

FY27 COLLECTION DEVELOPMENT PLAN



North Grade K8 FY27 Collection Development Plan

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Signature Page

North Grade K8

FY27 Collection Development Plan

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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

North Grade K-8 has three programs: Regular K - 5, Gifted K -5, and Dual Language K-8
NGK-8 has two IND/ESE inclusion classes

North Grade K - 8 serves a multi-ethnic and economically disadvantaged community. 72% of our students are of Hispanic descent. 13% of our students are Black. 11% of our students are white. 100% of our students receive free or reduced lunch. 51% of our students are English Language learners. Our students speak Spanish, Haitian Creole, Mam, Kanjubaal and others.

Our middle school is a Dual Language Academy. It is a choice program.

In 2025, North Grade K-8 was chosen as a Ron Clark Academy School.

School Mission Statement

North Grade is committed to providing the best education possible with excellence and equity to empower each student to reach his or her highest potential with the most effective staff to foster the knowledge, skills, and ethics required for responsible citizenship and productive careers.

Further, North Grade envisions a dynamic collaborative multi-cultural community where education and lifelong learning are valued and supported, and all learners reach their highest potential and succeed in the global economy.

Media Center Mission Statement

North Grade K-8 Media Center is dedicated to being an open and welcoming hub for students, teachers, administrators, and community members; to work in collaboration with all school members to provide the resources and instructional support necessary to achieve the academic and social emotional goals of our school and District.

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 Fixed schedule to ensure equitable access for all students. Instruction is provided weekly to support academic standards and digital literacy. The program supports special school initiatives such as Battle of the Books, Literacy Week, Ron Clark Academy and provides a collaborative space for inquiry and research.

The North Grade K - 8 Media Center is part of the K - 5 Fine Arts Wheel. We have 6 30-minute classes per day on a 6-day rotation schedule.

NGK-8 Media Center Program offers:

- a. Instruction in proper handling of books and other material
- b. Digital citizenship
- c. Digital tools instruction
- d. Morning Announcements
- e. Science and social studies integration

Goals and Objectives

Goal 1: Raise the average age of the collection to 2012. The average age of the collection is currently at 2010 (remained stagnant from FY2025). To increase the age 2-3 years, I will focus on weeding 300s (average age is 2006 and rarely circulated) and 400s (average age is 2007).

In FY26, I weeded E for any books with copyright dates prior to 1990. I also reorganized E as we found the shelves to be far too low for student access and moved all of the books off of the shelves and into labeled bins on top. Implementing changes like this have circulated books that hadn't circulated in many years prior. I will watch circulations and continue to weed E as needed.

I'm always mindful of the age of all books being added. The goal is to only add books that were published in 2015 or after (other than on a specific case-by-case basis). Unfortunately, I have found that

it is difficult to find a variety of new Spanish titles so I often have to purchase some with copyrights prior to 2015.

Goal 2: Specific and frequent instruction on book care. In FY2026, we lost over 300 books to damage, mostly water damage from water bottles in backpacks. (In October 2025, our PTO purchased 1,000 2-gallon Ziplock bags for book storage in student backpacks. The bags lasted a few months and did help while the bags were used.)

For FY27, I will start each class with a reminder of how we care for our library books including keeping them safe from food and drinks, keeping them away from pets and siblings, and keeping them in safe places when they are not being read.

I will include information about care of library books on Class Dojo in the first week of the FY27 school year, include it in the September 2027 newsletter, and create a handout to be distributed at Open House, in addition to hallway signage.

Because our families are under such financial burdens already, we send notices regarding the damaged books but delete them from Destiny without charging fines. (A few families have opted to replace the books or send in a few dollars toward the replacement cost, but that isn't required.)

This will be measured by the number of losses sustained in FY2027.

Goal 3: Career and college readiness. In FY24, I did a unit on entrepreneurship with grades 3-5. The students thoroughly enjoyed learning about business ownership. The unit ended with a final project where pairs of students worked together to create their own business complete with a business plan, logo, menu (if applicable), website, social media advertisements, etc.

For FY27, I would like to expand on this with grades 3-5 to include careers. I'd like students to research careers in which they are interested including technical school and college costs, years of training required, salary potential, job responsibilities, etc. In K-2, I'd like to introduce them to careers by brainstorming things they enjoy.

I will set aside some of my book budget funds to expand the 300s and 600s. This will expand the book offerings on careers and also help to increase the average age of the collection.

This will be measured by circulation data of the career and college books added to the collection and also by the products created by the students.

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.

In addition to budget funds, our PTO holds an annual fundraiser that benefits the library media center in October of each year to coincide with fall. The event is called Literary-Licious. It is our version of trunk-or-treat. It is literacy based and non-scary. Attendees pay \$1 per person at the door and are given donated candy at each trunk. This year, the PTO President and I also made snow cones as an additional fundraiser. The event raised \$1700. The \$1700 is used to purchase books, incentives for Literacy Week, reading incentives, and snacks for Battle of the Books and the Biblioarte Author Visit.

