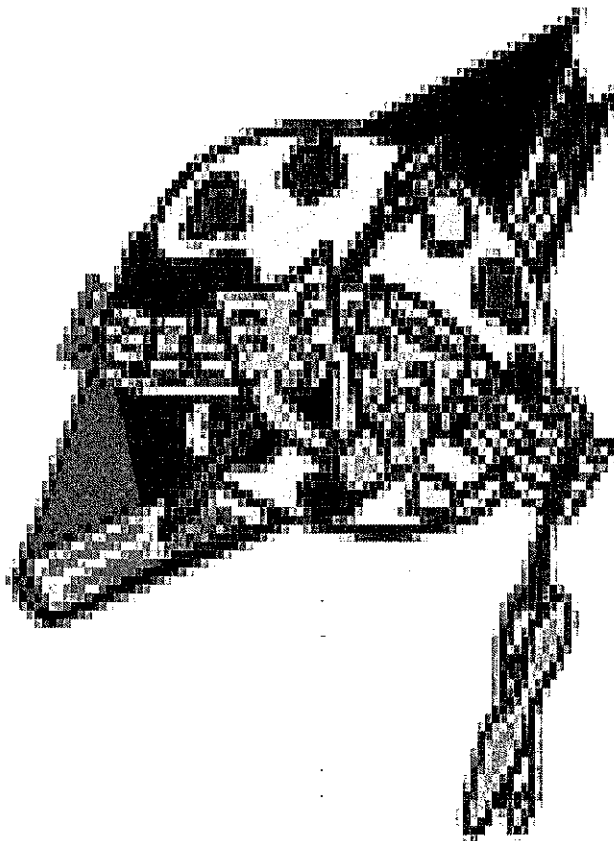


U. B. Kinsey/Palmview Elementary School of the Arts



FY26 Collection Development Policy

Angela Williams

Certified Educational Media Specialist, Social Science, Reading and ESOL Teacher.

Signature Page

U. B. Kinsey/Palmview Elementary School of the Arts
FY26 Collection Development Policy

Date Approved by Administration: May 9, 2025

Media Specialist Name: Angela Williams

Media Specialist Signature: Angela Williams

Principal Name: Alexander Bembry

Principal Signature: Alexander Bembry

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Purpose of Collection Development Policy

The Collection Development Policy is a plan that assists with building and managing the library resources to support the school's mission and Library Media Center mission statements in order to serve the needs of the users. The purpose of this plan is to identify the community of learners being served, define the collection, provide the methods of maintaining the collection, and set forth the operational procedures for the U.B. Kinsey/Palmview Elementary School of the Arts' Media Center.

Background Statement & School Community

The users of U. B. Kinsey/Palmview Elementary School of the Arts(SOA) Library Media Center from Pre-Kindergarten through Fifth grade in addition to the faculty, staff and parents of the community of users.

U. B. Kinsey/Palmview SOA is a Title I school which serves a culturally diverse population, which includes an English for Speakers of Other Languages(ESOL). U.B. Kinsey/Palmview Elementary is a "B" rated School. U. B. Kinsey/Palmview serves approximately 470 students in grades. In addition, it serves 70 staff members. The makeup of the student population is as follows: 5% White, 85% Black, 6% Hispanic, and 3% Others. Based on the subgroup categorical gender, 57 % are females and 43% are males. Based on the demographic, 81% of the student population receives Free and Reduced Lunch.

U. B. Kinsey is an Arts school which affords opportunities to its students Arts programming such as Visual Arts, Strings, Orchestra, Band, Dance, Piano, Chorus, Communication, and Theatre. All students are introduced to each Art program beginning in grades Pre-Kindergarten through grade 3. By Grade 4 and Grade 5, they select an Art major to major in. For those students who are interested in continuing their studies of choice in the Arts are prepared an extensive portfolio and have auditions to continue their studies at BAK Middle School of the Arts or any other performing Arts school that offer their field of studies.

To support academic success of students, U.B. Kinsey offers various programming such as AMP, AVID, SECME, and Century 21st. These programs aim to support the school's academic goal and develop each child's individuality, intellect and social skills to help the students to become lifelong learners and to be globally competitive for the workforce. The needs of these programs require our library collection to make purchases that support the programs academically and recreational.

In the media center, students are offered opportunities to participate in special

programs and activities such as Makerspace and Project-Based Learning. In addition, it will serve all community stakeholders organizations: Parent-Teacher Organization, Student Advisor Council Organization, the U.B. Kinsey/Palmview Elementary Afterschool Program and 21st Century AfterSchool Program.

