

Indian Ridge School's Collection Development Plan FY 27



Amy Brito
Educational Media Specialist

Signature Page

Indian Ridge School

FY27 Collection Development Plan

Date Approved by Administration: 5/7/26

Media Specialist Name: Amy Brito

Media Specialist Signature: *Amy Brito*

Principal Name: Eugene Ford

Principal Signature:

Eugene Ford

Table of Contents

Purpose Statement	3
Background Statement & School Community	3
School Mission Statement	3
Media Center Mission Statement	3
Responsibility for Collection Management Development	4
Library Program	4
Goals and Objectives	4
Budgeting and Funding	5-6
Scope of the Collection	6-7
Equipment	7
Collection Development	7
Selection Evaluation and Criteria	8
Analysis of the Collection	9-10
Gifts and Donations	10
Collection Maintenance	10
Lost or Damaged Library Materials	11
Strategic Focus – Weeding & Acquisitions	11
Reconsideration of Materials	12
Appendices	13
A - Library Bill of Rights	13
B - ALA Intellectual Freedom Statement	13
C - Board Policy 8.12	13
D - Board Policy 8.1205	13
E - Specific Material Objection Form	13

Purpose of Collection Development Plan

This Collection Development Plan serves as the school's official guide for the selection, acquisition, maintenance, and management of library media resources. Its purpose is to ensure that the collection supports the school's curriculum and instructional goals while strictly adhering to the statutory requirements of Florida Statute 1006.28 and School Board Policy 8.12.

Background Statement & School Community

Indian Ridge School offers a therapeutically and academically integrated program that equips students in grades 1-12 with the academic and social skills necessary for post-secondary education, productive citizenship, employment, and independent living. In addition to regular academic classes, students have access to several electives, including Culinary, Automotive, Shop, Art, and Technology. Students attending Indian Ridge School meet with their assigned therapist twice a week, once one-on-one and once in a group session.

Demographics

Asian	1.2%
Black	57.3%
Hispanic	20.7%
White	18.3%
Other	2.4%

Females	41.5%
Males	58.5%

SWD	100%
ELL	9.8%

FRL	74.4%
-----	-------

Languages Spoken

English	70
Haitian-Creole	6
Spanish	4
Urdu	1

School Mission Statement

Indian Ridge School is committed to working collaboratively with parents, guardians, local businesses, and the community to help students acquire the academic and emotional tools necessary for success in the least restrictive environment possible. Indian Ridge School is further committed to developing a community of environmentally responsible learners through guidance on using resources efficiently, creating positive environments, addressing ecological concerns, promoting nutritious, sustainable eating habits, and encouraging active citizenship through community practices.

Media Center Mission Statement

Indian Ridge School's Media Center's mission is to provide students and teachers with access to high quality, up-to-date print and digital resources that support students' academic, emotional, and social success as we nurture responsible, global citizens. The Media Center seeks to engage with all students on their path to becoming confident, educated, empathetic, problem-solvers with a lifelong love of reading.

Responsibility for Collection Management & Development

In accordance with School Board Policy 8.12, the School Board is the legal owner of all library materials. The Principal is responsible for administering the school's library media program and for the physical maintenance of the facility.

Per state statute, the professional selection and vetting of materials must be performed by a Certified Educational Media Specialist. At schools with a certified specialist, this responsibility lies with that individual. At schools without a certified specialist, the selection and vetting of materials is managed by the District Library Media Services Department to ensure statutory compliance.

To ensure the collection remains relevant and responsive to the school community, input regarding selection and collection development is actively solicited from administration, faculty, students, parents, and District stakeholders.

Library Program

The library media program operates on a hybrid schedule to ensure equitable access for all students. Instruction is provided weekly for elementary students to support academic standards and digital literacy. Middle and High school students enrolled in Intensive Reading visit the library once a week to select independent reading books, while high school students can visit throughout the day, pending teacher permission. The program supports special school initiatives such as Battle of the Books, Literacy Week, One School One Book, Dot Day, Lunch in the Library, and provides a collaborative space for inquiry and research.

Goals and Objectives

Goal #1: Check out a book to every student by the end of month 1.

- Provide a Reading Interest Questionnaire through ELA in advance
- Schedule classes through ELA
- Showcase books based on students' questionnaire responses

Goal #2: Form Battle of the Books teams for Elementary, Middle, and High School

- Have books before school starts
- PUBLICIZE
- INCENTIVIZE

Goal #3: Plan and execute a Focus Calendar with at least 1 school-wide promotion per month.

- Grade Level Read Aloud
- Heritage Months
- Holiday-Related Readings
- Book Lovers Month/Poetry Month etc

Budget and Funding

The LMC is given a school-based operating budget at the beginning of every school year. The school administration uses a formula to distribute the appropriated funds. The budget for the FY27 school year is expected to be similar to FY26.

