

FY26 COLLECTION DEVELOPMENT POLICY



S.D. Spady Montessori Elementary

FY26 Collection Development Policy

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S.D. Spady Montessori Elementary

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Date Approved by Administration: 4/30/25

Media Specialist Name: Kendra Williams

Media Specialist Signature: _____

Principal Name: Rona Tata

Principal Signature: _____

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Purpose of Collection Development Policy

This collection development policy is a statement of the principles and guidelines used by the S. D. Spady Montessori Elementary School Library Media Center in the selection, acquisition, evaluation, and maintenance of library media center materials. It will be used both in providing consistency among those responsible for developing the collection and in communicating the media center's policies to faculty, students, staff and other interested members of our school community. It is understood that as the programs and other information needs of the school change, so too, the collection development policy will change to meet these diverse needs.

Background Statement & School Community

The S D Spady Montessori school community is made up of 452 students from different parts of Palm Beach county, because Spady is a full choice school. Grade levels include Pre-K 3 and 4 year olds through Fifth grade.

Some of our demographic are as follows:

- Black - 46%
- White - 29%
- Hispanic - 16 %
- Asian - 3%
- Mixed Race - 6%
- Eligible to receive free or reduced lunch - 58%
- English Language Learners - 11%
- Exceptional Student Education - 13%

Some of the languages spoken by our students and/or families include: Haitian Creole, Spanish, Portuguese, Bengali, Hindi, French, and Russian.

School Mission Statement

The S. D. Spady community, through the Montessori approach, is committed to work together to provide a safe, nurturing and challenging environment for all, ensuring academic excellence and promoting healthy, productive individuals.

Media Center Mission Statement

The mission of the S. D. Spady Elementary Library Media Center is to provide a collaborative program that will instruct, enhance, and support the goals and objectives of the entire school. It strives to assist all members in becoming effective users of ideas and information while providing an environment that encourages a lifelong love of reading.

Responsibility for Collection Management & Development

Collection development is guided by the media specialist and staff at S D Spady Montessori Elementary. Input is gathered from staff via questionnaires, and staff meeting input, as well as from informal conversations about materials needed. Input is also gathered via parent surveys. Students are asked to inform the Library Media Specialist of titles they are interested in adding to circulation as well. Curricular needs are also considered in choosing books and materials for the library, including needs of the Montessori lessons. The Library Media Specialist actively seeks input from administration in the form of notification of books seeking to be added as well as district stakeholders by following procedures for book ordering.

Library Program

The library program at S D Spady Montessori is a part of the fine arts rotation. Students come to the media center, computer lab, or at specified outdoor campus locations, for direct instruction. If in the media center, students can be observed engaged in critical thinking, digital creativity, technology safety, library and research skills, coding, artificial intelligence academic and practical use, and the love of literature tying in nature and makerspace. Authors' visits are annual events on campus as well to directly support exposing students to the authors and the processes involved in writing and author awareness. We host book fairs bi-annually. The book fairs support raising money for the library program. Students have the opportunity to collaborate with each other and utilize the television production studio via our school news program, WSDS. We also participate in programs like Dot Day and The Global Read Aloud to help students connect with people around the world.

Goals and Objectives

Goal1: Support our students to increase their book check out rate by streamlining the Dewey Decimal System by posting inviting signage. Genre and Dewey signs will be printed in color and placed in their respective locations throughout the school year to increase circulation, especially among the fifth and third grade students.

Goal 2: Increase ebook circulation for the school year compared to the previous academic year by targeted promotion that includes continuing to teach students how to use Destiny to locate and hold books in the library media center. This goal is in line with the strategic goal of expanding access and adapting to reading habits.

Goal 3: Continued incorporation of the use of SMARTboards and ipads during media center lesson without forsaking of “hands on” book reading to the students.

Goal 4:Update a minimum of 8 ipads and continue discarding ipads that have aged out of JAMF.

Budget and Funding

At the start of each school year, the school administration allocates an operating budget to the LMC using a predetermined formula. The FY26 budget is anticipated to mirror the FY25 allocation.

