

# **FY26 COLLECTION DEVELOPMENT POLICY**



**Starlight Cove Elementary**

## **FY26 Collection Development Policy**

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Educational Media Specialist

**Signature Page**

**Starlight Cove Elementary School**  
FY26 Collection Development Policy

Date Approved by Administration: 5/6/25

Media Specialist Name: Jessica Bethune

Media Specialist Signature: \_\_\_\_\_

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## **Purpose of Collection Development Policy**

The purpose of the Starlight Cove Elementary collection development policy is to build a collection of library materials that encourages the values of the library's mission. Every decision made about the content of the library materials to be collected or accessed will be made with the Starlight Cove Elementary Media Collection Development mission statement in mind.

## **Background Statement & School Community**

Starlight Cove has a culturally and ethnically diverse student population representing different economic backgrounds. We are a Title 1, PreK-5th grade school, with 100% of our student population on free or reduced lunch. Our demographics are as follows: (829 students enrolled) 8.1% White, 24% Black, 64.8% Hispanic, and 1.9% mixed race. 46.2% of our student population is in the ELL program. The languages spoken at our school are English, Spanish, Haitian Creole, Akateko, Bengali, Burmese, Chuj, Ixil, Kanjobal, Mam, Portuguese, and Zuni. Student programs are in place for the large ESOL and ESE population. Starlight Cove adopted the STEM Magnet program during the FY21 school year.

## **School Mission Statement**

The mission of Starlight Cove Elementary is to provide our students with a safe, educationally stimulating and creative learning environment. Staff, students, and parents are committed to increasing student achievement in the areas of Reading, Writing, Math, and Science as measured by performance on the Florida Assessments. Together we are working to ensure academic success and meet the needs of our diverse learning community

## **Media Center Mission Statement**

The Starlight Cove Elementary School Media Program is committed to excellence in education and the preparation of all our students with the knowledge, skill and ethics required to become effective users of ideas and information. The mission is to provide a collection of materials to implement, enrich and support the curriculum and to meet the individual educational, emotional and recreational needs of the students, faculty and staff. The purpose of the school library media center is to provide developmentally appropriate instructional materials and recreational materials so that each student has the potential to develop to the best of his or her ability, mentally exploring the widest possible opportunities. The collection should support the curriculum in all disciplines as well as provide a common body of knowledge.

### **Educational Excellence**

The library media program strengthens excellence in education through collaboratively planned instruction as students engage in the process of reading, writing, listening, spelling, viewing and presenting.

### **Equitable outcomes for all groups of students**

The library media program provides equal access to technology, resources, facilities and staff; components essential for student success.

### **Promotion of diversity as a social strength**

The library media program, by facilitating equal access to all points of view, multicultural resources, and global connectivity, provides students the opportunity to develop individual strengths, beliefs, opinions and lifestyles that foster participation in a democratic society.

### **Lifelong learning**

The library media program offers students the opportunity to be self-directed learners and explorers in all areas of learning.

### **Ethical foundations of behavior**

The library media program, by teaching ethical standards for scholarship with respect for intellectual freedom, property, ideas and beliefs, fosters the development of ethical foundations of behavior.

The Library Media Center is dedicated to designing and maintaining a library media program that supports, complements, and expands the instructional program of the school. The library media staff will:

- provide and promote extensive use of resources in multiple formats that are designed to meet the varying needs of all learners in all aspects of the curriculum;
- provide a learning environment which promotes inquiry;
- stimulates intellectual curiosity;
- encourages pleasure reading,
- develops diverse interests for the enjoyment of life-long learning, and;
- provide and promote instruction to prepare students to become independent users of libraries and information resources.

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The successful, self-aware learner should be able to:

- identify, plan, and use resources;
- find and evaluate information;
- organize and maintain information;
- interpret and communicate information;
- use computers and technology to process information;
- use technology to present information;
- interact with a variety of technologies.

