FY26 COLLECTION DEVELOPMENT POLICY

Sandpiper Shores Elementary

FY26 Collection Development Policy

Robin Mann

Educational Media Specialist

Signature Page

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Date Approved by Administration: 5|25|25

Media Specialist Name: Robin Mann

Media Specialist Signature: _____

Principal Name: Monique Coyle

Principal Signature: _____

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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 Sandpiper Shores 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 students of the Sandpiper Shores Elementary School Media Center range from grades Pre-K through fifth. They represent culturally diverse ethnic and economic backgrounds. The Media Center also serves the faculty and staff. In addition, the Media Center serves all county school libraries.

According to FLDOE School district Report Card, below is the breakdown of our school's population:

White 49.4%

Black 7.9%

Hispanic 35.1 %

Asian 4.2%

Gender: Female - 46.9%

Male - 53.1%

Eligibility of Free/Reduced Lunch - 42.5%

School Mission Statement

The Sandpiper Shores community is a diverse and motivated group of learners. We are dedicated to each other and the advancement of knowledge in a way that fosters inquisitive learners who are prepared to meet the demands of the 21st Century.

Media Center Mission Statement

The Library Media Center Program at Sandpiper Shores Elementary School is committed to providing a welcoming, dynamic environment that fosters the love of reading and information technology skills.

Responsibility for Collection Management & 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 at SSES leads this process with the input of administration, teachers, students, parents, and stakeholders.

Library Program

The Sandpiper Shores Media Center is on the fine arts wheel and operates on a 6 day rotation. The first few weeks, students reviewed and were taught the book check out procedures as well as accessing books from MackinVia, Destiny, and Tumblebooks.

The Media program is committed to integrating technology throughout the Fine Arts rotation. Kindergarten - 5th Grade practice grade level appropriate typing skills from simple keyboard recognition to typing fluency, accessing Google Drive and creating projects utilizing Google Suite and Adobe Express. Classroom teachers collaborate with the media specialist to enhance various skills needed. In addition, the media center promoted the Sunshine State Young Reader Award winning books and sponsored the Battle of the Books for grades 3rd - 5th where we had many teams participate.

The media center hosted two very successful book fairs in October 2024 and November 2024 to promote reading. Students and their parents were welcome to shop for books in person or online.

Goals and Objectives

1. Utilizing fifth grader library club to help organize books in the media center throughout the 2025-2026 school year as well as broadcast the Sandpiper News.

2. Lower the average age of my collection by 1 % through weeding.

3. By the end of the 2025-2026 school year, to aid and assist with student success in core curriculum areas using books and activities.

Budget and Funding

School-based Operating Budget	Budget FY25	FY26 Projected Budget
Account 551100 - Media Supplies	$970	$970
Account 553420 - Media Subscriptions (Periodicals-Newspapers)	$362	$362
Account 561100 - Library Books	$1087	$1087
Account 562230 - Media A/V Equipment	$483	$483
Account 564220 - Furn-Fix/Equip	$604	$604
Fundraising/ Grants	Budget Amount	
Media Center Internal Account number for your grant(s) (get this from your bookkeeper)	$7,603.44	$7603.44
State Media Allocation	Budget Amount	
Account 556110 (program 3070) - Media Books	$2667	$2667

Purchasing Plan FY26

Approximate Purchasing Plan	
Purpose	**Amount**
books	$11,357.44
supplies	$600
STEM	$500
Total:	**$12,457.44**

Scope of the Collection

The collection development is focused on the curriculum of Sandpiper Shores 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. Per District policy 8.12(5} Management of Library Media Materials, the collection will be arranged according to the Dewey Decimal Classification System. The library/media center's priorities are to:

- Serve as an extension of the classroom to ensure that information skills are taught and learned within the context of the classroom curriculum
- Offer a wide range of resources, technologies, and services to meet students' learning and information needs
- Facilitate the learning process by providing students and teachers with training needed to effectively use the resources
- Through the provisions of adequate staff, appropriate facilities, furnishings, equipment, and supplies, create an environment in which resources are made readily accessible
- Develop and maintain a quality collection consisting of books, periodicals, audio-visual materials, and other cutting edge information technologies that may emerge
- Provide access to other resources through cooperative agreements with other libraries, electronic access to the Internet, on-line services, and offsite library catalogs and databases

The library /media program provides learning and teaching resources that are adequate in quality, quantity and variety to support the school's instructional program. The term "collection" includes all the information resources available through the library /media center. These materials support the curriculum and meet the personal, informational and recreational needs and interests of students as per School Board Policy 8.12(2). To achieve these purposes, the collection includes a wide range of subjects, meets many levels of student abilities, and represents diverse points of view. In addition to providing information, the collection also includes items that portray the creative artistry, insight and vision of the human mind and materials that contribute to the development of both cognitive and affective attributes in students. To accommodate varying learning styles and to enrich learning for all, a variety of information formats are essential. These formats (visual, auditory, verbal, non-verbal, concrete, and abstract) are delivered through various technologies and media including print and non-print sources. The SSES collection includes, but is not limited to print and e-books (Fiction, Non-Fiction, Biographies, Graphic Novels, and Native Languages), and technology for classroom use. Through the Portal, all patrons have access to online databases, purchased through the school district. All digital resources and e-books are available 24 /7 to all patrons.

