

**FY26
COLLECTION
DEVELOPMENT
POLICY**



**PIERCE HAMMOCK
ELEMENTARY SCHOOL**



**Media Specialist: Michael Holland
Principal: Dianne Rivelli-Schreiber**

**Pierce Hammock Elementary School
FY26 Collection Development Policy
Signature Page**

Date Approved by Administration: 05/5/2025

Media Specialist Name: Michael Holland

Media Specialist Signature: 

Principal Name: Dianne Rivelli-Schreiber

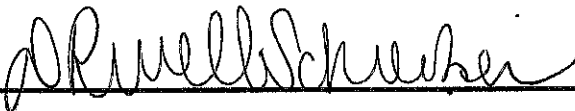
Principal Signature: 

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Purpose of Collection Development Policy

The Collection Development Policy is designed to support the Library's Mission statement. The primary goal of the collection development efforts is to build a collection that supports the needs of the school community and to maintain the recommended boundaries for size, average age, and access. The collection development process includes the creation of policy and procedures, budget allocations, needs assessments, selection, collection maintenance and evaluation, de-selection, and resource sharing.

Background Statement & School Community

The users of Pierce Hammock Elementary School Library Media Center come from grades kindergarten through fifth grade in addition to the faculty, staff, and parents of our community.

According to the data, Pierce Hammock Elementary has a culturally and ethnically diverse student population of 560 students which includes 48% White, 26% Hispanic, 12% Black, 13% Other. English Language Learners make up 3% of the student population. The Pierce Hammock Elementary School Library Media Center supports the curricular needs of all groups of students including unique groups like the Gifted, ESE, and ELL. The Media Center also supports the in-house Multimedia & TV Production Choice Program.

More information about PHES can be found at:

[Pierce Hammock Virtual Showcase](#)

School Mission Statement

Pierce Hammock Elementary School creates an academic environment for students to learn from highly trained professionals and collaborate with peers. Teachers will provide opportunities for students to engage in tiered instruction identifying the need for additional support and/or enrichment. Ongoing progress monitoring allows for teachers, parents/guardians, students, and community members to foster academic growth and evaluate overall student achievement.

Media Center Mission Statement

The Pierce Hammock Elementary School Library/Media Program's mission is to develop independent, effective and discriminating users of ideas and information. To promote literacy, the enjoyment of reading, and lifelong library use for learning with up-to-date, high quality accessible materials.

Responsibility for Collection Management & Development

The acquisition and maintenance of the Library Media Center materials collection at Pierce Hammock ES is a primary function of the library media specialist. The media specialist seeks input from stakeholders such as students, teachers, administration, and the community when possible.

Library Program

The PHES 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 is on a five-day rotation schedule. The media specialist teaches classes as part of the Fine Arts program covering select state standards from FLDOE ELA Standards for Grades K-5 related to the library program. Also included in the program from FLDOE are; READS- Florida's K-12 Integrated Library Media Reading Guidelines and FINDS- Florida's Library Media Research Model.

The Library Media Center also supports Intellectual Freedom as stated in documents published by the American Library Association-ALA (see Appendix B).

Schedule

The Pierce Hammock Elementary School library media center schedule is Monday – Friday 7:30 am - 2:00 pm. The media center uses a scheduled class format with all grades visiting each day for 30 minutes within a five school day rotational wheel as of May 2025. Visits to the Library Media center alternate between library lessons/activities and library activities/ book check-out.

Special Initiatives

- Scholastic Book Fair: The LMC hosts two book fairs throughout the year. Students are able to purchase books according to their interest.
- Morning Announcements: A select number of students present the morning announcements. Students are live streamed each morning using TV studio equipment. Administration will set the schedule.
- 2025 Hour of Code
- Digital Citizenship/TechSafe

Goals and Objectives

Goal 1: By Spring 2026, to support the SDPBC's current Strategic Plan as it relates to Theme 1, Objective 1, and Initiative 1a, all related to academic excellence and growth, the media center will purchase 200 fiction and or nonfiction high interest books at levels K-3 with copyright dates equal to or greater than 2021. An emphasis will be given for purchases that relate to this year's inventory section.

