Established 1915

BROWARD

County Public Schools

2025-2026

West Hollywood Elem

Media Center
Collection Development Plan

Principal Ms. Lina Palacios

Media Specialist: Janice Campbell

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Executive Summary

District Strategic Plan 2025-26

Broward County Public Schools is the sixth-largest school district in the United States and the second largest in Florida. The district serves more than 256,021 students at 231 schools and is one of the largest employers in South Florida with 30,529 team members.

Vision: Educating today's students to succeed in tomorrow's world.

Mission: Educating all students to reach their highest potential.

Core Values: **S**tudent Focus, **T**eaching Excellence, **A**ccountability, **R**espect, **S**afety

School Mission Statement

West Hollywood Elementary school will provide the opportunity and means for all students to achieve their maximum academic potential and develop social and life skills necessary to become engaged, social , global citizens.

School Community

West Hollywood school serves 415 students enrolled in grades PK-5. The student population's ethnicity is made of 61 % Hispanic and 39 % Non-Hispanic students. Additionally, we serve a diverse population made up of 6 White %, 28 Black %, 1 Native %, 2 Asian %, 1 Pacific %, and 1 Multicultural % students.

The administration includes Principal Ms. Lina Palacios and Assistant Principal Ms. Sclafani. West Hollywood Elementary is proud to offer the many special programs which provide students with opportunities. The school prioritized differentiated instruction in all content areas and focus on small group reading instruction, small group math instruction, hands on projects, and professional learning communities. At present, our school grade is a C with a 40% overall FAST LA score and 52% passing in math. We also have Savvas learning for practice in both math and English.

Purpose of Collection Development Policy

Our Collection policy decisions in the library are guided to build a strong community of life long learners and readers, dynamic communicators, responsible and aware global citizens to adapt to the new AI world. Our decisions are made for the future of 21st century learners.

A thorough analysis of the current media center collection at West Hollywood elementary indicates that the average age of the collection is 17 and the number of books per student is 18. The American Association for School Libraries has established a criteria for highly effective media center that includes a ratio of 10 books available per student in the collection.

At this time, West Hollywood does meet the recommended standards for the number of books per student.

Library Program

I am a part-time media specialist on a fixed schedule. I have all classes come to the media center at a fixed weekly schedule. We implement Beanstack and every student reads and registers the book on Beanstack. We also read different literature books and books about different cultures. Our school population is very diverse.

School Analysis

The school analysis provides an overview of the school's enrollment, demographics and special programs offered.

Name of School Enrollment & Demographics Data					
415 2024-25 Student Enrollment			**Federal Ethnicity**		
			61% Hispanic	**39%** Non-Hispanic	
Federal Race Category					
61% White	**34%** Black	**1%** Native	**2%** Asian	**1%** Pacific	**1%** Multicultural

Scope of the Collection

At West Hollywood our collection comprises of 96% of printed books and materials and only 4% is digital. There are some old literature books that are obsolete and needs to be weeded.

As a part time media specialist in an elementary school, with all classes coming for instruction, weeding becomes very challenging. We need to add more fiction and books about different cultures. We have ordered some bilingual collection this year. We have added about 36% books on diversity and about 30% of the collection is about SEL. Since our school has majority of the students struggling in English, our lexile level of 640 supports literacy for the majority. We have purchased STEM related material like Legos and have developed a Maker Space at the media center. Students enjoy the Maker space on Fridays. We must add some books for PKG to KG easy books full of color and bold prints.

The district provides online resources to ensure equitable access to information for teaching and learning to improve student performance and achievement. Students and teachers can use Clever or Canvas to access age-appropriate materials that support educational and social-emotional needs through the following online resources: Follett Destiny Online Library Catalog, Gale Online Databases and eBooks, and Sora by Overdrive.

School media centers provide access to library media materials that eliminate educational barriers based on gender, race/ethnicity, national origin, color, religion, disability, age, sexual orientation, gender identity, expression, or other protected group status and that are free of bias, stereotypes, distortions, and prejudices. This includes the ability to obtain information in a variety of formats -electronic, as well as print, without fear of censorship or reprisal.

