

FY26 COLLECTION DEVELOPMENT POLICY



Whispering Pines Elementary



FY26 Collection Development Policy

Ms. Selinda Stout

Educational Media Specialist

Signature Page

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Date Approved by Administration: 4/16/25

Media Specialist Name: Ms. Selinda Stout

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Purpose of Collection Development Policy

The Collection Development Policy is designed to support the Library's Mission Statement and serves as a guide for the selection, acquisition, maintenance, and retention of materials by establishing roles, responsibilities, and a process for addressing Library user concerns.

Background Statement & School Community

Whispering Pines Elementary School is a Green School of Excellence and a Grade A school located in Boca Raton, Florida. With 66 Teachers and 966 students, it is a unique school with 15 gifted, 5 ASD, and 34 RegEd classes in grades K - 5. Kindergarten is gifted/mix. According to the FLDOE School District Report Card, we are a culturally diverse population with 60.6% White, 6.1% Black, 24.8% Hispanic, 4.9% Asian, and 3.4% Mixed Race. There are 45.3% female and 54.7% male. Currently, we have 30.1% Economically Disadvantaged students, 12.6% ELL, 12.6% students with disabilities, and 17.2% homeless.

Our Media Center is utilized for Media Classes, Reading Lab, Scholastic Book Fairs, the PTA Holiday Shop, Committee Meetings, Professional Learning Communities for Teachers, Curriculum and Family Night, House Meetings, Student Projects, Faculty Meetings, Community Meetings, School-Aged Child Care, and School Clubs.

Whispering Pines Elementary School Mission Statement

This mission of Whispering Pines Elementary School is to create a safe, nurturing, learning environment and provide appropriate instructional resources to ensure the success of our teachers and students. We will incorporate a variety of innovative strategies, including the use of technology that will meet the unique needs of the whole child promoting high academic standards set by the Florida Department of Education.

Media Center Mission Statement

Whispering Pines Elementary School Media Center is dedicated to being an open and welcoming environment for students, staff, and community members. The Media Center strives to be a hub of collaborative learning that produces creative students who value reading for pleasure, utilize critical thinking skills, and have respect for themselves and others. The Library Media staff is committed to providing instruction, resources, and opportunity to gain the information literacy skills necessary for the 21st century.

Responsibility for Collection Management & Development

Ms. Selinda Stout, The Media Specialist, is responsible for the collection management and its development. As our student population changes, the Media Center at Whispering Pines Elementary School, reassesses and adapts its collections to reflect new and differing areas of interest and concern. The collection development policy is annually evaluated by the administration and revised as necessary to provide guidance for implementing changes in the collection.

Library Program

Whispering Pines Elementary School Media Center is part of the Fine Arts rotation wheel. We have 7 30-minute classes per day on an 8-day rotation. From Tuesday through Thursday, the Fine Arts team relieves teachers so they can attend their PLC meetings from 1:30 - 2:00.

Students are presented with lessons that are aligned with the Marzano Art and Science of Teaching Framework and Library Media Services core components: Information Literacy, Literature Appreciation, and Digital Literacy. Each year, students will be presented with Rules & Procedures, Digital Citizenship lessons from our Techsafe Program and Common Sense Education, instruction in Destiny catalog, author studies, coding, Artificial Intelligence, pleasure reading, research skills with emphasis on District Databases, and curriculum collaboration. Special initiatives that are supported by the Library Program include Read Across America Day and two Scholastic Book Fairs.

The News Studio is also a part of our Media Program. Fifth-grade students, selected through a competitive application process, form the crew and produce a lively and informative Morning News program. Next year, our broadcast will be pre-recorded. Many classrooms are having issues watching it live so pre-recording it the day before would ensure that every class can view the broadcast. It would also let graphics like the lower thirds (the name plates you see on the news and live television on the lower third of the tv when you watch a show) and such to be added very easily. It also lets us fix any mistakes that were made, that would have gone out if it was live. The students take great pride in their broadcast and it would be a great way for all staff and students to watch the morning news. With the addition of a 3rd green screen and updated graphics, the News Studio will become an even more lively and engaging space.

