

FY26 COLLECTION DEVELOPMENT POLICY



Pioneer Park Elementary

FY26 Collection Development Policy

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Educational Media Specialist

Signature Page

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Date Approved by Administration: *May 5, 2025*

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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 Pioneer Park Elementary, 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 users of Pioneer Park Elementary Library Media Center include all of the students in Kindergarten through Grade 5, teachers, staff, parents, and community members.

According to the school showcase, Pioneer Park Elementary has a culturally and ethnically diverse student population representing different economic backgrounds, which include 100 % receiving free and reduce lunch.

The cultural and ethnical diversity consists of:

28% Hispanic

70% Black,

0% Asia,

0% Multi,

2% White

Students with disabilities account for 21 % of the students, and 36% Limited English Proficient students.

School Mission Statement

Pioneer Park Elementary school strives to empower our parents and families to support their children's cognitive and social development through effective communication and by providing them with training and resources for support. We will encourage parental engagement through effective and timely communication in their native language as well as implement parent trainings which will help improve student academic achievement and school performance. We are committed to involving our parents and the community in a shared decision making process by creating an environment that is inviting to all. We aim to establish the school as the center of the community by making our families feel welcomed and involved as they are seen as meaningful partners in learning.

Media Center Mission Statement

Pioneer Park Elementary Media Center Mission Statement: The mission of the Library Media Center is to support the mission of Pioneer Park Elementary School by providing the tools and material necessary for accomplishing their educational and personal goals. To promote a love for reading by providing access to quality print and digital material.

The Library Media Center is dedicated to designing and maintaining a library media program that supports, complements, and expands the instructional program of the school.

The library media staff will:

- provide and promote extensive use of resources in multiple formats that are designed to meet the varying needs of all learners in all aspects of the curriculum;
- provide a learning environment which promotes inquiry; stimulate intellectual curiosity;
- encourage pleasure reading, develop diverse interests for the enjoyment of life-long learning, and;
- provide and promote instruction to prepare students to become independent users of libraries and information resources.

Responsibility for Collection Management & Development

All staff librarians assist with collection development and maintenance. The Pioneer Park Elementary School Principal has authority on final decisions for selection and the responsibility to maintain the collection according to this policy. The collection is evaluated on an ongoing basis, so it stays consistent with the collection development policy. Book suggestions from staff will be considered, and decisions will be based on the potential to serve the school.

Library Program

The Library Media Center is dedicated to designing and maintaining a library media program that supports, complements, and expands the instructional program of the school. The library program's curriculum is based on the Florida State Standards, ISTE and the AASL Standards Framework. The media specialist works with the classroom teachers to develop compatible lessons that support classroom learning.

The library is open throughout each day that students are in attendance to ensure equitable access for all students to library media resources.

The school administration and faculty are aware that recent research documents improvement in student learning gains when the library media center is available to the student at the point of need. At Pioneer Park Elementary, the Media Specialist Service 4th-5th on fine arts wheel. All other grade schedule time to visit the library. The library media center is open Monday-Friday 7:30 —

The media program provides and promotes inquiry and extensive use of resources in multiple formats that are designed to meet the varying needs of all learners in all aspects of the curriculum.

Goals and Objectives

Goal 1: To increase the overall average publication date of the Pioneer Park Elementary Library Media Collection.

*Objective 1: To weed and replace outdated materials, focusing on the social science, history, and literature.

*Objective 2: To weed materials based upon the significance to the reader, focusing on items that have never circulated or have not circulated for long periods of time.

Goal 2: To support the students' 21st Century literacy skills through the incorporation of technology.

*Objective 1: To teach all students to use Destiny to locate and check out books in the Media Center.

*Objective 2: To teach all students how to access and check out e-books using MackinVia.

Goal 3: I will increase engagement in with ADOBE and CANVA Resources for the Teachers and Students at Pioneer Elementary.

*Objective 1: I will Participate in Trainings in ADOBE and CANVA at my school site for Staff and Teachers

*

*Objective 2: I will engage students with Adobe and Canva activities FY25 during Library Media Fine Arts.

Budget and Funding

The LMC is given a school-based operating budget at the beginning of every school year. The Pioneer Park Elementary school administration uses a formula to distribute the appropriated funds. The budget for the FY26 school year is expected to be similar to FY25/FY26.

<i>School-based Operating Budget</i>	<i>Budget FY25</i>	<i>FY26 Projected Budget</i>
<i>Account 551100 - Media Supplies</i>	\$115	\$115
<i>Account 553420 - Media Subscriptions (Periodicals-Newspapers)</i>	\$159	\$159
<i>Account 561100 - Library Books</i>	\$478	\$478
<i>Account 562230 - Media A/V Equipment</i>	\$212	\$212
<i>Account 564220 - Furn-Fix/Equip</i>	\$0	\$0
<i>Fundraising/ Grants</i>	Budget Amount	\$0
<i>Media Center Internal Account number for your grant(s) (get this from your bookkeeper)</i>	5-1700.00	\$0
<i>State Media Allocation</i>	Budget Amount	\$0
<i>Account 561100 (program 3070) - Media Books</i>	\$1203	\$1203

Purchasing Plan FY26

Approximate Purchasing Plan	
Purpose	Amount
Subscription	\$300
books	\$500
supplies	\$400
STEM	\$500
Poster maker supplies	\$500
Total:	\$2200

Scope of the Collection

Collection development at Pioneer Park Elementary School is influenced by the school's curriculum, which follows the guidelines set forth by the School District of Palm Beach County (SDPBC), which in turn is governed by the Department of Education of the State of Florida.

