

**FY26  
COLLECTION  
DEVELOPMENT  
POLICY**



**PALM BEACH PUBLIC  
ELEMENTARY**

**FY26 Collection Development Policy**

***Danielle Symanski***

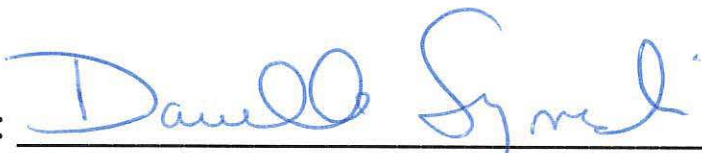
**Educational Media Specialist**

Signature Page:

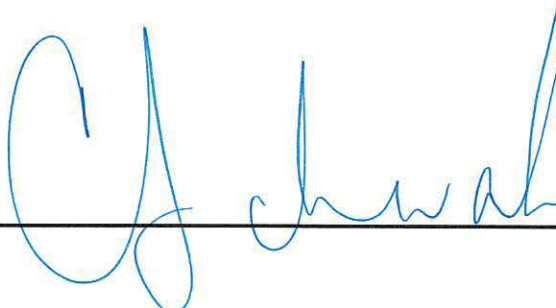
**Palm Beach Public Elementary**  
**FY26 Collection Development Policy**

Date Approved by Administration: **5/5/2025**

**Media Specialist Name:** Danielle Symanski

**Media Specialist Signature:** \_\_\_\_\_

**Principal Name:** Christie Scwab

**Principal Signature:** \_\_\_\_\_

## Table of Contents:

<u>Purpose Statement</u>	4
<u>Background Statement &amp; School Community</u>	4
<u>School Mission Statement</u>	4
<u>Media Center Mission Statement</u>	4
<u>Responsibility for Collection Management Development</u>	5
<u>Library Program</u>	5
<u>Goals and Objectives</u>	6
<u>Budgeting and Funding</u>	7
<u>Scope of the Collection</u>	8
<u>Equipment</u>	8
<u>Collection Development</u>	9
<u>Selection Evaluation and Criteria</u>	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 &amp; Acquisitions</u>	12
<u>Reconsideration of Materials</u>	13
<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 Palm Beach Public, 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**

The students of the Palm Beach Public Media Center range from kindergarten through fifth grade. Our student population, made up of 354 students, has a diverse ethnic and economic background, specifically 209 white, 106 Hispanic, 16 African American, and 23 other ethnically diverse students. 53% of those students are free/reduced lunch recipients. Palm Beach Public has a large gifted population, as well as ESE (163) and ESOL (74) students. Palm Beach Public is a Strings Choice school.

## **School Mission Statement**

Palm Beach Public School prepares students with the academic skills and character traits necessary to reach their academic potential. Palm Beach Public has become actively engaged in developing a School-wide Positive Academic and Behavior Support Plan called S.O.A.R. designed to promote and foster personal and academic responsibility and a sense of community. To be a part of the Palm Beach Public Community, each student is expected to be a S.O.A.R. student both inside and outside the classroom. Both students and staff have embraced this encouraging, rewarding, and harmonious school-designed plan that enables students to reach their full potential.

## **Media Center Mission Statement**

The Media Specialist teaches classes as part of the Fine Arts Enrichment Program which supports the Language Arts, Media Literacy, Technology, and other benchmarks across the academic curriculum. The 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 center promotes an understanding of the importance of reading, creates a learning environment which promotes inquiry, stimulates intellectual



curiosity, encourages reading for pleasure, supports staff members with materials to assist instruction within classrooms, develops diverse interests, uses technology to present information, and promotes instruction to prepare students to become independent users of libraries and life long learners.

## **Responsibility for Collection Management & Development**

The media specialist is responsible for the collection management and its development. Stakeholder input is publicly available for comment. All books and instructional materials are submitted to the media specialist from teachers and administration for review. Those materials are then listed on the District Stakeholder site for two weeks to allow for stakeholder input. After the two weeks, the materials are available for student use.

