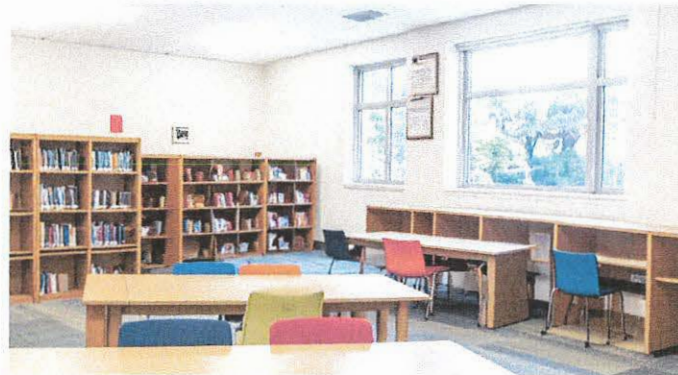


FY27 COLLECTION DEVELOPMENT PLAN



Addison Mizner School **FY27 Collection Development Plan**

Jodi Sabbar
Educational Media Specialist
Masters in Library and Information Science

Signature Page

Addison Mizner School
FY27 Collection Development Plan

Date Approved by Administration: **May 5th, 2026**

Media Specialist Name: _____ **Jodi Sabbar** _____

Media Specialist Signature: *Jodi Sabbar*

Principal Name: _____ **Nancy Holly** _____

Principal Signature: *N. Holly*

Table of Contents

Purpose Statement	4
Background Statement & School Community	4
School Mission Statement	4
Media Center Mission Statement	4
Responsibility for Collection Management Development	5
Library Program	5
Goals and Objectives	5
Budgeting and Funding	6
Scope of the Collection	7
Equipment	8
Collection Development	9
Selection Evaluation and Criteria	9
Analysis of the Collection	11
Gifts and Donations	12
Collection Maintenance	13
Lost or Damaged Library Materials	14
Strategic Focus – Weeding & Acquisitions	14
Reconsideration of Materials	15
Appendices	16
A - Library Bill of Rights	16
B - ALA Intellectual Freedom Statement	16
C - Board Policy 8.12	16
D - Board Policy 8.1205	16
E - Specific Material Objection Form	16

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

Addison Mizner school opened in 1967. The new campus was opened during the 2021-22 school year. It is a K-8 school. The current student enrollment is 1,189 students. The school grade is an "A." Addison Mizner School offers pathways in the form of a Choice Program in the areas of Pre-Business IT Academy and a pre-ACE program.

The users of Addison Mizner School Media Center are Kindergarten through eighth grade students, faculty, volunteers, staff, and parents. The student demographics are 69% White, 23% Hispanic, 2% Black, 1% Asian, and 4% Mixed Race. 19% of the students qualify for Free and Reduced Lunch. 14% of the students are enrolled in Exceptional Student Education (ESE) programs, and 4% are English Language Learners (ELL).

School Mission Statement

Addison Mizner is committed to providing a world-class education 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.

Media Center Mission Statement

The Library Media Center is dedicated to designing and maintaining a library media program that supports, complements, enriches and expands the instructional program of the school through:

- A learning environment which promotes inquiry, intellectual curiosity, pleasure reading, while providing age appropriate resources in multiple formats to support student interests.
- Instruction to prepare students to become independent users of libraries and information resources.
- The Library Media Center at Addison Mizner School strives to be the hub of the school, working with teachers and students to ensure that books, digital books, resource materials and technology are accessible and up-to-date to foster a life-long love of reading, stimulate curiosity and inquiry through a wide range of texts that represent varying viewpoints.

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 on a 6-day rotation schedule to support academic standards and digital literacy. The program supports special school initiatives such as Book Fair, Literacy Night, Multicultural Night, middle school elective class and provides a collaborative space for inquiry and research.

Goals and Objectives

Goal 1: Continue to grow the high interest nonfiction middle school collection for grades 6-8.

- Use Titlewise data to analyze the collection
- Purchase nonfiction resources to fill the gaps in our collection in FY2027.

Goal 2: Increase the average collection by one year

- Use Titlewise data to analyze the overall collection age
- Weed and acquire up-to-date resources that will decrease the collection age for FY2027.

Goal 3: Work with 1st grade teachers to team teach research skills to their students for their research project

- Collaborate with teachers early in the school year to determine goals and timeline.
- The Media Specialist will teach students how to research using books, Pebble Go and Worldbook Encyclopedia.

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	\$839	\$1,000
Account 553420 - Media Subscriptions (Periodicals-Newspapers)	\$0	\$0
Account 561100 - Library Books	\$1608	\$1600
Account 562230 - Media A/V Equipment	\$0	\$0
Account 564220 - Furn-Fix/Equip	\$839	\$839
Fundraising and/or Grants	FY26	Projected FY27
Media Center Internal Account number for your grant(s) (get this from your bookkeeper)	\$8000	\$4000
State Media Allocation	FY26	Projected FY27
Account 561100 (program 3070) - Media Books	\$3539	\$3600

Purchasing Plan FY27

Purpose	Amount
Books	\$6,000
Supplies	\$1,600
STEM	\$500
Total:	\$8,100

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 Audiobooks, Online Databases (District).