The collection includes databases and e-books provided by the Department of Library Media Services at the School District of Palm Beach County. These databases and eBooks expand PPES' collection and provide 24/7 access for students.

Per the Palm Beach County School District Board Policy 8.12 (see Appendix A), all collections are arranged by the Dewey Decimal Classification System, while also supporting both curriculum and pleasure reading.

Equipment

The equipment available in Pioneer Park Elementary Media Center is a Computer Lab available for all teachers and students. The Smart Board, copiers, teacher work room with dye cuts and workspace are available for teachers and staff.

Collection Development

Collection Development is the process of providing quality materials and equipment for the library media center. The goal of Pioneer Park Elementary Media Center's collection development is to build a current collection that supports the needs of the curriculum that maintains the recommended boundaries for size, age and access to the collection.

Also, 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

Library Materials Selection and Evaluation is a continual process led by School Board Policy. The Library Media Specialist will utilize current recognized professional selection tools. A Consideration File will also be maintained by the Library Media Specialist. Book Selection choices reflect the needs of the school community, staff recommendations, and professional reviews. These criteria will apply to all print, non-print, and electronic media purchases.

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





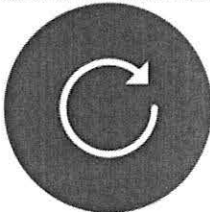
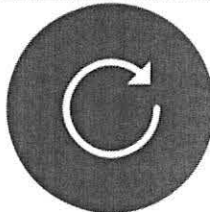
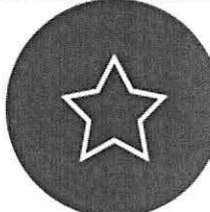

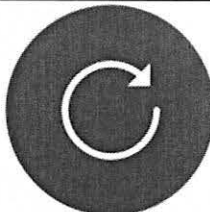

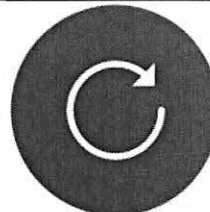
The School District Library Media Services Department supports school-based library media center personnel and establishes uniform policies and procedures for school library media centers throughout the District. These services include, but are not limited to:

- 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.

			
9819 Items in the Collection	22.8 Items per Student	17% Fiction Titles in the Collection	33% 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.			
	1997 Average Age of the Collection	2017 Aged Titles	3% 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.	
			
3289 Representative Titles in Collection	1998 Representative Titles Average Age	3356 SLL Titles in Collection	1999 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	41	2002
32	24	1994
1108	32	1997
226	652	1995
2527	93	1999
Science	1108	1997
Technology	351	1997
Arts & Recreation	238	2003
Literature	226	1993
History & Geography	3205	1997
Biography	419	1998
Easy	2527	1995
General Fiction	1709	1999
Graphic Novels (741.5) See Help document if needed	718	1998

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 as per Board Policy 8.12 (5 Outdated materials will be weeded out of the Library Collection and not placed in classrooms.

Lost or Damaged Library Materials

School Board Policy 2.218(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"?

Strategic Focus – Weeding and Acquisitions

School Year	Strategic Focus
FY26	Selection Priorities <ul style="list-style-type: none">● Priority 1 Easy Fiction● Priority 2 Graphic Novels● Priority 3 Easy Fiction
	Inventory/Weeding Priorities <ul style="list-style-type: none">● Priority 1 Fiction Easy● Priority 2 Fiction● Priority 3 Non Fiction
FY27	Selection Priorities <ul style="list-style-type: none">● Priority 1 Fiction● Priority 2 Biography● Priority 3 Reference
	Inventory/Weeding Priorities <ul style="list-style-type: none">● Priority 1 Fiction● Priority 2 Biography● Priority 3 Reference
FY28	Selection Priorities <ul style="list-style-type: none">● Priority 1 Non- Fiction /92● Priority 2 Science● Priority 3 Non-Fiction
	Inventory/Weeding Priorities <ul style="list-style-type: none">● Priority 1 Non -Fiction● Priority 2 Non-Fiction/92● Priority 3 Science

Reconsideration of Materials

In the event of a challenge by a citizen of Palm Beach County, personnel at Pioneer Park Elementary School will follow SDPBC Policy 8.1205 - Challenge Procedures for Instructional Materials. This information is located on the School District's website at <http://www.boarddocs.com/fl/palmbeach/Board.nsf/goto?open&id=9R8NDB5ADOA1>

Annual Evaluation and Revision of CDP

This collection development plan will be reviewed each school year.

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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)