

FY27 COLLECTION DEVELOPMENT PLAN



Beacon Cove Intermediate FY27 Collection Development Plan

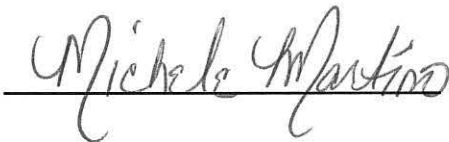
Michele Martino

Educational Media Specialist

Beacon Cove Intermediate
FY27 Collection Development Plan

Date Approved by Administration: May 1, 2026

Media Specialist Name: Michele Martino

Media Specialist Signature: 

Principal Name: Pamela Buckman

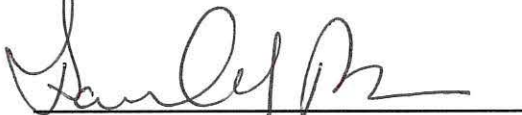
Principal Signature: 

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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

Beacon Cove school community data can be found in our [Gold Report](#). The users of Beacon Cove Library Media Center come from the students in Grades 3 through Grades 5 in addition to the faculty, staff, and parents. According to the Gold Report, Beacon Cove has a culturally and ethnically diverse population representing different economic backgrounds which include 76% White, 1% Black, 14% Hispanic, 6% Asian, 5% Mixed Race. In addition, the Beacon Cove Library Media Center supports the curricular needs of the ELL, ESE, and Gifted populations.

School Mission Statement

Beacon Cove School 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

Beacon Cove Media Center serves as the information, research and cultural center of the school. Service to our patrons is of the highest priority. Our media center is dedicated to designing and maintaining a library media program that supports, complements, and expands the instructional program of the school and Palm Beach County.

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 / STEM Fair / Literacy Week / Dot Day, and Read for the Record.

Beacon Cove Library has one full time certified Media Specialist and no Media Clerk. Library Media is on the Fine Arts wheel. The Media Center has six instructional classes a day (30 min. each) All classes meet over an 8-day rotation. Each class visits the Media Center 2 days in a row; Day 1 is for Book Check and Day 2 is for Instruction/Activity. The Media Center is open from 7:30-2:15.

The library is open throughout each day to ensure equitable access for all students to library media resources. The school administration and faculty are aware that recent improvement in student learning gains when the library media center is available to the students at the point of need. The library media specialist uses ALA Standards and Benchmarks as well as PBC curriculum guide resources to review standards being taught at grade level in any given week and works with the classroom teachers to develop compatible lessons that support classroom learning.

Goals and Objectives FY 27

Goal 1: To support the students' 21st Century Literacy skills with technology.

- Step 1. To teach all students to use Destiny to locate and check out books in the Media Center.
- Step 2. To teach all students how to access and check out ebooks using MackinVia
- Step 3. To utilize chromebooks with students in meaningful ways to access library materials, conduct research and extend learning.

Goal 2: Increase participation in library incentive programs: Sunshine State Young Readers Program and Battle of the Books.

- Step 1. Order SSYRA books and promote them before the end of the FY26 school year.
- Step 2. Add FY27 SSYRA books to the summer reading list.
- Step 3. Display reading certificates and dog tags to students.
- Step 4. Encourage teachers to help students to participate in the program.

Goal 3: Increase overall publication date of the collection.

- Step 1. Continue to weed and replace outdated materials. Use Titlewise analysis to fulfill book needs.
- Step 2. Weed materials that have low circulation and are worn out.

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.

Budget and Funding Funding sources for the LibraryMedia Center budget includes State Allocated Funds, Book Fairs, PTO and Adopt -a-Class donations. The annual Media Center budget is divided into several categories and is spent where it is needed: Supplies ,books, ebooks, AV equipment, digital tools and computer hardware. The LMC is given a school-based operating budget at the beginning of every school year. Beacon Cove administration uses a formula to disperse the appropriated funds. The budget for the 2026-2027 school year is expected to be similar to the 2025-2026.

School-based Operating Budget	Budget FY26	Projected FY27 Budget
Account 551100 - Media Supplies	\$1065	\$ 1065
Account 553420 - Media Subscriptions (Periodicals-Newspapers)	\$0	\$ 0
Account 561100 - Library Books	\$629	\$ 629
Account 562230 - Media A/V Equipment	\$469	\$469
Account 564220 - Furn-Fix/Equip	\$0	\$ 0
Fundraising and/or Grants	FY26	Projected FY27
Media Center Internal Account number for your grant(s) (get this from your bookkeeper)	Media \$1165 BookFair \$3123.,89 PTO \$500	Media \$1165 BookFair \$3123.,89 PTO \$500 8466.15 internal Acct.
State Media Allocation	FY26	Projected FY27
Account 561100 (program 3070) - Media Books	\$1665	\$ 1665

Purchasing Plan FY27

Purpose	Amount
Rewards	900
Books	5000
Supplies	700
Equipment	1200
Total:	\$8800

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.

- 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.

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, 6 chromebooks

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, Papercutters
- 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, Calculators.

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: Beacon Cove inventories its Library Media Collection annually on a 3 year rotational cycle:

Beacon Cove will start FY27 with our Professional Library and continue to weed the older books. Out-of-date material will not be placed in the classrooms. These books will be marked weeded and sent off adoption materials to the warehouse in the Fall.

