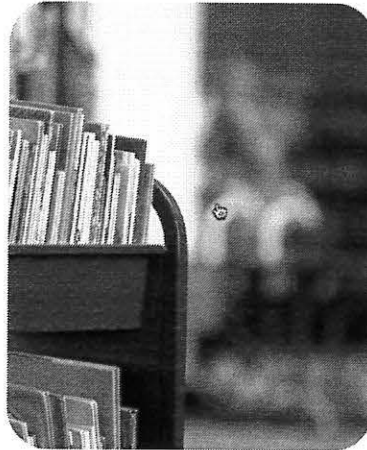


# **FY26 COLLECTION DEVELOPMENT POLICY**



**Sunset Palms Elementary**

## **FY26 Collection Development Policy**

**Debra Barreiro**

Certified Media Specialist

**Signature Page**

**Sunset Palms Elementary**

FY26 Collection Development Policy

Date Approved by Administration:

Media Specialist Name: \_\_\_\_\_ **Debra Barreiro** \_\_\_\_\_

Media Specialist Signature: Debra Barreiro

Principal Name: \_\_\_\_\_ **Karen Riddle** \_\_\_\_\_

Principal Signature: K Riddle

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## **Purpose of Collection Development Policy**

This collection development policy is used by the Sunset Palms Media Center in the selection, acquisition, evaluation, and maintenance of the library media center materials. The collection development policy effectively communicates the philosophy and purpose of the library media center's policies to faculty, students, staff and other members of the school community. If the needs of the Sunset Palms Media Center change due to changes in curriculum, demographics, or informational needs, this document may be updated to include those changes. As we are implementing Florida Standards our goal is to provide resources to accommodate student and teacher needs with appropriate resources.

Our priority is to offer titles and subject areas desired or needed by our users. We also strive to offer materials in print, digital, and electronic media formats. The collection development policy is annually evaluated and revised as necessary to provide guidance for implementing changes in the collection.

Sunset Palms media center ensures that students, parents and staff have access to reference tools at all times. The district's electronic reference catalog is maintained by the Department of K-12 Instructional Material and Library Media.

The Media Center is open every day that students and/or faculty are in attendance. Research, reference and e-books are available at all times through the district-wide electronic subscription databases.

## **Background Statement & School Community**

The Sunset Palms Media Center serves approximately 910 students in K through Fifth grade, along with faculty and staff. Sunset Palms Elementary has maintained the school's grade of "A" for the last 16+ years. Below is a breakdown of our school population:

White: 67%  
Black: 7%  
Hispanic: 17%  
Asian: 4%  
Multi: 4%  
Free & Reduced Lunch: 18%

## **School Mission Statement**

Sunset Palms Elementary School is dedicated to working collaboratively with all stakeholders in order to provide a safe and nurturing learning environment where all students can realize and achieve their utmost potential through a challenging and motivating curriculum. We believe it is our responsibility to encourage diverse educational opportunities in an inclusive setting whereby all students become literate, practical citizens of a global society.

## **Media Center Mission Statement**

Sunset Palms Elementary School is committed to providing the instruction, resources, and opportunity to gain the information literacy skills necessary for the 21st Century, implementing the Florida State Standards. 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:

- 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
- stimulate intellectual curiosity
- encourage pleasure reading
- develop diverse interests for the enjoyment of life-long learning
- provide and promote instruction to prepare students to become independent users of libraries and information resources

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
- work with a variety of technologies in a safe and digitally responsible manner

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

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 re-certification 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.
- Manage technical services for acquiring and processing resources for schools;

- Distribute to schools and monitor categorical and capital budgets allocated for library programs.
- Foster a global range of services that facilitate the transformation of school-based library activities to meet the changing needs of an information society.

Library Media Services works in collaboration with other district departments including the Department of Educational Technology to provide selected electronic information, technology to access it, and the training needed to search and find specific facts efficiently and effectively.

## **Library Program**

At Sunset Palms Elementary School, the library media center is a fixed 6 day schedule rotation of 30 minutes for all K-5 classes. Foremost, among national standards for school library media center programs is the need to work collaboratively with teachers to develop meaningful informative literacy lesson plans that integrate Florida Standards and AASL Standards Framework for Learners standards into classroom learning. Currently at Sunset Palms Elementary School, the library media specialist supports teachers using the Florida B.E.S.T (Benchmark for Excellent Student Thinking) for all grades. Lessons are followed with book checkout.

