, the vendor's ordering and analysis tool.

Section	# of Titles	Average Age
Computer Science, Information & General Works	75	2016
Philosophy & Psychology	100	2019
Religion	23	2004
Social Sciences	463	2006
Language	76	1996
Science	922	2015
Technology	523	2016
Arts & Recreation	1291	2017
Literature	82	2008
History & Geography	282	2015
Biography	276	2016
Easy	2261	2010
General Fiction	3802	2013
Graphic Novels	776	2017

GIFTS AND DONATIONS

Gifts to the library media center are encouraged. However, the Library Media Specialist reserves the right to add such items to the school's library or classroom collections only if it has been determined that they meet the SDPBC 8.12 selection policy. Such materials will meet the same criteria as resources, which are purchased. Gifts that are not deemed appropriate for the school collection may be disposed of at the

discretion of the Library Media Specialist who can consult, if needed, with the Media Center Committee assigned to provide oversight to the library media program.

A librarian, regardless of education and training, is not considered by the Internal Revenue Service (IRS) to be qualified to place a value on gift books and other used materials unless the librarian is a certified appraiser of such materials. In acknowledging gifts the library may write a letter indicating how many of what kind of material has been given (i.e., 10 trade paperbacks in excellent condition or 56 hardcover adult nonfiction books about animals) but the library cannot say how much such materials might be worth. Furthermore, material is considered used unless the library buys it directly even if the donor has not read the book, if they own it or just bought it and then gave it to the library, it is considered used and should not be referenced in the letter as “new”.

COLLECTION MAINTENANCE

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 ongoing maintenance of a quality collection which includes procurement of new materials and discard of ineffective items. Some factors considered when materials are withdrawn from the library collection include:

- Contains inaccurate information
- Contents are outdated
- No longer meets the current curriculum needs
- Culturally biased
- Mutilated/Water Damaged/Not repairable
- Not circulated in 8 years

Materials that are weeded can be disposed of in different ways. Keep in mind that media that is obsolete or has misinformation should be boxed and sent to District Library Media Services for disposition to prevent inaccurate information from being shared. These books will not be placed in classroom libraries. Other materials can be disposed of by:

- a. Giving them to students for individual use
- b. Recycling the materials for various instructional activities
- c. Cannibalizing non-repairable parts or pages
- d. Destroying by any reasonable and safe method

Per Florida Statute, Board Policy 8.12 (5), 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.

Manatee LMC typically inventories 1/3 of its collection each year on a rotational cycle:

Year 1 (2026) Easy/Professional Library
Year 2 (2027) Nonfiction and Biographies
Year 3 (2028) Fiction

This year we successfully completed the inventory process of the Fiction section in the Media Center, as well as weeding the suggested titles from Library Media Services in the Destiny Library and other books that followed the guidelines noted above.

LOST OR DAMAGED LIBRARY MATERIALS

Manatee Elementary School follows [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.” We make an attempt to collect on the lost or damaged books by sending out overdue notices once a quarter. As books are returned damaged we immediately send a notice home with the student.

Strategic Focus – Weeding and Acquisitions

School Year	Strategic Focus
FY26	Selection Priorities <ul style="list-style-type: none"> • Easy • Update Aged-Areas on Titlewave Analysis
	Weeding Priorities <ul style="list-style-type: none"> • Easy • Any worn material
FY27	Selection Priorities <ul style="list-style-type: none"> • Biographies • Social Sciences • Languages • Update Aged-Areas on Titlewave Analysis
	Weeding Priorities <ul style="list-style-type: none"> • Non-Fiction • Biography • Any worn material
FY28	Selection Priorities <ul style="list-style-type: none"> • Fiction • Beginning Chapter Books • Update Aged-Areas on Titlewave Analysis
	Weeding Priorities <ul style="list-style-type: none"> • Fiction • Any worn material

RECONSIDERATION OF MATERIALS

In the event of a challenge by a citizen of Palm Beach County, Administration and school personnel at Manatee Elementary will follow SDPBC policy 8.1205 – Challenge Procedures for Instructional Materials (see Appendix D). To challenge materials, the complainant must follow the policy and complete the Specific Material Objection form which are linked in Appendix E.

Annual Evaluation and Revision of CDP

This collection development plan will be reviewed each school year.

APPENDIX

A: Library Bill of Rights

"Library Bill of Rights", American Library Association, June 30, 2006.

[Link](#) (Accessed March 20, 2024)

Document ID: 669fd6a3-8939-3e54-7577-996a0a3f8952

B: Intellectual Freedom Statement

"The Freedom to Read Statement", American Library Association, July 26, 2006.

[Link](#) (Accessed March 20, 2024)

Document ID: aaac95d4-2988-0024-6573-10a5ce6b21b2

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 March 20, 2024)

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 March 20, 2024)

E: Specific Material Objection Form

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

[Link](#) (Accessed March 20, 2024)