

FY27 COLLECTION DEVELOPMENT PLAN



Allamanda Elementary School
FY27 Collection Development Plan

Jennifer McComas, M.Ed.

Educational Media Specialist

Signature Page
Allamanda Elementary School
FY27 Collection Development Plan

Date Approved by Administration: **May 1, 2026**

Media Specialist Name: Jennifer McComas

Media Specialist Signature: _____

Jennifer McComas

Principal Name: Corey Ferrera

Principal Signature: _____

Corey Ferrera

Table of Contents

Purpose Statement	page 4
Background Statement & School Community	page 4
School Mission Statement	page 4
Media Center Mission Statement	page 5
Responsibility for Collection Management Development	page 5
Library Program	page 5
Goals and Objectives	page 5 - 6
Budgeting and Funding	page 7
Scope of the Collection	page 8
Equipment	page 9
Collection Development	page 10
Selection Evaluation and Criteria	page 10 - 11
Analysis of the Collection	page 12 - 14
Gifts and Donations	page 14
Collection Maintenance	page 14
Lost or Damaged Library Materials	page 15
Strategic Focus – Weeding & Acquisitions	page 15
Reconsideration of Materials	page 16
Appendices	page 17
A - Library Bill of Rights	page 17
B - ALA Intellectual Freedom Statement	page 17
C - Board Policy 8.12	page 17
D - Board Policy 8.1205	page 17
E - Specific Material Objection Form	page 17

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.

The Collection Development Policy is designed to support the Allamanda Elementary School Library's Mission statement as a collaborative program that supports the development of inquiring, knowledgeable and caring young people. The library strives to assist all students in becoming global citizens who have a lifelong love of reading and who use the information to create a better and more peaceful world through intercultural understanding and respect. This policy serves as a guide for selecting, acquiring, and managing materials at Allamanda Elementary School.

As our student, faculty, volunteer, and staff population diversifies and grows, we will reassess and adapt our collection to reflect new and differing areas of interest and needs. Our priority is to offer titles and subject areas desired or needed by our users. We also strive to offer materials in print, digital, and electronic media formats. The collection development policy is annually evaluated and revised as necessary to provide guidance for implementing changes in the collection.

Background Statement & School Community

Allamanda's Library Media Center serves 649 students ranging from three and a half years old through eleven years old in grades pre-kindergarten through fifth grade, in addition to the faculty, staff and parents of that community of users. Allamanda has a culturally and ethnically diverse student population representing different economic backgrounds and includes 226 Caucasian, 205 Hispanic, 145 African-American, 48 Asian/ Pacific Islander, 22 Multi-Racial, and 3 Native American students. Allamanda is a Title One School with 74.5 % of the students considered economically disadvantaged in which they qualify for Free or Reduced Lunch (FRL). Allamanda serves the needs of Exceptional Student Education in sixteen classrooms which are designed to serve the needs of students on the Autism Spectrum (ASD). Allamanda is also a Choice School with a Health and Wellness Program that encompasses a monthly Health and Wellness Challenge and a variety of clubs. For example, Running Club, Flag Football Club, Cheerleading, Teachers of Tomorrow, YellowJacket News Crew, and Drama Club are to name a few. Allamanda Elementary continues with the A.R.T.S. Initiative (A Reason To Succeed) going on the fifth year. Allamanda will continue the SPARC Program through The School District of Palm Beach County's Assistive Technology Department.

School Mission Statement

Allamanda is committed to providing a world-class education with excellence and equity to empower each student to reach his or her highest potential to foster the knowledge, skills, and ethics required for productive careers, responsible citizenship and healthy lifestyles.

Media Center Mission Statement

The Allamanda Elementary Media Center is committed to providing an equitable, world-class environment that empowers each student to reach their highest potential. By fostering essential literacy, research skills, and ethical information use, we prepare students for productive careers, responsible citizenship, and a lifelong commitment to learning and healthy living.

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, Scholastic Book Fairs, Dot Day, Hispanic Heritage Month, Black History Month, Holocaust Days of Remembrance, Read for the Record, Women's History Month, Earth Day, STEM night, Roots and Wings, Jack the Bike Man, Inc. and provides a collaborative space for inquiry and research.

Goals and Objectives

Goal 1: Update the nonfiction collection focusing on the 800s, the Literature collection, and to continue to update the nonfiction collection, 400s, Languages collection for the FY27 school year.

- Objective 1: Use data from Titlewave Analysis to determine the age of the collection in order to weed the oldest of the 800-899.
- Objective 2: In FY27, purchase up-to-date books related to the needs and interests of the student population in Literature (800s) and Languages (400s).

Goal 2: Continue to fill in gaps by purchasing books that complement and complete the

collection. Use library reports and analysis to determine book purchases.

- Objective 1: Using Follett as a basis of analysis, continue to purchase books that help develop a robust collection per the needs of the school.
 - Objective 2: Identify and replace outdated materials in high-turnover subjects and/or classifications.
 - Objective 3: Weed out outdated books.
-

Goal 3: Cultivate a Lifelong Love of Reading by ensuring every student sees themselves as a reader and has equitable access to diverse, high-quality literature.

