



**Village Academy**

**FY27 Collection Development Policy**

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**Signature Page**

**Village Academy**

FY26 Collection Development Policy

Date Approved by Administration: \_\_\_\_\_

 5/13/24

**Media Specialist Name:** Kathy Suarez

**Media Specialist Signature:** \_\_\_\_\_



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## **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**

Village Academy on the Art & Sara Jo Kobacker Campus in Delray Beach serves PK-12, a high minority enrollment (99.1%) with 100 % of students being economically disadvantaged.

Here's a more detailed breakdown of the demographic information for Village Academy on the Art & Sara Jo Kobacker Campus:

- **Grades Served:** PK-12
- **Student Enrollment:** 621 students
- **Minority Enrollment:** 99.1%
- **Gender Distribution:** 49% female, 51% male
- **Economically Disadvantaged:** 100.0% of students
- **ESSA Identification:** ATSI

## **School Mission Statement**

Village Academy staff partners with the parents and community to create a culture in which all children will learn such that all students will graduate and be prepared for postsecondary education.

## **Media Center Mission Statement**

The Village Academy Library Media Center is committed to developing and maintaining a library media program that enhances, supports, and broadens the school's educational curriculum while fostering information literacy, encouraging a love of reading, and promoting lifelong learning. The center also strives to create a learning environment that values respect, independent thinking, and individuality. Its goal is to design a library program that aligns with and strengthens the academic objectives of Village Academy.

## **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 flexible schedule to ensure equitable access for all students. Instruction is provided at point-of-need to support academic standards and digital literacy. The program supports special school initiatives such as Literacy Week and Book Fair and provides a collaborative space for inquiry and research.

## **Goals and Objectives**

### **Goal 1:**

- Continue purchasing books to strengthen and complete the library collection, using the **Follett Titlewave Analysis Report** as a guide.
- Teach students new ways to find books quickly and explore more about technology.

### **Goal 2:**

- Help students use technology for research and creating original media projects.
- Teach students how to use computers, iPads, and software programs for research, safe communication, and presentations.
- Provide resources and support to help students create original media projects with the right equipment

## Budget and Funding

The **Village Academy Library Media Center** is allocated a school-based operating budget at the start of each school year. The **Village Academy** administration uses a formula to distribute the appropriated funds. The budget for the **FY27** school year is expected to be similar to the **FY26** school year.

The library media center's budget is supplemented through book fairs and donations. The library media center also participates in an annual fundraising field trip that helps support library media programming.

| <b><i>School-based Operating Budget</i></b>                                                   | <b><i>Budget FY26</i></b>   | <b><i>FY27 Projected Budget</i></b> |
|-----------------------------------------------------------------------------------------------|-----------------------------|-------------------------------------|
| <i>Account 551100 - Media Supplies</i>                                                        | \$529                       | \$ 529                              |
| <i>Account 553420 - Media Subscriptions (Periodicals-Newspapers)</i>                          | \$221                       | \$ 221                              |
| <i>Account 561100 - Library Books</i>                                                         | \$662                       | \$ 662                              |
| <i>Account 562230 - Media A/V Equipment</i>                                                   | \$294                       | \$ 294                              |
| <i>Account 564220 - Furn-Fix/Equip</i>                                                        | \$368                       | \$ 368                              |
| <b><i>Fundraising/ Grants FY26</i></b>                                                        | <b><i>Budget Amount</i></b> |                                     |
| <i>Media Center Internal Account number for your grant(s) (get this from your bookkeeper)</i> | \$0                         | \$ 0                                |
| <b><i>State Media Allocation</i></b>                                                          | <b><i>Budget Amount</i></b> |                                     |
| <i>Account 556110 (program 3070) - Media Books</i>                                            | \$1880                      | \$ 1,880                            |

## Purchasing Plan FY27

The Village Academy Library Media Center is allocated a school-based operating budget at the start of each school year. The Village Academy administration uses a formula to distribute the appropriated funds. The budget for the FY26 school year is expected to be similar to the FY25 school year.