Goals and Objectives

Goal 1: Grow our Kindergarten and 1st grade section. It is important we reinvigorate this collection with up-to-date, relevant, and age-appropriate information. Kindergarten and 1st grade students do not take books home. They keep them in the classroom to enjoy. Ordering Nonfiction and Fiction paper books for this group will keep them interested in checking out books in the Media Center.

Goal 2: Grow our Wonderbook reading area. A Wonderbook combines a printed book and ready-to-play audiobook. Wonderbooks have been very successful this year. We currently have 33 Wonderbooks. Students enjoy choosing between Fiction and Nonfiction books. Our Aftercare program will be donating 15 Wonderbooks.

Goal 3: Reorganize our Graphic Novel Section. Graphic Novels have become very popular and this section has become very crowded. Since I am ordering more Graphic Novel series, these books will need to be moved to several more shelves. This will make them more accessible.

Goal 4: Pre-record the morning news broadcast. Currently, we broadcast it live. Many classrooms are having issues watching it live so pre-recording it the day before would ensure that every class can view the broadcast. It would also let graphics like the lower thirds (the name plates you see on the news and live television on the lower third of the tv when you watch a show) and such to be added very easily. It also lets us fix any mistakes that were made, that would have gone out if it was live. The students take great pride in their broadcast and it would be a great way for all staff and students to watch the morning news.

Budget and Funding

- **3070 Funds:** Funds allocated from the state for the selection of new books.
- **8430 Funds:** Funds which allow our school to select a new piece of hardware from a list of items in order to support the Library Media program.
- **6202 Funds:** Funds which the Library Media program has at the beginning of the year in order to purchase books, supplies, AV equipment, and magazine subscriptions.
- **Media Internal Account Funds:** Funds raised through fundraisers such as our 2 Book Fairs that are held each year.
- **Florida Teacher Classroom Supply Assistance Program Funds:** Funds used for Supplies from ClassWallet.

<i>School-based Operating Budget</i>	<i>Budget FY25</i>	<i>FY26 Projected Budget</i>
<i>Account 551100 - Media Supplies</i>	<i>\$3848</i>	<i>\$3848</i>
<i>Account 553420 - Media Subscriptions (Periodicals-Newspapers)</i>	<i>\$0</i>	<i>\$0</i>
<i>Account 561100 - Library Books</i>	<i>\$1809</i>	<i>\$1809</i>
<i>Account 562230 - Media A/V Equipment</i>	<i>\$603</i>	<i>\$603</i>
<i>Account 564220 - Furn-Fix/Equip</i>	<i>\$754</i>	<i>\$754</i>
<i>Fundraising/ Grants</i>	<i>Budget Amount</i>	
<i>Internal Account (Book Fair Funds)</i>	<i>\$8500</i>	<i>\$8500</i>
<i>Scholastic Dollars (Book Fair Funds)</i>	<i>\$4000</i>	<i>\$4000</i>
<i>State Media Allocation</i>	<i>Budget Amount</i>	
<i>Account 556110 (program 3070) - Media Books</i>	<i>\$2946</i>	<i>\$2946</i>
<i>Florida Teacher Classroom Supply Assistance Program Funds: Classwallet</i>	<i>\$300</i>	<i>\$300</i>

Purchasing Plan FY26

Approximate Purchasing Plan	
Purpose	Amount
Demco / Home Depot / Amazon: Library supplies and furniture	\$5000(Internal Account)
Wonderbooks: 17 books and 2 charging stations	\$1133.59 (Internal Account)
TV Studio	\$191.98 (Internal Account)
Supplies: Media Center and Workroom	\$2039 (Media Supplies) + \$300 (Classwallet) + \$600 (Scholastic) = \$2939
Books	\$1809 (6202 Books) + \$2946 (3070 Funds) + \$2000 (Scholastic Dollars) = \$6755

Scope of the Collection

The primary goal of the Media Center's collection development efforts is to build the current collection that supports the needs of the school community. 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 views. Materials will support both curriculum and 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 is arranged by the Dewey Decimal Classification System. The library media collection includes all the resources available in the school library media center along with all those that students, faculty, and administrators can access through Interlibrary Loan. The Interlibrary Loan gives our school community access to every book available in the Palm Beach County School Media system. Our District provides databases such as Pebble Go, Gale Research, Kids by World Book, BrainPop, Canva, and Adobe Firefly Express. eBooks with 24/7 access include Tumblebooks and MackinVIA.