Collection Development

Collection Development is the process of providing quality materials and equipment for the library media center. The goal of collection development is to ensure the collection has information sources in adequate quantity and variety to support student's academic and personal interest needs. The media specialist is charged with leading this process with the input of teachers, students, and parents. Resources are selected according to principles of intellectual freedom and provide all learners with access to information representing diverse points of view.

Selection and Evaluation Criteria (Drawn from BCPS Policy 4120)

Selection of Materials

Funded by the state, district, and school, the media collection will contain a wide range of appropriate materials on varying levels of difficulty in various existing and emerging formats. It will focus on materials that address different learning styles and levels.

Responsibility

The School Board of Broward County is legally responsible for all matters relating to the operation of the Broward County Schools. The responsibility for coordinating the selection of

instructional materials for the School Media Center is delegated to the ***professionally trained media specialist*** in consultation with the principal, teachers, and students.

***In the event there is not a school library media specialist,** the Principal and/or Administrative Designee will assume the responsibility for identifying and selecting an instructional staff member(s) to engage in the selection process to ensure materials support the needs of the school community.

NOTE: *Clerical personnel should NOT be responsible for library material collection development and/or resource management and selection of materials.*

Criteria for Selection of Print and Non-Print Materials

1. Materials are selected to support the mission of West Hollywood Elementary
2. Materials are selected to enrich and support the curriculum and the educational, emotional, and recreational needs of the users.
3. Materials shall be appropriate for the age, emotional development, ability levels, learning styles, and social development of the students.
4. Materials shall represent differing viewpoints of controversial issues so that users may be motivated to engage in critical analysis of such issues, to explore their own beliefs, attitudes, and behavior, and to make informed choices in their lives.

In keeping with the ***Library Bill of Rights,*** materials will be considered based on the following:

- Needs of the curriculum, learning/teaching styles of students, faculty, and staff
- Possible use of material (including small or large group instruction, in-depth study)
- Level of physical, artistic, and literary quality
- Representation of multiple viewpoints
- Treatment of subject and lack of cultural bias
- Accuracy and currency of information
- Scope of coverage
- Support of inquiry and critical thinking skills
- Relationship of the material to the overall collection
- Cost, packaging, and documentation

Selection Tools

The following professional resources are available to assist the media specialist in the selection process. However, selection is not limited to the use of these tools.

Follett Titlewave: Titlewave is a collection development and curriculum support tool for school libraries, librarians, and educators, featuring professionally curated content from Follett library services and support tools that help you find the most relevant materials.

Mackin: Mackin uses highly acclaimed review sources (AudioFile, Booklist, Horn Book Magazine, Kirkus Reviews, Library Media Connection, Publishers Weekly, and School Library Journal). It places them in one convenient location to make the best selections for school libraries and students.

Periodicals: School Library Journal, Kirkus Reviews, Booklist, Horn Book, Library Media Connection, Journal of Adolescent and Adult Literacy, Young Adult Library Services, Knowledge Quest.

Books: Children's & YA Book Lists: Best Books, Best Books for Young Adult Readers; Books for You: An Annotated Booklist for Senior High Students; Outstanding Books for the College Bound: Choices for a Generation; and Senior High School Library Catalog.

Note: Common Sense Media, Amazon, Goodreads, and Reviews from paid reviewing sources **may be used** in conjunction with professional reviewing sources.

Gifts and Donations

Any gifted or donated items must meet the same selection criteria as all other materials – the selection criteria as listed in House Bill 1467 and in Broward County School Board Policy 4120.

