

**FY26
COLLECTION
DEVELOPMENT
POLICY**



Timber Trace Elementary

FY26 Collection Development Policy

Shannon Culp- Florida Power Library School and NBPTS

Educational Media Specialist

Signature Page

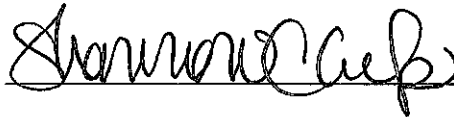
Timber Trace Elementary
FY26 Collection Development Policy

Date Drafted: May 9, 2025

Date Approved by Administration: May 9, 2025

Media Specialist Name: _____ Shannon Culp _____

Media Specialist Signature: _____

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Principal Name: _____ Kathy Pasquariello _____

Principal Signature: _____

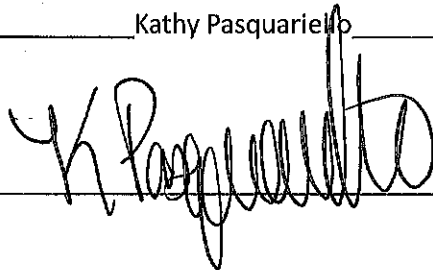
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Purpose of Collection Development Policy

This collection development policy is a statement of the principles and guidelines used by the Timber Trace Elementary School Media Center in its selection, acquisition, evaluation, and maintenance of 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 information needs of the school change, so too, the collection development policy will change to meet these needs.

Background Statement & School Community

The students of the Timber Trace Elementary School Media Center range from grades kindergarten through fifth. They represent culturally diverse ethnic and economic backgrounds. The Media Center also serves the faculty and staff of Timber Trace as well as others through Interlibrary Loans. Our school serves K-5th grade with 2 IND units. Our population is 841 students (54% white, 9% black, 23% hispanic, 11% asian and 6% mixed race) Our free and reduced lunch is at 35% of our students. 10% of our student population is ELL and 23% of our students receive ESE services. In-House Programming - Science, Technology, Engineering and Mathematics (STEM) The needs of our students impact our library collection and are considered when making selections and purchases.

School Mission Statement

The mission of Timber Trace Elementary School is to provide an education that prepares every child for successful life-long learning and for responsible citizenship. Parents, community, staff and students will share the responsibility of education in a safe climate that facilitates student achievement through active learning, self-esteem and mutual respect.

Media Center Mission Statement

Our Library Media Center is committed to supporting the academic curriculum at Timber Trace and encouraging our students to read for pleasure! Lessons taught consist of literature appreciation and research and reference skills. Students are encouraged to utilize both print materials and online reference/technology tools when performing research. The Library Media Center provides an extensive collection of books and technology tools to support our students and teachers. It is the HUB and HEART of our school.

Responsibility for Collection Management & Development

The media specialist is responsible for the collection management and its development. Stakeholder input is continually sought out. Teachers are encouraged to request books be purchased and added to the library collection. Students may also suggest books via a suggestion jar located in the media center and an online google form. I also follow the district and state policies requiring me to post new and donated books to the stakeholders website.

Library Program

I am on a flexible schedule. I teach half a day(either morning or afternoon). The other half of me is the Technology Teacher. We see students on a 6 day Fine Arts Rotation. The flex schedule allows me time to plan/host school wide events such as author visits and book fairs. It also allows me to host book club/STEM activities, Research lessons, BOB teams, community guests, SSYRA voting and many other activities. I also collaborate with my staff on curriculum development, lessons and programs throughout the entire year.

Goals and Objectives

Goal 1: Grow the MackinVia eBook Collection

Use data from a needs assessment to inform MackinVia Ebook selections

Purchase up-to-date ebooks that relate to the needs and interests of the student population in FY25

Students are viewing but not checking out the ebooks.

I will teach them how to "check out" vs. "open"

Goal 2: Collaborate with classroom teachers on Research Project Topics (science or social studies)

Attend intermediate PLCs to discuss science scope and sequence and how to incorporate it into the media center lessons (books and research) resulting in an increase of our scores.

Goal 3: Update and build the collection to support the school curriculum and meet the needs of students, teachers, and administration. Our current age of the collection is 2004.

Next year I would like to increase the age of the collection by at least five years.

Weed collection where books are outdated and damaged

Update collection with current fiction in the Easy and Fiction sections

Budget and Funding

Funding Sources:

Fine Arts Donations \$350.00

PTA – supplies \$100.00

Book Fair – fall \$4600.00

Book Fair – spring \$3500.00

AV, Equipment funds to be spent on audiobooks and equipment for TV Studio.

Book funds to be spent on new books for Fiction and NonFiction

Periodical funds to be used to maintain the current 5 subscriptions

Supplies and PTA Supply funding will go to supplies for processing library and resource room books and other materials in the professional library.

