FY26 COLLECTION DEVELOPMENT POLICY

Poinciana Elementary

FY26 Collection Development Policy

April Nobles

Educational Media Specialist

Signature Page

Poinciana STEM Elementary
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Date Approved by Administration:

Media Specialist Name: _____April Nobles_____

Media Specialist Signature: _April Nobles_____

Principal Name: _____Shannon Stockman _____

Principal Signature: _Shannon Stockman_____

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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 Poinciana STEM Elementary reasses 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

Poinciana STEM Elementary serves Boynton Beach students from Kindergarten through 5th Grade. The school was established in 1954 and became a magnet school in 1994. There are currently 425 students enrolled. Poinciana Elementary is a Title 1 School with a minority rate of 91 percent.

Poinciana Elementary is STEM school of choice with a Planetarium, Technology Lab and a STEM Lab that students rotate through on the Fine Arts wheel along with Art, Media, Music and Physical Education.

School Mission Statement

Poinciana Elementary Science, Technology, Engineering, and Mathematics (STEM) Magnet School is committed to providing the highest quality education that allows ALL students the opportunity to achieve their maximum potential as confident, life-long learners and productive, responsible citizens.

Media Center Mission Statement

The mission of the Poinciana STEM Elementary Media Center is to foster the love of reading for pleasure and information by connecting our students, faculty and administration with resource, technology and critical thinking skills they need to inspire learning. We will enrich the lives by maintaining a nurturing, safe, and inviting environment for all students. We will strive to meet the needs of all ethnic, cultural and educational differences for all patrons to excel in our community.

Responsibility for Collection Management & Development

Mrs. Nobles, who is a certified Media Specialist, is responsible for the collection management and its development. Books are acquired several times during the year through state and district funding, plus through the Scholastic Book Fair. Mrs. Nobles selects books according to what is in the collection development plan and also by state, county, teacher, student, administration and community requests. We sometimes need to reassess and adapt our collection to reflect new and differing areas of interest and concern.

Library Program

The Poinciana STEM Elementary Media Center is one of the regular rotations on the Fine Arts wheel. Each class is 30 minutes in duration with four to five classes per day. Classes are 2 days in a row. The first day of Media is "lesson day". The second day is book check out day. All grade levels participate in read alouds to instill the love of reading. Read alouds are chosen to support the STEM program, literature standards, relevant social studies subjects and books to support social and emotional skills.

Students in 1st - 4th Grade are allowed to borrow 4 books per visit. Kindergarten students are allowed to borrow 2 books.

Goals and Objectives

Goal 1: Weed books in the fiction and easy section.

   *Use Destiny reports to determine books that have not circulated in a year or more. Place books in a visible location to see if they gain interest, if not weed those books.

   * Use Destiny reports to determine books that are old and outdated.

Goal 2: Replacement of age sensitive books in the non-fiction section.

   *Use Destiny reports to determine books that are old and outdated.

   *Focus on Astronomy; Medical Science and Geography sections.

   *Weed books to bring the collection into the 21st century.

Goal 3: Set aside time for administrative tasks, ie... weeding, book repair, collection maintenance.

   *Set aside specific days of the rotation that the Media Specialist can work on the upkeep and development of the library's book collection.

Budget and Funding

The Library Media Center at Poinciana STEM Elementary is given a school based operating budget at the beginning of each school year. This year our budget was $597. We also received $1299 in State Allocation Funds. The School District supplies technology to the Media Center each school year. This year we chose an ipad for Media use.

A Scholastic Book Fair was held in the fall and spring. Proceeds from the Book Fair are taken in Scholastic Dollars to purchase books from the Scholastic Catalog.

The LMC 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 FY26.

School-based Operating Budget	Budget FY25	FY26 Projected Budget
Account 551100 - Media Supplies	$241	$241
Account 553420 - Media Subscriptions (Periodicals-Newspapers)	$199	$199
Account 561100 - Library Books	$597	$597
Account 562230 - Media A/V Equipment	$265	$265
Account 564220 - Furn-Fix/Equip	$332	$332
Fundraising/ Grants	Budget Amount	
Media Center Internal Account number for your grant(s) (get this from your bookkeeper)	$0	$0
Scholastic Book Fair	$5000	$5000
State Media Allocation	Budget Amount	
Account 556110 (program 3070) - Media Books	$1299	$1299

books	$2500
supplies	$1100
	$3600

Scope of the Collection

The Collection Development is focused on the curriculum of Poinciana STEM Elementary School, which follows the School District of Palm Beach County guidelines, which in turn is governed by the Department of Education of the State of Florida. Materials will support both curriculum and pleasure reading as per School Board Policy 8.12 .

