

FY26 COLLECTION DEVELOPMENT POLICY



Washington Elementary School



FY26 Collection Development Policy

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Educational Media Specialist

Signature Page

Washington Elementary School

FY26 Collection Development Policy

Date Approved by Administration: 4/21/25

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Principal Signature: _____ 

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Purpose of Collection Development Policy

The purpose of a collection development policy is to provide a blueprint for the manner in which materials are acquired. It shows the process for each step of the collection maintenance process. We believe that knowledge empowers students to grow fully into contributing members of society.

Background Statement & School Community

Background Statement & School Community Located in the beautiful city of Riviera Beach, the students of Washington Elementary are in grades Kindergarten through Fifth grade. We currently have an enrollment of 250 with growth projected to 350 by next school year. Although we currently have 85% African American students, we have a rapidly increasing Hispanic population. Many of these students have limited English proficiency. Our students come from an urban neighborhood area that has multiple challenges. These challenges include poverty, crime and housing instability. Students who attend Washington Elementary are primarily from the immediate vicinity of the school. The community's graduation rates indicate the need for intensive family literacy activities especially in ages 0-4.

Mission Statement

Washington Elementary Magnet School envisions a dynamic collaborative multicultural community where education and lifelong learning are valued and supported, and all learners reach their highest potential and succeed in a global economy.

Media Center Mission Statement Washington Elementary

The Media Center will promote respect for diversity and equality, strengthen the social and emotional skills of our students which creates a safe place for all. We will prepare students to develop higher thinking skills, open minds, creativity, responsible decision making, and problem-solving skills needed for life. We will teach these skills through literacy and STEAM-based activities. Media Center Mission Statement

Responsibility for Collection Management & Development

Responsibility for Collection Management & Development Developing diverse interests in reading materials Providing and promoting instruction for students to be independent users of libraries and information resources. Providing up to date materials that will stimulate growth in factual knowledge, literary appreciation, aesthetic values and ethical standards. Providing a background of information that will allow students to make intelligent choices and judgments in their daily lives. Providing materials on opposing sides of controversial issues so that young citizens may develop, under guidance, the practice of critical analysis of all media. Develop students into independently motivated readers.

Library Program

The Library Program is on a once a week rotation fine art schedule. Students attend each fine Art subject once a week for 45 minutes. Fine Art Teachers have been supporting academic reinforcement including Khan Academy, Tumble books and typing instruction.

Special Programs.

"My own Library Program" has provided students with over three thousand books to be taken home by students. Students select books from our "book room" to take home and keep. The primary reason to send home books is to build the home libraries of students and develop a culture of reading.

Goals and Objectives

Goals and Objectives

Goal 1

To increase the overall average publication date of Washington Elementary Media Collection.

Objective 1: To weed and replace outdated materials, focusing on science, African American history and advancing technology.

Objective 2: To weed materials that are no longer relevant to the students of WES.

Goal 2

To support the students 21st literacy skills through the incorporation of technology. Objective 1: To teach all students to use Destiny to locate and check out books in the library media center. Objective 2: To teach students how to access eBooks using Mackinvia as well as other sources of eBooks.

Objective 3: To use Chromebooks and computers as tools to find information on the internet and determine validity.

Objective 4: To incorporate the USE of Smart Board technology into Media Center lessons.

Goal 3 To support the District's goal of College and Career Ready Students, addition of books that explore college and career choices.

Objective1: Research and purchase books based on the latest edition of Career Outlook Handbook projections.

Objective 2: Purchase books based on career fields that are under-represented by African American students.

Budget and Funding

2024-2025 (FY26) Project Budget Amounts

<i>School-based Operating Budget</i>	<i>Budget FY25</i>	<i>FY26 Projected Budget</i>
<i>Account 551100 - Media Supplies</i>	<i>\$107.00</i>	<i>\$107.00</i>
<i>Account 553420 - Media Subscriptions (Periodicals-Newspapers)</i>	<i>\$3</i>	<i>\$0</i>
<i>Account 561100 - Library Books</i>	<i>\$618.00</i>	<i>\$618.00</i>
<i>Account 562230 - Media A/V Equipment</i>	<i>\$275.00</i>	<i>\$275.00</i>
<i>Account 564220 - Furn-Fix/Equip</i>	<i>\$0</i>	<i>\$0</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>\$555.75</i>	<i>\$555.75</i>
<i>State Media Allocation</i>	<i>Budget Amount</i>	
<i>Account 556110 (program 3070) - Media Books</i>	<i>\$0</i>	<i>\$0</i>

Purchasing Plan FY26

Approximate Purchasing Plan	
Purpose	Amount
books	\$400.00
supplies	\$100.00
STEM	\$100.00
Total:	\$600.00

Scope of the Collection

The collection development is focused on the curriculum of Washington 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 Washington Elementary is being arranged by the Dewey Decimal Classification System. Additional resources are provided by the district-wide subscriptions to electronic information databases. The term "collection" refers to all the information resources available through the library media center. All materials selected for the collection support the curriculum and meet the personal information and recreational needs and interests of the students. Information resources will be collected in a variety of formats to meet the learning needs of all students. These formats include print, non-print and electronic. The minimum size of the collection will be 10 books per student. The collection will include the hardware and/or equipment necessary to view, listen to, or manipulate information in the collection.