- Objective 1: Implement a **Student Request Program** where data from "Suggest a Purchase" forms directly influences at least 15% of the population.
- Objective 2: Build a "Reading Culture" Beyond the Walls by "New Book Runway", First Chapter Fridays, and Book Talks.

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.

Support for the Allamanda Elementary School library media center comes through various funding sources. The library media center receives an operating budget from the school and allocations in specific funding areas from Palm Beach County School District and the State of Florida. For example, Book Allocation Funds, Program 3070, are received to supplement the collection. Capital Funds, Project 8430, funds equipment for the library media centers. For FY27, a STEAM option, if offered, will be chosen for student learning in the media center. The library media center's budget is supplemented through SACC, PTO, Scholastic book fairs, and donations.

Since school and state budgets are based on a per-student basis, it is expected that our library media center's operating budget will need to seek additional outside funding sources. This could be in the form of additional grants and fundraising.

Budget goals for FY27 and beyond include:

- Fund an author visit.
- Funds for attendance at the Florida Association of Media in Education (FAME) library media conference (professional development) yearly.
- Fund the 800 and 400 collections.

<i>School-based Operating Budget</i>	<i>Budget FY26</i>	<i>Projected FY27 Budget</i>
<i>Account 551100 - Media Supplies</i>	<i>\$392</i>	<i>\$392</i>
<i>Account 553420 - Media Subscriptions (Periodicals-Newspapers)</i>	<i>\$291</i>	<i>\$291</i>
<i>Account 561100 - Library Books</i>	<i>\$873</i>	<i>\$873</i>
<i>Account 562230 - Media A/V Equipment</i>	<i>\$388</i>	<i>\$388</i>
<i>Account 564220 - Furn-Fix/Equip</i>	<i>\$485</i>	<i>\$485</i>
<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>	<i>\$2500</i>	<i>\$ 3000</i>
<i>State Media Allocation</i>	<i>FY26</i>	<i>Projected FY27</i>
<i>Account 561100 (program 3070) - Media Books</i>	<i>\$1872</i>	<i>\$1872</i>

Purchasing Plan FY27

Purpose	Amount
Sunshine State Young Readers Award books (Junior and 3-5)	\$800
Orange Blossom non fiction books	\$250
Fiction and non fiction books	\$1000
Allamanda supplies (bulletin board paper, printer ink, poster paper, lamination film, etc.)	\$1500
Periodicals (Ranger Rick, Kids Sports Illustrated, Scholastic News)	\$1200
Media supplies	\$600
Author Visit	\$1200
Total:	\$6550

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, Reference Materials, Periodicals (Magazines/Newspapers), Professional Collection.
- Digital: eBooks, Online Databases (District).

Special Emphasis:

The collection maintains a special emphasis on non-fiction texts to support the Health and Wellness 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.

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:

- Computer Lab: 24 Desktop Student Workstations.
- Classroom Technology: Interactive Flat Panel, Document Camera, Sound System, electric screen.
- Makerspace: Coding Kits, Building Manipulatives.

Media Production:

- TV Studio: Full Production Studio (Cameras, Tri-Caster/Mixer, Lighting).
- Mobile News: Portable News Crew Equipment [ipads (2), touch screen laptops (4), microphone].
- Student Production: Cameras/Tripods, Microphones, Podcasting Equipment.

Teacher Support and Workroom:

- Production: Large Format (Poster) Printer, Laminator, Die-Cut Machine, color printer.
- A/V Support: Portable Projectors, PA System, Portable Speakers.

Circulation and Access:

- Devices: Student Laptops/Chromebooks (Daily Loaners), Laptop Chargers, Hotspots, iPads/Tablets (for Student/Staff Checkout)
- Peripherals: Headphones, Webcams.

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

Materials considered for purchase are selected based on the criteria established in [School Board Policy 8.12](#) Selection of Library Media Materials. (See Appendix A).

The Library Media Center materials are selected based on many factors. They are evaluated for their aesthetic, literary, and social value, appropriateness to student age, emotional maturity, and relevance to the curriculum.

The Library Media Center materials reflect sensitivity to the achievements, needs, rights of men and women, various ethnic groups, other cultures, and world updates. For example, maps now include the Gulf of America.

The selection of Library Media Center materials about political theories and ideologies, religion, public issues, and controversial topics is directed toward maintaining an unbiased, balanced representation of various opinions.

Library Media Center materials are judged as a whole, considering the author's/producer's intent rather than focusing solely on individual pages, phrases, pictures, or incidents taken out of context.

Other factors considered in the final decision to purchase new materials include their educational significance, need, value to the collection as a whole, and their relationship to students' interests and the curriculum course of study.

Allamanda Elementary has a variety of patrons to serve, including students, faculty, staff members, and volunteers. Our utmost concern and duty are to select and deliver materials for these patrons. We use a variety of resources to keep our collection rich and diverse.