School-based Operating Budget	Budget FY26	Projected FY27 Budget
Account 551100 - Media Supplies	\$300	\$300
Account 553420 - Media Subscriptions (Periodicals-Newspapers)	\$216	\$216
Account 561100 - Library Books	\$500	\$500
Account 562230 - Media A/V Equipment	\$0	\$0
Account 564220 - Furn-Fix/Equip	\$170	\$100
Fundraising and/or Grants	FY26	Projected FY27
Media Center Internal Account number for your grant(s) (get this from your bookkeeper)		
State Media Allocation	FY26	Projected FY27
Account 561100 (program 3070) - Media Books	\$500	\$500

Purchasing Plan FY27

Purpose	Amount
Display accessories (Book display stands, book ends, book shelf dividers)	\$300
lamination film, poster paper, poster ink, color printer toner	\$500
missing books from diff. series	\$300
comfortable furniture/seating for relaxing reading	\$500
Total:	\$1600

Scope of the Collection

The Library Media Center manages a comprehensive collection of print, digital, and technological resources selected to support the school's instructional goals and the diverse needs of the student community. The following sections outline the specific formats and equipment currently maintained within the collection.

Formats:

- Print: Hardcover and Paperback Books, Graphic Novels, Reference Materials, Periodicals , Professional Collection.
- Digital: eBooks, Online Databases
- Manipulatives

Special Emphasis:

Special emphasis is being placed on book series for the upcoming school year. The idea behind it is "hooking" a student on something he/she likes so that the student can binge (like Netflix) to complete the series, increasing the number of books the student wants to read.

Digital Resources:

The collection includes District-provided databases and eBooks that expand the local collection and provide students with 24/7 access to high-quality digital content. These resources are vetted at the District level to ensure alignment with state standards and student privacy regulations.

Policy Alignment and Organization:

In accordance with School Board Policy 8.12 (Section 5d), the library media collection is curated to support both the academic curriculum and the personal interest needs (pleasure reading) of the student body.

Furthermore, per School Board Policy 8.12 (Section 8) on the Management of Library Media Instructional Materials, the collection is organized and maintained using the standard Dewey Decimal Classification System to ensure uniform accessibility across the District.

Equipment

To support the school's curriculum and foster digital literacy, the Library Media Center maintains a curated inventory of audiovisual and technological equipment. The lists below detail the specific hardware available to students and staff for instruction, content creation, and daily access.

Instructional Area:

- Computer Lab: 8 Desktop Student Workstations.
- Classroom Technology: Interactive Flat Panel, Document Camera, Sound System.
- Makerspace: Coding Kits, Building Manipulatives.

Teacher Support and Workroom:

- Production: Large Format (Poster) Printer, Laminator, Die-Cut Machine.
- A/V Support: headphones, mice, keyboards

Circulation and Access:

- Devices: Student Laptops/Chromebooks, Laptop Chargers
- Peripherals: Headphones, mice

Collection Development and Maintenance

The collection is developed and maintained through a rigorous process of selection and weeding (deselection) to ensure materials remain current, relevant, and in good physical condition.

Selection Criteria:

In accordance with School Board Policy 8.12, materials are selected based on educational significance, need, and accuracy. The selection process prioritizes resources that support the curriculum, foster factual knowledge growth, and reflect the diversity of the global community.

Weeding (Deselection) Policy:

Per Florida Statute 1006.28 and District guidelines, the collection is continuously reviewed. Materials are removed (weeded) if they are physically damaged, factually inaccurate, obsolete, or no longer circulating. This ensures the library remains a vital, attractive, and useful resource for students.

Selection and Evaluation Criteria

All material selected adheres to School Board Policy 8.12 governing guidelines for the selection and adoption of material. As such, special consideration is taken to ensure that selected materials “implement, enrich, and support” Indian Ridge School’s educational program, while appealing to a diverse student population of varying levels of difficulty. Further, the material in question should appeal to our student body, be age-appropriate and factually accurate. Per ordering guidelines, I first consult the “Reviewed Materials Database,” on the Library Currant website. If the material appears in the database, due diligence has already been applied to the title, with professional reviews in place and grade level recommendations established by Library Media Services; however, if a title is not in the database, I consult Kirkus Reviews, Booklist, and Publisher’s Weekly.

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

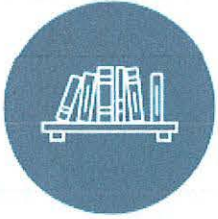
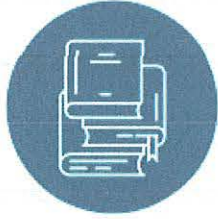
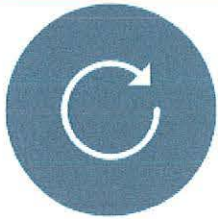
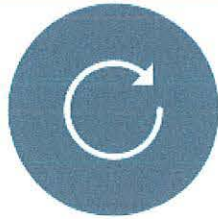
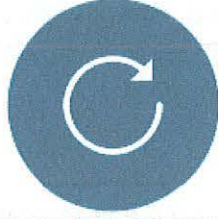
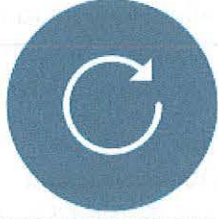
The School District Library Media Services Department supports school-based library media center personnel and establishes uniform policies and procedures for school library media centers throughout the District. These services include, but are not limited to:

- 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.

