

FY26 COLLECTION DEVELOPMENT POLICY



West Gate Elementary School

FY26 Collection Development Policy

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Signature Page

West Gate Elementary
FY26 Collection Development Policy

Date Approved by Administration: 5/30/25

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Purpose of Collection Development Policy

This collection development policy is a statement of the principles and guidelines used by the West Gate Elementary Media Center in its selection, acquisition, evaluation, and maintenance of media center materials. It will be used for both providing consistency among those responsible for developing the collection and in communicating the Media Center's policies to faculty, staff, students and other members of the 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 those needs.

Background Statement & School Community

The students of the West Gate Elementary School Media Center range from grades kindergarten through fifth. West Gate Elementary is a dual language academy. The students represent culturally diverse ethnic and economic backgrounds. The Media Center also serves the faculty and staff. In addition, the Media Center serves all county school libraries.

According to the most recent data, below is the breakdown of our school population.

2023-24 MINORITY RATE 95.8%

2023-24 ECONOMICALLY DISADVANTAGED (FRL) RATE 100.0%

School Mission Statement

West Gate Elementary School is committed to providing a world-class education with excellence and equity to empower each student to reach his or her highest potential with the most effective staff to foster the knowledge, skills, and ethics required for responsible citizenship and productive careers.

West Gate Elementary School envisions a dynamic collaborative multi-cultural community where education and lifelong learning are valued and supported, and all learners reach their highest potential and succeed in the global economy.

Media Center Mission Statement

West Gate Elementary School is committed to working collaboratively with all stakeholders to provide a nurturing, inspirational and creative learning environment where all students can achieve their utmost potential and a love of literacy through a challenging and motivating curriculum while supporting and enriching the classrooms. We believe all students will become literate and productive citizens of a global society.

Responsibility for Collection Management & Development

The media specialist is responsible for collection management and the development of the media goals. The administration as well as faculty at West Gate Elementary are important stakeholders when it comes to decision making for the direction of the collection. Our goals are always directed toward supporting and driving student growth and achievement.

Library Program

The West Gate Media Center is on the Fine Arts wheel and receives classes all day. In addition, it is open to the entire school for checking out books and research while also being used as a gathering place for group projects and meetings.

This year's instruction in Media started with the basics: library care, parts of the book, how to use Destiny, how to locate fiction and nonfiction books using call numbers and exploring the Dewey Decimal System. The primary grades were focused on storytelling where students had to retell, sequence, and act out plays. We then moved on to award winning books, accessing e-books and literature appreciation. The intermediate grades were further focused on STEAM activities, MakerSpace, Robotics, How to Stations and Coding.

One of our biggest accomplishments this year was to continue and expand our MakerSpace! We provided students the opportunity to explore, build and be creative with Snap Circuits, Sphero balls, Structures & Architecture, Makey Makey, Botley 2.0, Coding, Cubelets, Little Bits, Magnetic Tiles and Lego Robotics.

West Gate also planned school wide events during Literacy Week which included a variety of reading activities and events throughout the week.

Furthermore, we participated in Read Across America, International Dot Day, Hour of Code, Read for the Record and Love Your Library Month.

Goals and Objectives

- Goal 1: Update our Furniture/look of the media center
 - use cost effective student led redecorating efforts to revive the tired look in the media center
 - apply for grants for a media center makeover
- Goal 2: Expand Makerspaces in our Media Center
 - Purchase new materials needed to use in the Makerspace stations using funds generated by Book Fair profits.
 - Create a dedicated space in the media center for a permanent makerspace
- Goal 3: Update the Media Center collection
 - Replace old books with fresh, new ones. By continuing to weed, I am able to see our needs, replace with new purchases and excite students.
 - Use our book funds to update the Fiction Collection

Budget and Funding

The West Gate Elementary Media Center receives funds for supplies, periodicals, AV equipment and books through our school based operating budget. It also receives funds raised through the Scholastic Spring and Fall Book Fairs. We expect our budget for FY26 to be similar to FY25.

<i>School-based Operating Budget</i>	<i>Budget FY25</i>	<i>FY26 Projected Budget</i>
<i>Account 551100 - Media Supplies</i>	<i>\$923.94</i>	<i>\$923.94</i>
<i>Account 553420 - Media Subscriptions (Periodicals-Newspapers)</i>	<i>\$266.00</i>	<i>\$266.00</i>
<i>Account 561100 - Library Books</i>	<i>\$903.61</i>	<i>\$903.61</i>
<i>Account 562230 - Media A/V Equipment</i>	<i>\$102.45</i>	<i>\$102.45</i>
<i>Account 564220 - Furn-Fix/Equip</i>	<i>\$521.60</i>	<i>\$521.60</i>
<i>Fundraising/ Grants</i>	<i>Budget Amount</i>	
<i>Media Center Internal Account number for your grant(s) ACCT# 5-1700.00</i>	<i>\$281.30</i>	<i>\$295.80</i>
<i>State Media Allocation</i>	<i>Budget Amount</i>	
<i>Account 556110 (program 3070) - Media Books</i>	<i>\$1764.20</i>	<i>\$1764.20</i>