The library is open throughout each day that students are in attendance to ensure equitable access for all students to library media resources. The school administration and faculty are aware that recent research documents improve student learning gains when the library media center is available to the student at the point of need. The media center is also open on Tuesdays and Thursdays from 7:30am-7:55am for students who would like to check out books. Our 4th grade students apply and are chosen to assist students and the Media Specialist on those mornings.

In addition, the Media Center promotes the Sunshine State Young Reader Award books and sponsors the Battle of the Books for grades 4-5. All K-2 students participate in voting for their favorite Sunshine State Junior Book. The Media Center initiates school-wide events for Dot Day, and Literacy Week. All students in K-5 participate in Digital Citizenship lessons, and we continue to expose students to diversity through literature and genres.

## **Goals and Objectives**

Goal 1: To increase the student use of books and materials

Objectives:

- Collaborate with students to acquire material that support their personal and academic interests.
- Use our display shelves to feature text which supports both the curriculum and students' interest.

**Goal 2:** To update the overall average publication date of the Sunset Palms Elementary School Library Media Collection.

Objectives:

- To weed and replace outdated materials; focusing on science and technology.
- To weed materials based on the significance to the reader, focusing on items which have never been circulated or have not been circulated for long periods of time.

**Goal 3:** To support the students' 21st Century literacy skills through the incorporation of Technology.

Objectives:

- To teach all students to use Destiny to locate and check out books in the Media Center.
- To teach all students how to access and check out ebooks using MackinVia.
- Introduce coding using Marty the Robot

## Budget and Funding

Sunset Palms Library Media Center is given a school-based operating budget at the beginning of every school year. The administrator uses a formula to disperse the appropriated funds. It is expected that the budget for 2025-2026 will be similar to the school year of 2024-2025 budget line as follows:

### 2025-2026 (FY26) projected budget amounts

<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>	\$1,218	\$1,218
<i>Account 561100 - Library Books</i>	\$2,125	\$2,125
<i>Account 564220 - Media Equipment</i>	\$315	\$315
<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>	\$3,729	\$3,729
<b><i>State Media Allocation</i></b>	<b><i>Budget Amount</i></b>	
<i>Account 556110 (program 3070) - Media Books</i>	\$2,724	\$2,724



## Purchasing Plan FY26

Approximate Purchasing Plan	
Purpose	Amount
Books	\$3,000
Supplies	\$1,000
Total:	\$4,000

## Scope of the Collection

Collection development at Sunset Palms Elementary School is influenced by the school's curriculum, which follows the guidelines set forth by the School District of Palm Beach County (SDPBC), which in turn is governed by the Department of Education of the State of Florida. The collection includes databases and ebooks provided by the Department of Library Media Services at the School District of Palm Beach County. These databases and eBooks expand GPES' collection and provide 24/7 access for students. Per the Palm Beach County School District Board Policy 8.12 (see section 5d), and per district policy all collections are arranged by the Dewey Decimal Classification System. The databases included in the collection are World Book, PebbleGo, Gale inContext Elementary, SIRS Discoverer, SIRS Research, and Teaching Books. The eBooks provided by the Department of Library Media Services include Tumbleboooks, Gale eBooks, and a shared collection in MackinVia.

## Equipment

At Sunset Palms Elementary, the media center has access to chromebooks, a desktop to search in Destiny, Smart Board, color printer, laminators, teacher ipad, student ipads and 2 Marty the Robots to promote coding.

## **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 Sunset Palms Elementary Media Center materials collection is a primary function of the Media Center's mission.

Collection Development at Sunset Palms Elementary is focused on providing quality materials and equipment for our patrons. Our goal is to meet the expectations, requirements and needs of our students and staff while at the same time expanding and enriching their curriculum and world views.

## **Selection and Evaluation Criteria**

Materials considered for purchase are selected based on the criteria established in the School District of Palm Beach County Board Policy 8.12 Selection of Library Media Materials. (See Appendix A). Other reputable, unbiased, professional reviewing sources used for selection include Booklist, Hornbook, Kirkus Review, and School Library Journal. 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. LMC materials are judged as a whole considering the author's/producer's intent rather than focusing solely upon individual pages, phrases, pictures, or incidents taken out of context. Other factors considered in the final decision to purchase new materials include their educational significance, need, and value to the collection as a whole and their relationship to the interests of students and the curriculum course of study.