			
6,721 (Whole Collection) 1,801 (Fiction) Items in the Collection	61 (Whole Collection) 21 (Fiction) Items per Student	27% Fiction Titles in the Collection	54 % 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.			
	2005 (Whole Collection) 2010 (Fiction) Average Age of the Collection	79% (Whole Collection) 96% (Fiction) Aged Titles	7% (Whole Collection) 4% (Fiction) 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.	
			
Diverse Titles 38% Representative Titles in Collection	Diverse Titles 2007 Representative Titles Average Age	SLL Titles 35 % SLL Titles in Collection	SLL Titles 2009 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	35	2004
Philosophy & Psychology	111	2002
Religion	64	2001
Social Sciences	499	2002
Language	41	2000
Science	906	2002
Technology	470	2003
Arts & Recreation	559	2010
Literature	275	2003
History & Geography	660	2004
Biography	593	2002
Easy	674	1999
General Fiction	1801	2010
Graphic Novels	120	2010

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 outdated or age-inappropriate, even if they were donated. All gifts and donations must follow the same processes as new book orders.

Collection Maintenance

Inventory and Weeding Cycle:

Per School Board Policy 8.12, the collection is inventoried on a three-year rotational basis. This ensures every item in the collection is physically accounted for, assessed for condition, and evaluated for relevance at least once every three years.

FY27: Non-fiction 000-599

FY28: Non-fiction 600-999

FY29: Biographies & Easy

Ongoing Maintenance:

Collection maintenance is a continuous process that extends beyond the annual inventory window. Materials are repaired, relabeled, and deselected throughout the school year to maintain a high standard of accessibility and visual appeal.

Collection Organization and Visual Navigation:

As of this writing, the media center is organized into 4 sections: Elementary, Fiction, Nonfiction, Biographies.

In the elementary section, books with the call number starting with "E" are arranged alphabetically by the author's last name. Chapter books suitable for grades 1-3 are also organized by author's last name. The elementary section is shaped like an "L," with the "E" books along the long part and the chapter books along the short part.

The fiction section is organized by author's last name, *according to grade level*. For example, the high school books are alphabetical on the top shelves. The middle school books are on the second shelves, and the elementary books (grades 4 & 5) are on the bottom shelves. I am changing this over the summer.

The nonfiction books are arranged according to the Dewey Decimal system, without regard to grade level. For example, all books on snakes are together, in Dewey Decimal order. This year, there wasn't an issue with students looking at books out of their grade level, but I am separating them this summer for the start of next year.

The Biography section, like the nonfiction section, is arranged by Dewey Decimal system, with grade level books shelved together. For example, all books on Benjamin Franklin are shelved together. *I am separating them this summer.*

Lost or Damaged Library Materials

Late fines will not be assessed. Students who intentionally damage materials will be charged for the replacement value. Fines for lost books will be assessed at the media specialist's discretion.

Strategic Focus – Inventory, Deselection (Weeding), and Acquisitions

School Year	Strategic Focus
FY27	Selection Priorities Based on the fiction inventory just completed, my selection focus will be on completing book series.
	Inventory and Deselection (Weeding) Focus The inventory and weeding will focus on nonfiction 000-599.
FY28	Selection Priorities My buying goals will focus on building the nonfiction section 000-599 after the previous spring's inventory/weeding.
	Inventory and Deselection (Weeding) Priorities The inventory and weeding will focus on nonfiction 600-999.
FY29	Selection Priorities Buying goals will serve to replenish/update the weeded material from the previous spring's inventory.
	Inventory and Deselection (Weeding) Priorities The Easy and Biography sections will be inventoried and weeded.

Reconsideration of Materials

Objection Protocols: In the event of a citizen objection to any material within the library or classroom collection, the school shall strictly follow the procedures outlined in School Board Policy 8.1205. Copies of this policy and the Specific Material Objection Form are included in the Appendices of this document for immediate reference.

Status of Challenged Materials: Materials currently under objection shall be managed in accordance with the District's reconsideration procedures. Except where immediate removal is required by state statute (e.g., alleged sexual conduct), no material shall be removed or restricted solely based on an objection until the formal review process has been completed.

Annual Evaluation and Revision of Collection Development Plan

This collection development plan will be reviewed annually.

Appendices

A: Library Bill of Rights

"Library Bill of Rights", American Library Association, June 30, 2006.

[Link](#) (Accessed March 13, 2026)

Document ID: d03f6aae-7e51-46b3-afed-50fa0809f8ca

B: Intellectual Freedom Statement

"The Freedom to Read Statement", American Library Association, July 26, 2006.

[Link](#) (Accessed March 13, 2026)

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 March 13, 2026)

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 March 13, 2026)

E: Specific Material Objection Form

School Board of Palm Beach County (November 14, 2023). Specific Material Objection Form.

[Link](#) (Accessed March 13, 2026)

