

FY26 COLLECTION DEVELOPMENT POLICY



Westward Elementary Title I/ PYP Magnet School

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Josette Archbold, M.Ed.

Educational Media Specialist

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Signature Page

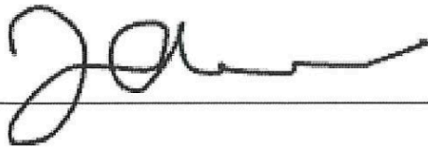
Westward Elementary Title I/ PYP Magnet School

FY26 Collection Development Policy

Date Approved by Administration: May 1, 2025

Media Specialist Name: _____ Josette Archbold _____

Media Specialist Signature: _____



Principal Name: _____ Dr. Andrea Walker _____

Principal Signature: _____

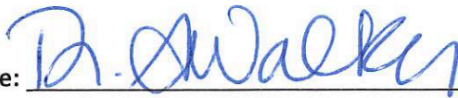


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Purpose of Collection Development Policy

Purpose of Collection Development This collection development policy is a statement of the principles and guidelines used by Westward Elementary IB Magnet school media center in the selection, acquisition, evaluation, and maintenance of library media center materials.

It will be used both for providing consistency among those responsible for developing the collection and in communicating the library media centers policies to faculty, students, and staff and other interested stockholders of the school Community.

Background Statement & School Community

The uses of Westward Elementary IB Magnet School library media center come from pre-k through fifth grade, in addition to the faculty, staff, and parents of that community of users. According to the Gold Report, Westward Elementary IB Magnet has a culturally and ethnically diverse student population representing different economic backgrounds, which includes 86.1% black students, 9.2% Hispanic and 2.5% Caucasian, and 2.2% subgroups. In addition to the Westward Elementary IB Magnet School Library Media Center supports the unique curricular needs of the International Baccalaureate primary years program, ESE & ESOL

School Mission Statement

Westward Elementary International Baccalaureate Magnet School encourages the development and knowledgeable, principled, caring students who strive to become active citizens of their global community. The responsibility of the development of each child is shared by the home, school, and community.

Media Center Mission Statement

The Westward Elementary International Magnet School Library Media Center is committed to providing enriching instruction, resources, and opportunities to be given the best information literacy skills necessary for the 21st Century student. This will be accomplished by implementing the Florida State Standards and using stakeholders like the library media specialist, administration, faculty, students, parents, and district stakeholders. Each of these stakeholders can provide input and suggestions. All stakeholders are invited and encouraged to review book choices according to the state and district guidelines.

Responsibility for Collection Management & Development

The Westward Elementary International Magnet School Library Media Center is committed to providing enriching instruction, resources, and opportunities to be given the best information literacy skills necessary for the 21st Century student. This will be accomplished by implementing the Florida State Standards and using stakeholders like the library media specialist, administration, faculty, students, parents, and district stakeholders. Each of these stakeholders can provide input and suggestions. All stakeholders are invited and

encouraged to review the book choices according to the state and district guidelines.

Library Program

The library media staff and volunteers will:

Provide and promote extensive use of resources in multiple formats designed to meet the varying needs of all learners in all aspects of the curriculum.

- Provide a learning environment that promotes inquiry;
 - Stimulate intellectual curiosity;
 - Encourage pleasure reading.
 - Develop diverse interests for the enjoyment of lifelong learning and
 - 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 this variety of Technologies.
- Annual goals to establish a strong reading base program that encourages small successes, as well as including family involvement... H. E. R. E. Program
- To incorporate technology that enriches student curriculum, including building websites, coding, and print media.
- To enhance the audiovisual collection for student research

Library media center program:

A library media center specialist works collaboratively with teachers to develop meaningful information literacy lesson plans that integrate into classroom learning. At Westward Elementary ID Magnet School. The library media specialist reviews the standards being taught at each grade level in any given week and works with the classroom teacher to develop compatible lessons that support classroom learning.

- The library is open throughout each day that students attend to ensure Equitable access for all students to library media resources.

• The school administration and faculty know that recent research documents show improvement in student learning gains when the library media center is available to the student at the point of need. At Westward Elementary II3 Magnet PYP Title I School, the library media center schedule is on a Six-Day rotation. Students visit the library every 6 days, and Monday through Thursday, I stay after school for an additional hour to allow students time to complete projects, check out books, and use the computers. I use the help of some of my media club students to assist with book checkout.

Goals and Objectives

Goal 1: Promote Literacy and a Love of Reading

- Provide a diverse and inclusive collection of print and digital materials that reflect student interests and cultures.
- Collaborate with teachers to support independent reading and classroom literacy initiatives.
- Implement reading incentive programs (e.g., Battle of the Books, reading logs, genre challenges).