<i>School-based Operating Budget</i>	<i>Budget FY25</i>	<i>FY26 Projected Budget</i>
<i>Account 551100 - Media Supplies</i>	\$123	\$150
<i>Account 553420 - Media Subscriptions (Periodicals-Newspapers)</i>	\$200	\$150
<i>Account 561100 - Library Books</i>	\$634	\$500
<i>Account 562230 - Media A/V Equipment</i>	\$241	\$200
<i>Account 564220 - Furn-Fix/Equip</i>	\$355	\$300
<i>Fundraising/ Grants</i>	<i>Budget Amount</i>	
<i>Media Center Internal Account number for your grant(s) (get this from your bookkeeper)</i>	\$4498	\$4100
<i>State Media Allocation</i>	<i>Budget Amount</i>	
<i>Account 556110 (program 3070) - Media Books</i>	\$1503	\$1100

Purchasing Plan FY26

Approximate Purchasing Plan	
Purpose	Amount
Replace outdated ipads	\$800
Books	\$1100
Supplies	\$200
STEM	\$100
Author visit	\$800
Total:	\$3000

Scope of the Collection

The collection development is influenced by the Montessori curriculum. The Montessori curriculum is based in vocabulary development and scientific principles and processes so our collection is heavy in non-fiction. We are also influenced by 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. The state of Florida has chosen to follow the Common Core Curriculum Standards, which also influences our collection. The School District of Palm Beach County provides database access for our students as well as a large number of E-books. Our materials will support both curriculum and pleasure reading as per School Board Policy 8.12 (see Section 5 d). Further, our collection will be arranged in standard Dewey order. We also have a class set of iPads that we use to support instruction and foster creativity with apps that include science based apps, coding apps, drawing and word processing as well as research. The school district has also provided scholarly databases and eBooks which expand our collection and allow students 24/7 access. See section 8 of Library Media Instructional Materials.

Equipment

Through the media center program students have access to ourTV production studio as well as the computer lab housed on campus, we offer use of the ipads to students during open hours of the school day as well as the ability for teachers to check out the ipads for classroom use.

The Library Media Center houses the laser printer utilized for printing student IDs, a die-cut machine, multiple printers, laminates items for teachers and staff, and prints poster-sized items using our digital super-sized color printer.

Collection Development

The acquisition and maintenance of the Library Media Center materials collection is a primary function of the library media center's mission. Collection development refers to the process of building and maintaining the library'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 primary goal of the Media Center's collection development efforts is to build a current collection that supports the needs of the school community, including students, teachers and parents. This goal reinforces the School District of Palm Beach County and S. D. Spady Elementary School missions. The Library Media Center recognizes its responsibility to respond to the research needs of the student body and faculty. It will do this through its commitment to provide access services, including online database searching and document delivery. With the understanding that no library media center can supply materials to satisfy all the needs of its users, the Library Media Center will participate in SEFLIN interlibrary loan.

The Library Media Specialist at S. D. Spady Elementary School serves as the liaison to all grade levels as well as to parents and students.

Selection and Evaluation Criteria

Materials for the S D Spady Montessori Elementary Library are selected using a variety of criteria. As per School Board Policy 8.12: materials are considered for their instructional value in the Montessori and State curriculum. Materials are also selected to give students a variety of choices in their selections, including reading for pleasure.

Materials are also selected based on reviews in professional journals such as School Library Journal and Hornbook as well as their literary merit, appropriateness and accuracy.

Other reputable, unbiased, professional reviewing sources used for selection include Booklist and Kirkus Review.

The LMC materials are selected based upon many factors. The materials are evaluated for their aesthetic, literary, and social value, appropriateness to student age, and emotional maturity and relevance to the curriculum. The LMC materials reflect sensitivity to the achievements, needs, and rights of men and women, various ethnic groups, and other cultures. The selection of LMC materials about political theories and ideologies, religion, public issues, and controversial topics are directed toward maintaining an unbiased, balanced representation of various opinions.

User Needs: At SD Spady Montessori Elementary, we have a variety of patrons to provide for, including students, faculty, and staff members. Our utmost concern and duty are to select and deliver materials for these patrons. We use a variety of resources to keep our collection rich and diverse. We strive to keep the collection current and updated with topics and interest levels. We encourage our patrons to request materials they feel would enhance our current collection. With the offerings of online books, the students have access to the materials they need.

Diversity: We strive to provide students with books and materials in which they can relate to and see themselves. We have a very diverse population of students. Our library does not discriminate based on race, religion, gender, sexual preference, national origin, the author's political views, the material, or the user. Our goal is to provide a collection that mirrors our students' backgrounds.

