**Royal Palm Beach Elementary**

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**FY26 Collection Development Policy**

**Taylor Lynch**

**Educational Media Specialist**

## Signature Page

Royal Palm Elementary School
FY26 Collection Development Policy

Date Drafted: _3/31/25_

Date Approved by Administration: _3/31/25_

Media Specialist Name: _Taylor Lynch_

Media Specialist Signature: _Taylor Lynch_

Principal Name: _Tracy Ghettie_

Principal Signature: _Tracy Ghettie_

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**Purpose of Collection Development Policy**

This plan helps us make decisions about the media center's books and resources, like what to buy, keep, or get rid of. It tells us how to use the collection to help students learn. We want to keep our collection up-to-date and right for our school's lessons and community, while also making sure it's not too big, too old, or too hard to use. We follow guidelines from the Palm Beach County School District, the American Library Association, and other groups to make sure we're meeting students' needs in today's digital world. Our library has an online catalog of resources that students, teachers, and parents can use anytime. It's open whenever students or teachers are around, and we can get books from other libraries if we need to. The Royal Palm Beach Elementary School Library plans to keep serving students and teachers no matter who's in charge. We have a team that looks after the library's program to make sure things keep running smoothly.

**Background Statement & School Community**

The Royal Palm Beach Elementary School Media Center was established to support the various curriculums of students in grades K-5 in addition to the faculty, staff and parents of that community of users.

Our most current school population is at 660 students. RPBE has a culturally and ethnically diverse student population representing different economic backgrounds, which include the following:
- 31% White
- 25% Black
- 34% Hispanic
- 5% Asian
- 0% Native American
- 4% Multicultural
- 41 % of our students are on free or reduced lunch.
- 6% of our students are English language learners.

Royal Palm Beach Elementary is the autistic cluster site for the western communities.

**School Mission Statement**

The Mission of Royal Palm Beach Elementary School is to provide a nurturing environment which will promote positive self-esteem, academic accountability, develop technology advancements, and social and global awareness, among all culturally diverse students.The Vision of Royal Palm Beach Elementary School is to provide students with effective and relevant instruction to meet the needs of ALL students in a positive, supportive school climate.

**Media Center Mission Statement**

The Library Media Center aims to develop and sustain a program that aligns with and enhances the school's educational goals. The media specialist is tasked with:

- Offering and advocating for the extensive utilization of resources in various formats to cater to the diverse needs of learners across the curriculum.

- Cultivating an environment that fosters inquiry, ignites intellectual curiosity, and promotes the joy of reading.

- Cultivating a culture of lifelong learning by nurturing diverse interests and encouraging independent exploration of libraries and information sources.

- Providing instruction to equip students with the skills to navigate libraries and information resources independently.


A successful, self-aware learner should possess the ability to:

- Identify, plan, and effectively utilize resources to support their learning objectives.

- Locate and critically evaluate information to ensure its relevance and reliability.

- Organize and manage information effectively for future reference and application.

- Interpret and communicate information clearly and effectively.

- Utilize computers and technology proficiently to access, process, and present information in various formats.


**Responsibility for Collection Management & Development**

The media specialist is responsible for collection management and development. Collection circulation statistics and student surveys are factored into collection decisions. Teacher, parent, administration, and district input is welcome in any format.

**Library Program**

The media center operates within the fixed Fine Arts schedule, engaging with 6-8 classes per school day. Lessons for primary grades encompass a variety of essential skills, including library skills, basic research skills, interactive story read-alouds, physical movement activities, digital citizenship education, and introductory computer literacy such as typing, coding, and utilizing Google Docs and Slides. For intermediate grades, lessons include engaging read-aloud sessions, book exploration opportunities, advanced research skills development, participation in read-aloud activities, further

exploration of coding concepts, continued emphasis on digital citizenship, and advanced library skills such as navigating Destiny and locating materials using different call number systems.

### Goals and Objectives

Goal 1: Update the library collection to better match student needs and interests.

- Specific: Increase the average publication date of non-fiction and remove non-circulating books.
- Measurable: Increase the average non-fiction publication date by 5 years and reduce non-circulating books by 25% by the end of 2026.
- Attainable: Weed regularly and allocate budget for new, relevant books based on student input.
- Relevant: A current collection supports learning and reading engagement.
- Time-bound: End of the 2025-2026 school year.

Goal 2: Encourage reading diverse genres and authors.

- Specific: Introduce four low-circulating fiction genres through read-alouds.
- Measurable: Increase circulation of these genres by 15% by the end of 2026.
- Attainable: Dedicate library time and create displays for these genres.
- Relevant: Broadens reading interests and improves comprehension.
- Time-bound: End of the 2025-2026 school year.

Goal 3: Improve students' technology skills for library use.

