

FY26 COLLECTION DEVELOPMENT POLICY



SOUTH GRADE ELEMENTARY SCHOOL

FY26 Collection Development Policy

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Educational Media Specialist

Signature Page

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FY26 Collection Development Policy

Date Approved by Administration: **MAY 8 , 2025**

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5/7/2025

Principal Name: KARLA DE LA CRUZ

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Purpose of Collection Development Policy

Our objective is to enhance the curriculum. Our selection of materials and services are guided by taking polls and interest surveys in order to select appropriate materials to further the mission of our school library media center.

Background Statement & School Community

Our school community includes large Guatemalan and Honduran populations who speak numerous indigenous dialects. There are approximately 700 students enrolled in our school. Ninety-seven percent of our students are minorities. Eighty-five percent speak Spanish, or Indigenous languages mentioned above, as their first language and some of those students are even Non-English speakers. Ten percent speak Haitian Creole at our school. Total ELL students at our school is 95%. SWD (students with disabilities) make up 46% of our school population. We serve students from Kindergarten through Fifth grade who are ages 5 to 12 years old. There Are two VPK classes of 4 year olds here, but they do not use the Media Center. It is a low socioeconomic area in general and we have 100% Title I status. This Title I status allows us to have a 30 minute extended day. Other special programs in our school include: Dual Language (Spanish/English instruction), Raise, AVID (Advancement via Individual Determination), the CHOICE PROGRAM which allows 5th graders attend the Middle School of their Choice, SWD, 100% free lunch, Florida Green Apple School Certified and South Grade is a Certified School.

- STUDENTS WITH DISABILITIES (SWD) 26%
- ENGLISH LANGUAGE LEARNERS (ELL) 95%
- BLACK/AFRICAN AMERICAN STUDENTS (BLK) 12%
- HISPANIC STUDENTS (HSP) 85%
- ECONOMICALLY DISADVANTAGED 100%

School Mission Statement

South Grade Elementary School is committed to providing a world-class education with excellence and equity to empower each student to reach his or her highest potential with the most effective staff to foster the knowledge, skills, and ethics required for responsible citizenship and productive careers.

Media Center Mission Statement

The South Grade Elementary School Library Media Center Media Specialist is committed to providing students and staff with instruction and resources, as well as opportunities to gain information and develop technology and literacy skills necessary for the 21st century. An additional goal is to enrich their lives with reading. Students and staff will use the entire collection for pleasure, education and research purposes.

Responsibility for Collection Management & Development

Our objective is to enhance the curriculum. Our selection of materials and services are guided by our mission statement. We consult with the school population by taking polls and interest surveys in order to select appropriate materials to further the mission of our school Library Media Center. The Media Specialist should keep in mind the selection criteria outlined in School Board Policy 8.12. The materials should complement the curriculum, and be educationally sound.

Library Program

We are on a 5 day rotation and have 30 minute classes for each grade level Kindergarten through Fifth grade. In addition to teaching classes, all Fine Arts teachers also give: 20 minute supplemental to 2nd grade, 20 minutes Supplemental ELA to Kindergarten. It is a fixed schedule. Each year, students learn how to access eBooks in MackinVia in addition to checking out physical books from our library selection. Unfortunately, since our school is 100% economically disadvantaged, students do not have a way to access their portal from home, unless they are in 5th grade and are allowed to take their laptops home. In the past, 2nd through 5th graders checked out books, but this year only 3rd through 5th did. Book check outs happen during our 30 minute class time as do book returns. I do not have enough time in the schedule for dedicated library hours.

Our school participates in AVID and has a Spanish Dual Language Program. The Media Center has a Makerspace/STEM area. We have 14 laptops that students collaborate on to learn 21st century skills, proper digital etiquette, and digital safety. Since the school year FY22, the CCTV Studio has been live streaming the morning news to the entire school campus. This school year FY25, Morning News began Live Streaming into the classrooms in August and will continue until the end of the year. The morning news crew consists of 5th graders who are mostly Safety Patrols. Also, a group of 7 students from 4th grade have been recruited the last few weeks of school to train so we may begin right away again in FY26.

