



ORCHARD
VIEW ELEMENTARY

FY26

Collection Development Policy

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Educational Media Specialist

Signature Page

Orchard View Elementary

FY26 Collection Development Policy

Date Approved by Administration: May 9, 2025

Media Specialist Name: _____ Lucianne Montana

Media Specialist Signature: _____

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Table of Contents

Signature Page.....	1
Table of Contents.....	2
Purpose of Collection Development Policy.....	2
Background Statement & School Community.....	3
School Mission Statement.....	3
Media Center Mission Statement.....	3
The Orchard View Elementary Library Media Center is dedicated to designing and maintaining a library media program that supports, compliments, and expands the instructional program of the school.....	3
Responsibility for Collection Management & Development.....	4
Library Program.....	4
Goals and Objectives.....	5
Budget and Funding.....	6
Purchasing Plan FY26.....	7
Scope of the Collection.....	7
Equipment.....	8
Collection Development.....	8
Selection and Evaluation Criteria.....	9
District-Wide “Procedures for Selecting and Developing Library Collections”.....	9
District Resources And Services.....	9
Collection Analysis.....	9
Collection Analysis By Category.....	10
Gifts and Donations.....	11
Collection Maintenance.....	11
Lost or Damaged Library Materials.....	12
Strategic Focus – Weeding and Acquisitions.....	12
Reconsideration of Materials.....	13
Annual Evaluation and Revision of CDP.....	13
Appendices.....	14
A: Library Bill of Rights.....	14
B: Intellectual Freedom Statement.....	14
C: Policy 8.12 - Selection of Library Media Center Materials, Classroom Library Materials, and Reading List Materials.....	14
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.....	14
E: Specific Material Objection Form.....	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 Library Media Center (LMC) at Orchard View Elementary School (OVES), 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

Orchard View Elementary opened in 1994. The current enrollment at Orchard View Elementary is 688 students. A Voluntary Pre-Kindergarten (VPK) program is offered at Orchard View as well as ASD and ESE pre-kindergarten units. Orchard View offers ASD (Autism Spectrum Disorder) (K-5) elementary student placement.

The Orchard View Media Center serves kindergarten through fifth grade students, faculty, staff, and parents. We have a Spanish community language facilitator and a Haitian Creole community language facilitator on campus.

According to our most current [FL DOE Report Card](#), approximately 13% of enrolled students are white, 62% black, 22% hispanic, and 3% are multiracial.

School Mission Statement

Orchard View Elementary School is committed to providing opportunities for all students to develop as literate, self-motivated persons of character in a safe, innovative, and challenging environment. The Vision of Orchard View Elementary School is to provide our students with a quality education and a lifelong commitment to learning while serving the community as productive members of society.

Media Center Mission Statement

The Orchard View Elementary Library Media Center is dedicated to designing and maintaining a library media program that supports, compliments, and expands the instructional program of the school.

The library media staff will 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 reading choices;
- provide and promote instruction to prepare students to become independent users of libraries and information resources.

Responsibility for Collection Management & Development

A certified library media specialist is responsible for the collection management and its development. As the media specialist, I must follow guidelines put in place to adhere to the State Legislation regarding collection management. Policy requires consultation of professional reviewing sources when selecting books and materials for the school.

New books and instructional materials must be available for stakeholder review before purchasing.

Library Program

SCHEDULE: The LMC runs on a five-day Fine Arts rotation wheel. Students attend Library Media once a week. During each class, students have a library/ reading lesson and participate in book check out.

The media center is closed prior to classes due to PLC coverage and closed following classes due to student support in classrooms.

Library Media instruction begins with the basics of how to be a user of the library: how to use Destiny and how to locate books. In kindergarten through 2nd grade our focus is on sharing literacy (storybooks) to instill a love for reading. Grades 3-5 focus on locating books of interest, titles that support their curriculum, and instructional activities that support classroom curriculum.

SPECIAL INITIATIVES:

- **Scholastic Book Fair:** The LMC hosts 1-2 book fairs each school year. Students are able to purchase books of interest during these events.
- **Morning Announcements:** A select number of 5th grade students present the morning announcements. A live broadcast of the news show is presented each morning in the back of the media center.
- **Library Club:** This club meets afterschool, once a week to assist in taking care of the media center. Duties include shelving books, keeping the library organized and

clean, and preparing for upcoming literacy events.

