

FY26 Collection Development Policy



**Seminole Trails Elementary School
FY26 Collection Development Policy**

Mrs. Ewers, MS.
Educational Media Specialist

Signature Page



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FY26 Collection Development Policy

Date Approved by Administration: 5/8/25

Media Specialist Name: Mrs. V. Deanne Ewers

Media Specialist Signature: _____

A handwritten signature in blue ink, appearing to read 'V. Deanne Ewers', written over a horizontal line.

Principal Name: Mrs. J. Johnson

Principal Signature: _____

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Purpose of Collection Development Policy

The Collection Development Policy is designed to support the Seminole Trails Elementary School Library's mission statement. To provide a collaborative program that supports the development of inquiring, knowledgeable, and caring young people. The library strives to assist all students in becoming global citizens who have a lifelong love of reading, and who will use the information to create a better and more peaceful world through intercultural understanding and respect. This policy serves as a guide for selecting, acquiring, and managing the Seminole Trails Elementary School Library Collection.

Background Statement & School Community

Seminole Trails Elementary School was opened in 1989 in West Palm Beach Florida. Seminole Trails Elementary School serves a multi-ethnic school population that consists of 680 students in Pre K – 5th grade. Students come from a predominantly economically disadvantaged community. The ethnic composition of the student body's is as follows: 4.9% White, 65% Black, 22.1% Hispanic, 5.4% Asian, and Mixed Race 2.6%. The students designated as English Language Learners (ELL) is 26.3% and Exceptional Student Education (ESE) is 34%. The percentage of students receiving free and reduced lunch is 69.9%. STES serves the needs of Exceptional Student Education in Pre-K, along with classes for Autism Spectrum (ASD) kids in grades K-5..

School Mission Statement

The mission of Seminole Trails Elementary School is to provide a safe, nurturing environment where diversity is celebrated, mutual respect among adults and children is practiced, and parents and caregivers are seen as valued partners in establishing the foundations of academics and life-long learning.

Media Center Mission Statement

Our school strives to empower families to support their child's cognitive and social-emotional development by strengthening district, school, family, and community partnerships through communication, resource support, and training.

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 community, administration, teachers, and students. In addition, stakeholders' (administration, faculty, students, parents, district personnel, et cetera) input may be garnered through dialog, DEN/LTM's, and/or electronic means.

Library Program

Seminole Trails Elementary library program is based on a fixed, five-day rotating schedule. The media specialist instructs K-5 grade classes for one entire week. The classes are rotated on a weekly schedule A-F. Instruction may include thematic topics such as; Women's History, American History, Black History Month, Storybook writing, use of Canva program, Digital Citizenship, Media Literacy, Critical Thinking, Research, etcetera.

Goals and Objectives

The Media Center of Seminole Trails Elementary will help to increase reading in all grade levels through:

- Supporting reading and writing through literacy skills that incorporate technology such as Canva and Adobe.
- Book selections
- Literacy celebrations
- Author visits
- Maximize circulation
- Ben Carson Reading Room
- D.E.A.R. Drop Everything and Read
- Encourage summer reading
- To utilize chromebooks for information

Budget and Funding

Seminole Trails Elementary School school-based operating budget for the Media Center includes the following:

551100-Media Supplies
 553420 - Periodicals
 561100- Instructional Media Services
 562230- Furniture/Fix Equip
 51700.00- (internal)
 556110- (3070) Media Books

The budget for FY25 school year is expected to be marginally increased.

<i>School-based Operating Budget</i>	<i>Budget FY25</i>	<i>FY26 Projected Budget</i>
<i>Account 551100 - Media Supplies</i>	<i>\$769.00</i>	<i>\$869.00</i>
<i>Account 553420 - Media Subscriptions (Periodicals-Newspapers)</i>	<i>\$288.00</i>	<i>\$388.00</i>
<i>Account 561100 - Library Books</i>	<i>\$1052.00</i>	<i>\$1152.00</i>
<i>Account 562230 - Media A/V Equipment</i>	<i>\$385.00</i>	<i>\$485.00</i>
<i>Account 564220 - Furn-Fix/Equip</i>	<i>\$481.00</i>	<i>\$581.00</i>
<i>Fundraising/ Grants</i>	<i>Budget Amount</i>	<i>Budget Amount</i>
<i>Media Center Internal Account number for your grant(s) (get this from your bookkeeper)</i>	<i>\$2500.00</i>	<i>\$2600.00</i>
<i>State Media Allocation</i>	<i>\$1978.50</i>	<i>\$2078.00</i>
<i>Account 556110 (program 3070) - Media Books</i>	<i>\$2007.00</i>	<i>\$2107.00</i>