According to best practices for school libraries in the United States, the print and non-print collection at Poinciana STEM Elementary School is arranged by the Dewey Decimal Classification System. Additional resources are provided by district-wide subscriptions to electronic information databases.

The library media collection includes all the resources available in the school media center along with all those that students, faculty and administrators can access through inter library loans. We use a collection analysis yearly so that it can provide the interested stakeholders with comprehensive information to direct short-term purchases and long range planning. We also analyze this data to examine the quantity and quality of our collection and identify its strengths and weaknesses.

Equipment

There is currently one desktop computer in the Media Center exclusively for the Media Specialists use. There is a laptop computer attached to the overhead projector that is currently not working. When it does function, this is the station students use to check out books and the Media Specialist projects read aloud pages. There is also a Smart Board that is currently used for book check out by the Media Specialist and for lessons.

The teacher workroom is connected to the Media Center. There are 3 copy machines, 2 laminating machines and a poster maker available for teachers to use.

The TV production room is next to the workroom. The ITSA at Poinciana Elementary is in charge of the morning announcements through PNN (The Poinciana News Network).

Collection Development

This collection development policy is a statement of the principles and guidelines used by the Poinciana STEM Elementary Media Center in the selection, acquisition, evaluation and maintenance of Media Center materials. It is understood that this document is fluid and changes in the curriculum, demographics, informational needs or programs of the school will mandate updates to the collection and its governing policies. The acquisition and maintenance of the Media Center materials collection is a primary function of the library media staff. Collection development and management refers to the process of building and maintaining the library's entire collection: in print, non-print, audiovisual and electronic formats so that they are available to every student at the time of need to support and enrich the student's educational experience. The collection development process includes the formulation of policy and procedures, budget allocations, needs assessments, selection, collection maintenance and evaluation, and deselection. The primary goal of of the Media Center's collection development efforts is to build a current collection that supports the needs of the curriculum and the school community while it maintains the 8 recommended boundaries for size of the collection, average age of the collection and access to the collection.

The students of Poinciana Elementary School do not utilize the ebooks available to them. I believe this is the lack of opportunity to use the computers while at school for anything other than iready or testing. Also, the students do not use their personal computers at home for reading. Therefore, this Media Specialist is not using funds to purchase ebooks.

The students focus on graphic novels for book check out. Therefore, this has been a major focus for purchases for the fiction section the past few years. I will continue to purchase graphic novels as long as they meet the selection criteria set by the district and state. I have focused on purchasing early readers for the younger students, more books they can read by themselves rather than read alouds. Many of these books are from the Branches or Acorn series. Not only are these easy to read books, they are also appealing to the students.

Although weeding of books is part of the yearly Collection Development Plan, in reality this rarely happens! This is for 2 reasons: 1. Lack of time on the Media Specialists part. With no Media Clerk, all responsibilities fall on the Media Specialist. Lessons, book check out, shelving books and book repair take priority. 2. Limited funding is given to replace books, therefore some areas of the library would be bare if all the outdated books were weeded. I am making weeding a part of my monthly schedule in order to bring our collection more up to date.

Selection and Evaluation Criteria

The Media Specialist is responsible for coordinating the collection development plan. The Media Specialist chooses materials that support the instructional program and promote reading. Library materials must be suited to the students needs and their ability to comprehend the material presented. Library materials must be appropriate for the grade level and age group for which the material is used. The Media Specialist uses School Board Policy 8.12 that sets out the procedures for selecting and developing library collections.The Media Specialist shall evaluate and select print and non-print materials by using professional reviews like School Library Journal, Booklist, Publishers Weekly and/or Kirkus reviews.

