

FY27 COLLECTION DEVELOPMENT PLAN



VERDE K- 8 **FY27 Collection Development Plan**

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Signature Page

VERDE K-8

FY27 Collection Development Plan

Date Approved by Administration: **5/1/26**

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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

The users of Verde K-8 School Library Media Center come from grades Kindergarten through Eighth Grade, in addition to the faculty, staff and parents of that community of users. Verde K-8 has a culturally and ethnically diverse student population representing different cultural and economic (40% Free and Reduced Lunch) backgrounds, which include 50% white, 39% Hispanic, 4% Black, 4% Asian, 1% American Indian and 2% multi-race.

In addition, Verde K-8 School Library Media Center supports the unique curricular needs of more than 170 ESE and 190 ESOL students. The Media Center also supports the curricular needs required by the Cambridge Pre-AICE and Technology Certification programs offered in our middle school grades 6-8.

School Mission Statement

Verde K-8 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. Provide the school's vision statement. Verde K-8 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

The mission of the Verde K-8 Media Center is to provide our students with opportunities to achieve their personal best through literacy and technology experiences in our Media Center, while supporting the Verde K-8 School Mission.

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 center program at Verde K-8 strives to work collaboratively with teachers to develop meaningful traditional literacy and information literacy lesson plans that integrate into classroom learning. At Verde K-8, the library media specialist uses Blender as a mechanism to review the standards being taught at a grade level in each trimester and works to develop compatible lessons that support classroom learning. These lesson plans are designed with emphasis on Standards which support the Information and Media Literacy Standards embedded in Language Arts. The library is open throughout each day that students are in attendance to ensure equitable access for all students to library media resources.

The school administration and faculty are aware that recent research documents improvement in student learning gains when the library media center is available to the student at the point of need. At Verde K-8, the Library Media Center works on a fixed schedule to ensure that all elementary classes have access to materials and resources on a rotating schedule. Grades 6 - 8 teachers are invited to schedule times to access the resources in the Media Center in coordination with the Media Specialist's schedule.

Open Media is offered to students in Grades 3 - 8 every day for 60 minutes to ensure equitable access for all students. The Media Specialist is also responsible for offering a middle school elective, based on FLDOE Learning Standards. In the past three years, these electives have included Creative Writing, TV Production, and Media Production, and will continue to develop as needs warrant.

The library at Verde K-8 typically hosts two book fairs each year. The first book fair is held in the fall, the second book fair is held in the spring and will promote summer reading. Money raised from the book fairs will be used to purchase books, ebooks, computer equipment, cameras or other materials for the library media center. The Verde K-8 media center participates and promotes Read Across America, Families Read Together, SSYRA, Battle of the Books, Barnes & Noble Book Fairs, Scholastic Book Fairs, special programs through The Children's Service Council of Palm Beach County, World Read Aloud Day, Day of Code, and Literacy Week events. Each year, the Media Center organizes and implements a school-wide Career Week, to promote career awareness and literacy.

Goals and Objectives

Goal 1: Based on the collection analysis, the nonfiction collection will continue to be updated to include more recent informational texts in high-interest areas, such as sports, technology, and other research areas to meet the needs of intermediate and middle school students in the Cambridge AICE program. 10% of library funds will be used for this purpose.

Objective: Weed informational texts to remove outdated or worn texts.

Objective: Use displays, lessons, and book talks to increase circulation statistics for non-fiction texts.

Objective: Use 10% of the book budget to increase average age of non-fiction collection.

Goal 2: Increase the collection of books to include more heritage language books, to better serve our increasing English Learners population.

Objective: Use 10% of the book budget to add to the heritage language book collection.

Objective: Apply for at least one grant to secure funds for purchasing books written in Russian and Portuguese.

Goal 3: Increase circulation of print and electronic books.

Objective: Implement “Book Concierge” service, with book delivery to each classroom on a rotating basis. Books will be selected by the Media Specialist, delivered to each classroom, and picked up to be replaced by a new set every 2 weeks.

Objective: Use book talks on daily in-school news announcements to “advertise” new books and series.

Objective: Schedule book check-out times with Middle School E.L.A. teachers and classes.

Objective: Increase access to books organized by genre, topics, and interest.

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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.

<i>School-based Operating Budget</i>	<i>Budget FY26</i>	<i>Projected FY27 Budget</i>
<i>Account 551100 - Media Supplies</i>	<i>\$965</i>	<i>\$965</i>
<i>Account 553420 - Media Subscriptions (Periodicals-Newspapers)</i>	<i>\$606</i>	<i>\$606</i>
<i>Account 561100 - Library Books</i>	<i>\$1817</i>	<i>\$1817</i>
<i>Account 562230 - Media A/V Equipment</i>	<i>\$808</i>	<i>\$808</i>
<i>Account 564220 - Furn-Fix/Equip</i>	<i>\$1010</i>	<i>\$1010</i>
<i>Fundraising and/or Grants</i>	<i>FY26</i>	<i>Projected FY27</i>
<i>Account 1700.00</i>	<i>\$6000</i>	<i>\$6000</i>
<i>State Media Allocation</i>	<i>FY26</i>	<i>Projected FY27</i>
<i>Account 561100 (program 3070) - Media Books</i>	<i>\$3838</i>	<i>\$3838</i>

Purchasing Plan FY27

Approximate Purchasing Plan	
Purpose	Amount
Library Books	\$4500
Supplies	\$965
STEM	\$1000
Incentives	\$1000
Subscription: Book Taco	\$1000
Subscription: BookFlix	\$1500
Total:	\$9965

Scope of the Collection

The collection development is focused on the curriculum of Verde K-8 School, which follows the guidelines of the School District of Palm Beach County, which in turn are governed by the Department of Education of the State of Florida. According to best practices for school libraries in the United States, the print and non-print collection at Verde K-8 is arranged by the Dewey Decimal Classification System (per District policy). Additional resources are provided by district-wide subscriptions to electronic information databases.