Fall book fair – project supplies and books, updating media environment, rewards, FAME attendance

Spring book fair – teacher and student requested books throughout the year and summer reading supplies.

Author visits are funded by our generous PTA. They also purchase our laminating film for the school library. (might need to incur this cost next school year...PTA funds are low)

In the FY25 projected budget amounts replace the amounts with your actual ones.

<i>School-based Operating Budget</i>	<i>Budget FY24</i>	<i>FY25 Projected Budget</i>
<i>Account 551100 - Media Supplies</i>	<i>\$571.55</i>	<i>\$750</i>
<i>Account 553420 - Media Subscriptions (Periodicals-Newspapers)</i>	<i>\$372.00</i>	<i>\$100</i>
<i>Account 561100 - Library Books</i>	<i>\$1116.00</i>	<i>\$2500</i>
<i>Account 562230 - Media A/V Equipment</i>	<i>\$496</i>	<i>\$500</i>
<i>Account 564220 - Furn-Fix/Equip</i>	<i>\$620</i>	<i>\$500</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>\$7737.31</i>	<i>\$8,000</i>
<i>State Media Allocation</i>	<i>Budget Amount</i>	
<i>Account 556110 (program 3070) - Media Books</i>	<i>\$2442.00</i>	<i>\$2500</i>

Purchasing Plan FY25

Approximate Purchasing Plan	
Purpose	Amount
Rewards	\$1000
Books	\$4000
Supplies	\$750
STEM/Makerspace/Projects	\$1000
Technology(AV equipment/clerk computer)	\$750
Total:	\$7500

Scope of the Collection

Collection development is determined by the curriculum of Timber Trace Elementary School, which follows the guidelines of the Palm Beach County School District, which in turn is governed by the Department of Education of the State of Florida. Special emphasis will be given to the needs of early readers, reluctant readers, and accelerated readers. The collection will also include special materials to accommodate students in the ESOL and ESE programs. It will include non-fiction materials to support STEM programs here on campus. The District has quite a collection of ebooks available via the Portal (MackinVia, Tumblebooks and Follet Destiny) and are provided 24/7. Materials will support both curriculum and pleasure reading as per School Board Policy 8.12 (see Section 5 d) and the District policy the collection will be arranged in the standard Dewey order for Nonfiction and genreified for Fiction. (see Section 8 Management of Library Media Instructional Materials]

Equipment

In the media center we have wireless presenter available for staff members. We have a handful of CD players that are available for ESOL testing. We have a very large Resource Room with books to use for small groups and class sets of several titles. There are 3 ellis machines and letter set available for staff. We have a laminator and a color poster maker. A TV production studio is housed in the media center along with an adjacent room that is a makerspace. 5 chromebooks are available for student use in the 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 Timber Trace Elementary Media Center materials collection is a primary function of the Media Center's mission. The primary goal of the Media Center's collection development efforts is to build a collection that supports the needs of the school community. This goal reinforces the Palm Beach County School District and the Timber Trace Elementary School missions. The 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 Media Center can supply materials to satisfy all of the needs of its users, the Timber Trace Elementary School Media Center will utilize the database of all school collections available for inter-library loan. The Media Specialist of Timber Trace Elementary School serves as a liaison to all departments as well as to parents and students. The Media Specialist also serves as chairperson of the Library Committee reviewing issues pertinent to the overall program of the Media Center.

Selection and Evaluation Criteria

Materials considered for purchase are selected on the basis of the following criteria:

Firsthand examination by a library media professional

- Recommendation by a faculty member
- A favorable review in a reputable, unbiased, professionally prepared selection tool,

including but not limited to:

ü Booklist

ü School Library Journal

ü BookTalk

ü BookReport

ü Bulletin for the Center for Children's Books

ü Kirkus Reviews

ü Online-Offline

ü Book Links

ü T.H.E. Journal

- Award winning materials included but not limited to the following awards:

- ü The Newbery Award

- ü The Caldecott Award

- ü The Alex Award

- ü The Pulitzer Prize for Literature

- ü The Nobel Prize for Literature

- ü Sunshine State Young Reader's Award Nominees

- ü Florida Reading Association Children's Book Award Nominees

- Educational Significance
- Need and value to the collection/curriculum
- Quality of the writing/production
- Readability level
- Organization and presentation of content
- Relationship to the course of study and curriculum
- Reputation of the publisher/producer
- Reputation and significance of the author/producer, et al
- Timeliness or permanence
- Quality of format
- Degree of potential user appeal

District-Wide "Procedures for Selecting and Developing Library Collections"

School Board Policy 8.12 sets out the procedures for selecting and developing library collections. These procedures are followed district-wide.