Goal 2: By the end of the school year FY26, in order to increase the average age of the PHES library book collection to 2016, the media center will purchase 150 new fiction and/or nonfiction high interest books at reading levels K-5 with copyright dates greater than 2021. A weeding of outdated books and those that may have less significance to our readers will also be done for this year's inventory section.

Goal 3: By the end of school year FY26, in order to assist in raising student academic achievement the Media Center will check out 12,000 or more books during the school year FY26 as shown by data from the Follett Destiny Software.

Budget and Funding

The Library Media Center is given a school-based operating budget at the beginning of every school year. The school administration uses a formula to distribute the appropriated funds. The budget for the FY26 school year is expected to be similar to FY25.

School-based Operating Budget	Budget FY25	FY26 Projected Budget
Account 551100 - Media Supplies	\$460.00	\$460.00
Account 553420 - Media Subscriptions (Periodicals-Newspapers)	\$277.00	\$280.00
Account 561100 - Library Books	\$830.00	\$830.00
Account 562230 - Media A/V Equipment	\$369.00	\$370.00
Account 564220 - Furn-Fix/Equip	\$461.00	\$460.00
Fundraising	Budget Amount	
Media Center Internal Account 5-1700.00	\$6200.00	\$4200.00 (2 Book Fairs)
State Media Allocation	Budget Amount	
Account 556110 (Program 3070) - Media Books	1710.00	\$1750.00

Purchasing Plan FY26

Approximate Purchasing Plan	
Purpose	Amount
Provide basic teaching supplies for working with classes including: copy paper, pencils, crayons, glue, etc.	\$200.00
Purchase teacher workroom supplies; laminating, bulletin board paper etc.	\$460.00
Provide basic supplies to support the media center mission. Posters, incentives, bookmarks	\$200.00
Purchase 250 new library books	\$6580.00
Book Repair supplies	\$200.00
Rehab Parts for Accucut Machine	\$250.00

Scope of the Collection

The collection development is focused on the curriculum of Pierce Hammock 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 and School District Policy 8.12, the print and non-print collection at Pierce Hammock Elementary School is arranged in standard Dewey order. Our Library Fiction section was converted to a genre based system in lieu of Dewey with the elimination of the Reading Counts program. All Fiction books have been placed into a genre sublocation for ease of location by students self search or via our Destiny Library

software. All other library sections are arranged using standard Dewey order. Additional resources are provided by district-wide subscriptions to electronic information databases.

The Pierce Hammock Collection includes fiction, nonfiction, and easy fiction books as well as ebooks to promote School Board Policy 8.12(section 5d) to provide materials that support both the curriculum and pleasure reading. We have had two recent areas of emphasis when selecting books; purchasing books that support STEM that discuss coding, robotics, technology, and science, and purchasing books related to SLL.

Through affiliation with the public library system, and SEFLIN, the Pierce Hammock Elementary School library is able to extend its collection to provide many resources that may be needed by its patrons.

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 Pierce Hammock collection has been created with a good balance of topics and interests for all patrons in all Dewey areas. This collection development plan targets all reading levels with a continued emphasis not to limit the highest and lowest lexiles. Pierce Hammock strives to have a collection with an average age of 2015 by FY26(May 1st).

Equipment

The library media center has the following equipment/technology available for use through the media programs. The media center includes a computer lab of desktop computers(twenty seven) set with Chrome OS(Chromebook Software). The Media Center currently has twelve Chromebooks available for media lessons and centers. The Media Center also has four desktop computers available for use with student book checkout.

The media center also includes a TV production studio that is used for a morning TV news show and other video production needs.

Also included in the Media Center is a teacher production room that houses two copy machines, a laminator, and an Accucut machine for letter and shape cutting. These are available for all teachers and staff use.