Equipment

Through our Media program, students have access to 36 Chromebooks and 33 Wonderbooks, read-alongs by Playaway. In the Media workroom, we have 4 black and white copiers, 1 color printer with access to a computer, 3 iPads (1 iPad Pro 11), a large format Poster Printer, 2 laminators, and 1 ellison letter machine. A TV production studio is located in the same building as the Media Center and Media workroom. The production studio includes 3 green screens, 2 tripods, switcher, 3 computers, Teleprompter,

Collection Development

The collection development plan is focused on the curriculum of Whispering Pines Elementary School, which follows the guidelines of the School District of Palm Beach County, which in turn is governed by the Department of Education of the State of Florida. Each year's inventory provides the Media Specialist with data which helps them curate the collection. Other information which drives the collection's development are staff, students, and parent requests, as well as current trends.

Selection and Evaluation Criteria

Materials for use at Whispering Pines Elementary School shall be carefully selected. The materials are evaluated according to their aesthetic, literary and social value, appropriateness to student age and emotional maturity, and relevance to the curriculum. These materials reflect sensitivity to the achievements, needs and rights of men and women, various ethnic groups, and other cultures. A choice of materials that support the instructional program and promote reading shall be available to students and professional staff to allow for varying achievement levels, interests, and teaching/learning styles.

Each school shall, in conjunction with the "Library Bill of Rights" of the American Library Association ("ALA") and District policy, establish procedures for the evaluation, selection, management, and disposal of library media materials in conformance with this policy and Policy 8.1205 and shall record such in the school's collection development plan.

The "Library Bill of Rights" referenced herein is to be used as a suggested guideline. To the extent that there are inconsistencies between the guidelines in the "Library Bill of Rights" and District

policy, District policy shall take precedence and shall govern the selection, retention and disposition criteria of library media materials for library media centers and classrooms.

Selection of materials shall also be consistent with the provisions in the School Board's collective bargaining agreement with CTA relating to academic freedom and responsibilities--Article II, Section K--to the extent those provisions are applicable.

Moreover, consistent with Fla. Stat. § 1006.28 (2) (a) 2, library media materials must be suited to student needs and their ability to comprehend the material presented, and be appropriate for the grade level and age group for which the material is used.

In accordance with School District of Palm Beach County Board Policy 8.12 - Selection of Library Media Center Materials (see Appendix C), Whispering Pines Elementary will use the following professional reviewing sources to aid in the selection of library media center materials: School Library Journal, Kirkus Reviews, Booklist, Publisher's Weekly and Horn Book Guide.

In conjunction with the selection criteria above, library media specialists, teachers and administrators at each school location shall evaluate and select print and non-print materials for the library media center using several of the criteria outlined below, as appropriate for the media type.

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:



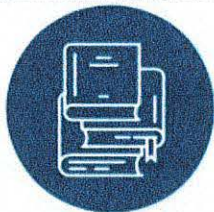

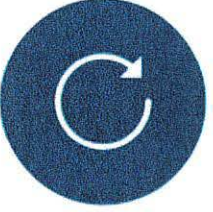
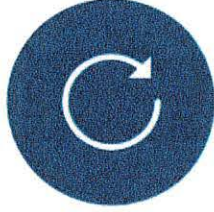





- Maintaining a professional library collection to assist with recertification and knowledge acquisition on education-related topics;
- Managing the online catalog, including the library inventory and circulation software;
- Selecting and making accessible online information databases for reference and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

			
10,400 Items in the Collection	10.4 Items per Student	26% Fiction Titles in the Collection	44% 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.			
	2008 Average Age of the Collection	50% Aged Titles	10% 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.	
			
