

Media Specialist
Christe LaVigna



Acreage

"Home of the FOXES"

Principal
Darline Winewski



Elementary

Assistant Principal
Megan Dettling



FY27 Collection Development Policy

Christe LaVigna

Certified Educational Media Specialist

Date Drafted: April 27, 2026

Date Approved by Administration:

Media Specialist Name: Christe LaVigna

Media Specialist Signature:

Principal Name: Darline Winewski

Principal Signature:

Table of Contents

<u>Purpose Statement</u>	3
<u>Background Statement & School Community</u>	3
<u>School Mission Statement</u>	3-4
<u>Media Center Mission Statement</u>	5
<u>Responsibility for Collection Management Development</u>	5
<u>Library Program</u>	5
<u>Goals and Objectives</u>	6
<u>Budgeting and Funding</u>	7
<u>Scope of the Collection</u>	8
<u>Equipment</u>	9
<u>Collection Development</u>	9-10
<u>Selection Evaluation and Criteria</u>	10
<u>Analysis of the Collection</u>	11-12
<u>Gifts and Donations</u>	13
<u>Collection Maintenance</u>	13
<u>Lost or Damaged Library Materials</u>	13
<u>Strategic Focus – Weeding & Acquisitions</u>	14
<u>Reconsideration of Materials</u>	14
<u>Appendices</u>	15
<u>A - Library Bill of Rights</u>	15
<u>B - ALA Intellectual Freedom Statement</u>	15
<u>C - Board Policy 8.12</u>	15
<u>D - Board Policy 8.1205</u>	15
<u>E - Specific Material Objection Form</u>	15

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 patrons of Acreage Pines Elementary School Media Center are in Pre-K through grade 5. They represent diverse ethnic and economic backgrounds. Languages spoken are English, Spanish, and some Creole. Patrons also include the stakeholders, faculty, and staff of Acreage Pines Elementary School. Acreage Pines Elementary SACC and our FFO (our version of a PTO) are also involved in a community group composed of school personnel, parents, and grandparents of our students. The upcoming enrollment for the FY 26/27 school year is projected at 574 students.

Other	7%
Black	10%
Hispanic	33%
ELL	10%
SWD	30%
White	50%
Free and reduced lunch	31%

In addition, Acreage Pines is a Service Learning and Leadership Academy. Our students gain knowledge through career exploration in these fields. Each trimester, we focus on a different topic in leadership. We have adopted the John Maxwell: Growing Leaders Program, known as iLead. We have also updated our PBIS school matrix to LEAD to reflect this new choice program. The media center's focus is to purchase and provide materials to support our choice program.

School Mission Statement

Acreage Pines Community Elementary is committed to providing a safe, inclusive, and academically enriching environment where every student is empowered to grow as a learner and leader. Through our Service Learning and Leadership Academy and the John Maxwell Leadership Foundation Growing Leaders iLead Program, students are inspired

to develop leadership skills, character, accountability, and a passion for service that will prepare them for success in a global society. Our school community fosters Leadership, Accountability, Engagement, and Determination, encouraging all students to reach their highest potential. Media center materials and resources will support this mission by promoting literacy, leadership, innovation, and lifelong learning for all students, staff, and faculty.

Media Center Mission Statement

The Acreage Pines Community Elementary Library Media Program is committed to providing all patrons with a welcoming, safe, and engaging learning environment that supports academic achievement, leadership development, and lifelong learning. The media center's collection is designed to support the school curriculum while also meeting the personal, informational, cultural, and recreational interests of students and staff.

To fulfill this mission, the collection includes a diverse range of high-quality resources representing multiple perspectives, varied reading levels, and the unique abilities and interests of all learners. Through materials that encourage literacy, critical thinking, creativity, and global awareness.

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 STEAM Night, Literacy Week, Character Day, DOT Day, and many other reading initiatives and provides a collaborative space for inquiry and research.