### **Responsibility for Collection Management & Development**

The Media Specialist is responsible for the management of the collection and its development. Annual faculty surveys are conducted to get input as to what they would like to have for student access. An ongoing running list of student input for book ordering is in place. Administration is responsible for input for books to be added to the Professional Library section. Students and parents are encouraged to make recommendations of specific resources or subject areas where information is needed.

### **Library Program**

The Media Center is on a fixed schedule with six thirty minute classes per day rotating on a seven day rotation on a Fine Arts wheel. Students in different grade levels learn different topics based on lessons created by the Media Specialist largely through technology such as a Smart Board and laptops. Different programs are used in the creation of the lesson plans such as Lumio, Adobe, Canva and many more. Students also check out books during their media class. The media center would like to support a reading incentive program which includes a book vending machine to support student



motivation. We would also like to join the Battle of the Books program this year by creating a book club for students. A new makerspace will be added to the library for FY26.

### **Goals and Objectives**

**Goal 1:** Continue the weeding process throughout the entire library. The goal will be to use budget monies allotted by the state and the school to replace the weeded books with a variety of books containing up-to-date information for the non-fiction, biography section and new graphic novels. The focus will be on the adding of new books in all areas of the library. All sections were identified by TitleWise as having an average age of 26 years old. The goal is to update the average age within the next five years.

**Goal 2:** The Starlight Cove Media Center will increase circulation in all grades. In FY25, students were allotted two-four books per visit. Students in grades K-2 were allotted one book per visit. Students in grades 3-5 were allotted three-four books per visit. More books per student were allotted due to a media clerk that was hired for FY25. For FY26, I hope to increase the circulation by offering certain days where a student or parent will be allowed to come in either mornings or afternoons to return and check out books.

**Goal 3:** The Starlight Cove Media Center Program will launch a new reading incentive program for FY26, featuring a book vending machine to enhance the initiative. Students in grades 3-5 will participate in this reading program by reading a book, completing a general questionnaire, and writing an essay about the book. After submitting the questionnaire and essay, the teacher will provide the student with a token to redeem a free book from the vending machine.

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Students in grades K-2 will participate by answering questions on the questionnaire or creating a picture or project to demonstrate their understanding of the book they read.

Additionally, I plan to organize a book blast fundraiser in which every student will be eligible to receive up to ten books for free. I will also apply for grants and reach out to the community to secure donations for increasing our book collection. My goal is to ensure that every student has access to free books to take home, fostering a love for reading.

I intend to establish a book club where students will read the SSYRA books and participate in the Battle of the Books for FY26. I have also purchased a makerspace cart, which includes all necessary supplies. The new makerspace section in the library will provide students with everything they need to apply their STEM skills through invention, innovation, and discovery. Additional crafting supplies will be provided as well.

We will host two Scholastic Book Fairs—one in the fall and another in the spring. Starlight Cove was fortunate to have an author visit this year, providing all third graders with free books, and I plan to arrange another author visit in April.

We look forward to a successful year of reading! Students who read with purpose tend to achieve higher reading proficiency.

## Budget and Funding

The Starlight Cove Media Center is given a School Operating Budget annually. We also receive State Categorical funds (3070) to purchase library books. The Media Specialist is also allotted a dollar amount through Class Wallet annually. If a Scholastic Book Fair is held, Scholastic Dollars are earned to spend on library books.

The Media Center is given a school-based operating budget at the beginning of every school year. Starlight Cove Elementary School administration uses a formula to disperse the appropriated funds. The budget for the 2025-2026 school year is expected to be similar to the 2024-2025.