26% Representative Titles	2,006 Representative Titles	33% SLL Titles in Collection	2009 SLL Titles Average Age

in Collection	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	87	2012
Philosophy & Psychology	69	2009
Religion	45	2000
Social Sciences	456	2004
Language	64	2005
Science	1,147	2009
Technology	594	2012
Arts & Recreation	990	2014
Literature	227	1997
History & Geography	915	2006
Biography	651	2007
Easy	2394	2006
General Fiction	2728	2008
Graphic Novels	398	2019

Gifts and Donations

Gifts to the Media Center are encouraged. However, the Library Media Specialist reserves the right to add such items to the school's library or classroom collections only when it has been determined that they meet the SDPBC 8.12 selection policy. Such materials will meet the same criteria as resources which are purchased. Gifts that are not deemed appropriate for the school collection may be disposed of at the discretion of the Library Media Specialist who can consult, if needed, with the Whispering Pines Media Committee assigned to provide oversight to the library media

program. 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.

A librarian, regardless of education and training, is not considered by the Internal Revenue Service (IRS) to be qualified to place a value on gift books and other used materials unless the librarian is a certified appraiser of such materials. In acknowledging gifts, the library may write a letter indicating how many of what kind of material has been given (i.e., 10 trade paperbacks in excellent condition or 56 hardcover adult nonfiction books about animals) but the library cannot say how much such materials might be worth. Furthermore, material is considered used unless the library buys it directly even if the donor has not read the book, if they own it or just bought it and then gave it to the library, it is considered used and should not be referenced in the letter as “new”

Collection Maintenance

Per Florida Statute governing Instructional Materials, instructional material stored in the Library Media Center must be inventoried annually. To facilitate the circulation and inventory process, Destiny Library Manager software has been made available to all schools. Whispering Pines Elementary School typically inventories part of its collection each year on a rotational basis, every 3 years.

Weeding of materials and resources is essential for the maintenance of a healthy reading, research and reference library media collection. Books will be removed from the collection as necessary by using the criteria outlined below:

- Contains outdated and/or inaccurate information
- Worn-out and falling apart despite attempts at simple repairs
- No longer meets curriculum needs
- Has not circulated in 5 or more years

When students lose a book, they will pay for the book with a check made out to Whispering Pines Elementary. This lost book fund will help replace these books the following year. Weeded books may be replaced with new books using 3070 funds which helps the Media Program achieve its collection goals for the current school year.

The Library Media Specialist is responsible for the on-going maintenance of a quality collection which includes procurement of new materials and discarding of ineffective items. The weeded materials can be disposed of in different ways as long as it's in accordance with the PBC School Board Policy 7.12 (2) located in the appendix. Some disposal options include:

- Current books without misinformation may be given to teachers for classroom use or students for individual use.
- Materials may be recycled for various instructional activities.

- Materials may be boxed up and PONIED to the McKesson Building using the procedures and forms found in the Library Guidelines.

Lost or Damaged Library Materials

When a student loses or damages a book, they are charged for the book according to the price listed in Destiny. Students who lose a book must write a check according to the price listed in Destiny. In accordance with 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

(rotation: Fiction, Easy, Nonfiction, Biography)

- 2021-2022 Inventory: Fiction chapter books
- 2022-2023 Inventory: Easy picture books
- 2023-2024 Inventory: Nonfiction books
- 2024-2025 Inventory: Biography

School Year	Strategic Focus
2025-2026	Selection and Inventory Priorities <ul style="list-style-type: none"> • Weed, Inventory, and purchase up-to-date, relevant and age appropriate Fiction chapter books
2026-2027	Selection and Inventory Priorities <ul style="list-style-type: none"> • Weed, Inventory, and purchase up-to-date, relevant and age appropriate Easy Picture books
2027-2028	Selection and Inventory Priorities <ul style="list-style-type: none"> • Weed, Inventory, and purchase up-to-date, relevant and age appropriate Nonfiction books

Reconsideration of Materials

The Media Center at Whispering Pines Elementary does not add or withdraw, at the request of an individual or group, material, which has been chosen or excluded on the basis of stated selection criteria. Our Media Center follows the guidelines established by the School District of Palm Beach County Administrative Directive 8.125 (refer to 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 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)