School Mission Statement

U. B. Kinsey/Palmview Elementary School of the Arts mission, we inspire, embrace and educate our students in an environment that is equitable to all students academically and artistically.

Media Center Mission Statement

The specific mission of the media center is to further the educational and recreational learning experience and needs or interests of students, faculty and staff of the U. B. Kinsey/Palmview Elementary of the Arts community through travels of the most current and appropriate print media, technology, and the best personal assistance available to them.

Responsibility for Collection Management & Development

The responsibility for maintaining the library collection in the media center is ultimately that of the certified media specialist, with the input from students, teachers, administrators, district personnel and advisory committee. The students may suggest book selections and makerspace activities for the program that they would like to see in the media center. The media specialist must ensure the library book and resources are age appropriate, have at least two peer-reviews and in compliance with the Florida Statute, giving ample time to stakeholders to review and make comments on the stakeholders website before submitting book orders.

Library Program

All classes are scheduled to visit the media center once per week for a 45 minutes fixed schedule. The media program is on the Fine Arts Wheel, which is a fixed schedule. Therefore, during the 1st Trimester, the media specialist teaches grades: Pre-Kindergarten, Kindergarten and 4th grade. In the 2nd Trimester, he or she teaches grades 1 and 5.

The library media specialist works in conjunction with the general educational teachers to align its curriculum with the scope and sequence of English Language Arts and

- Mathematics state standards being taught at each grade level within a given week. He or she works closely with the classroom teacher to develop comprehensive and compatible lessons that support the academic success of all students and develop positive relationships with all students and staff.

Goals and Objectives

Goal 1: to continue to weed the easy read session in order to bring the collection more current in FY26

Objective 1: to quarterly schedule weeding session: August, October, January, and April.

Objective 2: to pre-set a cart with the following items: Laptop, scanner, sharpie, tape, labels and boxes.

Objective 3: To record the reason why the books are pulled and deleted.

Goal 2: To assist with building parent involvement.

Objective 1: to meet with the administrator per school to discuss suggestions for new initiatives for parent involvement.

Objective 2: to meet and collaborate with community partners the process and rewards of their partnership.

Objective 3: to host four Family Night events every 9 -Weeks marking period.

Goal 3: To assist with the development of keyboard skills and technology skills.

Objective 1: to expand digital media with use of the tools: Book Creator, Adobe Sparks and PhotoShop.

Objective 2: to provide digital newsletters to faculty and families.

Objective 3: to start a yearbook club and Newspaper Club.

Budget and Funding

The Library Media Center(LMC) is given a school-based operating budget at the beginning of every school year. The administration uses a formula to disperse the appropriate funds. The budget for the FY26 school year is expected to be similar to FY25. Additional funding is obtained through fundraisers and grants that are written by members of the school's grant committee.

FY26 Projected Budget

<i>School-based Operating Budget</i>	<i>Budget FY25</i>	<i>FY26 Projected Budget</i>
<i>Account 551100 - Media Supplies</i>	<i>\$351.00</i>	<i>\$355.00</i>
<i>Account 553420 - Media Subscriptions (Periodicals-Newspapers)</i>	<i>\$155.00</i>	<i>\$160.00</i>
<i>Account 561100 - Library Books</i>	<i>\$689.00</i>	<i>\$690.00</i>
<i>Account 562230 - Media A/V Equipment</i>	<i>\$281.00</i>	<i>\$290.00</i>
<i>Account 564220 - Furn-Fix/Equip</i>	<i>\$11.00</i>	<i>\$20.00</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>\$608.00</i>	<i>\$620.00</i>
<i>State Media Allocation</i>	<i>Budget Amount</i>	
<i>Account 561100 (program 3070) - Media Books</i>	<i>\$1258.00</i>	<i>\$2025</i>

Purchasing Plan FY26

Approximate Purchasing Plan	
Purpose	Amount
Media Book	\$600.00
Maker Space/STEM Supplies	\$300.00
Classroom Supplies	\$500.00
Technology Subscription	\$425.00
Office Supplies	\$200.00
Total:	\$2025.00

Scope of the Collection

Every effort is made to maintain the collection so as to exceed the Southern Association of School and colleges requirements. The age of the collection is crucial and therefore it is to be frequently monitored in every effort to make weeding and replace publication as a high priority in order to make it current as possible as funding allows.