- **Digital Citizenship:** Each year the LMS provides school-wide TechSafe lessons in order to develop a strong sense of good digital citizenship.
- **Hour of Code:** Every December, Grade 3-5 students join millions of students around the world celebrating Computer Science Education Week with the Hour of Code activities.
- **Social Studies Statutes:** The LMS supports the instruction of our Florida state social studies standards.
- **Literacy Week/ Literacy Night:** Celebrate Literacy Week, Florida! (CLW) is designed to raise awareness about the importance of reading and to inspire Florida's students and families to make reading part of their daily routines. CLW events are hosted in the media center each year.
- **Book Character Day:** Each Fall we celebrate book characters by dressing in costume for a day.

Goals and Objectives

Goal 1: Increase the average publication date of the Orchard View Collection from 2002 to 2005 by May 2026.

- Weed (92) Biographies
 - Complete by December 2025
- Weed books that have not circulated for a long time.

Goal 2: Increase student book circulation.

- Consider allowing students to check out books during afterschool programs.
- Begin kindergarten book check out earlier in the school year.
- Train students to assist in check in / check out processes to avoid losing lesson focus time.

Goal 3: Allocate time for Administrative Tasks

Materials Needing to be Vetted for Instruction/ Seeking Approval for Purchases

- Set aside a weekly time block where instructional materials can be vetted for instruction for both teachers and administration.
- Management of the Collection: Set aside specific days in the month that the media specialist can work on the upkeep and development of the library's book collection.

Budget and Funding

The LMC is given a school-based operating budget at the beginning of every school year.

The OVES 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 school year of 2024-2025 budget line as follows:

<i>School-based Operating Budget</i>	<i>Budget FY25</i>	<i>FY26 Projected Budget</i>
<i>Account 551100 - Media Supplies</i>	<i>\$1,110</i>	<i>\$1,110</i>
<i>Account 553420 - Media Subscriptions (Periodicals-Newspapers)</i>	<i>\$0</i>	<i>\$0</i>
<i>Account 561100 - Library Books</i>	<i>\$722</i>	<i>\$ 720</i>
<i>Account 562230 - Media A/V Equipment</i>	<i>\$722</i>	<i>\$720</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 number for your grant(s) (get this from your bookkeeper)</i>	<i>\$5,919.93</i>	
<i>State Media Allocation</i>	<i>Budget Amount</i>	
<i>Account 561100 (program 3070) - Media Books</i>	<i>\$2,043</i>	<i>\$2,000</i>

Purchasing Plan FY26

Approximate Purchasing Plan	
Purpose	Amount
Books	\$1,000.00
Supplies	\$1,000.00
A/V Equipment	\$1,000.00
Total:	\$3,000.00

Scope of the Collection

The collection development is influenced by the guidelines of the School District of Palm Beach County, which in turn are governed by the Department of Education of the State of Florida. The state of Florida has developed their own grade level standards, which also influences our collection. Our materials are meant to support both curriculum and pleasure reading as per School Board Policy 8.12 (see Section 2 d).

Per District policy and according to best practices for school libraries in the United States, the print and non-print collection at Orchard View Elementary School, is arranged by the Dewey Decimal Classification System (see Section 8 Management of Library Media Instructional Materials). Additional resources are provided by district-wide subscriptions to electronic information databases.

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. The formats which are included in the collection are:

- SDPBC Digital: Portal/Database
- eBooks
- Regular Books
- Biography Books

Tumblebooks, Mackinvia, World Book, and Gale Research are some of the District-provided databases that help support our students' needs with content

and ebooks that align with the curriculum, some of which can be found in different languages.

- **Foreign Language Books**

The Orchard View Elementary Media Center contains a selection of books in spanish, french, and a few books in haitian creole.

Equipment

Our library media center offers a computer cart of chromebooks, two projectors available for large meetings, and a smartboard for daily, staff and student use.

A TV production studio is used daily for a live broadcast of the morning announcements.