Collection Maintenance

Removing materials from a library collection that are no longer educationally appropriate is as an equally important process as selecting new items of high quality. The library media specialist and/or instructional staff should have an ongoing process to evaluate the library media collection and to keep the collection relevant to the changing needs of the curriculum, personal interests, and needs of students. Evaluation of items under consideration for removal from the Library Media Center should be based on criteria related to the educational value of the resources. The removal (weeding) of library materials from the collection is the responsibility of a skilled professional library media specialist. Weeded items should not be disposed of or discarded at the school site. Weeded items should be boxed and identified as DISCARDED or WITHDRAWN and scheduled for pick up by Procurement and Warehousing Services by completing the enclosed Warehouse Assistance Request Form.

Reconsideration of Materials

Inquiries regarding the appropriateness of particular library and supplemental instructional materials are a normal part of the process of providing a wide variety of resources for student use.

Opt-Out Form

Parents may submit their request to limit their student's access to materials in the school or classroom library by submitting a completed Opt-Out Form to the school principal.

Procedures for Objections to Library Materials and Reading Lists Objection Process

Superintendent Review Committee

1. The School Board shall form a Superintendent Review Committee (SRC) to review objections to library materials. The SRC must have a minimum of five members but may have as many additional members as the Superintendent or his/her designee appoints based on need.
2. Any committees convened for the purpose of resolving an objection by a parent or resident to specific materials must include parents of students who will have access to such material.
3. The membership of the review committee should reflect the broad racial, ethnic, socioeconomic, and cultural diversity of Broward County Public Schools as well as individual(s) with noted or reasonable subject matter expertise.

Phase 1: Complete Objection to Library/Instructional Materials Form

a. A parent or resident of Broward County who wishes to object to materials used within the School Board of Broward County Public Schools must complete the "Objection to Library/Instructional Materials Form," located on the school's Library Media website. The objection shall include the following information:
b. Parent or resident of Broward County must specify the text within the material he/she believes is out of compliance with the requirements of Section 1006.28(2)(a)2.a. or b., Florida Statutes, and the nature of the alleged noncompliance.

Phase 2: Notifications

a. Upon receipt of the completed "Objection to Library/Instructional Materials" form, notifications will be sent to the principal where the challenge originates as well as the Innovative Learning Department staff, school board members, and superintendent.
b. Any item subject to an objection on the basis of sub sub-subparagraph b. (I) or sub-sub-subparagraph b.(II) must be removed within 5 school days of receipt Page 9 of 10 of the objection and remain unavailable to students of that school until the objection is resolved.

Phase 3: Superintendent's Review Committee Review

a. The Innovative Learning Department Director shall convene the SRC to review the material.
b. SRC will utilize an approved review rubric aligned to School Board policies and state statutes approved by the Superintendent.

Phase 4: SRC's Recommendation to the School Board

a. A decision will be rendered within ninety (90) days after receipt of the objection.

b. Committee will submit their recommendation to the School Board of Broward County, the Superintendent, and the parent or resident of Broward County.
   i. allows the challenged material to maintain its current status;
   ii. leave the challenged material in the classroom or school media center, but allow students to use alternate materials approved by school personnel who require the use of the disputed items;
   iii. limit the educational use of the challenged material;
   iv. transfer the challenged material to a higher-level school (e. g. elementary to a middle school); and/or
   v. remove the challenged material from the school environment.

Phase 5: Appeal

a. If a parent or resident of Broward County disagrees with the determination made by the SRC, he/she may request inclusion on the School Board agenda.
b. If they disagree with the School Board's decision on the objection to the use of a specific material, a parent or resident of Broward County may request from the Commissioner of Education appointment of a special magistrate who is a member of the Florida Bar in good standing and who has at least 5 years' experience in administrative law to render a recommended decision.

Collection Analysis

The information provided in this section gives an overview of the entire library collection. collection analysis is based on a Titlewave Analysis completed.



8657
Items in the Collection



2007
Average Age of the Collection



18
Items per Student



21%%
Fiction titles in the Collection



45 %
Digital Resources



47 %
Aged Titles

Diverse library media resources. The resources provide "mirrors, windows, and sliding glass doors" for students and teachers to see themselves in books and also learn about the lives of others through literature.



36 %
Diverse Titles in Collection



2006 (Average Age)>
Diverse Titles Average Age

Social-Emotional Learning (SEL) library media resources can contribute to the ***development of character and social-emotional skills***.