In addition to the weeding process, the media center will purchase reference and research materials and equipment to support STEM, Social Learning, technology and print materials. Also, the media center will utilize the District Web-based to teach library and research skills. We will continue to use eBooks that will expand our local collection and provide 24/7 access to students. We will purchase additional electronic resources and magazines that are age appropriate.

These materials will support both academic, instructional and please reading as per School Board Policy 8.12(see Section 2d) and also that per District policy the collection is arranged in standard Dewey order(see Section 5 Management of Library Media Instructional Materials).

Using the Titlewise Analysis as a re-evaluation tool to determine areas where attention is needed is very essential. It allows the media specialist to target the areas to be weeded and to purchase new or replacement materials.

The types of material that are obsolete in the media formats in the collection will not be used are paperback books, video tapes and DVDs. However on the District's portal, the students will have access to eBooks, Brainpop, audio books, Mackvin and SeFlin and district-access internet resources which are found on the student's portal.

Equipment

The equipment available is used through our media programs. Other equipment such as our computer lab is available for teacher and staff use in the media center and teacher work area.

Collection Development

Every effort is made to maintain the collections to exceed the Southern Association of Schools and college requirements. The age of the collection in crucial areas is frequently monitored and every effort is used to weed and replace publications that are as current as possible as funding allows.

In addition, the media center will purchase nonfiction printed materials, and equipment to support Reading, Writing, Math, STEM, Social Emotional Learning and Battle of the Book Programs. Also, the media center will utilize the District's databases: StarFall, PebbleGo, Brainpop, eBooks and WorldBook that will expand our local collection and provide 24/7 access to students. We will purchase additional electronic resources such as Rocket Learning. [Insert here a statement explaining/defining collection development for the general reader of your policy.

These materials will support both the school curriculum and provide an opportunity for pleasure reading materials as per School Board Policy 8.12 (see Section 2d) and also that per District policy the collection will be arranged in standard Dewey Decimal Classification System of order (see Section 5, Management of Library Media Instructional Materials).

Selection and Evaluation Criteria

Per Florida Statute governing Instructional Materials, instructional material stored in the Library Media Center must be inventoried annually. Along with the PBSO policy, the media center materials review committee and media specialist are charged to read and review reading material and instructional materials are both age appropriate and informationally current. Materials considered for purchase are selected on the basis of the criteria established in School Board Policy 8.12.

Selection of books is considered through reviews for School Library Journals, Publishers Weekly, Booklists, BookTalk, America School Library Journal, Kirkus, and Book Horn.

- **Selection Criteria**

- ☐ support and enrich school curriculum
- ☐ meet state standards
- ☐ age appropriateness
- ☐ cost
- ☐ reviews
- ☐ patrons interest

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

The materials considered for purchase are selected on the bases of the criteria established in School Board Policy 8.12 Selection of Library Media Materials that sets out the procedures for selecting and developing library collections, which are followed District-wide. (See Appendix A).

The media center materials are selected based on multiple criteria: reputable professional reviews by using Booklist, Kirkus Review, Hornbook and School Library Journals. In addition, the selection criteria requires the materials are evaluated to avoid sensitivity and are age appropriate.

Who Makes the Selection

1. Each book made available to students through this School District's library media centers must be selected by a school district employee who holds a valid educational media specialist certificate, regardless of whether the book is purchased, donated, or otherwise made available to students.
2. Further, employees holding a valid educational media specialist certificate must also have completed the required Florida Department of Education training once it is available and by law must be developed by January 1, 2023.
3. In addition, the person selecting the books is employed at that school location or if a qualified person is not employed at the school, by another District employee with these qualifications.

4. For resources needing additional review by District Library Media Services, school-based certified library media specialists or principal designee will use PBS 2671 to solicit additional input.
5. Consultation with stakeholders is required which is accomplished by the following:
 - a. Any community stakeholders may provide consultation on selections via the list of LMS Selections for the current school year at Active Book Orders.
 - b. On the date of the requested purchase or acceptance of library media center materials, the District will provide an email or text notice to current members of the Board's Academic Advisory Committee (Policy 1.097) that there are new materials under consideration, the link to find the list of materials, and the deadline(s) for submitting questions or comments.
 - c. Stakeholders with questions or concerns are directed to the following email address:
librarymediaservices@palmbeachschools.org, for sending their feedback to be reviewed by the District Library Media Services for consideration.
 - d. Selections may be purchased or accepted 72 hours after posting for book fair materials and two weeks after posting for all other purchases or donations.