Goal 2: Support Curriculum and Academic Achievement

- Curate a collection aligned to Florida academic standards and support instructional goals across all grade levels.
- Collaborate with teachers to co-plan and co-teach lessons that integrate information literacy, research, and inquiry.
- Maintain a flexible schedule to allow student and teacher access to library resources and support as needed.
- Provide learning resources for remediation, enrichment, and differentiated instruction.

Goal 3: Foster Information and Digital Literacy

- Teach students how to locate, evaluate, and ethically use information in both print and digital formats.
- Provide instruction on research skills using age-appropriate databases and tools.
- Promote digital citizenship and online safety through lessons and collaborative units.
- Integrate the use of technology tools (e.g., Google Workspace, Canva, library databases) to enhance learning.

Goal 4: Provide Equitable Access to Resources and Technology

- Ensure all students have access to books, devices, and digital tools that support learning.
- Maintain and circulate a well-organized and accessible physical and digital library collection.
- Offer support for students who need help with devices, digital accounts, or learning platforms.
- Promote equity by providing multilingual resources and assistive technology as needed.

Goal 5: Create a Safe, Inclusive, and Welcoming Environment

- Design library spaces that are physically and emotionally safe, flexible, and inviting to all learners.
- Display student work and culturally responsive materials that reflect the diversity of the school community.
- Encourage student voice and choice in collection development, programming, and reading promotion.
- Establish behavior expectations that foster respect, collaboration, and curiosity.

Goal 6: Engage the School Community

- Communicate regularly with families about library programs and resources through newsletters, social media, and the school website.
- Host family reading nights, tech workshops, or book fairs to involve caregivers and community members.
- Partner with local libraries, organizations, and authors to enrich the school library experience.

• Westward Elementary IB Magnet PYP Title I School participates in Sunshine State Young Reader Awards by the SSYRA program that can be accessed at [http:// myssyra.org](http://myssyra.org)

• Westward Elementary IB Magnet School will participate in the SDPBC online Battle of the books held in April of each year. The SDPBC Battle of the Books can be accessed at <https://sites.google.com/palmbeachschools.org/library-current/battle-of-the-books/fy26-syra-ftr-book-lists>

Budget and Funding

<i>School-based Operating Budget</i>	<i>Budget FY25</i>	<i>FY26 Projected Budget</i>
<i>Account 551100 - Media Supplies</i>	\$1207.00	\$1227.00
<i>Account 553420 - Media Subscriptions (Periodicals-Newspapers)</i>	\$356.00	\$376.00
<i>Account 561100 - Library Books</i>	\$639.00	\$659.00
<i>Account 562230 - Media A/V Equipment</i>	\$284.00	\$304.00
<i>Account 564220 - Furn-Fix/Equip</i>	\$355.00	\$375.00
<i>Fundraising/ Grants</i>	<i>Budget Amount</i>	
<i>Media Center Internal Account number for your grant(s) (get this from your bookkeeper)</i>	\$0.00	\$0.00
<i>State Media Allocation</i>	<i>Budget Amount</i>	
<i>Account 561100 (program 3070) - Media Books</i>	\$1250.00	\$1270.00

Purchasing Plan FY26

Approximate Purchasing Plan	
Purpose	Amount
books	\$1350.00
supplies	\$1207.00
STEM	\$400.00
Total:	\$2,957

Scope of the Collection

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 will include but are not limited to print, non-print, and electronic devices. The collection development is focused on the curriculum of Westward Elementary 18 Magnet School, which follows the guideline of the School District of Palm Beach County, which in turn are governed by the Department of States, the print and non print collection at Westward Elementary 18 Magnet School is arranged by the Dewey Decimal classification system. Additional resources are provided by district-wide subscriptions to electronic information databases. Through affiliation with the public library system. Sunlink and SEFLIN. the Westward Elementary 18 Magnet School library can extend its collection to provide any major resource needed by a patron. An emphasis area that gives a portrait of each section of the collection and how it supports and matches specific standards of the school curriculum is available by using Tidalwave / Titlewise collection analysis software from Follet; used to collect and update materials in the 001 and 299 as needed to support the Science Focus and primary years program.

Equipment

The equipment available for use through the Westward Elementary Media program for both teacher/staff use in the media center workroom area are a laminator, desktop computer, poster maker, copiers, bookbinder machine, Ellis machine, both manual and computerized, and a bulletin board carousel. Additionally, the media center has a TV production studio.

Collection Development

Collection development is the process of selecting and providing high-quality materials and equipment for the library media center. Its goal is to ensure the collection offers a sufficient quantity and variety of information sources to support students' academic and personal interests. The media specialist leads this effort with input from administrators, teachers, students, parents, and other stakeholders.