30%
SEL Titles in Collection



2008 (Average Age)>
SEL Titles Average Age

Collection Analysis by Category

The information collected in this section provides a detailed look at the current library collection by classification and genre. The information was gathered from Follett Destiny, the library management system, and Titlewave, the vendor's ordering and analysis tool (Balanced Dewey Comparison Report).

Section	Average Age	# of Titles	Actual Percentage	Recommended Percentage	Difference Percentage
Computer Science, Information & General Works	2010	49	**0.6**	**0.7**	**-0.1**
Philosophy & Psychology	2006	48	**0.6**	**0.4**	**0.2**
Religion	2004	17	**0.2**	**0.3**	**-0.1**
Social Sciences	2002	709	**8.2**	**5.5**	**2.7**
Language	2011	154	**1.8**	**0.5**	**1.3**
Science	2010	1223	**14.1**	**8.7**	**5.4**
Technology	2009	461	**5.3**	**4.3**	**1.0**
Arts & Recreation	2012	345	**4**	**5.8**	**-1.8**
Literature	1998	298	**3.4**	**1.5**	**1.9**
History & Geography	2006	569	**6.6**	**5.7**	**0.9**
Biography	2006	553	**6.4**	**3.4**	**3**
Easy	2007	2061	**23.8**	**33.4**	**-9**
General Fiction	2009	1780	**20.6**	**29.8**	**-9**
Paperback	2012	1	**.1**	**n/a**	**n/a**
Professional	1994	154	**1.8**	**n/a**	**n/a**
Reference	2008	88	**1**	**N**	**n**
Story Collection	2009	44	**.5**	**N**	**n**

The analysis of the collection also revealed the following areas of **strengths** and **concerns**:

Strengths

- Age Titles have been reduced to less than 50%
- 18 books per child
- Printed books are 96%
- Books with lexile level 600-700 as we have ELL
- Lot of books on SEL and diversity about 35%

Focus Areas

- Need arts and recreation
- Average age is 2007
- We need to add Easy and Fiction books for our ELLS

Strategic Focus

This page lists the priorities for weeding and purchasing for each school year and includes the actions, updates, and outcomes. This is subject to change due to funding and time constraints.

School Year	Strategic Focus
Year 1 ***Current Year***	Purchasing Priority Easy fiction and graphic novels Purchasing Legos for STEM resources For the first time, school will host a book fair Weeding Priority Easy books
Year 2	Purchasing Priority to get Biographies Latino and African American heros As majority of our students are Latinos. Priority 2 will be to buy some science experiments or project based learning books Weeding Priority fiction

Year 3	Purchasing Priority to get Biographies Latino and African American heros As majority of our students are Latinos. Priority 2 will be to buy some science experiments or project based learning books Weeding Priority non-fiction

Budget and Purchasing Plan

This page outlines the current budget available and specifically lists the priorities for this school year.

Annual Budget Current Year

Annual Budget	
Source	***Amount***
State Allocation Funds (amount provided in the spring)	0
Approximate Annual Budget	
Source	***Amount***
School Library Budget ($9.60 Elementary and Middle per pupil and $12.80 High per pupil)	3984
Library Media Internal Funds (Lost books, book fairs, and fundraising)	0
Grants	0
TOTAL	3984

Note: State Allocation Funds (Fund 1000 Function 6200 Activity 7220). Please confirm this amount with your school bookkeeper.

Purchasing Plan 2025

Approximate Purchasing Plan	
Purpose	***Amount***
Books	2408
supplies	308
Teacher salary	1276
TOTAL	3984.00

Reviewed by Principal **Ms. Lina Palacios**

Signature: _____ **Date:** **2/9/2026**

- ☑ **Share this plan with SAC by April 1, 2026**
- ☑ **Post this plan on the school's website by May 31, 2026**

Appendix

- Library Bill of Rights
- Guidelines for Challenged Instructional and Library Materials
- Library Reading Materials Opt Out Form 2023/2024 (All Grades)
- Objection to Library/Specific Materials Form

Library Bill of Rights

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.