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:

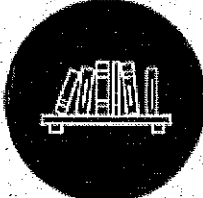
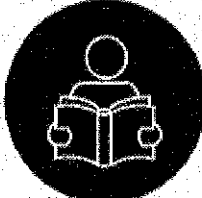
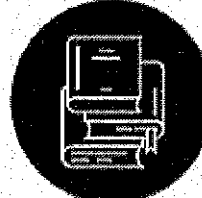

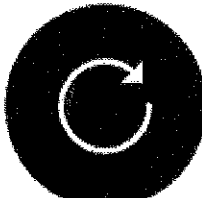

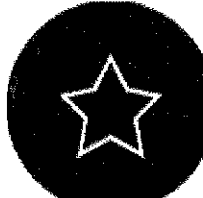
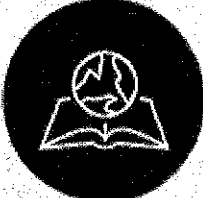
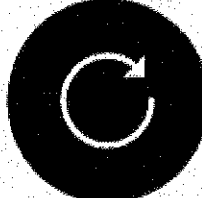

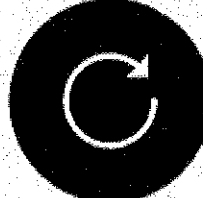
- Maintaining a professional library collection to assist with recertification and knowledge acquisition on education-related topics;
- Managing the online catalog, including the library inventory and circulation software;
- Selecting and making accessible online information databases for reference and 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.

			
13,536 Items in the Collection	26.9 Items per Student	14% Fiction Titles in the Collection	43% 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.			
	1994 Average Age of the Collection	87% Aged Titles	2% 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	1995 Representative Titles Average Age	30% SLL Titles in Collection	1997 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	2001
Philosophy & Psychology	32	2006
Religion	46	1993
Social Sciences	1,485	1991
Language	241	1991
Science	1,114	1995
Technology	680	1995
Arts & Recreation	565	1991
Literature	656	1994
History & Geography	965	1993
Biography	1,195	1995
Easy	4,447	1994
General Fiction	1,961	1998
Graphic Novels	43	2012

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

U. B. Kinsey/Palmview Elementary School of the Arts Library Inventory will be completed on a three-year rotation as per Board Policy 8.12 (5). Then list your rotation plan by year. For example, the order is organized as FY26 Non-fiction, FY26 Fiction and Reference and FY27 Easy reader. It requires culling the collection for outdated or damaged materials is an ongoing process. Therefore, annually, the media specialist will conduct an inventory of the library collection and equipment. The inventory will assist with accessing the losses and damaged books, which will need to be replaced. In addition, the inventory will be helped with removing materials which are outdated, no longer relevant to the curriculum nor stuck in the interest of the stakeholder.

As materials are returned, those that are damaged beyond repair will be removed from the catalog. The media specialist assesses the need for weeding to replace materials that are damaged, deselected, and otherwise lost. During the processes of inventory and shelving, materials that fit the weeding criteria will be removed. Reports from Titlewise will provide age of collection data by section. A report on weeded or lost items will be printed from Destiny to determine what titles need to be replaced.

Lost or Damaged Library Materials

The school's policy regarding lost or damaged library materials is there will be charge 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."

Strategic Focus - Weeding and Acquisitions

School Year	Strategic Focus
FY26	Selection Priorities <ul style="list-style-type: none"> • Fiction • Professional Resources • Reference
	Inventory/ Weeding Priorities <ul style="list-style-type: none"> • Fiction • Professional Resources • Reference
FY27	Selection Priorities

	<ul style="list-style-type: none"> • Easy • Arts & Recreation • Literature
	Inventory/ Weeding Priorities <ul style="list-style-type: none"> • Easy • Arts & Recreation • Literature
FY28	Selection Priorities <ul style="list-style-type: none"> • Computer Science, Information & General Works • Technology • Science
	Inventory/ Weeding Priorities <ul style="list-style-type: none"> • Computer Science, Information & General Works • Technology • Science

Reconsideration of Materials

Books and other materials are challenged on occasion. The media specialist will follow the School District of Palm Beach County policy 8.1205 on challenged materials. Please note that the policy and the Specific 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)