Purchasing Plan FY26

Approximate Purchasing Plan	
Purpose	Amount
Purpose	Amount
Supplies	\$430
books	\$2855
Furniture	\$338
STEM	\$451
Total:	\$4074

Scope of the Collection

The collection development is focused on the curriculum of West Gate 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. It will also support the goals of pleasure reading as per School Board Policy 8.12. According to best practices for school libraries in the United States, the print and non-print collection at West Gate Elementary School is arranged by the Dewey Decimal Classification System (per District policy). Additional resources are provided by district-wide subscriptions to electronic information databases. The library media collection includes all the resources available in the school library media center along with all those that students, faculty and administration can access through interlibrary loan. Students also have access to eBooks 24/7 through numerous sites.

Equipment

As of this year, we now have 25 laptops to enable more accessibility to research, projects and more. Materials at West Gate support both curriculum and pleasure reading as per School Board Policy 8.12.

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 West Gate Elementary Media Center materials collection is a primary function of the Media Center's mission.

Collection Development at West Gate 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 on the basis of the criteria established in SDPBC 8.21 (6.d). Follett's Titlewave is the main resource used for selecting and purchasing books and materials for West Gate Elementary Media Center. Within Follett, limits are made to find books that have 2+ favorable reviews (School Library Journal and Booklist are preferred), and have been published within the last 5 years in order to keep our collection up to date and relevant with the needs of our students. West Gate Elementary is also a dual language school and efforts are being made to expand our Spanish Language collection in order to better provide for both english and spanish speaking students.

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.

			
17,937	24.8	15%	44%
Items in the Collection	Items per Student	Fiction Titles in the Collection	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.			
	1999	77%	3%
Average Age of the Collection	Aged Titles	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.	
			
28%	1999	29%	2001

Representative Titles in Collection	Representative Titles Average Age	SLL Titles in Collection	SLL Titles Average Age
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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	80	2005
Philosophy & Psychology	201	2001
Religion	65	1995
Social Sciences	1385	1996
Language	843	2001
Science	2427	2000
Technology	834	1999
Arts & Recreation	1026	2005
Literature	385	1997
History & Geography	805	1998
Biography	1132	1999
Easy	5889	1997
General Fiction	2637	2004
Graphic Novels	443	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

Inventory will be completed on a 3 year rotation per Board Policy [8.12 \(8\)](#). The media center is set up in five main sections - Easy, Fiction, Non-fiction, Spanish Collection and Biographies. We will inventory in this order

FY26 - Fiction & Spanish Collections

FY27 - Easy

F28 - Non-Fiction (including Biographies)

Lost or Damaged Library Materials

At West Gate Elementary School, we believe access to literature and information is a right, not a privilege. In keeping with our mission to foster a love of reading and equitable access to resources for all students, we will not charge families for lost or damaged library materials. As a Title I school serving a diverse and economically disadvantaged population, we recognize that financial penalties can create barriers to library use and discourage student engagement.

Instead of fines or replacement costs, we will emphasize responsibility through positive library habits and education. When materials are lost or returned damaged, students will be guided through restorative actions, such as helping in the library, participating in a book care mini-lesson, or writing a note about the importance of library books. These practices are intended to nurture accountability without placing undue burden on families.

Strategic Focus – Weeding and Acquisitions

School Year	Strategic Focus
FY26	Selection Priorities <ul style="list-style-type: none">• Fiction• Easy• Non Fiction
	Inventory/ Weeding Priorities <ul style="list-style-type: none">• 2023 Fiction• 2024 Non fiction• 2025 Easy
FY27	Selection Priorities <ul style="list-style-type: none">• Easy• Non Fiction• Fiction
	Inventory/ Weeding Priorities <ul style="list-style-type: none">• 2023 Fiction• 2024 Non fiction• 2025 Easy
FY28	Selection Priorities <ul style="list-style-type: none">• Non Fiction• Fiction• Easy
	Inventory/ Weeding Priorities <ul style="list-style-type: none">• 2023 Fiction

	<ul style="list-style-type: none">• 2024 Non fiction• 2025 Easy
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Reconsideration of Materials

INTELLECTUAL FREEDOM:

West Gate Elementary School supports Intellectual Freedom as stated in documents published by the American Library Association at <https://www.ala.org/advocacy/intfreedom/freedomreadstatement>

SCHOOL BOARD POLICIES 8.12 AND 8.1205

The Media Center does not add or withdraw, at the request of any individual or group, material, which has been chosen or excluded on the basis of stated selection criteria. The Media Center follows the guidelines established by the School District of Palm Beach County Administrative Directive 8.1205. Board Policy 8.1205 explains the procedure the school board has put in place for challenged materials.

West Gate Elementary will follow these policies. This policy and the Specific Material Objection form are linked in the appendix of this document.

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)