The library media center's budget is supplemented through book fairs and donations.

| Purpose              | Amount   |
|----------------------|----------|
| FY27 purchasing plan |          |
| books                | \$2,542  |
| supplies             | \$529    |
|                      |          |
|                      |          |
|                      |          |
| Total:               | \$ 3,071 |

## 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
- Digital: eBooks, Digital Audiobooks, Online Databases (District and Site-Licensed).

### 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.

The library's collection is enhanced by databases and eBooks provided through the district's Department of Library Media Services. These resources expand Village Academy's collection and offer students access throughout the day.

By school policy, all materials are organized using the Dewey Decimal Classification System. The library's collection includes databases such as World Book, PebbleGo, Gale in Context Elementary, and Teaching Books.

Additionally, the Department of Library Media Services offers eBooks, including Tumblebooks, Gale eBooks, and a shared collection through MackinVia.

### **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**

Village Academy provides ample space for both students and teachers to read and engage in activities. The media programs offer various equipment, such as desktop computers. Teachers and staff also have access to a range of resources, including smart panels, printers, projectors, etc., in the media center and workroom areas. The media center is also home to a TV production studio/computer lab designed to support educational activities and enhance the learning experience.

### **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: [10] Desktop Student Workstations.
- Classroom Technology: Interactive Flat Panel, Document Camera, Sound System.

#### **Media Production:**

- TV Studio: Full Production Studio (Cameras, Tri-Caster/Mixer, Lighting, Teleprompter).
- Mobile News: Portable News Crew Equipment (iPads, Teleprompter).
- Student Production: Cameras/Tripods, Microphones, Podcasting Equipment, Production iPads.

#### **Teacher Support and Workroom:**

- Production: Printer

## **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 the growth of factual knowledge, 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**

Materials for the library are chosen based on School Board Policy 8.12 (see Appendix A).

We use trusted review sources, such as Booklist, Hornbook, Kirkus Review, and School Library Journal, to help with selections.

Materials are picked based on their educational value, age-appropriateness, and how they support the curriculum. We also consider their appeal to students, emotional maturity, and social value.

Our library collection represents a variety of cultures, ethnic groups, and viewpoints. We aim to provide a balanced and fair perspective when choosing materials on topics like politics, religion, and controversial issues.

We look at each material as a whole, focusing on the author's or producer's intent rather than isolated parts.

Other factors that influence our decision to purchase materials include their educational significance, need, and how they align with students' interests and the curriculum.

**User Needs:** At Village Academy, we serve students, faculty, and staff. Our goal is to provide materials that meet their needs. We are always looking to keep our collection diverse and current, and we welcome suggestions for new materials. We are also expanding our collection of e-books and graphic novels. While the library is standalone, students and faculty can borrow books from other schools in the Palm Beach County School District through interlibrary loans.

**Diversity:** We strive to offer materials that students can relate to, reflecting their diverse backgrounds. Our library is inclusive, not discriminating based on race, religion, gender, sexual orientation, national origin, or

political views. Our goal is to provide a collection that mirrors the diversity of our students, including their ethnic backgrounds, socio-economic status, and abilities.

**Quality:** We aim to offer high-quality materials. We carefully evaluate books before purchasing, using trusted sources and reviewing award-winning books like those recognized by the American Library Association and The Newbery Award. We also make sure to include a variety of resources to keep the collection well-rounded and suitable for our students.

### **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**

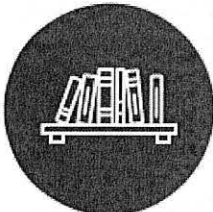
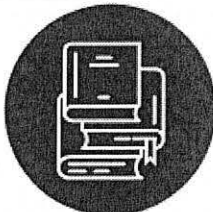
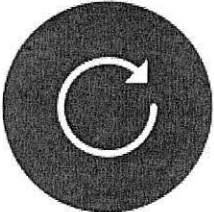
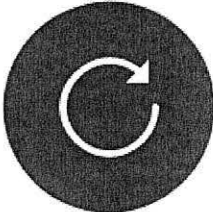
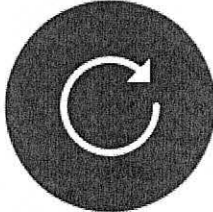
The School District Library Media Services Department supports school-based library media center personnel and establishes uniform policies and procedures for school library media centers throughout the District. These services include, but are not limited to:

- 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.

