

FY26 COLLECTION DEVELOPMENT POLICY



Palm Beach Gardens Elementary School

FY26 Collection Development Policy

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Educational Media Specialist

Signature Page

Palm Beach Gardens Elementary
FY26 Collection Development Policy

Date Approved by Administration: 4-25-25

Media Specialist Name: Emily Evans

Media Specialist Signature: 

Principal Name: Kimberly Evans

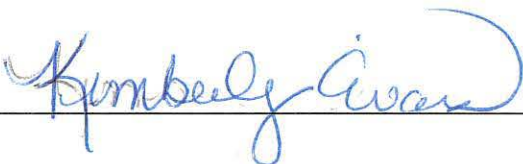
Principal Signature: 

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Purpose of Collection Development Policy

Our media center's goal is to engage our students in all aspects of media. It is our goal to foster a life-long love of reading and life-long users of libraries and media centers. The program is set up to expose the students and faculty to a wide range of available materials, expand their understanding of how to access these materials and ensure they can fully navigate and find materials for personal enjoyment as well as materials they need for academic and life-long success.

Our library/media center's goals are to:

- Promote an understanding of the importance of reading and encourages reading for pleasure
- Support staff members with materials to assist instruction within classrooms
- Provide a learning environment which promotes inquiry
- Stimulate curiosity through a wide range of text
- Provide and promote instruction to prepare our students to become independent users of libraries and informational resources
- Use technology to present information

Background Statement & School Community

The students at Palm Beach Gardens Elementary School Media Center range from grades kindergarten through fifth. They represent culturally diverse ethnic and economic backgrounds. We have ESE students, gifted students and we are a STEAM choice school.

According to Palm Beach County Public Schools Gold Report, below is the breakdown of our school population:

White - 244

Black - 210

Hispanic - 165

Asian - 65

Mixed - 39

Islander - 4

School Mission Statement

The mission of Palm Beach Gardens Elementary School is to promote the intellectual, social, physical and emotional growth of children and to provide a secure and stimulating learning environment for all students.

Media Center Mission Statement

Our media center's goal is to engage our students in all aspects of media. It is our goal to foster a life-long love of reading and life-long users of libraries and media centers. The program is set up to expose the students and faculty to a wide range of available materials, expand their understanding of how to access these materials and ensure they can fully navigate and find materials for personal enjoyment as well as materials they need for academic and life-long success.

Responsibility for Collection Management & Development

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. 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.

Library Program

The Palm Beach Gardens Elementary Media Center is on the Fine Arts wheel (students visit once every six days) and receives classes all day.

This year's instruction in the primary grades Media started was mostly focused on author studies. The intermediate classes were focused on Adobe Spark and Book Creator.

Goals and Objectives

Goal 1: To continue building an updated nonfiction print collection by using Follett Destiny computer software to analyze the numbers, age, type and usage of nonfiction shelf books.

Goal 2: To build an updated biography section by collaborating with teachers to see what their needs are when it comes to student research projects.

Goal 3: To encourage students to read across the genres in the fiction chapter book section.

Budget and Funding

I receive funds for supplies, periodicals, AV equipment and books. We also receive funds raised through the Scholastic Spring and Fall Book Fairs. Additionally, this year we received funds from PTA to purchase high interest books. The budget for the FY26 school year is expected to be similar to FY25

<i>School-based Operating Budget</i>	<i>Budget FY25</i>	<i>FY26 Projected Budget</i>
<i>Account 551100 - Media Supplies</i>	<i>\$448.00</i>	<i>\$500.00</i>
<i>Account 553420 - Media Subscriptions (Periodicals-Newspapers)</i>	<i>\$315.00</i>	<i>\$300.00</i>
<i>Account 561100 - Library Books</i>	<i>\$799.80</i>	<i>\$800.00</i>
<i>Account 562230 - Media A/V Equipment</i>	<i>\$421.00</i>	<i>\$400.00</i>
<i>Account 564220 - Furn-Fix/Equip</i>	<i>\$526.00</i>	<i>\$500.00</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>FallBookFair \$2805.95</i> <i>SpringBookFair Projected \$2800.00</i> <i>PTAHigh Interest Books \$1000</i>	<i>FallBookFair \$2800.00</i> <i>SpringBookFairProjected \$2800.00</i> <i>PTAHigh Interest Books \$1000</i>
<i>State Media Allocation</i>	<i>Budget Amount</i>	
<i>Account 561100 (program 3070) - Media Books</i>	<i>\$2,139</i>	<i>\$2100.00</i>

Purchasing Plan FY26

Approximate Purchasing Plan	
Purpose	Amount
EASY Picture Books	\$2500
Schoolwide Scholastic News/Storyworks/STEMScopes	\$2000
New Laminator (PTA Assistance)	\$4000
Age-Sensitive Areas from Titlewise Analysis - Book FAir Profit	\$1500
Total:	\$10,000.00

Scope of the Collection

The collection development is focused on the curriculum of Palm Beach Gardens 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 Gardens Elementary School is arranged by the Dewey Decimal Classification System (per District policy). The Fiction chapter books are arranged by genre. 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. As of this year, we now have 2 laptops and 30 iPads to enable more accessibility to research, projects and more. Materials at Palm Beach Gardens Elementary support both curriculum and pleasure reading as per School Board Policy 8.12.