School Board Policy 8.12

Equipment

We have equipment available for teachers and staff, for use through our Media Center at the workroom areas we have a printer. We also housed the computer lab and a TV production studio.

Collection Development

Collection Development Content development is the process of building and maintaining the Media Centers entire collection, in print and digital formats. The collection development process includes the formulation of policy and procedures, budget allocations and needs assessment collection maintenance and evaluation, and resource sharing.

NONFICTION BOOK SELECTION GUIDELINES

The vendor or publisher is of repute Student and teacher requests Florida Standards content topics Textbook and instructional program correlations Reputable bibliographies

FICTION BOOK SELECTION GUIDELINES Reputable bibliographies 2 or more reviews through Follett title search Textbook and instructional program correlations Database of Award-Winning Children's Literature American Library Association Website Publisher's Weekly Website, children's section Sunshine State Young Reader's Award Book.

Selection and Evaluation Criteria

School Board Policy 8.12 sets out the procedures for selecting and developing library collections, which are followed District-wide.

District Resources and Services


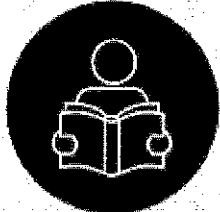
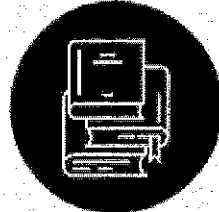

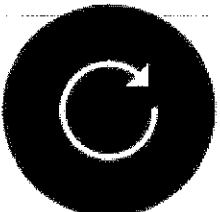
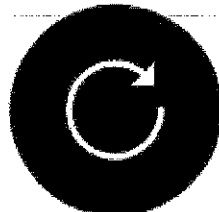
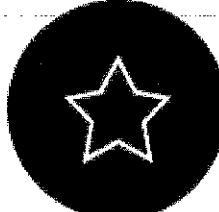
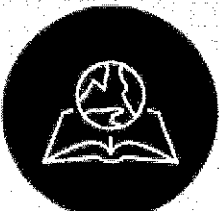
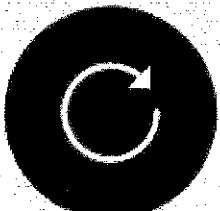

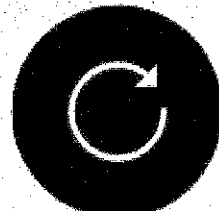
The School District Library Media Services provides support to school library media center personnel and establishes uniform policies and procedures for school library media centers throughout the District. These services include, but are not limited to:

- 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 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 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.

			
4059 Items in the Collection	16.2 Items per Student	24% Fiction Titles in the Collection	37% 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.			
	2007 Average Age of the Collection	58% Aged Titles	5% 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.	
			
1296(32%) Representative Titles in Collection	2007 Representative Titles Average Age	1462 (36%) SLL Titles in Collection	2008 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	#18	2009
Philosophy & Psychology	#30	2009
Religion	# 11	2004
Social Sciences	#282	2005
Language	#20	2005
Science	#428	2007
Technology	#175	2008
Arts & Recreation	#276	2006
Literature	#72	2006
History & Geography	#188	2009
Biography	#281	2008
Easy	#1245	2005
General Fiction	# 991	2008
Graphic Novels (741.5) See Help document, if needed	#281	2008

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

In accordance with Florida State Statute all instructional materials stored in the Library Media Center must be inventoried annually. This year(2025) a third of the books (Biography and Non-Fiction) will be counted. Next year 2026 a second year will be counted (Fiction and Easy books). The final year of the counting cycle will be 2027 and the remainder of the collection will be counted. **Determine Rotation schedule based off of prior year's inventory. Board Policy 8.12 (8).

Lost or Damaged Library Materials

Our school will follow SDPBC policy regarding lost and damaged library materials.

Strategic Focus – Weeding and Acquisitions

Weeding of materials and resources is essential for maintenance of quality reading materials. Weeding is a form of quality control for a collection in which outdated, inaccurate and worn out materials and equipment are discarded. In coordinating the weeding process, the library media specialist will coordinate the weeding process. We will follow the CREW Manual, which is a method for determining a standard for discarding material.

In
of a

School Year	Strategic Focus
FY26	Selection Priorities <ul style="list-style-type: none">● Priority 1 Replacing aged science texts● Priority 2 Adding graphic novels● Priority 3 Adding STEM related books
	Inventory/Weeding Priorities <ul style="list-style-type: none">● Priority 1 Removing aged texts of all genres● Priority 2 Place books in dewey decimal order
FY27	Selection Priorities <ul style="list-style-type: none">● Priority 1 Build early childhood section of library● Priority 2 Develop stem section of library● Priority 3 Build digital collection
	Inventory/Weeding Priorities <ul style="list-style-type: none">● Priority 1 Reorganize entire library/media center● Priority 2 Label all book sections● Priority 3 Remove all aged science books
FY28	Selection Priorities <ul style="list-style-type: none">● Priority 1 Remove aged books from technology section● Priority 2 Develop set inventory cycle.● Priority 3 Establish written library management policy.

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event

challenge by a citizen of Palm Beach County.

Reconsideration of materials.

Administration and school personnel at Washington Elementary will follow SDPBC policy 8.1205-Challenge Procedure for Instructional Materials The challenge procedure requires the complainant to complete the Specific Materials Objection form. Reconsideration of Materials.

Board Policy 8.1205 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)