The Library Media Specialist is responsible for the on-going 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 library media specialist will follow objective criteria for removing materials and equipment from the media center, which include obsolescence, physical age and condition, and general inapplicability for continued inclusion in the existing collection.

## **Library Program**

The Media Center is on the Fine Arts wheel and receives K-5 classes all day in 35 minute blocks for instruction. Check out occurs on a four day rotation. In a typical block, students listen to a targeted read aloud which supplements the grade level benchmark standard, complete a reflection activity/exit ticket, and complete check out procedures.

Students in grade 2 focus on creating google slide presentations for reflection. Students in grades 3-5 incorporate Adobe Express into their lessons. They create posters, animations, videos, and webpages that are based on the standard.

The Media Center plans school wide events during Literacy Week which includes a variety of interactive reading activities. We also participated in Read Across America, International Dot Day, Read for the Record, and author visits for grades 2, 3, 4, and 5.

The media center also houses the news studio with a news crew of 16 students.

## **Goals and Objectives**

Goal 1: To expand digital creativity for upper elementary students (Grades 4 and 5)

- Use Adobe Express to create standard based videos to be used on the morning news show

- Use Bookcreator to encourage online creation of books

Goal 2: To provide opportunities for students to become confident speakers

- Create assignments that students will have to orally present to their class upon completion

- Allow students time to collaborate with others and communicate their ideas

Goal 3: To continue to purchase books that will complement and complete our current book selection

- Use Titlewave to complete a book analysis

- Generate student interest surveys

## Budget and Funding

I receive state and district funds for supplies and books. I am also able to utilize funds from the internal library account and funds that were raised from the Fall Scholastic Book Fair.

<b><i>School-based Operating Budget</i></b>	<b><i>Budget FY25</i></b>	<b><i>FY26 Projected Budget</i></b>
<i>Account 551100 - Media Supplies</i>	<i>\$377</i>	<i>\$377</i>
<i>Account 561100 - Library Books</i>	<i>\$512</i>	<i>\$512</i>
<i>Account 562230 - Media A/V Equipment</i>	<i>\$277</i>	<i>\$277</i>
<i>Account 564220 - Furn-Fix/Equip</i>	<i>\$169</i>	<i>\$169</i>
<b><i>Fundraising/ Grants</i></b>	<b><i>Budget Amount</i></b>	
<i>Media Center Internal Account number for your grant(s) (get this from your bookkeeper)</i>	<i>\$1942</i>	<i>\$1942</i>
<b><i>State Media Allocation</i></b>	<b><i>Budget Amount</i></b>	
<i>Account 556110 (program 3070) - Media Books</i>	<i>\$1071</i>	<i>\$1071</i>



## Purchasing Plan FY26

Purpose	Amount
Books	\$3000
Supplies	\$500
<b>Total:</b>	<b>\$3500</b>

## Scope of the Collection

The collection development is focused on the curriculum of Palm Beach Public Elementary School, which follows 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. According to best practices for school libraries in the United States, the print collection at Palm Beach Public Elementary School is arranged by the Dewey Decimal Classification System (per District policy-see Section 8 Management of library Media Instructional Materials). The Fiction chapter books are arranged by author with designated sections for series, graphic novels, and reference books.. 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. Students also have access to eBooks 24/7 through numerous sites. Each student has their own laptop to enable more accessibility to research, projects and more. Materials at Palm Beach Public Elementary support both curriculum and pleasure reading as per School Board Policy 8.12 (see Section 5 d).

## Equipment

Each student has access to their own laptop and headphone set in the media center. Students also have access to the desktop computers to search the catalog for books available within the library. These desktops are also available for teachers. In the media center, teachers are able to use the copy machine as well as the laminator. Located within the media center is the TV production studio. Students on the news crew team are able to utilize the equipment in this room.



## **Collection Development**

Collection Development is an important process which provides quality materials for the library media center. The media specialist leads this process through the input of teachers, students, parents, and stakeholders. The goal of collection development is to ensure the collection adequately supports student's academic and personal interest needs.