II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.

VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

VII. All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; January 29, 2019.

Inclusion of "age" reaffirmed January 23, 1996.

Although the Articles of the Library Bill of Rights are unambiguous statements of basic principles that should govern the service of all libraries, questions do arise concerning application of these principles to specific library practices. See the documents designated by the Intellectual Freedom Committee as Interpretations of the Library Bill of Rights.

Established 1915
BROWARD
County Public Schools

Library Media and Instructional Materials Guide

The purpose of this guide is to inform stakeholders of the opt-out and objection process of library media/instructional materials. The House Bill and Policies mentioned are referenced in the right column.

House Bill HB1069

The bill includes provisions designed to protect children in public schools. The bill includes requirements for age-appropriate and developmentally appropriate instruction for all students in prekindergarten through grade 12.

The bill prohibits district school boards from imposing or enforcing requirements that personnel or students be referenced with pronouns that do not correspond with biological sex as defined in the bill, subject to specified exceptions.

The bill enhances the process for transparency and review of library and classroom materials available to students in public schools and the process for parents to limit student access to materials and make objections to materials. The bill requires the suspension of materials alleged to contain pornography or obscene depictions of sexual conduct, as identified in current law, pending resolution of an objection to the material. A district school board must also discontinue the use of any material if the board does not allow a parent to read aloud.

The bill requires that meetings of committees to resolve objections must be noticed and open to the public, and provides an appeals process through a special magistrate.

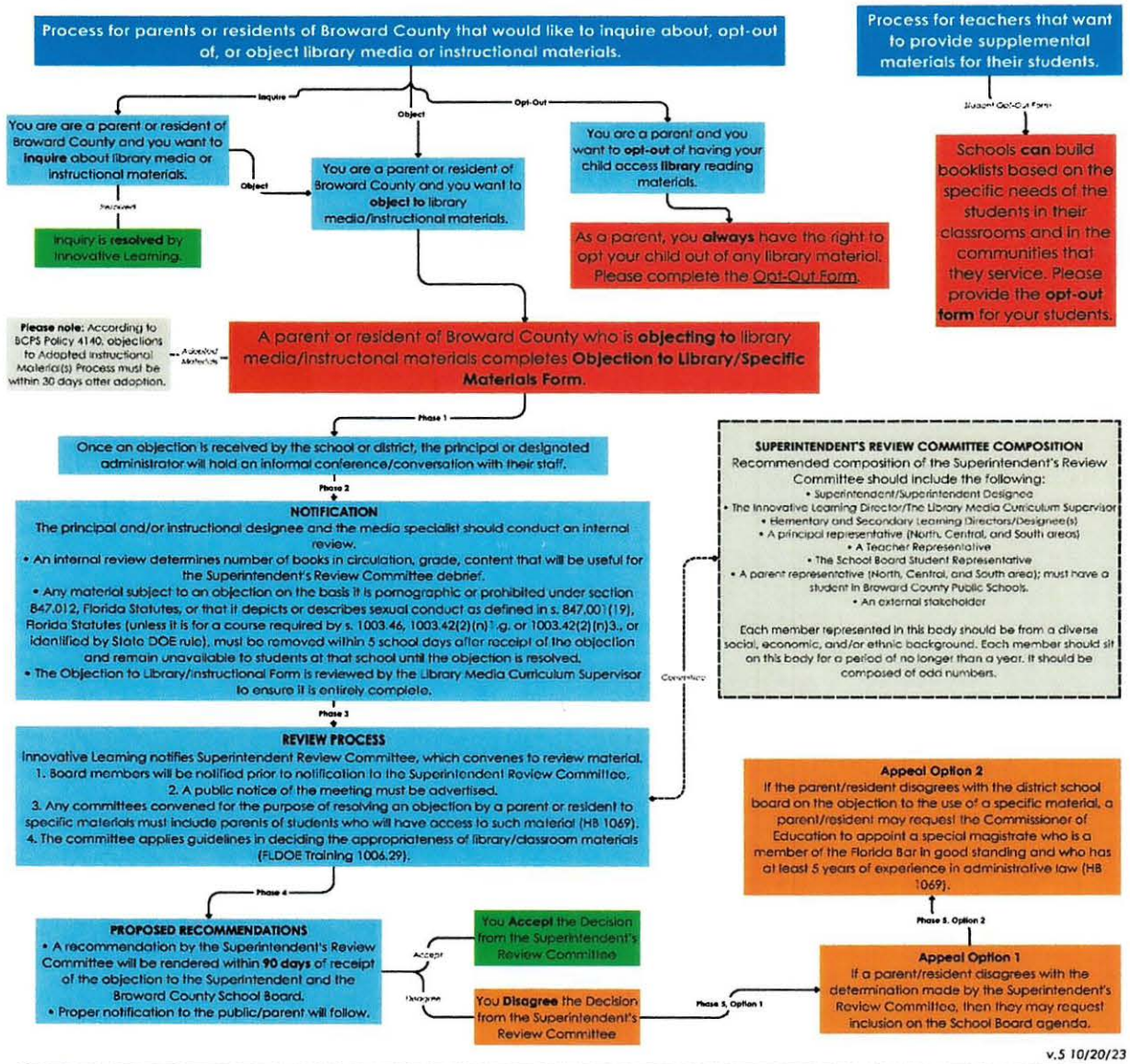
Each district school board must adopt a policy regarding an objection by a parent or a county resident to the use of a specific material, which policy describes a process to handle objections and provides for resolution. The process must provide the parent or resident the opportunity to present evidence to the district school board (HB 1069).