We are a STEAM school and placed special emphasis in the curation of this special section in our library.

Equipment

Our media programs are equipped with a set of eight Chromebooks that serve our students' learning and creative needs. In addition, the media center houses a fully functional TV production studio, which is available for both student projects and teacher/staff use. While there is no dedicated computer lab, the Chromebooks are

accessible in the media center and workroom areas to support a variety of digital media and instructional activities.

Collection Development

Collection Development is the process of providing quality materials and equipment for the library media center. The goal of collection development is to ensure the collection has information sources in adequate quantity and variety to support student's academic and personal interest needs. The media specialist is charged with leading this process with the input of teachers, students and parents.

Selection and Evaluation Criteria

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.

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

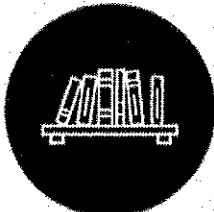




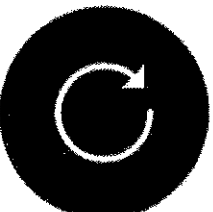
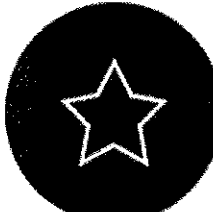
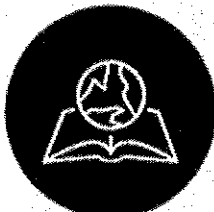
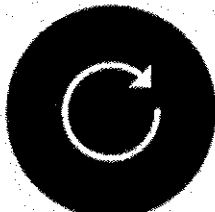

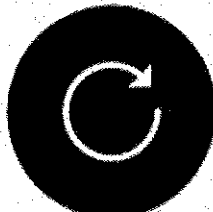
The School District Library Media Services Department supports school-based library media center personnel and establishes uniform policies and procedures for school library media centers throughout the District. These services include, but are not limited to:

- 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.

			
11,597 Items in the Collection	22.9 Items per Student	22% Fiction Titles in the Collection	32% 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.			
	2003 Average Age of the Collection	61% 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.	
			
3,390 Representative Titles In Collection	29% Representative Titles Average Age	3,962 SLL Titles in Collection	2004 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	66	2007
Philosophy & Psychology	34	2007
Religion	43	1998
Social Sciences	752	1997
Language	84	1997
Science	1113	2007
Technology	2010	389
Arts & Recreation	567	2014
Literature	188	1998
History & Geography	501	2007
Biography	517	2007r
Easy	3607	1999
General Fiction	2607	2007
Graphic Novels	157	1997

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

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. One third of the library will be weeded each year resulting in a completely updated library every three years.

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. 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.

Inventory will be completed on a three-year rotation as per Board policy 8.12 (5). This rotation plan ensures that our collection is reviewed and evaluated to ensure its accuracy and relevance.

Years	Sections to Inventory
FY 25	Fiction Easy
FY 26	Non-Fiction & Biographies
FY 27	Fiction Chapter Books

Lost or Damaged Library Materials

Our school does not charge fines for lost or damaged library materials. When a book is determined to be lost or damaged beyond repair, it is deleted from the system. However, we make several efforts to recover the item by sending home multiple notices to families. While there is no obligation to pay for or replace the item, families are welcome to provide a new copy of the same book if they choose to do so.

Strategic Focus – Weeding and Acquisitions

School Year	Strategic Focus
FY26	Selection Priorities
	<ul style="list-style-type: none"> • Non-Fiction & Biographies
FY27	Inventory/Weeding Priorities
	<ul style="list-style-type: none"> • Science • Social Science

	<ul style="list-style-type: none"> • Fiction
	Inventory/Weeding Priorities <ul style="list-style-type: none"> • Fiction Chapter Books
FY28	Selection Priorities <ul style="list-style-type: none"> • Easy
	Inventory/Weeding Priorities <ul style="list-style-type: none"> • Easy Picture Books

Reconsideration of Materials

In the event of a challenge by a citizen of Palm Beach County, Administration and school personnel at IPES will follow SDPBC policy 8.1205 – Challenge Procedures for Instructional Materials (see Appendix D). To challenge materials, the complainant must complete the form PBSO 1113 (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)