District Resources And Services

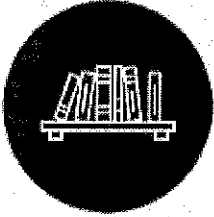
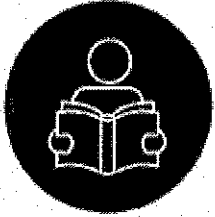
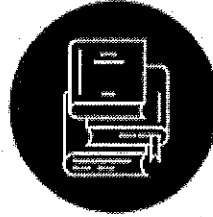


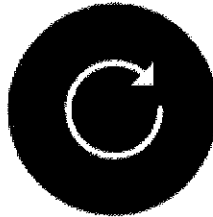
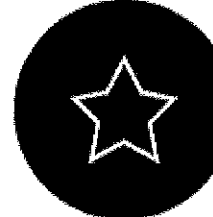
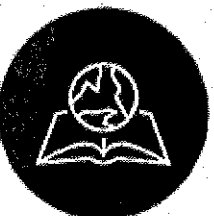


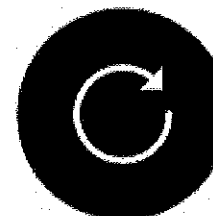
The School District Library Media Services provides support to school library media center personnel and establishes uniform policies and procedures for school library media centers throughout the district. These services include, but are not limited to:

- 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 monitor 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 Titlewise Analysis.

			
37,164 Items in the Collection	43.6 Items per Student	40% Fiction Titles in the Collection	22% Percent of nonfiction in the collection
Library media resources are curated to include both recently published works and classics that both rightfully impact the average age of the collection.			
	2004 Average Age of the Collection	69% 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.	
			
25% Representative Titles In Collection	2005 Representative Titles Average Age	12,351 SLL Titles in Collection	2005 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	54	2016
Philosophy & Psychology	11	2014
Religion	46	2007
Social Sciences	1884	2003
Language	679	2002
Science	2632	2007
Technology	868	2008
Arts & Recreation	964	2013
Literature	232	2003
History & Geography	947	2006
Biography	1692	2003
Easy	11671	2002
General Fiction	14876	2005
Graphic Novels	607	2014

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

2021 Soc. St Read Aloud, Fiction Science, Fiction Paperback

2022 Science Fiction, Fiction Sports, Fiction Realistic, Fiction Mystery, Fiction

Humorous, Fiction Historical, Fiction Fantasy, Fiction Adventure, Professional,

Paperback, Bullying, Easy Nonfiction

2023 Biography, Biography RR, Book Club A-Z, Early Chapter, Easy, Easy Biography,

Easy Graphic Novels, Easy NonFiction II, Fiction, Languages Easy, Languages Fiction,

Languages NF, Wordless Picture Books

We are able to weed by sublocations :)

We housed an "Intermediate" section in the media center this past year. Our books are color coded by genre for easier shelving in 3-5 grade Fiction. Our Early Chapter books are shelved by series. We also have holiday stickers in order to find them faster. We have the media center set up into Primary and Intermediate Shelves for ease of book selection.

Lost or Damaged Library Materials

The media center sends automated overdue notices electronically every Monday evening at 8:00 pm to students. We also print overdue notices when classes are scheduled to check out. We do charge for lost or damaged books. A letter is sent home to the parents. If there is a financial difficulty with payment, we will forgive the books.

Strategic Focus – Weeding and Acquisitions

School Year	Strategic Focus
FY25	Selection Priorities <ul style="list-style-type: none">● SSYRA● Nonfiction● Biographies
	Inventory/ Weeding Priorities <ul style="list-style-type: none">● Nonfiction● Easy● Biographies
FY26	Selection Priorities <ul style="list-style-type: none">● SSYRA● Early Chapter books● Easy Nonfiction
	Inventory/ Weeding Priorities <ul style="list-style-type: none">● Fiction● Nonfiction
FY27	Selection Priorities <ul style="list-style-type: none">● SSYRA● Fiction● Graphic Novels
	Inventory/ Weeding Priorities <ul style="list-style-type: none">● Professional● Paperback● Easy

Reconsideration of Materials

I will follow Policy 8.1205 on Challenged Material and I have included the policy and the necessary forms 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 March 20, 2024)

Document ID: 669fd6a3-8939-3e54-7577-996a0a3f8952

B: Intellectual Freedom Statement

"The Freedom to Read Statement", American Library Association, July 26, 2006.

[Link](#) (Accessed March 20, 2024)

Document ID: aaac95d4-2988-0024-6573-10a5ce6b21b2

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 March 20, 2024)

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 March 20, 2024)

E: Specific Material Objection Form

School Board of Palm Beach County (November 14, 2023). Specific Material Objection Form.

[Link](#) (Accessed March 20, 2024)