Equipment
There is a smartboard, a document camera, 4 laptops as well as a TV production studio housed within Sandpiper Shores Elementary media center.

Collection Development
Collection development refers to the process of building and maintaining the Media Center's entire materials collection, in both print and non-print formats. The collection development process includes the formulation of policy and procedures, budget allocations, needs assessment, selection, collection maintenance and evaluation, and resource sharing. The acquisition and maintenance of the Sandpiper Shores Elementary Media Center materials collection is the primary function of the Media Center's mission.

Collection Development at Sandpiper Shores Elementary is focused on providing quality materials and equipment for our patrons. Our goal is to meet the expectations, requirements and needs of our students and staff while at the same time expanding and enriching their curriculum and world views. The media specialist leads this process with the input of administration, teachers, students, parents, and stakeholders.

Selection and Evaluation Criteria

In accordance with School District of Palm Beach County Board Policy 8.12 - Selection of Library Media Center Materials (see Appendix C), Sandpiper Shores Elementary School Media Center uses the following professional reviewing sources to aid in the selection of library media center materials:

- School Library Journal - https://www.slj.com/section/reviews

- Booklist - https://www.booklistonline.com/

- Horn Book Guide - https://www.hornbookguide.com/site/

- Center for the Children's Book - https://bccb.ischool.illinois.edu/

- Kirkus Reviews - https://www.kirkusreviews.com/

- Publisher's Weekly - https://www.publishersweekly.com/pw/reviews/index.html

- School Library Connection - https://schoollibraryconnection.com/About

   Sandpiper Shores Elementary School Media Center only uses reviews from professional reviewing sources. Reviews from Amazon, Goodreads, Common Sense Media, and the like 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:
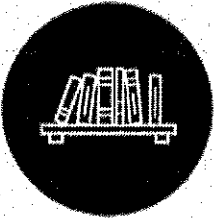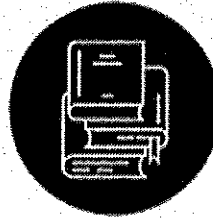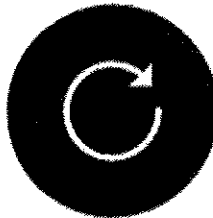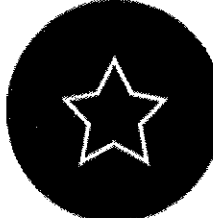
- Maintaining a professional library collection to assist with recertification and knowledge acquisition on education-related topics;.
- Managing the online catalog, including the library inventory and circulation software;
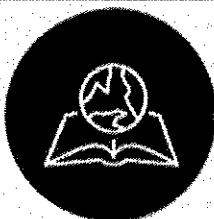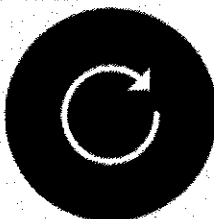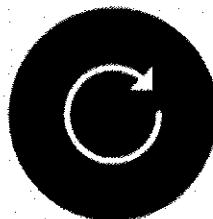- Selecting and making accessible online information databases for reference and research;
- Providing guidance and training to school library media staff in program planning, curriculum development, budget, technology, collection maintenance, facility use, and media production;
- Participating in inter-departmental 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

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.

13,875	**14.6**	**47%**	**50%**
Items in the Collection	Items per Student	Fiction Titles in the Collection	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.	**2006** Average Age of the Collection	**52%** Aged Titles	**12%** 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.	

24% Representative Titles in Collection	2005 Representative Titles Average Age	31% SLL Titles in Collection	2008 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	2014
Philosophy & Psychology	# 96	2007
Religion	# 33	1996
Social Sciences	# 817	2000
Language	# 43	2000
Science	# 1497	2005
Technology	# 703	2005
Arts & Recreation	# 1299	2012
Literature	# 314	1990
History & Geography	# 904	2004
Biography	# 807	2004
Easy	# 2478	2004
General Fiction	# 3993	2009
Graphic Novels	# 618	2016

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 (8). Per Florida Statute governing Instructional Materials, instructional material stored in the Library Media Center must be inventoried annually. To facilitate the circulation and inventory process, Destiny Library Manager software has been made available to all schools. Sandpiper Shores Elementary School typically inventories part of its collection each year on a rotational basis.

For the FY24 school year the following areas were inventoried:
- Non fiction
- 92 Biographies

For the FY25 school year the following areas will be inventoried:
-Easy
-Fiction

For the FY26 school year the following areas will be inventoried:
-Non fiction
-92 Biographies

Lost or Damaged Library Materials

In accordance with 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". The policy at Sandpiper Shores Elementary regarding lost or damaged library materials is to replace said property.

Strategic Focus – Weeding and Acquisitions

School Year	Strategic Focus
FY26	**Selection Priorities** • General Fiction • Easy • Sports & Recreation
	Inventory/Weeding Priorities • Social Sciences • Religion • Language
FY27	**Selection Priorities** • Language • Geography • Education
	Inventory/Weeding Priorities • Technology • Biology • Literature
FY28	**Selection Priorities** • Science • Philosophy & Psychology • Biography
	Inventory Priorities • Sports & Recreation • Easy • General fiction

Reconsideration of Materials

In the event of a challenge by a citizen of Palm Beach County, personnel at Sandpiper Shores Elementary School will follow SDBC Policy 8.1205 - Challenge Procedures for Instructional Materials. See the Appendix for a copy. 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)