Purchasing Plan FY26

Approximate Purchasing Plan	
Purpose	Amount
Books	865.00
Library Media Supplies	769.00
Internal Account	5,755.15
STEM	0.00
Total:	\$7,389.15

Scope of the Collection

At Seminole Trails Elementary School, the collection will contain a wide variety of print and non-print materials that are appropriate for the different ability levels and learning styles. The collection will maintain at least 16 books per student. Patrons will be encouraged to use the district and state media center databases as sources for additional materials. The 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 Seminole Trails Elementary School 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 PebbleGod), and eBooks (Gale eBooks, Tumblebooks, 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 equipment in the Media Center includes a TV production studio, smartboard, laminator, poster maker, and colored paper rolls in the teachers workroom. 3-D printers, 13 chromebooks, and two iPads for student use.

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 provides support to school 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;


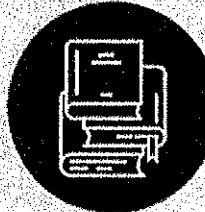




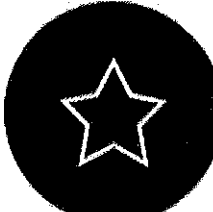
Managing the online catalog including the library inventory and circulation software;
Selecting and making accessible online information databases for reference and research;
Providing guidance and training to school library media staff in program planning, curriculum development, budget, technology, 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 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 works in collaboration 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 search and find specific facts efficiently and effectively.

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 Tittewise Analysis.

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15,075 Items in the Collection	16 Items per Student	48% Fiction Titles in the Collection	35% 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.			 
	2008 Average Age of the Collection	40% Aged Titles	4% 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.	

			
3,228 Representative Titles in Collection	2007 Representative Titles Average Age	6,427 SLL Titles in Collection	2008 SLL Titles Average Age

Collection Analysis By Category

The information collected in this section provides a detailed look at the current library collection by classification and genre. The information 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	53	2012
Philosophy & Psychology	63	2008
Religion	37	2006
Social Sciences	649	2003
Language	53	2004
Science	1373	2008
Technology	385	2011
Arts & Recreation	918	2013
Literature	254	2003
History & Geography	648	2009
Biography	872	2010
Easy	2494	2006
General Fiction	2514	2011
Graphic Novels	635	2014

Gifts and Donations

Gifts to the library Media Center are encouraged. However, gifts will be added to the collection only after the items have been evaluated to determine if they meet the policy of the School District. 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 of a particular section of the collection shall be completed each year. For the next three years, inventoried sections will be as follows:

FY2026: Inventory Foreign Language & Non-Fiction Section

FY2027: Inventory Easy Reading Section

FY2028: Inventory Fiction Section

Lost or Damaged Library Materials

Seminole Trails Elementary School policy regarding lost, or damaged library materials is in accordance with school Policy Board Policy 2.21B(9); "If a student loses or damages District property, including library books and textbooks loaned to said students, 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- Political Science● Priority 2- Life Sciences & Biology● Priority 3 - History & Geography
	Inventory/Weeding Priorities <ul style="list-style-type: none">● Priority 1 - Political Science● Priority 2 - Life Sciences & Biology● Priority 3- History & Geography
FY27	Selection Priorities <ul style="list-style-type: none">● Priority 1- Social Science● Priority 2 - Language & Literature● Priority 3 - Psychology & Philosophy
	Inventory/Weeding Priorities

	<ul style="list-style-type: none"> ● Priority 1- Social Science ● Priority 2- Language & Literature ● Priority 3- Psychology & Philosophy
FY28	Selection Priorities <ul style="list-style-type: none"> ● Priority 1 Religion ● Priority 2 Philosophy and Psychology ● Priority 3 History & Geography
	Inventory Priorities <ul style="list-style-type: none"> ● Priority 1- Religion ● Priority 2 - Philosophy & Psychology ● Priority 3- History & Geography

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 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)