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

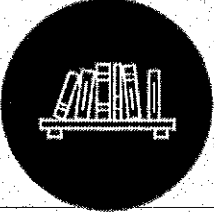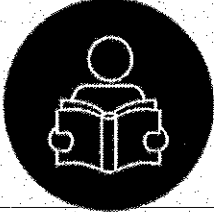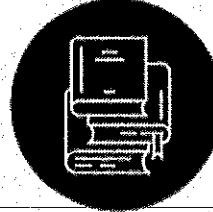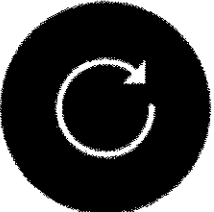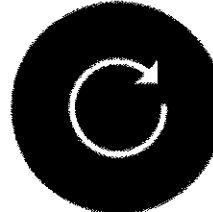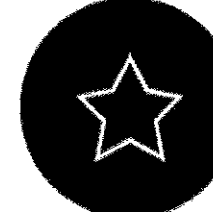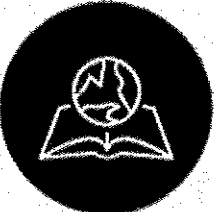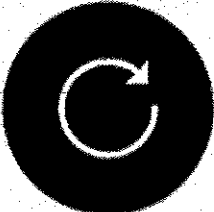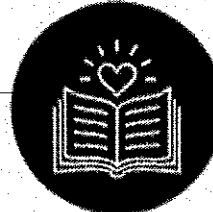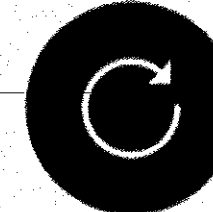The School District Library Media Services Department supports school-based library media center personnel and establishes uniform policies and procedures for school library media centers throughout the District. These services include, but are not limited to:

- 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.

17,343 Items in the Collection	**39.4** Items per Student	**56%** Fiction Titles in the Collection	**44%** 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.	**1999** Average Age of the Collection	**67%** 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.	
16% Representative Titles in Collection	**2001** Representative Titles Average Age	**29%** SLL Titles in Collection	**2002** 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	45	2004
Philosophy & Psychology	54	2007
Religion	45	2000
Social Sciences	892	1996
Language	85	1995
Science	2114	1996
Technology	722	2000
Arts & Recreation	548	2005
Literature	428	1992
History & Geography	1148	1998
Biography	948	1998
Easy	4595	1998
General Fiction	4181	2004
Graphic Novels	408	2010

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 per Board Policy 8.12 (8) Fiction and Biographies were inventoried in 2024. FY25 Non-fiction; FY26 Easy, FY27 Fiction, FY28 Non-fiction.

The Non-fiction section is organized with a modified Dewey Decimal systems, books are grouped by category more than by decimal point and authors last name.

I put graphic novels in the Fiction section by the author's last name, not in the Non-Fiction (741) section.

Early readers, such as Acorn and Branches books are shelved together or placed in baskets for easy locating.

Lost or Damaged Library Materials

Poinciana STEM Elementary does not charge students for late materials. However, since the budget for library books is so limited, we do charge students for lost or damaged books. This is in accordance with School Board Policy 2.21B(9) which states: "If a student loses or damges 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".
Typically, the Media Specialist will forgive 4 books per student. Any books lost or damaged after that are the students responsibility to replace.

Strategic Focus – Weeding and Acquisitions

School Year	Strategic Focus
FY26	**Selection Priorities** • Non-fiction • Fiction • Easy
	Inventory/Weeding Priorities • Easy • Non-fiction • Fiction
FY27	**Selection Priorities** • Fiction • Easy • Non-fiction
	Inventory/Weeding Priorities • Non-fiction • Fiction • Easy
FY28	**Selection Priorities** • Easy • Non-fiction • Fiction
	Inventory Priorities • Fiction • Easy • Non-fiction

Reconsideration of Materials

The Media Specialist at Poinciana STEM Elementary will select its Library Media Center materials based upon the principles outlined in this Collection Development Policy and in accordance with SDPBC Board Policy 8.1205- Selection of Library Media Center Materials.

Reconsideration of materials will follow the SDPBC Board Policy 8.1205 - Objection Precedures for Instructional Materials, Library Media Materials and Supplemental Classroom Materials, including Reading List Policy 8.1205 and the Specific Material Objection form are linked to 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)