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 C)

In ordering materials other factors are considered including the school's needs based on the curriculum and the existing collection. In assessing the needs of our including the school's needs based on the curriculum and the existing collection. In assessing the needs of our collection the following things are necessary:

- Conducting an annual inventory of the collection to determine replacements, missing items, and other needs per School Board Policy 8.12(8).
- Stay current with training and state standards to assess whether the library collection has adequate coverage of these standards with the books in our collection.
- Reflect and consider that the Media Center materials utilized in our library are sensitive to factors such as gender, race, appropriateness to student age, emotional maturity, global issues and relevance to the curriculum.
- Consult with teachers, as well as students to be sure their needs are reflected in the collection. Surveying the staff and students periodically is necessary to achieve this.
- Select materials that have at least two favorable reviews from other reputable, unbiased, professional reviewing sources used for selections include Booklist, Horn Book, Kirkus Reviews, and School Library Journal
- We must use standards established by library professionals and use resources such as books that have won accolades by winning awards such as the Sunshine State Awards, American Library Association Youth Media Awards and The Newbery award.

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

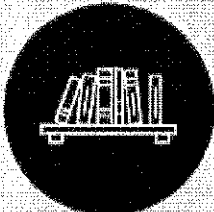
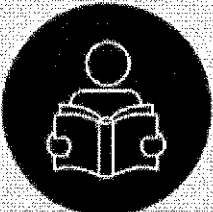
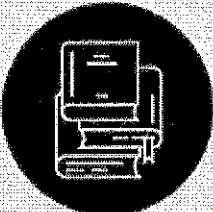
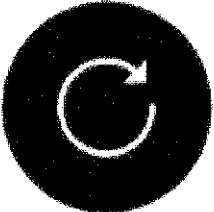
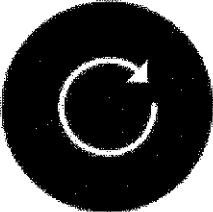
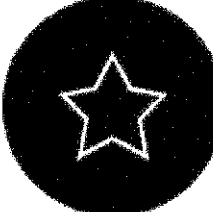
The School District Library Media Services Department supports school-based library media center personnel and establishes uniform policies and procedures for school library media centers throughout the District. These services include, but are not limited to:

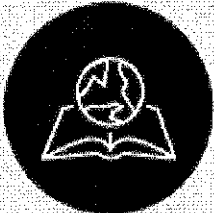
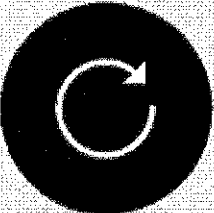
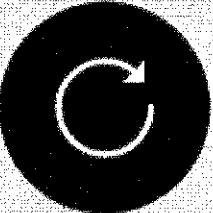
- Maintaining a professional library collection to assist with recertification and knowledge acquisition on education-related topics;
- Managing the online catalog, including the library inventory and circulation software;
- Selecting and making accessible online information databases for reference and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

			
12,431 Items in the Collection	20.5 Items per Student	5,222 Fiction Titles in the Collection	4,925 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	61% Aged Titles	6% 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.	
			
31% Representative Titles in Collection	2007 Representative Titles Average Age	3,892 ALL 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	119	2015
Philosophy & Psychology	34	2009
Religion	35	2004
Social Sciences	657	2006
Language	112	2009
Science	879	2009
Technology	795	2008
Arts & Recreation	1072	2010
Literature	137	2006
History & Geography	1085	2004
Biography	1030	2008
Easy	26	2009
General Fiction	5222	2008

Graphic Novels	146	2022
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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.

FY26: Fiction (completed)

Year 1: FY 27 Professional

Year 2: FY 28 Non-Fiction and Biography

Year 3: FY 29 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:

Beacon Cove organizes its library by Dewey Classification for Non-Fiction and Fiction sections. Biographies and Graphic novels are genrefied with their own sections.

Lost or Damaged Library Materials

In accordance with School Board Policy 2.218(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".] Beacon Cove will not ask a parent/guardian/student to pay for books, however, if a parent/guardian/student voluntarily replaces or pays for a book then the Media Specialist will write a thank you note.

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

School Year	Strategic Focus
FY27	Selection Priorities Purchase Class-sets for classroom teachers in the Professional Library.
	Inventory and Deselection (Weeding) Focus 1) Weed All Professional materials/books. 2) Weed all Pro 000-599 dvd/book combo in Professional library.
FY28	Selection Priorities Purchase more current Nonfiction books 100's -300's and Biographies using Titlwave as a guide to purchasing current publishing dates/ updated selections in the Dewey/nonfiction sections.
	Inventory and Deselection (Weeding) Priorities 1) Continue to weed all Pro 600-999 DVD/book combo in Professional library. 2) Update collections in the 500's-600's
FY29	Selection Priorities Purchase all books in a series for a full collection
	Inventory and Deselection (Weeding) Priorities 1) Fiction (General Fiction, Easy, Story Collection, Graphic Novels). 2) Continue to weed the fiction books not circulated, damaged or outdated.

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)