- Specific: Teach all students basic use of Destiny and MackinVia, and integrate Chromebooks in half of library lessons.
- Measurable: 100% of students can do basic searches in Destiny and MackinVia by the end of the first semester of 2026. Chromebooks used in 50% of lessons throughout the year.
- Attainable: Provide direct instruction and collaborate with teachers.
- Relevant: Develops essential 21st-century literacy skills and access to resources.
- Time-bound: End of the first semester and throughout the 2025-2026 school year.

## Budget and Funding

The media center is given a school-based operating budget at the beginning of every school year. The Royal Palm Beach Elementary School administration uses a formula to disperse the appropriated funds. The budget for the 2025 - 2026 school year is expected to be similar to the 2023-2024.

| School-based Operating Budget | Budget FY25 | FY26 Projected Budget |
|---|---|---|
| Account 551100 - Media Supplies | $490 | $420 |
| Account 553420 - Media Subscriptions (Periodicals-Newspapers) | $290 | $295 |
| Account 561100 - Library Books | $871 | $870 |
| Account 562230 - Media A/V Equipment | $387 | $385 |
| Account 564220 - Furn-Fix/Equip | $484 | $485 |
| Fundraising/ Grants | Budget Amount | |
| Media Center Internal Account number for your grant(s) (get this from your bookkeeper) | $0 | $0 |
| State Media Allocation | Budget Amount | |
| Account 556110 (program 3070) - Media Books | $1,944 | $1,945 |

**Purchasing Plan FY26**

| Approximate Purchasing Plan | |
| --- | --- |
| **Purpose** | **Amount** |
| ebooks | $700 |
| books | $900 |
| supplies | $400 |
| STEM | |
| | |
| | |
| **Total:** | **$2,000** |

**Scope of the Collection**

Our collection development efforts prioritize both student enjoyment and alignment with the curriculum at Royal Palm Beach Elementary School, adhering to the guidelines established by the School District of Palm Beach County, governed by the Department of Education of the State of Florida as outlined in School Board Policy 8.12 (refer to Section 2 d). Ensuring the selection of materials suitable for our diverse school community is of utmost importance. The collection encompasses a wide range of reading levels and genres, including informational and fictional texts, multicultural literature, graphic novels, numerous award-winning titles, and recommendations from teachers, parents, and staff. Additionally, we offer access to over 700 electronic book resources available to students 24/7 through their portal.

In accordance with best practices for school libraries in the United States, our print and digital collection at Royal Palm Beach Elementary School is organized using the Dewey Decimal Classification System. Supplementing our resources are district-wide subscriptions to electronic databases, enhancing access to a wealth of information. Furthermore, through collaboration with other media specialists in Palm Beach County, the Royal Palm Beach Elementary School library can augment its collection to fulfill any significant resource needs of its patrons.

## Equipment

SMARTBoard, Chromebooks, Desktops, colored printer, laminators, robots

## Collection Development

Collection Development involves the careful selection of high-quality materials and resources to be utilized by both students and faculty within the media center. The overarching aim is to ensure that the collection encompasses a diverse range of information sources in sufficient quantity to cater to the academic and personal interests and requirements of students. Spearheading this endeavor is the media specialist, who collaborates with administrators, teachers, students, parents, and stakeholders to gather input and guide the selection process.

The Royal Palm Beach Elementary School Media Center is dedicated to providing resources that align with the school's instructional objectives. These materials are meticulously organized following established library practices, facilitating patrons in making informed selections to meet their instructional goals.

Our array of information resources encompasses both traditional and digital formats, including print and non-print materials, electronic reference resources, audiovisual equipment, and computer hardware. Moreover, the media collection extends its reach beyond the confines of the school through library networking systems, ensuring access to supplementary resources for our patrons.

SDPBC Policy 8.12 (6.a) stipulates: Instructional materials for use in school media centers or classroom library collections shall be carefully selected. 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" (www.ala.org/ala/oif/statementspols/statementsif/ librarybillrights. htm) 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 policy

This collection development policy outlines the principles and standards guiding the selection, acquisition, assessment, and upkeep of materials within the Royal Palm Beach Elementary School Media Center. It serves to ensure consistency among those involved in developing the collection and communicates the center's policies to faculty, students, staff, and other stakeholders within the school community. Recognizing the dynamic nature of education, this document remains flexible to accommodate changes in curriculum, demographics, information needs, and programs, necessitating periodic updates to both the collection and its governing policies.

The responsibility for acquiring and maintaining materials within the Library Media

Center primarily lies with the media specialist. Collection development and management encompass the process of curating and sustaining the library's entire range of materials, spanning print, non-print, audiovisual, and electronic formats, ensuring accessibility to every student when needed to enhance their educational journey. This process involves formulating policies and procedures, allocating budgets, conducting needs assessments, selecting materials, maintaining and evaluating the collection, removing outdated items, and facilitating resource sharing.