Goals and Objectives

For the FY26 school year, I have considered 3 goals:

1. I want to create stations in my Media Center lessons in order to utilize the STEM area and Makerspace more often. I have solar-power robotic vehicles, stop-motion characters to photograph and create animations, a 3D printer, as well as many gears and circuit activities to utilize. I plan to purchase a spool of thread for the 3D printer in order to implement these ideas in the years to come.
2. I will create a Vlog with News Crew students that will be part of a weekly report during the morning news. In a survey of students conducted last year, 40% of students wish to become YouTubers as an occupation making these skills very relevant. I have some equipment which includes a tripod, a light and a microphone. I will be researching the topics to be discussed on the weekly vlog, as well as using the equipment over the summer before FY25 begins. Once learned, I can teach students how to use this technology and then they can create their own. Students will also learn skills for interviewing someone. This knowledge will help students when creating content and possibly entering the James Harbin Film Contest, too.

3. I still want to enlarge my Spanish and Creole library selections in print books. In FY25, I did add a few more popular titles in Spanish. Considering the large number of ELL students at our school (97%), my current Spanish and Creole language books library is miniscule and does not reflect the needs of ELL students. I plan to research, review and get purchase lists of titles early in the school year and have them ready to place on the waiting list for FY26. This goal will continue over the next several years.

Budget and Funding

The LMC is given a school-based operating budget at the beginning of every school year. The school administration uses a formula to disperse the appropriated funds. The budget for the FY26 school year is expected to be similar to FY25. Also, our Library holds two Scholastic Book Fair fundraisers each school year.

<i>School-based Operating Budget</i>	<i>Budget FY25</i>	<i>FY26 Projected Budget</i>
<i>Account 551100 - Media Supplies</i>	<i>\$948</i>	<i>\$948</i>
<i>Account 553420 - Media Subscriptions (Periodicals-Newspapers)</i>	<i>\$123</i>	<i>\$123</i>
<i>Account 561100 - Library Books</i>	<i>\$396</i>	<i>\$396</i>
<i>Account 562230 - Media A/V Equipment</i>	<i>\$355</i>	<i>\$355</i>
<i>Account 564220 - Furn-Fix/Equip</i>	<i>\$443</i>	<i>\$443</i>
<i>Fundraising/ Grants</i>	<i>Budget Amount</i>	
<i>Media Center Internal Account number for your grant(s) (get this from your bookkeeper)</i>	<i>\$2500</i>	<i>\$2500</i>
<i>State Media Allocation</i>	<i>Budget Amount</i>	
<i>Account 556110 (program 3070) - Media Books</i>	<i>\$1866</i>	<i>\$1866</i>

Purchasing Plan FY26

Approximate Purchasing Plan	
Purpose	Amount
Missing editions from various series Fiction/Graphic N	\$650
Spool of 3D thread	\$300
supplies	\$500
STEM	\$1500
Total:	\$2950

Scope of the Collection

The collection of our School District provides databases and eBooks which expands our local collection and provides 24/7 access for students. The school district's Destiny program allows the Media Specialist to access South Grade's book collection as well as District-wide book collections.

South Grade Library materials will support both curriculum and pleasure reading as per [School Board Policy 8.12](#) (see Section 5 d) and also per District policy, the collection will be arranged in standard Dewey order (see Section 8 Management of Library Media Instructional Materials) for Non-fiction and Alphabetical order by author's last name for all Fiction and Early Reader books.

Equipment

Equipment available for teacher/staff use in your media center Teacher workroom are copy machines; laminators; paper cutters; electric hole-puncher; book binder; die-cut upper/lowercase letters, numbers, and some shapes; a box of office supplies; and various colored butcher paper rolls. The equipment available for use in the Media Center includes an extra-wide Smartboard with 2 microphones that can be heard through the newly installed ceiling speaker system; 14 chromebooks; 2 digital cameras; 3D printer. The TV production studio is housed within the media center. Fully-functioning Live Stream CCTV Studio, which includes 3 video cameras, a Switcher, Teleprompter (desktop computer & viewing monitor), another desktop computer & viewing monitor, Sound Board, 3 microphones, 2 wearable microphones, large smartboard + external hard drive to see what is streaming.

Collection Development

Collection Development is the process of providing quality materials for the Media Center. The goal is to ensure an adequate quantity and variety of materials to support the academic and personal interest needs of our patrons. The Media Specialist gets input from the teachers, students and parents.