The library media collection includes all the resources available in the school library media center along with all those that students, faculty, and administrators can access through interlibrary loan. Students also have access to eBooks 24/7 through tiles on their PBCSD Portals, such as MackinVIA, BookFlix, and Capstone. Materials at Verde K-8 support both curriculum and pleasure reading as per [School Board Policy 8.12, Section 5d](#)

Formats:

- Print: Hardcover and Paperback Books, Graphic Novels, Reference Materials, Professional Collection.
- Digital: eBooks, Digital Audiobooks, Online Databases (District and Site-Licensed).
- Audiovisual: DVDs (Educational Use Only), Manipulatives/Realia.

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

Verde K-8 purchases these additional site licenses: IXL, Book Taco, Legends of Learning.

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, 2 Smart Boards
- Makerspace: 3D Printers, Ozobot 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, Microphone)
- Student Production: Cameras/Tripods, Microphones, Production iPads.

Teacher Support and Workroom:

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

Circulation and Access:

- Devices: Student Laptops/Chromebooks, Laptop Chargers,iPads/Tablets (for Student/Staff Checkout)
- 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

Selection of materials for the Verde K-8 Media Center will be made in accordance with school district policy, using the needs of the Verde K-8 students and curriculum as a guide. Each material selected will be evaluated using the judgment of the media specialist and professional reviews (such as School Library Journal). Evaluation criteria shall adhere to the following SDPBC regulations, as described in the School Board Policy 8.12.

- a. the guidelines in the "Library Bill of Rights" and District policy, District policy shall take precedence and shall govern the selection, retention and disposition criteria of library media materials for library media centers and classrooms.
- b. Selection of materials shall also be consistent with the provisions in the School Board's collective bargaining agreement with CTA relating to academic freedom and responsibilities--Article II, Section K--to the extent those

[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.

			
9,302 Items in the Collection	10.1 Items per Student	31% Fiction Titles in the Collection	33 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.			
	2012 Average Age of the Collection	46% Aged Titles	10% 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.	
			
32% Representative Titles in Collection	2009 Representative Titles Average Age	41% SLL Titles in Collection	2010 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	47	2015
Philosophy & Psychology	32	2009
Religion	22	2007
Social Sciences	400	2005
Language	119	1997
Science	797	2010
Technology	335	2010
Arts & Recreation	876	2017
Literature	90	2004
History & Geography	343	2009
Biography	567	2008
Easy	2498	2004
General Fiction	2904	2012
Graphic Novels	646	2018

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.

A partial inventory of the collection will be conducted in this order:

May 2026 - Fiction

May 2027 - Easy (Picture books)

May 2028 - Nonfiction

May 2029 - 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:

The collection of the Verde K-8 Media Center books is organized using the Dewey Decimal System. Shelved books are grouped within the DDS and subcategories as follows:

Fiction is shelved by author's last name and separated into 3 age groups: K-8 is indicated with blue spine labels; Grades 4+ are indicated with green spine labels; and Grades 6+ are indicated in their own section with yellow spine labels.

Biographies are filed by Subject and Last Name. K-8 is indicated with blue spine labels; Grades 4+ are indicated with green spine labels; and Grades 6+ are indicated in their own section with yellow spine labels.

Graphic Novels are separated into their own section and follow the grade level labels seen in the Fiction section.

Nonfiction is separated into three sections, using Dewey Decimal Categories. One section is for Grades K-2; one section for Grades 3-5; one section for Grades 6+.

Lost or Damaged Library Materials

At the beginning of each school year, students and guardians will be notified of the student's rights to borrow books from the media center and will be instructed on the responsibilities of the check-out process. Students will be responsible for notifying the media specialist of any circumstances that lead to loss or damaged library materials. The student and guardian will be notified of any fees incurred by the loss or damage to the materials and will work with the media specialist to repair or replace the lost / damaged items to the best of their abilities. A requirement to replace the book will be made in circumstances where the student is responsible for the loss or damage.

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

School Year	Strategic Focus
FY27	Selection Priorities *Priority 1 Update average age of Nonfiction Books, focus on History, Technology, and Language *Priority 2 Add diverse series to Middle School Collection

	*Priority 3 Fiction Early Reader chapter book series Inventory/ Weeding Priorities *Priority 1 Inventory Easy (picture) Books * Priority 2 Weed Easy (picture) Books *Priority 3 Repair / Replace Damaged or Worn books
FY28	Selection Priorities *Priority 1 Update average age of Easy (Picture) books *Priority 2 Increase number of diverse books *Priority 3 Nonfiction Biography Inventory/ Weeding Priorities *Priority 1 Inventory Nonfiction Books *Priority 2 Weed Nonfiction Books *Priority 3 Repair / Replace Damaged / Worn books
FY29	Selection Priorities *Priority 1 Complete popular series *Priority 2 Update age of Nonfiction Books, focus on Sports, Arts, and Science *Priority 3 Update age of Easy (Picture) books and Fiction Inventory and Deselection (Weeding) Priorities *Priority 1: Fiction (General Fiction, Easy, Story Collection, Graphic Novels) *Priority 2: Weed fiction books *Priority 3: Update age of fiction collection

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)