<b><i>School-based Operating Budget</i></b>	<b><i>Budget FY25</i></b>	<b><i>FY26 Projected Budget</i></b>
<i>Account 551100 - Media Supplies</i>	<i>\$656.90</i>	<i>\$656.90</i>
<i>Account 553420 - Media Subscriptions (Periodicals-Newspapers)</i>	<i>\$296.10</i>	<i>\$296.10</i>
<i>Account 561100 - Library Books</i>	<i>\$1002.00</i>	<i>\$1002.00</i>
<i>Account 562230 - Media A/V Equipment</i>	<i>\$445.00</i>	<i>\$445.00</i>
<i>Account 564220 - Furn-Fix/Equip</i>	<i>\$557.00</i>	<i>\$557.00</i>
<b><i>Fundraising/ Grants</i></b>	<b><i>Budget Amount</i></b>	
<i>Media Center Internal Account number for your grant(s) (get this from your bookkeeper)</i>	<i>\$993.29</i>	<i>\$993.29</i>
<b><i>State Media Allocation</i></b>	<b><i>Budget Amount</i></b>	
<i>Account 556110 (program 3070) - Media Books</i>	<i>\$2382.00</i>	<i>\$2382.00</i>

## Purchasing Plan FY26

Approximate Purchasing Plan	
Purpose	Amount
Books	\$5000.00
Supplies	\$1000.00
Furniture, Fixtures	\$500.00
AV	\$500.00
Makerspace/STEM	\$1000.00
Program Cost	\$1,000.00
<b>Total:</b>	<b>\$9,000.00</b>

### Scope of the Collection

The collection development is focused on the curriculum of Starlight Cove Community 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.

According to best practices for school libraries in the United States, the print and non-print collection at Starlight Cove Community Elementary School will support both curriculum and pleasure reading as per School Board Policy 8.12 (see Section 5 d) and also that per District policy, the collection is arranged by the Dewey Decimal Classification System. The Fiction section was separated into genre sections during the FY20 school year. This allows students to quickly access fiction books in the genre they enjoy and allows exploration of new genres. Additional resources are provided by district-wide subscriptions to electronic information databases as well as eBooks on Destiny through the student portal.

Through affiliation with the public library system, The Florida Electronic Library, and Destiny Discover, the Starlight Cove Community School library is able to extend its collection to provide any major resource needed by a patron. There is access to over 300 fiction and nonfiction electronic books available to families using Destiny Discover or the student portal to gain access to MackinVia.

The library media collection includes all the resources available in the school library media center along with all those that students, faculty and administrators can access through interlibrary loan. Three types of collection maps can provide the staff and advisory committee with comprehensive information to direct short-term purchases and long-range planning. Collection mapping is the process of examining the quantity and quality of your collection and identifying its strengths and weaknesses. A collection map is a visual supplement to the automated catalog system that graphically displays the breadth and depth of the collection. The collection is mapped using the Follett TitleWise Collection analysis.

The collection will contain a wide variety of print and non-print materials that are appropriate for different ability



levels and learning styles. It will:

1. Support the instructional school program, curriculum and objectives.
2. Provide information resources for all areas of knowledge.
3. Meet the intellectual, personal, and recreational needs of the students.
4. Support the professional needs of faculty and administrators.
5. Introduce new instructional technologies into the learning environment.
6. Support the needs of families by maintaining a collection of books and materials that can be checked out and used at home.

The collection will be maintained at approximately ten items per pupil, with sufficient audiovisual equipment to meet teacher needs.

### **Equipment**

Laptops are available for use through our media programs. Additionally, die-cut machines, a laminating machine, and a poster maker are available for teacher/staff use in our media center and work room areas. A TV production studio is also housed within the media center.

### **Collection Development**

The process of Collection Development is providing quality materials and equipment for the library media center. The purpose 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 input of administration, teachers, students, parents, and stakeholders is led by the media specialist.

### **Selection and Evaluation Criteria**

Materials considered for purchase or accessed through Interlibrary Loan or the Internet are selected on the basis of one or more of the following criteria along with School District Policy.