Selection and Evaluation Criteria

In order to Select books for the Library Media Center, I follow the process and procedures stipulated District-Wide in <http://l.sdpbc.net/rovyf>

I use the free academic book review sites provided by the Library Media Services which include: Follett Titlewave, Mackin, Kirkus, Booklist, and Publishers Weekly, in addition to School Library Journal. Once books are selected that have at least 2 academic reviews, I save my research in a Google Doc folder. Next, I place the list of books on the Active Book Order Website for the 2 week waiting period. If books are donated, then they will be reviewed with the same criteria and placed on the Active Book Order Website, also, before entering them in the Destiny system. If books are for purchase, then I will continue the purchasing process with the Principal and the Bookkeeper.

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.

			
13,570 Items in the Collection	20 Items per Student	26% Fiction Titles in the Collection	39% 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.			
	2001 Average Age of the Collection	77% 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.	
			
29% Representative Titles in Collection	2000 Representative Titles Average Age	34% SLL Titles in Collection	2001 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	56	2006	
Philosophy & Psychology	86	2002	
Religion	61	1998	
Social Sciences	1068	1999	
Language	193	2001	
Science	1380	2002	
Technology	580	2004	
Arts & Recreation	558	2006	
Literature	333	1998	
History & Geography	945	2000	
Biography	774	2002	
Easy	3694	1998	
General Fiction	3483	2002	
Graphic Novels (741.5)	206	2018	

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 is completed on a three-year rotation as per [Board Policy 8.12 \(8\)](#). In FY22, Paperback and Hardcover Fiction inventory was completed. Paperback Fiction has a pink sticker on the spine one inch from the bottom with the first letter of the author's last name on it, written in sharpie. Hardcover Fiction has a printed label on the spine one inch from the bottom with uppercase F above the first three uppercase letters of the author's last name. In FY23, Non-Fiction inventory was completed. All Non-Fiction books are labeled using the Dewey Decimal System: Numbers above the first three letters of the author's last name in uppercase letters. Non-fiction paperback books have a label on the front cover above the library barcode, and Non-fiction Hardcovers have their label on the spine one inch from the bottom. In FY24, Early Readers and Biographies are being inventoried. Hardcover Early Readers are labeled with a printed label on the spine one inch from the bottom with uppercase E above the first three uppercase letters of the author's last name. Paperback Early Readers have a label on the front cover above the library barcode with uppercase E above the first three uppercase letters of the author's last name. In FY25, Fiction paperback and hardcover books will be inventoried, as well as Reference.

Lost or Damaged Library Materials

South Grade Elementary School charges fees for lost/damaged 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." Because our school is in a low socioeconomic level and a full Title I school, fees are forgiven if the students come speak to the Media Specialist and explain their situation.

Strategic Focus – Weeding and Acquisitions

School Year	Strategic Focus
FY26	Selection Priorities <ul style="list-style-type: none"> ● Priority 1 Biographies ● Priority 2 SSYR titles ● Priority 3 missing editions from various series
	Inventory/Weeding Priorities <ul style="list-style-type: none"> ● Priority 1 Non-fiction hardcover ● Priority 2 Non-fiction paperback ● Priority 3 Out-dated Non-fiction (weed)
FY27	Selection Priorities <ul style="list-style-type: none"> ● Priority 1 Spanish & Creole titles ● Priority 2 SSYR titles ● Priority 3 Technology
	Inventory/Weeding Priorities <ul style="list-style-type: none"> ● Priority 1 Early Reader hardcover ● Priority 2 Early Reader paperback ● Priority 3 Biography
FY28	Selection Priorities <ul style="list-style-type: none"> ● Priority 1 Missing editions from various series ● Priority 2 graphic novels ● Priority 3 Spanish & Creole titles
	Inventory/Weeding Priorities <ul style="list-style-type: none"> ● Priority 1 Fiction hardcover ● Priority 2 Fiction paperback ● Priority 3 Refence

Reconsideration of Materials

If there is a question about suitability of materials selected using the criteria outlined in [School Board Policy 8.1205](#) If there is a question about suitability of materials selected using the criteria outlined in School Board policy 8.12 by the Media Specialist, then the Media Specialist together with Administration (Principal), will follow Challenge Procedures for Instructional Materials in School Board Policy 8.1205 using Specific Materials Objection form in Appendix E.

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)