



**Pleasant City Elementary**

**FY26 Collection Development Policy**

**Audrita Drayton, Ph.D.**

(Elementary Education K-6, English 6-12 & Reading K-12)

**Certified Educational Media Specialist**



**Signature Page**

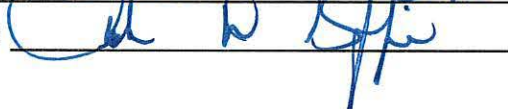
**Pleasant City Elementary**  
FY26 Collection Development Policy

Date Approved by Administration: April 30, 2025

Media Specialist's Name: Audrita Drayton

Media Specialist's Signature: 

Principal's Name: Adrienne D. Griffin

Principal's Signature: 

## Table of Contents

|   |    |
|---|----|
| <u>Purpose Statement</u>                                    | 1  |
| <u>Background Statement &amp; School Community</u>          | 1  |
| <u>School Mission Statement</u>                             | 1  |
| <u>Media Center Mission Statement</u>                       | 1  |
| <u>Responsibility for Collection Management Development</u> | 1  |
| <u>Library Program</u>                                      | 1  |
| <u>Goals and Objectives</u>                                 | 2  |
| <u>Budgeting and Funding</u>                                | 3  |
| <u>Scope of the Collection</u>                              | 4  |
| <u>Equipment</u>  | 4  |
| <u>Collection Development</u>                               | 4  |
| <u>Selection Evaluation and Criteria</u>                    | 5  |
| <u>Analysis of the Collection</u>                           | -6 |
| <u>Gifts and Donations</u>                                  | 7  |
| <u>Collection Maintenance</u>                               | 7  |
| <u>Lost or Damaged Library Materials</u>                    | 7  |
| <u>Strategic Focus – Weeding &amp; Acquisitions</u>         | 8  |
| <u>Reconsideration of Materials</u>                         | 8  |
| <u>Appendices</u>   | 9  |
| <u>A - Library Bill of Rights</u>                           | 9  |
| <u>B - ALA Intellectual Freedom Statement</u>               | 9  |
| <u>C - Board Policy 8.12</u>                                | 9  |
| <u>D - Board Policy 8.1205</u>                              | 9  |
| <u>E - Specific Material Objection Form</u>                 | 9  |

## **Purpose of Collection Development Policy**

The purpose of the Collection Development Plan is to guide the media specialist's decision making with regard to the media center.

## **Background Statement & School Community**

Pleasant City Elementary was opened in 2002 in West Palm Beach, Florida. It is a Title I school and houses grades kindergarten through fifth. Pleasant City Elementary's student body is 281 students whose composition is 84% Black (234), 13% Hispanic (17) and 2% White (5). Three percent of Black students (6) and 46% of Hispanic students (26) speak languages other than English. Of the 279 students enrolled at Pleasant City Elementary, 16% (38) of Black students, 22% (8) of Hispanic students, and 40% (2) are under the subcategory of exceptional student education. Finally, 94% of Black students, 89% of Hispanic students, and 94% of White students receive free/reduced lunch.

## **School Mission Statement**

Pleasant City's staff, parents, and community are committed to providing our students with technology embedded, standards driven instruction that is equitable for all students. Instruction which showcases each students' creativity and is differentiated to meet their individual needs. Moreover, to build confident, competent individuals and catapult them to their ultimate goal of being college and career ready.

## **Media Center Mission Statement**

The mission of the library/media center is the development of self-regulated, life-long learners who are capable of critical thinking, problem solving, and teamwork to prepare them to become positive, productive citizens of the 21st century. In addition, Pleasant City's staff, parents, and community are committed to providing students with technology embedded, standards driven instruction that is equitable for all students as well as instruction that showcases each students' creativity and is differentiated to meet their individual needs. Furthermore, to build confident, competent individuals and to catapult them to their ultimate goal of being college and career ready.

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

The media specialist is responsible for collection development and maintenance of the collection in accordance with the needs of the teachers, students and community. In addition, stakeholders' (administration, faculty, students, parents, district personnel, et cetera) input may be garnered through dialog, and/or electronic means.

## **Library Program**

Pleasant City Elementary's library program is based on a fixed, four-day rotation schedule. The media specialist instructs 4 different classes from grades kindergarten to fifth every day. Instruction may include such topics as Digital Citizenship, Media Literacy, Critical

Reasoning, Research, et cetera.