BCPS Policy 4120

Policy 6317 was sunsetted on 9/13/2022 and embedded into new Policy 4120, which aligns with state statutes and the current Library Media Innovative Learning Commons spaces. In addition, the revised policy addresses the objection review process. The newly adopted district policy 4120, confirmed on June 13, 2023, states that the Superintendent establish a committee that will serve as the Superintendent's Review Committee (SRC). The book's implementation and function process is outlined on pages 8 and 9, Section three of Policy 4120. There are three prongs to creating the (SRC) body based on committee membership number, parent representation with currently enrolled student(s) in BCPS, and membership that reflects the culture and economic diversity of Broward County Public Schools.

BCPS Policy 4140

Policy 4140 supports the goal of the Board to provide students with the appropriate instructional materials and equipment, necessary to ensure that each student will be able to pursue a course of study to realize full academic potential. The updated Policy 4140 aligns to State statutes and has been revised to address the objection review process that extends beyond the original 30 day protest period after a new adoption.



v.5 10/20/23

The School Board of Broward County, Florida Lori Alhadeff, Chair • Debra Hixon, Vice Chair • Torey Alston • Brenda Fam, Esq. • Daniel P. Foganholi
Dr. Jeff Holness • Sarah Leonardi • Nora Rupert • Dr. Allen Zeman • Dr. Peter B. Licata, Superintendent of Schools
The School Board of Broward County, Florida, prohibits any policy or procedure which results in discrimination on the basis of age, color, disability, gender identity, gender expression, genetic information, marital status, national origin, race, religion, sex or sexual orientation. The School Board also provides equal access to the Boy Scouts and other designated youth groups. Individuals who wish to file a discrimination and/or harassment complaint may call the Director, Equal Educational Opportunities/ADA Compliance Department & District's Equity Coordinator/Title IX Coordinator at 754-321-2150 or email eeo@browardschools.com. Individuals with disabilities requesting accommodations under the Americans with Disabilities Act Amendments Act of 2008, (ADAAA) may call Equal Educational Opportunities/ADA Compliance Department at 754-321-2150 or email eeo@browardschools.com. **browardschools.com**

Library Reading Materials Opt Out Form 2023/2024 (All Grades)

THE SCHOOL BOARD OF BROWARD COUNTY,
FLORIDA LIBRARY MEDIA SERVICES

LIBRARY READING MATERIALS OPT OUT FORM

As a parent, you always have the right to opt your child out of any library material. Please complete the Opt Out Form.