|                                                                                                                                                |                                                                                     |                                                                                                     |                                                                                       |
|------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|
|                                                               |    |                   |    |
| <b>10,845</b><br>Items in the Collection                                                                                                       | <b>17.3</b><br>Items per Student                                                    | <b>55%</b><br>Fiction Titles in the Collection                                                      | <b>44 %</b><br>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. |    |                   |    |
|                                                                                                                                                | <b>77%</b><br>Average Age of the Collection                                         | <b>2003</b><br>Aged Titles                                                                          | <b>2021</b><br>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. |                                                                                       |
|                                                             |  |                 |  |
| <b>4,660</b><br>Representative Titles in Collection                                                                                            | <b>2003</b><br>Representative Titles Average Age                                    | <b>37%</b><br>SLL Titles in Collection                                                              | <b>2004</b><br>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 | 38          | 2006               |
| Philosophy & Psychology                       | 45          | 2006               |

|                     |       |      |
|---------------------|-------|------|
| Religion            | 48    | 2001 |
| Social Sciences     | 801   | 2002 |
| Language            | 210   | 1997 |
| Science             | 814   | 2003 |
| Technology          | 416   | 2004 |
| Arts & Recreation   | 575   | 2012 |
| Literature          | 228   | 2002 |
| History & Geography | 585   | 2004 |
| Biography           | 781   | 2003 |
| Easy                | 3,270 | 2001 |
| General Fiction     | 2,713 | 2004 |

## 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

### 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: Inventory Easy Section & Biography Section
- FY28: Inventory Non-Fiction Section
- FY29: Restart inventory cycle with Fiction Section

### 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:**

Village Academy Books are separated into Fiction, Non-Fiction, Biographies (filed by Subject Last Name), and Easy Books by Grade Band (Elementary, Middle, High School)

#### **Lost or Damaged Library Materials**

At Village Academy, our policy regarding lost or damaged library materials involves recording the incident in the system. We charge students for late materials and have fees in place for lost or damaged books.

#### **Strategic Focus – Weeding and Acquisitions**

| <b>School Year</b> | <b>Strategic Focus</b>                                                                                                                                                                                                                                                                                                                                                     |
|--------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>FY27</b>        | <b>Selection Priorities</b> <ul style="list-style-type: none"> <li>● Priority 1: General Easy Collection and current SSYRA titles</li> <li>● Priority 2: Update Nonfiction collection based on collection analysis</li> </ul>                                                                                                                                              |
|                    | <b>Inventory/Weeding Priorities</b> <ul style="list-style-type: none"> <li>● Priority 1: Biography and Group Biography</li> <li>● Priority 2: Easy Collection</li> </ul>                                                                                                                                                                                                   |
| <b>FY28</b>        | <b>Selection Priorities</b> <ul style="list-style-type: none"> <li>● Priority 1: Update Nonfiction collection based on curriculum needs and collection analysis</li> <li>● Priority 2: Replace outdated nonfiction materials in high-use Dewey sections</li> <li>● Priority 3: Expand informational text resources to support research and literacy instruction</li> </ul> |
|                    | <b>Inventory/Weeding Priorities</b> <ul style="list-style-type: none"> <li>● Priority 1: Nonfiction Collection</li> <li>● Priority 2: Dewey sections with outdated materials identified through Titlewave analysis</li> <li>● Priority 3: Reference and informational text materials in poor physical condition.</li> </ul>                                                |
| <b>FY29</b>        | <ul style="list-style-type: none"> <li>● <b>Selection Priorities</b></li> <li>● Priority 1: Fiction by genre and current SSYRA titles</li> <li>● Priority2:Expand diverse and high-interest recreational reading materials</li> <li>● Priority 3: Replace worn or outdated fiction titles based on circulation data</li> </ul>                                             |

|  |                                                                                                                                                                                                                                                                                                       |
|--|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  | <ul style="list-style-type: none"> <li>• <b>Inventory Priorities</b></li> <li>• Priority 1: Fiction Collection</li> <li>• Priority 2: High-circulation fiction titles in poor condition</li> <li>• Priority 3: Outdated or low-circulating fiction materials based on collection analysis.</li> </ul> |
|--|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

## 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 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 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)