Selection and Evaluation Criteria

Policy 8.12 - Selection of Library Media Center Materials Ensure adequate Library Media Materials

Shared responsibility of state, district and school within budgetary constraints to provide on adequate number and range of library media materials

Materials should be provided in a variety of formats:

■ Appropriate ■ Timely

■ Provide materials that represent the diversity of the district and are free of bias, stereotypes, distortions, and prejudices.

Purpose:

■ Promote the development of lifelong reading habits and information literacy ■ Support the general educational goals of the district

■ Meet the personal needs and interests of students.

■ Support the professional needs of teachers and administrators

■ Introduce new instructional technologies

■ Choice - library media materials are available to students and faculty as optional resources

All materials in a library media center may not be appropriate for all individuals ■ Must meet selection criteria

■ Material remains to address the needs of some community members ■ Address parental concerns with a reasonable solution

Principals are responsible for:

■ Make sure library media materials are purchased

■ Making sure they are appropriate for the grade levels in the school

■ Making sure the materials reinforce the curriculum and stimulate leisure reading
Management of materials:

■ Arranged by Dewey

Library Media Allocation (state categorical funds and operating budget)

■ Cataloged and inventoried (1–3 year cycle)

• Selection Criteria

- Materials shall be carefully selected in conjunction with the ALA Library Bill of Rights
- Establish procedures for the evaluation, management, and disposal of materials with this policy and 8.1205
- Record this in the school's collection development plan

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.

			
11,739 Items in the Collection	17.3 Items per Student	29% Fiction Titles in the Collection	27% 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.			
	1997 Average Age of the Collection	81% 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.	
			
35% Representative Titles in Collection	1997 Representative Titles Average Age	38% SLL Titles in Collection	1998 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)
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Computer Science, Information & General Works	39	2001
Philosophy & Psychology	43	1998
Religion	26	1996
Social Sciences	674	1997
Language	72	2000
Science	784	2003
Technology	299	2004
Arts & Recreation	262	2006
Literature	167	1998
History & Geography	726	1998
Biography	665	2000
Easy	2,979	1993
General Fiction	3,284	1997
Graphic Novels	469	2015

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

Weeding of materials and resources is essential for the maintenance of a healthy reading, research, and reference library media collection. Weeding is a form of quality control of the collection in which updated, inaccurate, and worn-out materials and equipment are discarded from the electronic catalog and physically removed from the collection. The library media specialist is responsible for the ongoing maintenance of quality collection, inventory will be completed on a three-year rotation per Board Policy 8.12 (8) which includes FY26 - Non-Fiction, FY27 - Fiction, and FY28 - Easy.

Lost or Damaged Library Materials

Our school's policy requires students to pay for any lost or damaged library books in accordance with School Board Policy 2.21B(9). If a student loses or damages district property, they must either pay for the replacement or repair of the item. Alternatively, students can work in the library to clear their fines. This ensures accountability and allows students to fulfill their obligations even if they cannot pay the fines directly.

Strategic Focus – Weeding and Acquisitions

Weeding is an ongoing process done almost monthly to bring the average age under 8 years swiftly. In-house analyses are being completed, and weak sections are being replenished with new titles using budgeted funds or fundraising dollars. Materials that are weeded can be disposed of in different ways. Remember that obsolete media or misinformation should be boxed and returned as weeded materials to the district to prevent inaccurate information from being shared. Other materials can be disposed of by:

Giving them to students or teachers for individual use

- Recycling the materials for various instructional activities
- Cannibalizing non-repairable parts or pages

School Year	Strategic Focus
FY26	Selection Priorities <ul style="list-style-type: none">● Priority 1 - 400's● Priority 2 - 500's● Priority 3 - 600's
	Inventory/Weeding Priorities <ul style="list-style-type: none">● Priority 1 - 700's● Priority 2 - 800's● Priority 3 - 900's
FY27	Selection Priorities <ul style="list-style-type: none">● Priority 1 - 000's● Priority 2 - 100's● Priority 3 - 200's

	Inventory/Weeding Priorities <ul style="list-style-type: none"> ● Priority 1 - 800's ● Priority 2 - 900's ● Priority 3 - Non-Fiction
FY28	Selection Priorities <ul style="list-style-type: none"> ● Priority 1 - Fiction/Easy ● Priority 2 - 90's ● Priority 3 - 300's
	Inventory/Weeding Priorities <ul style="list-style-type: none"> ● Priority 1 - 90's ● Priority 2 - 200's ● Priority 3 - 300's

Reconsideration of Materials

The professional selection criteria are used when choosing materials for the Library Media collection; citizens may, on occasion, request that an item be considered. Should such a complaint arise, the due process procedures established in School Board Rule 8.1205 will be implemented. This policy can be found 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)