## **Selection and Evaluation Criteria**

Books will be selected according to the Board Policy on Selection. All books will require two positive reviews conducted through Titlewave and Mackin in order to be considered for selection.

## **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**

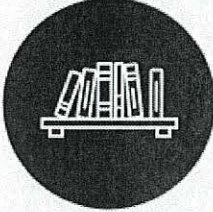

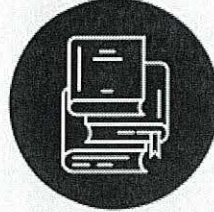

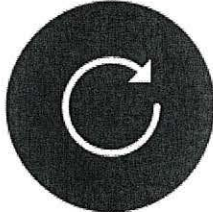
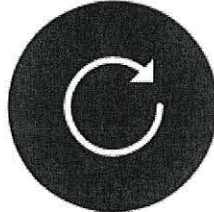


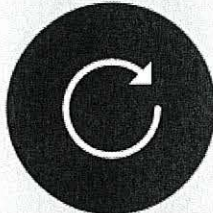

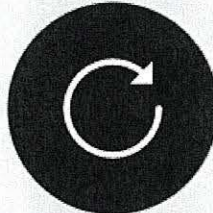
The School District Library Media Services Department supports school-based library media center personnel and establishes uniform policies and procedures for school library media centers throughout the District. These services include, but are not limited to:

- 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.

			
<b>9,971</b> Items in the Collection	<b>23</b> Items per Student	<b>26</b> Fiction Titles in the Collection	<b>40</b> 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.			
	<b>2008</b> Average Age of the Collection	<b>50%</b> Aged Titles	<b>11%</b> 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.	
			
<b>27%</b> Representative Titles in Collection	<b>2006</b> Representative Titles Average Age	<b>32%</b> SLL Titles in Collection	<b>2009</b> 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	50	2015
Philosophy & Psychology	39	2009
Religion	24	2005
Social Sciences	615	2002
Language	76	2010
Science	1077	2010
Technology	594	2010
Arts & Recreation	659	2016
Literature	129	2002
History & Geography	706	2011
Biography	525	2005
Easy	2694	2005
General Fiction	2636	2009
Graphic Novels	307	2020

## 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.. Inventory will be completed on a three-year rotation as per Board Policy 8.12 (8).

SY 2025-26—Fiction inventoried

SY 2026-27—Non-Fiction and Biography inventoried

SY 2027-28—Easy inventoried

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.

## Lost or Damaged Library Materials

Our school policy for lost or damaged books is to charge fees in accordance with School Board Policy 2.21B(9) . Notices are sent home with students. If students return the notice with payment, the fee is collected and deposited into the media internal account for book replacement. If fees are not returned, the fee is removed and set to 0 once the book is deleted from the system as lost.

## Strategic Focus – Weeding and Acquisitions

School Year	Strategic Focus
FY26	<b>Selection Priorities</b> <ul style="list-style-type: none"><li>● Fiction</li><li>● Non Fiction</li><li>● Easy</li></ul>
	<b>Inventory/ Weeding Priorities</b> <ul style="list-style-type: none"><li>● Fiction</li><li>● Non Fiction</li><li>● Easy</li></ul>
FY27	<b>Selection Priorities</b> <ul style="list-style-type: none"><li>● Non Fiction</li><li>● Easy</li><li>● Fiction</li></ul>
	<b>Inventory/ Weeding Priorities</b> <ul style="list-style-type: none"><li>● Non Fiction</li><li>● Easy</li><li>● Fiction</li></ul>



FY28	<b>Selection Priorities</b> <ul style="list-style-type: none"> <li>• Easy</li> <li>• Fiction</li> <li>• NonFiction</li> </ul>
	<b>Inventory/ Weeding Priorities</b> <ul style="list-style-type: none"> <li>• Easy</li> <li>• Fiction</li> <li>• Non Fiction</li> </ul>

## Reconsideration of Materials

Materials that are challenged will be followed according to [Board Policy 8.1205](#). This policy and the Specific Material Objection form are linked in the appendix.

## 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)