- firsthand examination by a library media professional
- educational significance
- need and value to the collection/course
- 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/artist/producer, et al
- timeliness and permanence

- quality of format
- degree of potential user appeal
- valid, accurate, objective, up-to-date and appropriate information
- literary style

The following professional resources are available to assist the Starlight Cove Community Elementary School Media Specialist in the selection process; however, selection is not limited to the use of these tools.

**Reviewing Media:**

School Library Journal, Horn Book, Booklist, Association for Library Service to Children, Kirkus, Young Adult Library Services Association, and/or Children's Catalog. ELA B.E.S.T. Sample texts and the Civic Literacy Reading List.

**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**

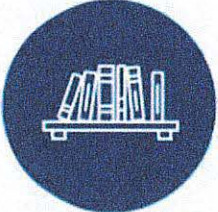

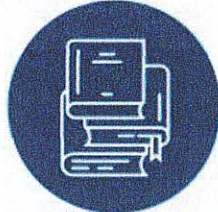







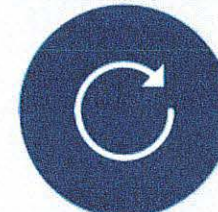
The School District Library Media Services Department supports school-based library media center personnel and establishes uniform policies and procedures for school library media centers throughout the District. These services include, but are not limited to:

- 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.

			
<b>14,578</b> Items in the Collection	<b>18.7</b> Items per Student	<b>25%</b> Fiction Titles in the Collection	<b>39%</b> 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.			
	<b>1999</b> Average Age of the Collection	<b>79%</b> Aged Titles	<b>4%</b> 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.	
			
<b>34%</b> Representative Titles in Collection	<b>1999</b> Representative Titles Average Age	<b>36%</b> SLL Titles in Collection	<b>2000</b> 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	42	2015
Philosophy & Psychology	42	2013
Religion	42	1997
Social Sciences	1156	1997
Language	242	1994
Science	1567	2001
Technology	685	2001
Arts & Recreation	690	2007
Literature	414	1996
History & Geography	818	2000
Biography	805	2000
Easy	4220	1997
General Fiction	3676	2001
Graphic Novels	291	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

Inventory will be completed on a three-year rotation as per Board Policy 8.12 (8). FY26 Reference and Professional, FY27 Easy and Non-fiction, FY28 Fiction and Biography.

### Lost or Damaged Library Materials

The student is not charged a late fee but will be charged a standard fee of \$10.00 if they lose or damage a book. The fee will be placed on student accounts if fines and fees are not paid.

### Strategic Focus – Weeding and Acquisitions

School Year	Strategic Focus
FY26	<b>Selection Priorities</b> <ul style="list-style-type: none"><li>● Reference</li><li>● Non-Fiction</li><li>● Easy</li></ul>
	<b>Inventory/Weeding Priorities</b> <ul style="list-style-type: none"><li>● Biography</li><li>● Fiction by Genre</li><li>● Series</li></ul>
FY27	<b>Selection Priorities</b> <ul style="list-style-type: none"><li>● Biography</li><li>● Fiction by Genre</li><li>● Series</li></ul>
	<b>Inventory/Weeding Priorities</b> <ul style="list-style-type: none"><li>● Graphic Novels</li><li>● Language</li><li>● Biography</li></ul>
FY28	<b>Selection Priorities</b> <ul style="list-style-type: none"><li>● Graphic Novels</li><li>● Language</li><li>● Biography</li></ul>
	<b>Inventory Priorities/Weeding Priorities</b> <ul style="list-style-type: none"><li>● Reference</li><li>● Non-Fiction</li><li>● Easy</li></ul>

### Reconsideration of Materials

The Appendix includes: [Board Policy 8.1205](#) on challenged materials. Starlight Cove will follow [Board Policy 8.1205](#) should a book be challenged.

### 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 May 8, 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 May 8, 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 May 8, 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 May 8, 2025)

### E: Specific Material Objection Form

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

[Link](#) (Accessed May 8, 2025)