<i>School-based Operating Budget</i>	<i>Budget FY26</i>	<i>Projected FY27 Budget</i>
<i>Account 551100 - Media Supplies</i>	\$613	\$ 613
<i>Account 553420 - Media Subscriptions (Periodicals-Newspapers)</i>	\$342	\$342
<i>Account 561100 - Library Books</i>	\$1026	\$1026
<i>Account 562230 - Media A/V Equipment</i>	\$0	\$0
<i>Account 564220 - Furn-Fix/Equip</i>	\$570	\$570
<i>Fundraising and/or Grants</i>	<i>FY26</i>	<i>Projected FY27</i>
<i>Media Center Internal Account number for your grant(s) (get this from your bookkeeper)</i>	\$0	\$0
<i>State Media Allocation</i>	<i>FY26</i>	<i>Projected FY27</i>
<i>Account 561100 (program 3070) - Media Books</i>	\$2037	\$2037

Purchasing Plan FY27

Purpose	Amount
Bookmarks	\$300
Office supplies	\$300
Reading incentives	\$800
Cover One book repair supplies	\$500
Books	\$2500
Total:	\$4400

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, Online Databases (District)

Special Emphasis:

Our library maintains a collection of Spanish fiction, nonfiction, and E books that align with the curriculum needs of our dual language classes.

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.

Site Licenses: N/A

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:

- Classroom Technology: Interactive Flat Panel, Document Camera, Sound System.
- Makerspace: Coding Kits, Building Manipulatives

Media Production:

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

Teacher Support and Workroom:

- Production: Large Format (Poster) Printer, Laminator, Die-Cut Machine

Circulation and Access:

- Devices: Student Laptops/Chromebooks (Daily Loaners), Laptop Chargers,
- Peripherals: Headphones

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

Board Policy 8.12 is the foundation for how the collection is maintained and developed. The policy states that a wide variety of materials on a variety of levels that represent the patrons in the school be provided in a variety of formats to meet the needs of all.

Here, Kirkus Reviews and School Library Journal are used primarily for at least two positive reviews and age ratings for each book maintained and purchased for the collection. If by chance a review is not available from one of these two sources, Horn Book may also be utilized.

When selecting materials, age appropriateness is always considered first. Student interest, how something fits with the curriculum and aligns with State Standards, if it represents our student population, and age and accuracy of the information are all also considered.

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:

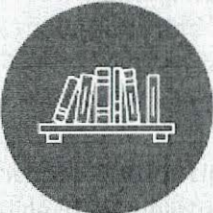
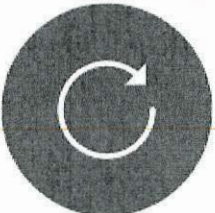
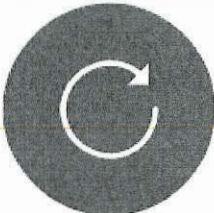
- Maintaining a professional library collection to assist with recertification and knowledge acquisition on education-related topics;
- Managing the online catalog, including the library inventory and circulation software;
- Selecting and making accessible online information databases for reference and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

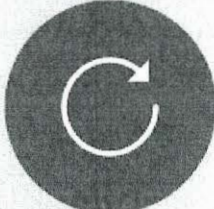
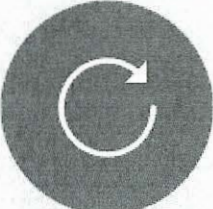
- Providing guidance and training to school library media staff in program planning, curriculum development, budget, technology, collection maintenance, facility use, and media production;
- Participating in inter-departmental curriculum development, facility planning, personnel staffing, and task forces 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.

			
11009 Items in the Collection	14.3 Items per Student	22% Fiction Titles in the Collection	53% 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.			
	2010 Average Age of the Collection	47% Aged Titles	14% 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.	

			
30% Representative Titles in Collection	2009 Representative Titles Average Age	31% SLL Titles in Collection	2011 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	75	2014
Philosophy & Psychology	46	2012
Religion	50	2010
Social Sciences	806	2006
Language	310	2007
Science	1820	2010
Technology	653	2011
Arts & Recreation	1107	2014
Literature	155	2005
History & Geography	774	2009
Biography	543	2010
Easy	2199	2009
General Fiction	2461	2010
Graphic Novels	378	2020

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. Inventory/Weeding schedule: FY27 Nonfiction, FY28 Easy, FY29 Fiction

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:

Easy books are in bins by author (all popular authors) and then in bins by characters for less known books (ie. books with animal characters, etc). As explained earlier, the Easy shelves are too low and the books on the shelves never circulated. Over the past three years, the books have been placed in bins to make it easier for our students.

Nonfiction books are organized by the Dewey Decimal system with the exception of our extensive collection of 900s that are in bins by region, historical significance, or topic.

Fiction books are arranged by the author's last name.

There are labels on many of the books that date back to a time when we were a Reading Counts school. Those labels are no longer significant.

Lost or Damaged Library Materials

Because our families experience such financial burdens already, we send notices regarding the damaged or lost books but delete them from Destiny without charging fines. (A few families have opted to replace the books or send in a few dollars toward the replacement cost, but that isn't required.)

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

School Year	Strategic Focus
FY27	Selection Priorities The goal is to strengthen and update our nonfiction sections including the 300s and 600s in English and Spanish.
	Inventory and Deselection (Weeding) Focus 1) Nonfiction 2) Nonfiction: 300s, 400s, 600s, 700s
FY28	Selection Priorities The goal is to update our fiction section to include award winning books published since 2020 and purchase books by popular authors requested by the student body in English and Spanish.
	Inventory and Deselection (Weeding) Priorities 1) Easy 2) Nonfiction: 500s, 900s
FY29	Selection Priorities The goal is to update the 500s in English and Spanish.
	Inventory and Deselection (Weeding) Priorities 1) Fiction (General Fiction, Easy, Story Collection, Graphic Novels) 2) 100s, 200s, 92s

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)