The teacher work room attached to the media center is equipped with a poster printer, hot laminator, cold laminator, and paper printers for staff use.

Every year our school is allowed to choose from different options to support the management of the library program.

OVES 8430 Technology Selection FY25

- Dell Latitude 5550 Laptop and USB Barcode Scanner for Circulation

Collection Development

The acquisition and maintenance of the Library Media Center materials collection is a primary function of the library media center's mission. Collection development refers to the process of building and maintaining the library's entire materials collection, in both print and non-print formats. The collection development process includes the formulation of policy and procedures, budget allocations, needs assessment, selection, collection maintenance and evaluation, 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 school community. This goal reinforces the School District of Palm Beach County and Orchard View's missions. The Library Media Center recognizes its responsibility to respond to the research needs of the student body and faculty. It will do this through its commitment to provide access services, including online

database searching and document delivery.

The Library Media Specialist at Orchard View Elementary School serves as the liaison to all grade level teachers and students, parents, and stakeholders.

Selection and Evaluation Criteria

School Library Journal, Kirkus Reviews, Publisher's Weekly, Florida Electronic Library, and Booklist to assist in planning material selection. Materials are selected for the purpose of supporting instructional programs, reaching varying interests, and promoting a love of reading. School Board Policy allows these specific reviewing tools in the process of making school-wide instructional decisions.

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.

			
14,894 Items in the Collection	24.7 Items per Student	18% Fiction Titles in the Collection	42% 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.			
	2002 Average Age of the Collection	67% Aged Titles	8% 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% Representative Titles in Collection	2003 Representative Titles Average Age	30% SLL Titles in Collection	2006 SLL Titles Average Age
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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	43	2007
Philosophy & Psychology	118	1999
Religion	52	1997
Social Sciences	1277	1996
Language	353	1997
Science	1818	1999
Technology	603	2001
Arts & Recreation	885	2009
Literature	402	1995
History & Geography	689	2000
Biography	866	2007
Easy	4,483	2001
General Fiction	2,635	2008
Graphic Novels	434	2012

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. To facilitate the circulation and inventory process, Destiny Library Manager software has been made available to all schools.

Orchard View Elementary inventories 1/3 of its collection each year on a rotational cycle as per [Board Policy 8.12 \(8\)](#). See below for the 2024- 2026 rotation schedule.

2026: Easy/ Picture Books (E) & Professional (PRO)

2027: Nonfiction (000-999)

2028: Fiction (F) & Biographies (92)

Lost or Damaged Library Materials

Orchard View Elementary does charge fines for lost/damaged materials in accordance with 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”.

In some cases, the fine may be waived due to specific circumstances limiting a student’s ability to meet their obligations. This will be determined and assessed by the Library Media Specialist.

Strategic Focus – Weeding and Acquisitions

School Year	
FY26	Selection Priorities <ul style="list-style-type: none">● Update E-Easy- Purchase new/popular titles (add to series)● Update 398 Collection- Purchase modern tales
	Inventory/Weeding Priorities <ul style="list-style-type: none">● Inventory: Nonfiction (000-999)● Weed: Biographies (92)

FY27	Selection Priorities <ul style="list-style-type: none"> • Update Non-Fiction- Purchase new/popular titles • Update Biographies- Purchase new/popular titles
	Inventory/Weeding Priorities <ul style="list-style-type: none"> • Inventory: (F) Fiction & (92) Biography • Weed: (E)- Easy
FY28	Selection Priorities <ul style="list-style-type: none"> • Update F-Fiction- Purchase new/popular titles (add to series) • Look into ebook options
	Inventory/Weeding Priorities <ul style="list-style-type: none"> • Inventory: E-Easy • Weed: 398 (Fairy Tales, Tall Tales, Legends)

Reconsideration of Materials

In the event of a challenge by a citizen of Palm Beach County, personnel at Orchard View will follow [Board Policy 8.1205](#) Objection Procedures for Instructional Materials, Library Media Materials, and Supplemental Classroom Materials, referenced here and in the appendix.

See Appendix D:

In the event of a challenge by a citizen of Palm Beach County, personnel at Orchard View Elementary School will follow [SDPBC Policy 8.1205](#) – Challenge Procedures for Instructional Materials.

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)