### **Goals and Objectives**

- **Goal 1:** To increase the overall average publication date of the Pleasant City Elementary's Library Media Collection
  - ❖ **Objective 1:** To weed approximately 10%, or more of outdated books characterized as nonfiction (Medical Sciences, Education & Geography, Maps and Atlases) for FY26
  - ❖ **Objective 2:** To purchase and to replace the weeded nonfiction materials classified as Medical Sciences, Education & Geography, Maps and Atlases by up to 10% for FY26
- **Goal 2:** To purchase more contemporary books related to the needs and the interests of stakeholders
  - ❖ **Objective 1:** To weed up to 10% of books that are not circulating and classified in the Dewey Decimal System such as Language, Religion and Literature for FY26
  - ❖ **Objective 2:** To purchase and to replace up to 10% of weeded books that are not circulating and are classified in the Dewey Decimal System as Language, Religion and Literature for FY26
- **Goal 3:** To make the media center pivotal to classroom instruction
  - ❖ **Objective 1:** To collaborate with approximately 10.5% of the faculty to address teacher and/or students' needs to include, but not limited to vocabulary instruction
  - ❖ **Objective 2:** To collaborate with administration in an effort to ensure the positive promotion of the media center by having an announcement made one day a week

**Budget and Funding**

| <i><b>School-based Operating Budget</b></i>   | <i><b>Budget FY25</b></i>   | <i><b>FY26 Projected Budget</b></i> |
|---|-----------------------------|-------------------------------------|
| <i>Account 551100 - Media Supplies</i>  | <i>\$234.00</i>             | <i>\$250.00</i>                     |
| <i>Account 553420 - Media Subscriptions<br/>(Periodicals-Newspapers)</i>                      | <i>\$140.00</i>             | <i>\$150.00</i>                     |
| <i>Account 561100 - Library Books</i>   | <i>\$421.00</i>             | <i>\$450.00</i>                     |
| <i>Account 562230 - Media A/V Equipment</i>   | <i>\$187.00</i>             | <i>\$200.00</i>                     |
| <i>Account 564220 - Furn-Fix/Equip</i>  | <i>\$234.00</i>             | <i>\$250.00</i>                     |
| <i><b>Fundraising/ Grants</b></i>   | <i><b>Budget Amount</b></i> | <i><b>\$0</b></i>                   |
| <i>Media Center Internal Account number for your grant(s) (get this from your bookkeeper)</i> | <i>\$0</i>                  | <i>\$0</i>                          |
| <i><b>State Media Allocation</b></i>  | <i><b>Budget Amount</b></i> | <i><b>\$951.00</b></i>              |
| <i>Account 556110 (program 3070) - Media Books</i>  | <i>\$951.00</i>             | <i>\$1,000.00</i>                   |

## Purchasing Plan FY26

| Approximate Purchasing Plan |                   |
|-----------------------------|-------------------|
| Purpose                     | Amount            |
| Books                       | \$2,500.00        |
| Library Media Supplies      | \$250.00          |
| Furn-Fix/Equip              | \$250.00          |
| <b>Total:</b>               | <b>\$3,000.00</b> |

### Scope of the Collection

At Pleasant City Community Elementary, collection development is focused on materials that support district curriculum and instruction, promote pleasure reading for students, as well as resources for teachers (School Board Policy 8.12[1]).

The collection at Pleasant City Elementary is classified by the Dewey Decimal Classification (School Board Policy 8.12[6]), and includes resources provided through district-wide subscriptions to electronic databases (World Book, SIRS Discoverer, Gale in-Context Elementary, and PebbleGo), and eBooks (Tumblebooks, Gale eBooks, and MackinVia) as well as resources that may be obtained via interlibrary loan by students, teachers and administrators. In addition, students have access to eBooks twenty-four hours a day, seven days a week. The collection will not include guided reading books. However, it will support curriculum and pleasure reading pursuant to School Board Policy 8.12.

### Equipment

The teacher workroom is housed in the media center and it includes a laminator, rolls of colored paper, and guided reading books. Also, there is a TV production studio; however, there is no equipment to use for TV production.

### Collection Development

“Collection development is the systematic assessment, selection, and deselection of library resources (Olson, 2003)” in an effort to ensure that the collection has sufficient and adequate resources to support students’ academic achievement as well as their personal interest needs. The media specialist is responsible for leading the collection development process with input from various stakeholders (i.e., administration, teachers, students, parents, et cetera).