Collection Development

Collection development is the process of providing quality materials and equipment for the library media center. It is a statement of the principles and guidelines used by the Pierce Hammock Library Media Center in the selection, acquisition, evaluation, and maintenance of these Library Media Center materials. The media specialist is charged with leading this process with the input of teachers, students and parents.

The primary goal of the PHES Media Center's collection development efforts is to build a current collection that ensures the collection has information sources in adequate quantity and variety in order to support the needs of the curriculum and the needs of the school community and maintains the recommended boundaries for size of collection, average age of the collection, and access to the collection.

Selection and Evaluation Criteria

In accordance with School District Policy 8.12 - Selection of Library Media Materials(see Appendix C), Pierce Hammock Elementary School Media Center uses 2 or more of the following professional reviewing sources and may use these listed book award sources to assist in the selection of library media center materials;

- ALA Notable Children's Books

- Booklist

- Horn Book

- School Library Journal

- Robert F Sibert Informational Book Awards and Honors

- Kirkus Reviews

- School Library Connection

- Caldecott Medals & Honors

Newbery Medals & Honors

Theodor Seuss Geisel Award & Honors

Coretta Scott King Illustrator Award & Honors

Theodor Seuss Geisel Award & Honors

Pura Belpre Illustrator Award & Honors

Pierce Hammock Elementary School Media Center uses reviews from professional reviewing sources only. Reviews from Amazon, Goodreads, Common Sense Media, and the similar will not be considered when selecting library media center 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

District-Wide “Procedures for Selecting and Developing Library Collections”

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Analysis of Collection

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.

			
5247 Items in the Collection	9.2 Items per Student	57% Fiction Titles in the Collection	43% 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.			
	2014 Average Age of the Collection	27% Aged Titles	28% 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.	
			
25% Representative Titles in Collection	2014 Representative Titles Average Age	42% SLL Titles in Collection	2015 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	2017	62
Philosophy & Psychology	2018	22

Religion	2009	26
Social Sciences	2013	240
Language	2016	12
Science	2013	609
Technology	2013	248
Arts & Recreation	2016	588
Literature	2010	74
History & Geography	2014	172
Biography	2009	210
Easy	2015	1575
General Fiction	2014	1398
Graphic Novels (741.5)	2018	406

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

Pierce Hammock Elementary School maintains its collection via weeding and selection priorities. Weeding is completed on a three-year rotation as per School Board Policy 8.12 (5). See chart below.

Lost or Damaged Library Materials

The Pierce Hammock Media Center 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”. Our current media center policy is to not charge for damage to books unless that damage causes the book to be unusable. If books are not returned in a timely manner then a charge will be made to the parent. Pierce Hammock will seek a replacement or payment to cover the replacement as per School District Policy. We do not charge late fees/fines

Strategic Focus – Weeding and Acquisitions

School Year	Strategic Focus
FY26	Selection Priorities <ul style="list-style-type: none"> ● Fiction ● Easy Fiction ● Nonfiction
	Inventory/ Weeding Priorities <ul style="list-style-type: none"> ● Fiction ● Easy Fiction ● Nonfiction, Equipment, Professional
FY27	Selection Priorities <ul style="list-style-type: none"> ● Easy Fiction ● Nonfiction ● Fiction
	Inventory/ Weeding Priorities <ul style="list-style-type: none"> ● Easy Fiction, Equipment, Professional ● Nonfiction ● Fiction
FY28	Selection Priorities <ul style="list-style-type: none"> ● Nonfiction ● Fiction ● Easy Fiction
	Inventory/ Weeding Priorities <ul style="list-style-type: none"> ● Nonfiction ● Fiction ● Easy Fiction

Reconsideration of Materials

In the event of a challenge by a citizen, personnel at Pierce Hammock Elementary School will follow SDPBC Policy 8.1205 – Challenge Procedures for Instructional Materials. The challenge form is below as 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 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)