Quality: We aim to provide quality material to our patrons. When acquiring both print and electronic materials for the collection, we use various resources to evaluate the material before purchasing it. It is important that we use standards established by library professionals and use resources such as book reviews and books that have won esteem by winning awards such as ALA Youth Media Awards and The Newberry Award. It is necessary to rotate through various resources when selecting materials to ensure the collection is diverse and unbiased. Consulting different resources will also provide the books we have chosen are appropriate and suitable for our elementary-level population. The resources that we use when selecting items for the library include but are not limited to:

- Booklist
- Books In Print
- School Library Journal
- Horn Book
- ALA Youth Media Awards
- Kirkus

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

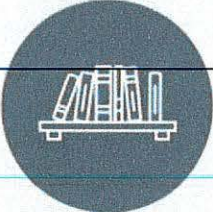

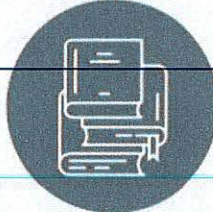

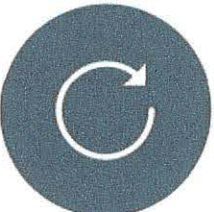
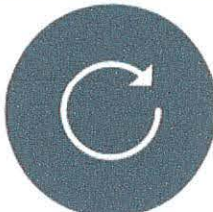


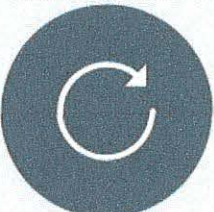


The School District Library Media Services Department supports school-based library media center personnel and establishes uniform policies and procedures for school library media centers throughout the District. These services include, but are not limited to:

- 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.

			
8,876 Items in the Collection	14.8 Items per Student	21% 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.			
	2011 Average Age of the Collection	33% Aged Titles	16% 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.	
			
34% Representative Titles in Collection	2993 Representative Titles Average Age	42% SLL Titles in Collection	2012 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	23	2015
Philosophy & Psychology	18	2008
Religion	20	2005
Social Sciences	592	2001
Language	45	2007
Science	1050	2013
Technology	444	2012
Arts & Recreation	691	2015
Literature	196	1999
History & Geography	399	2008
Biography	400	2012
Easy	2857	2011
General Fiction	1838	2013
Graphic Novels	428	2017

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). Materials will be weeded based on appearance (worn out or damaged) as well as content. Materials will be removed from the collection that are out of date, include out of date examples or currently culturally inappropriate references, or have not been checked out in more than 10 years. Weeded materials are returned to the district to be disposed of.

FY26 - Easy Fiction

FY27 - Nonfiction and Biographies

FY28 - Fiction

Lost or Damaged Library Materials

While the school library media center at SD Spady Montessori School works to eliminate barriers that inhibit students from accessing and using reading, reference, and research materials, the responsibilities of students, parents and teachers for lost or damaged Instructional Materials is outlined in SDPBC Policy 8.1225. Students, parents and teachers are held accountable for lost or damaged library materials.

Strategic Focus – Weeding and Acquisitions

School Year	Strategic Focus
FY 26	Selection Priorities <ul style="list-style-type: none"> • Philosophy and psychology • Picture books • Animal books
	Inventory/ Weeding Priorities <ul style="list-style-type: none"> • Fiction chapter books • Professional library • Paperback books
FY 27	Selection Priorities <ul style="list-style-type: none"> • Materials to support units in Benchmark series • Chapter books • Non fiction books
	Inventory/ Weeding Priorities <ul style="list-style-type: none"> • Picture books • Fiction books

FY 28	<ul style="list-style-type: none"> • Non fiction
	Selection Priorities <ul style="list-style-type: none"> • <i>Non-fiction particularly literature like folk tales and fairy tales</i> • Poetry • Religion and holidays
	Inventory/ Weeding Priorities <ul style="list-style-type: none"> • Nonfiction and biographies • Picture books
	<ul style="list-style-type: none"> • Religion

Reconsideration of Materials

SD Spady follows all School District policies and state laws with regard to the selection of library media materials. However, if a challenge arises, personnel will follow SDPBC Policy 8.1205. Any person wishing to make a challenge will fill out the *Specific Material Objection form 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 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)