## **Selection and Evaluation Criteria**

Materials considered for purchasing are selected based upon a set of criteria established by the School District of Palm Beach County's Policy 8.12, Selection of Library Media Materials. In addition, professional reviewing sources such as School Library Journal, Kirkus Review, Booklist, Hornbook, et cetera, may be utilized in the selection process. Finally, other factors that may be considered are curriculum of study, educational significance, need and interest of stakeholders and the value added to the collection of 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**

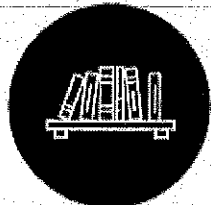
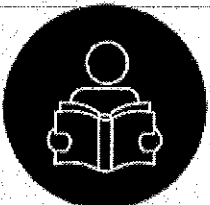



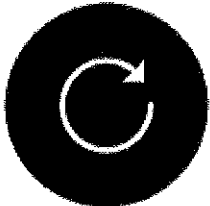
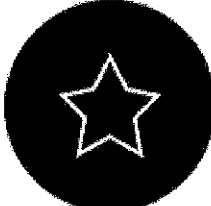
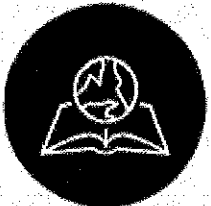
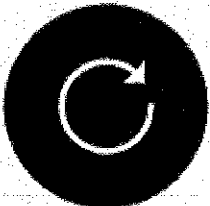

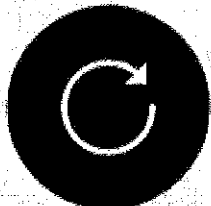
The School District Library Media Services Department supports school-based library media center personnel and establishes uniform policies and procedures for school library media centers throughout the District. These services include, but are not limited to:

- 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.

|  |   |   |   |
|--|---|---|---|
|   |    |                   |    |
| <b>12,233</b><br>Items in the Collection   | <b>23.6</b><br>Items per Student  | <b>54%</b><br>Fiction Titles in the Collection  | <b>46%</b><br>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>2002</b><br>Average Age of the Collection  | <b>43%</b><br>Aged Titles   | <b>3%</b><br>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>37%</b><br>Representative Titles in Collection  | <b>1998</b><br>Representative Titles Average Age                                    | <b>43%</b><br>SLL Titles in Collection  | <b>1999</b><br>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 | 26          | 2013               |
| Philosophy & Psychology                       | 45          | 2004               |
| Religion                                      | 40          | 2001               |
| Social Sciences                               | 517         | 1999               |
| Language                                      | 77          | 2000               |
| Science                                       | 685         | 2005               |
| Technology                                    | 244         | 2003               |
| Arts & Recreation                             | 392         | 2008               |
| Literature                                    | 172         | 1999               |
| History & Geography                           | 371         | 2002               |
| Biography                                     | 413         | 2004               |
| Easy  | 1,944       | 2000               |
| General Fiction                               | 1,525       | 2005               |
| Graphic Novels                                | 150         | 2015               |

### **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**

Inventory will be completed on a three-year rotation pursuant to Board Policy 8.12(8) [e.g., 2023 Fiction, 2024 Nonfiction, 2025 Easy].

### **Lost or Damaged Library Materials**

Pleasant City Community Elementary's policy regarding lost, or damaged library materials is in accordance with School Board Policy 2.21B(9); "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."

### Strategic Focus – Weeding and Acquisitions

| School Year | Strategic Focus  |
|-------------|--|
| FY26        | <b>Selection Priorities</b> <ul style="list-style-type: none"> <li>• Priority 1 - Medical Sciences/Medicine</li> <li>• Priority 2 - Education</li> <li>• Priority 3 - Astronomy and Applied Sciences</li> </ul>          |
|             | <b>Inventory/Weeding Priorities</b> <ul style="list-style-type: none"> <li>• Priority 1 - Medical Sciences/Medicine</li> <li>• Priority 2 - Education</li> <li>• Priority 3 - Astronomy and Applied Sciences</li> </ul>  |
| FY27        | <b>Selection Priorities</b> <ul style="list-style-type: none"> <li>• Priority 1 - Political Science</li> <li>• Priority 2 - Life Sciences/Biology</li> <li>• Priority 3 - Geography, Maps and Atlases</li> </ul>         |
|             | <b>Inventory/Weeding Priorities</b> <ul style="list-style-type: none"> <li>• Priority 1 - Political Science</li> <li>• Priority 2 - Life Sciences/Biology</li> <li>• Priority 3 - Geography, Maps and Atlases</li> </ul> |
| FY28        | <b>Selection Priorities</b> <ul style="list-style-type: none"> <li>• Priority 1- Language</li> <li>• Priority 2 - Religion</li> <li>• Priority 3 - Literature</li> </ul>   |
|             | <b>Inventory Priorities</b> <ul style="list-style-type: none"> <li>• Priority 1- Language</li> <li>• Priority 2 - Religion</li> <li>• Priority 3 - Literature</li> </ul>   |

### Reconsideration of Materials

The certified media specialist will follow the dictates of Board Policy 8.1205 regarding challenged materials. The 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)