### Selection and Evaluation Criteria

When building the media center's collection, the media specialist relies on reputable and professionally recognized reviewing periodicals such as School Library Journal, Horn Book, and Kirkus Reviews. Additionally, book award lists from the American Library Association are carefully considered and researched. Media selections undergo thorough scrutiny, with preference given to those positively reviewed by two or more professional sources whenever possible. This diligent search process may involve consulting resources like School Library Journal, Horn Book, Booklist, Association for Library Service to Children, Kirkus, Young Adult Library Services Association, and/or Children's Catalog.

The collection is curated with several key objectives in mind: to cater to reader interests, support state academic standards and aligned curriculum, and meet the academic needs of both students and faculty. Materials are chosen to facilitate instruction, foster a love of reading, facilitate research and exploration, and provide meaningful information literacy experiences for various stakeholders, including class groups, individual students, teachers, and administrators.

Moreover, the collection aims to reflect the diverse cultures, ethnic groups, languages, and religious beliefs present within the community. It is meticulously curated to ensure it is free from bias, stereotypes, distortions, and prejudices, thereby promoting inclusivity and equity for all patrons.

### 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.
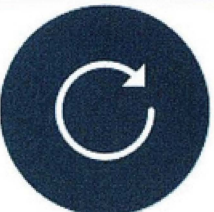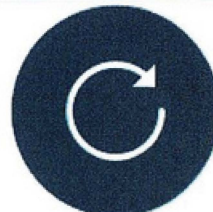
### District Resources And Services

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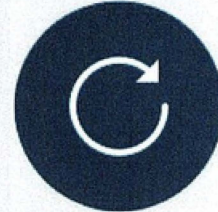
- Maintaining a professional library collection to assist with recertification and knowledge acquisition on education-related topics;
- Managing the online catalog, including the library inventory and circulation software;
- Selecting and making accessible online information databases for reference and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

| **11,397** Items in the Collection | **22.7** Items per Student | **59%** Fiction Titles in the Collection | **41%** 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. | **2006** Average Age of the Collection | **60%** Aged Titles | **11%** 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%** Representative Titles in Collection | **2005** Representative Titles Average Age | **34%** SLL Titles in Collection | **2008** 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 | 68 | 2014 |
| Philosophy & Psychology | 33 | 2005 |
| Religion | 32 | 2008 |
| Social Sciences | 581 | 2001 |
| Language | 68 | 2003 |
| Science | 1,412 | 2005 |
| Technology | 511 | 2007 |
| Arts & Recreation | 890 | 2015 |
| Literature | 159 | 2000 |
| History & Geography | 341 | 2007 |
| Biography | 502 | 2007 |
| Easy | 35 | 2014 |
| General Fiction | 3,714 | 2007 |

| Graphic Novels (741.5) See Help document if needed | 565 | 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

As the school librarian undertakes an inventory of the school library collection and equipment, the process will serve to identify any losses and identify damaged or worn materials for potential replacement. Furthermore, the inventory will inform decisions to deselect and remove materials that are no longer aligned with the curriculum or of interest to students. Additionally, a collection maintenance plan will be implemented on a three-year rotation, involving systematic inspection of materials. This inspection will facilitate the removal of outdated, damaged, or irrelevant materials from the collection to ensure its continued relevance and utility.

## Lost or Damaged Library Materials

In the event of lost or damaged books, replacement costs will be required.

## Strategic Focus – Weeding and Acquisitions

| School Year | Strategic Focus |
|---|---|
| FY26 | **Selection Priorities**<br>• Priority 1 General Fiction and current SSYRA<br>• Priority 2 Fiction- Scary/Horror<br>• Priority 3 Non-fiction update areas |
| | **Inventory/Weeding Priorities**<br>• Priority 1 Non-fiction based on collection analysis<br>• Priority 2 Biography<br>• Priority 3 Fiction based on number of copies and circulation |
| FY27 | **Selection Priorities**<br>• Priority 1 General Fiction and current SSYRA<br>• Priority 2 Non-fiction based on current needs<br>• Priority 3 Biography based on current needs |
| | **Inventory/Weeding Priorities**<br>• Priority 1 Non-fiction based on collection analysis<br>• Priority 2 Biography |

| | | |
|---|---|---|
| | • Priority 3 Fiction based on circulation | |
| FY28 | **Selection Priorities** | |
| |    • Priority 1 General Fiction and current SSYRA | |
| |    • Priority 2 Non-fiction based on current needs | |
| |    • Priority 3 Biography based on current needs | |
| | **Inventory Priorities** | |
| |    • Priority 1 Non-fiction based on collection analysis | |
| |    • Priority 2 Biography | |
| |    • Priority 3 Fiction based on circulation | |

**Reconsideration of Materials**

All stakeholders have the opportunity to challenge materials in the school media center, including textbooks, library media materials, and supplemental classroom instructional materials. The media specialist will follow the procedures for challenged materials as set forth in Policy 8.125. See Appendices D and E for Policy 8.125 and Form.

**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)