Allamanda strives to keep the collection current and updated with topics and interest levels. Both students and adults are encouraged to request materials either by InterLibrary Loan within the School District of Palm Beach County or for purchase as they feel would enhance our current collection. Allamanda continues to weeding books twenty years and older to be replaced by adding current topics, updated biographies, and graphic novels into circulation.

Allamanda Elementary has a diverse population, and we strive to provide our patrons with books and materials that will support and grow our learning environment. Special attention is paid to Autism and Neurodiversity along with sensitivity to the achievements, needs, rights of men and women, and various cultures. Our library does not discriminate based on race, religion, gender, sexual preference, national origin, the author's political views, the material, or the user. Our goal is to provide a collection that mirrors our student's ethnic backgrounds, socio-economic standings, sexual orientation, and various abilities.

Allamanda Elementary aims to provide quality, reputable, and unbiased material to our patrons. When selecting materials for the collection, various resources are used to evaluate the material before purchasing it. Using standards established by library professionals, Allamanda finds resources like book reviews and books that have won esteem by winning awards such as the American Library Association Youth Media Awards and The Newbery Award. Various resources are used when selecting materials to ensure the collection is diverse and unbiased. Consulting different resources, such as Booklist, School Library Journal, Horn Book, ALA Youth Media Awards and Kirkus Review will also ensure the books we have chosen are appropriate and suitable for our elementary-level population.

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

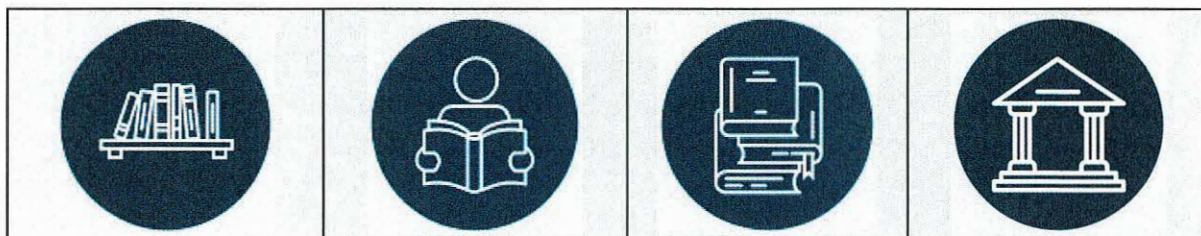
The School District Library Media Services Department supports school-based library media center personnel and establishes uniform policies and procedures for school library media centers throughout the District. These services include, but are not limited to:

- 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 <<Use Titlewave to Fill in This Infographic>>

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.



11,934 Items in the Collection	18.2 Items per Student	35% Fiction Titles in the Collection	32 % 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.			
	2008 Average Age of the Collection	57% 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	2006 Representative Titles Average Age	40% SLL Titles in Collection	2008 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	65	2010
Philosophy & Psychology	46	2001
Religion	18	2006
Social Sciences	496	2001
Language	34	1999

Science	862	2008
Technology	438	2004
Arts & Recreation	980	2015
Literature	183	2001
History & Geography	711	2004
Biography	675	2006
Easy	3,038	2006
General Fiction	4,178	2008
Graphic Novels (741.5)	559	2023

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. The inventory cycle is: FY27 Easy, FY28 Non-fiction and Biographies, and 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:

As students are still developing their literacy and categorization skills in elementary school, the library needs to be a place where they feel empowered to find books independently. The Easy section is alphabetized by the author's surname with the letters on the shelves. Fiction is alphabetized by the author's surname also with letters to label

the shelves. There is a grade four to five fiction area with colored labels. Biographies are filed by the subject's last name. Graphic Novels are separated into their own section within the Dewey Decimal System. Non-Fiction is organized by subject/classification number in the Dewey Decimal System.

Lost or Damaged Library Materials

Allamanda Elementary School's borrowed library materials policy is as follows: each student in kindergarten, may have one book checked out on his/her account. In grades 1-5, students may have up to two books checked out on his/her account at one time. If an item is accidentally damaged, the item should be returned to the media center. If an item is lost or damaged on purpose, the borrower will be responsible for the cost or the exact copy of its replacement. According to District policy, Allamanda may charge fees for late materials or fines for lost/damaged materials per 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". No fines for late materials will be charged.

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

School Year	Strategic Focus
FY27	Selection Priorities Expand Literature, 800s. Biographies, and replace well used popular books
	Inventory and Deselection (Weeding) Focus 1) Inventory Easy section 2) Weed Nonfiction: Literature, Dewey Decimal numbers 800 - 999, Literature and numbers 400-499, Language.
FY28	Selection Priorities Expand Philosophy and Psychology Dewey ranges 100 - 199 and Easy books
	Inventory and Deselection (Weeding) Priorities 1) Inventory Nonfiction numbers 0 -999 and Biographies 2) Weed Easy and Dewey Decimal section
FY29	Selection Priorities Expand Social Sciences, 300s, Fiction, and replace well used popular books
	Inventory and Deselection (Weeding) Priorities 1) Inventory Fiction (General Fiction, Easy, Story Collection, Graphic Novels). 2) Weed Fiction section

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)