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:

- 34 Chromebooks
- Classroom Technology: Interactive Flat Panel, Document Camera, Sound System.

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, 3 Laminators

Circulation and Access:

- 2 desktop computers
- 2 laptops

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

At Addison Mizner School, selection and evaluation follows [School Board Policy 8.12](#) which sets out the procedures for selecting and developing library collections, which are followed District-wide.

To tackle this important endeavor within the confines of the school board policies governing the selection and evaluation criteria, the media specialist uses various tools, professional training and experience in the area of school libraries.

In addition to familiarity with Addison Mizner's k-8 school, the collection development focuses on:

- Study and curriculum standards of Pre-Business / Information Technology
- Age-appropriate resources that adheres to sequence of various course requirements
- A wide range of resources to meet the needs of ages and interests in a k-8 school
- Supplementing and filling gaps with resources that are not adequately addressed in classroom collections
- Gathering information about patrons' interests during students' visits to the Media Center or during patron intakes
- Analyze Addison Mizner Media collection using Follett Titlewise to discover gaps to enhance the collection or weed unnecessary or outdated resources.
- Research and evaluate all materials and resources before selection or addition to collection using scholarly reviews from School Library Journal, published reviews within subscription online databases, and peer-reviewed articles, age and interest based lists in professional publications, etc.
- Use the district's provided tools and databases to check and adhere to the required standards of acquisition of new resources to meet state mandated guidelines for age appropriateness of resources based on age and grade levels.

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

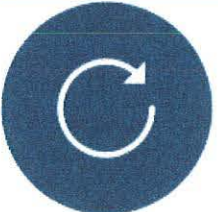
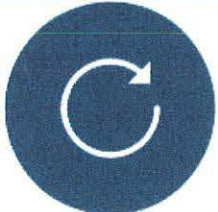
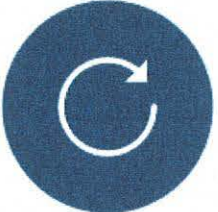
The School District Library Media Services Department supports school-based library media center personnel and establishes uniform policies and procedures for school library media centers throughout the District. These services include, but are not limited to:

- 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.

			
10,115 Items in the Collection	9.2 Items per Student	53% Fiction Titles in the Collection	47% 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.			
	2011 Average Age of the Collection	43% Aged Titles	15% 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.	
			
33% Representative Titles in Collection	2011 Representative Titles Average Age	39% SLL Titles in Collection	2012 SLL Titles Average Age

Collection Analysis

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	61	2019
Philosophy & Psychology	38	2018
Religion	23	2011
Social Sciences	360	2006
Language	43	2006
Science	1,085	2013
Technology	407	2015
Arts & Recreation	1,135	2018
Literature	212	2009
History & Geography	661	2013
Biography	738	2015
Easy	2,275	2005
General Fiction	3,077	2012
Graphic Novels (741.5)	618	2021

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.

School Year	Inventory Schedule
FY27	Easy Section, Biography (92)
FY28	Nonfiction Section (except for 92)
FY29	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:

The collection is set up in the following way:

- E = Everybody
- F= Fiction
- Dewey Decimal = Nonfiction
- I = Intermediate Section (Blue I on the Spine)
- YA = Young Adult (Yellow YA on the Spine)
- Early Chapter books = In a Section Together with a black and white stripe on label
- Graphic Novels: located right next to the circulation desk
- Biographies: They are pulled in a separate section and are filed by subject's last name
- Paperback Nonfiction : located in bins on the bottom shelf of the Nonfiction (PB added to call #)
- Paperback Easy: locate at the end of the Easy Section (PB added to call number)
- Series: some series are located together separate from where they would be on the shelves: ie: Dog Man, Wimpy Kid, Dork Diaries, Warriors, Bernstein Bears, Clifford, Dr. Seuss

Lost or Damaged Library Materials

Our library complies with School Board Policy 2.21B(9) which states: "If a student loses or damages District property, including library books and textbooks loaned to said student, said student shall be required to pay for, replace or repair said district property". Students will replace or pay for library materials that are lost or damaged.

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

School Year	Strategic Focus
FY27	Selection Priorities • High Interest NF Titles (Sports/Pets/Animals, etc) • Growing the 6-8 grade collection • Materials in Foreign Languages
	Inventory and Deselection (Weeding) Focus • Easy Section, Biography (92) (Inventory/Weed) • Series that are not circulating (Weed)
FY28	Selection Priorities • Replacement copies of well used titles • Expand popular series books • New high interest titles
	Inventory and Deselection (Weeding) Priorities • Nonfiction Section(Except Biographies (92) (Inventory/Weed) • Science and Technology (Weed) • History (Weed)
FY29	Selection Priorities • Easy Titles • Science and Technology • History
	Inventory and Deselection (Weeding) Priorities • Fiction Section (Inventory/Weed) • Easy Paperback (Weed)

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)