User Needs: At Sunset Palms 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. We are currently in the process of adding current book series and high interest fiction/non-fiction into circulation. Students and faculty can borrow any book in the Palm Beach County School District through an interlibrary loan. Diversity: We strive to provide students with books and materials in which they can relate to and see themselves. Our library does not discriminate based on race, religion, gender, national origin, the author's political views, the material, or the user. Our goal is to provide a collection that mirrors our student's ethnic backgrounds, socio-economic standings, and various abilities.

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 Newbery 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**





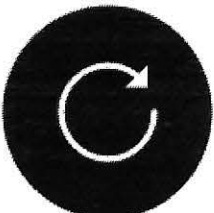



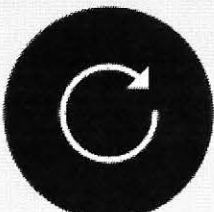

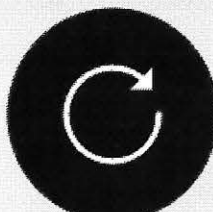
The School District Library Media Services Department supports school-based library media center personnel and establishes uniform policies and procedures for school library media centers throughout the District. These services include, but are not limited to:

- 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.

			
<b>18,160</b> Items in the Collection	<b>18.2</b> Items per Student	<b>35%</b> Fiction Titles in the Collection	<b>35%</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>2008</b> Average Age of the Collection	<b>57%</b> Aged Titles	<b>7%</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>31%</b> Representative Titles in Collection	<b>2008</b> Representative Titles Average Age	<b>38%</b> SLL Titles in Collection	<b>2009</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	91	2014
Philosophy & Psychology	49	2010
Religion	66	2007
Social Sciences	972	2007
Language	102	2007
Science	1,428	2008
Technology	806	2009
Arts & Recreation	1,791	2014
Literature	303	2007
History & Geography	721	2008
Biography	815	2011
Easy	4,489	2005
General Fiction	6,418	2009
Graphic Novels	751	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 of a particular section of the collection shall be completed every year per Board Policy 8.12 (8).

For the next three years, inventoried sections will be:

- FY26: Inventory Nonfiction Section
- FY27: Inventory Easy Section
- FY28: Inventory Fiction Section

The Everyone/Easy and Fiction sections are organized alphabetically by author. Non-Fiction is organized using Dewey Classification. Biographies are organized alphabetically.

## Lost or Damaged Library Materials

Sunset Palms Elementary School will charge fees for lost/damaged materials per Board Policy 2.218(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". If the lost item is found after payment has been made, a refund will be issued.

## Strategic Focus – Weeding and Acquisitions

School Year	Strategic Focus
FY26	<b>Selection Priorities</b> <ul style="list-style-type: none"> <li>• Easy and current SSYRA titles</li> <li>• Fiction and current SSYRA titles</li> <li>• Non-Fiction based on curriculum needs</li> </ul>
	<b>Inventory/Weeding Priorities</b> <ul style="list-style-type: none"> <li>• Non-Fiction aged titles based on Collection Analysis</li> <li>• Low Circulation titles based on Collection Analysis</li> <li>• Damaged books</li> </ul>
FY27	<b>Selection Priorities</b> <ul style="list-style-type: none"> <li>• Non-Fiction</li> <li>• SSYR titles, replacement of damaged/lost books</li> <li>• New Fiction and graphic novels</li> </ul>
	<b>Inventory/Weeding Priorities</b> <ul style="list-style-type: none"> <li>• Easy/Everyone</li> <li>• Low Circulation Titles based on Collection Analysis</li> <li>• Aged Fiction Titles based on collection analysis</li> </ul>
FY28	<b>Selection Priorities</b> <ul style="list-style-type: none"> <li>• Fiction and current SSYRA titles</li> <li>• Easy/Everyone titles</li> <li>• Non-Fiction</li> </ul>
	<b>Inventory Priorities</b> <ul style="list-style-type: none"> <li>• Fiction aged titles based on Collection Analysis</li> <li>• Low circulation titles</li> <li>• Damaged books</li> </ul>



## **Reconsideration of Materials**

While the library recognizes the right of any individual to challenge available materials, the library does not add or withdraw, at the request of any individual or group, materials that have been chosen or excluded based on stated selected criteria. In the event of a challenge by a citizen of Palm Beach County, personnel at Sunset Palms Elementary will follow School Board Policy 8.1205 (Appendix D) – Objection Procedures for Instructional Materials, Library Media Materials, and Supplemental Classroom Materials, including Reading Lists. Any person wishing to make a challenge will fill out the Specific Material Objection Form found within School Board Policy 8.1205.

## **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)