Goals and Objectives

Goal 1: To update the nonfiction section.

- Weed out all outdated materials.
- Purchase up-to-date books that relate to the needs and interests of the student population in FY27.

Goal 2: Assist Fine Art teachers in the instruction of the John Maxwell Leadership Foundation Growing Leaders iLead Program.

- Purchase materials to help teach these valuable lessons.
- Plan lessons that support the Leaders standards from our school's LEAD matrix.

Goal 3: To promote literacy and foster a lifelong love of reading by providing engaging, inclusive, and developmentally appropriate resources that inspire students of all ages, interests, and ability levels to explore, learn, and grow.

- Celebrate Literacy Week, International DOT Day, Read Across America, Book Character Day, and World Read Aloud Day with all students.
- Support their reading interests by purchasing books for the grade-level projects.

Budget and Funding

The LMC receives a school-based operating budget at the beginning of each 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.

These funds are from scholastic book fairs and state allocations. Funds are also allocated by the school administration and distributed among the following areas:

<i>School-based Operating Budget</i>	<i>Budget FY26</i>	<i>Projected FY27 Budget</i>
<i>Account 551100 - Media Supplies</i>	<i>\$1097</i>	<i>\$2071</i>
<i>Account 553420 - Media Subscriptions (Periodicals-Newspapers)</i>	<i>\$121</i>	<i>\$0-Reallocated</i>
<i>Account 561100 - Library Books</i>	<i>\$803</i>	<i>\$0-Reallocated</i>
<i>Account 562230 - Media A/V Equipment</i>	<i>\$0</i>	<i>\$0-Reallocated</i>
<i>Account 564220 - Furn-Fix/Equip</i>	<i>\$0</i>	<i>\$0-Reallocated</i>
<i>Fundraising and/or Grants</i>	<i>Budget Amount</i>	
<i>Media Center Internal Account number for your grant(s) (get this from your bookkeeper)</i>	<i>\$0</i>	<i>\$0</i>
<i>State Media Allocation</i>	<i>Budget Amount</i>	
<i>Account 561100 (program 3070) - Media Books</i>	<i>\$1138.47</i>	<i>\$1535.80</i>

Purchasing Plan FY27

Purchasing Plan FY 27		
Purpose		Amount
Nonfiction books		\$1150
Fiction books		\$375
Supplies		\$200
STEM-brush bot materials		\$250
Grade-level project materials		\$100
Total:		\$2,175

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).

Special Emphasis:

The collection places special emphasis on acquiring non-fiction texts to support instruction in the John Maxwell Leadership Program and the Growing Leaders iLead Program.

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:

Growing Leaders iLead Program
Scholastic News Article for Pre-K

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:

- Touch-screen Chromebooks for K-5 students, these are housed in their homeroom classroom.
- Classroom Technology: Interactive Flat Panel, Document Camera, Sound System.

Media Production:-just donated to our school-not in full use as of yet.

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

Teacher Support and Workroom:

- Production: 2-Large Format (Poster) Printer, Laminator, Die-Cut Machine.

Circulation and Access:

- Devices: Student Chromebooks (Daily Loaners), Chromebook 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 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

My selection process for the elementary media center is grounded in School Board Policy 8.12, which serves as the foundation for all collection development decisions. I carefully evaluate materials to ensure they support the school's educational mission, reflect age-appropriate and developmentally appropriate standards for elementary students, and align with curriculum goals and student interests. In selecting books, I also consider literary quality, accuracy of information, diversity of perspectives, and relevance to both instructional and recreational reading needs.

To support professional and objective decision-making, I consult respected review sources including School Library Journal, The Horn Book, Kirkus Reviews, and Booklist. In addition, when purchasing books for the iLead John Maxwell program, I prioritize titles that promote leadership, character development, a growth mindset, teamwork, and positive social-emotional learning outcomes that support the program's goals and the overall development of elementary students. The selection of these materials is designed to effectively communicate to all stakeholders how they are used to implement the school's curriculum under Fla. Stat. 1006.40.