Upon submission of the Opt Out Form, please discuss this decision with your child to ensure they are aware before visiting the library. Upon the Opt Out Form submission, your child's account will be updated in the library checkout system. It is our goal to make this process easy for parents.

Please contact your building principal if you have questions or need additional information.

_____ I **WILL NOT** permit my student to check out library materials.

Student Name (PRINT) Student	Signature Date
Parent/Guardian Name (PRINT)	Parent/Guardian Signature Date

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
INNOVATIVE LEARNING DEPARTMENT — LIBRARY MEDIA SERVICES

OBJECTIONS TO LIBRARY/SPECIFIC MATERIALS

Part I: Directions

In order to assist a parent or resident of Broward County with the submission of an objection, Policy 4120 provides information on the Objection to Library/Specific Materials Form as required by Section 1006.28(2)(a)2., F.S. A parent or resident of Broward County that wishes to object to materials used within the School Board of Broward County, Florida public schools must complete the "Objection to Library/Specific Materials Form" located on the School Board of Broward County homepage and on the media center page of each school. All completed objection forms must be emailed to the Director or Innovative Learning at objectiontomaterials@browardschools.com. Parents or residents of this county may share their concerns regarding any library/specific materials with the principal at the school site where the material is located prior to filing an objection.

Part II: Introduction

This form must be used by a parent or resident of this county, in conjunction with district policies and procedures, to submit an objection to the school board for the following material:

1. Materials used in a classroom in the district, except for instructional materials as defined in s. 1006.29(2), F.S. The process and forms to object to instructional materials can be found on the Innovative Learning website under *Instructional Materials Adoption Information*.
2. Materials made available to students in a school or classroom library.
3. Materials included on a school or classroom reading list.

SECTION 1: PARENT OR RESIDENT INFORMATION

Check the box that applies to you. Check all that apply.

☐ Parent/guardian of a student ☐ Resident of this county

First Name _____ Last Name _____

Address _____

City _____ State _____ Zip Code _____

County _____ Email _____

Phone Number (_____)_____

SECTION 2: INFORMATION REGARDING MATERIAL

Type of material: ☐ Book ☐ Non-print material ☐ Other (identify): _____

Title of the material: _____

Author(s): _____ Publisher or Producer: _____

Copyright Date: _____ Grade Level used: _____

Where is the material found: ☐ Media Center ☐ Classroom Library ☐ Reading List ☐ Other: _____

School(s) where material is found: _____

ISBN, if available: _____

Section 3: Basis for the Objection

Identify the basis for your objection:

- ☐ The material is pornographic.
- ☐ The material is prohibited under Section 847.012, F.S.
- ☐ The material depicts or describes sexual conduct as defined in Section 847.001(19), F.S.
- ☐ The material is not suited to student needs and their ability to comprehend the material.
- ☐ The material is inappropriate for the grade level and age group for which it is used.

Section 4: Objection Specific Information

1. What brought this material to your attention?

   _____
   _____
   _____
   _____

2. Did you examine this material in its entirety? _____ Yes _____ No
   If not, what sections did you examine?

   _____
   _____
   _____
   _____

3. Identify the portion of the material objected to and why. *(You must be specific and provide page numbers, sections, or timestamps, as appropriate. You may attach additional information that does not fit within this form.)*

   _____
   _____
   _____
   _____
   _____
   _____
   _____
   _____
   _____
   _____

4. Is there any age or grade you would recommend this material? _____ Yes _____ No
   If yes, please specify: _____

5. Is there any value in this material?

   _____
   _____
   _____

6. What is your desired outcome for this material?

   ___ Remove or discontinue use of the material
   ___ Limit access to certain grade levels: _____
   ___ Limit my child's access.
   ___ Other: _____

Signature: _____ Date: _____