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:

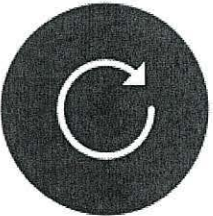
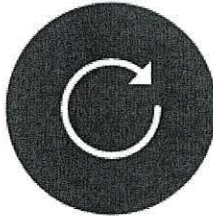
- Maintaining a professional library collection to assist with recertification and knowledge acquisition on education-related topics;
- Managing the online catalog, including the library inventory and circulation software;
- Selecting and making accessible online information databases for reference and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

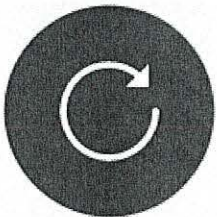
- Providing guidance and training to school library media staff in program planning, curriculum development, budget, technology, collection maintenance, facility use, and media production;
- Participating in inter-departmental curriculum development, facility planning, personnel staffing, and task forces 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 search efficiently and effectively for 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, 869	21.7 Items per Student	32% Fiction Titles in the Collection	39% 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.			
	2001 Average Age of the Collection	73% Aged Titles	2% Newer than 5 Years

Library media resources should be representative of the school.		Skills for Learning & Life (SLL) library media resources can contribute to character development and student wellbeing.	
			
24% Representative Titles in Collection	2000 Representative Titles Average Age	36% Student Wellbeing (SLL) Titles in Collection	2003 Student Wellbeing (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	Average Age (year)	# of Titles
Computer Science, Information & General Works	1997	47
Philosophy & Psychology	1994	55
Religion	1986	32
Social Sciences	1992	954
Language	2004	53
Science	2004	1,150
Technology	2006	601
Arts & Recreation	2010	689
Literature	1997	75
History & Geography	1998	552
Biography	2003	461
Easy	1995	2,754
General Fiction	2004	3,445
Graphic Novels	2014	296

Gifts and Donations

Any books gifted or donated to the school must meet the same selection criteria as all other materials. No materials will be added to the collection if they are outdated or age-inappropriate, even if they were donated. All gifts and donations must follow the same processes as new book orders.

Collection Maintenance

Inventory and Weeding Cycle:

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

- FY27: Easy Fiction
- FY28: Non-fiction
- 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:

The elementary media center is organized to provide students with easy access to materials while supporting independent reading and research skills. Nonfiction materials are arranged according to the Dewey Decimal System to help students efficiently locate information by subject area. Biographies are housed in a separate biography section to encourage exploration of influential individuals and historical figures. Fiction materials are organized into Easy and Fiction collections. These materials are based on reading level and developmental appropriateness, with books shelved alphabetically by the author's last name to promote consistency and ease of use for students and staff.

Lost or Damaged Library Materials

We are not enforcing the policy stated below, in which the students pay or are fined for lost or damaged books. We understand that accidents happen, and we make sure they are very careful with the materials they check out. IE...

School Board Policy 2.21B(9) 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."

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

School Year	Strategic Focus
FY27	Selection Priorities Purchase Easy Fiction-series books for primary grade levels.
	Inventory and Deselection (Weeding) Focus 1) Inventory: Easy Fiction 2) Weeding: Nonfiction* always being aware and checking for outdated materials.
FY28	Selection Priorities Purchase Nonfiction materials, including materials for the choice program
	Inventory and Deselection (Weeding) Priorities 1) Inventory: Non-fiction-entire section including biographies 2) Weeding: Nonfiction* always being aware and checking for outdated materials as well as easy fiction.
FY29	Selection Priorities Purchase Fiction-series books for primary grade levels.
	Inventory and Deselection (Weeding) Priorities 1) Inventory: Fiction 2) Weeding: Nonfiction* always being aware and checking for outdated materials as well as fiction.

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)