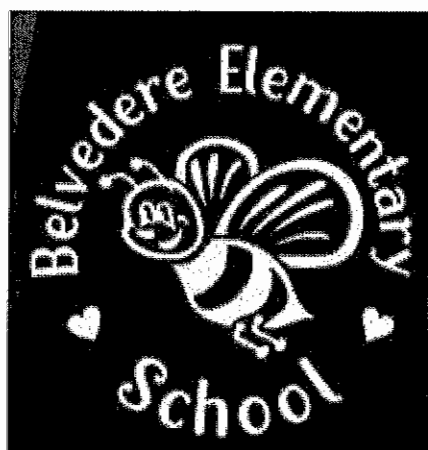


Belvedere Elementary



FY27 Collection Development Plan

Jessica DeQuesada

Educational Media Specialist

Signature Page

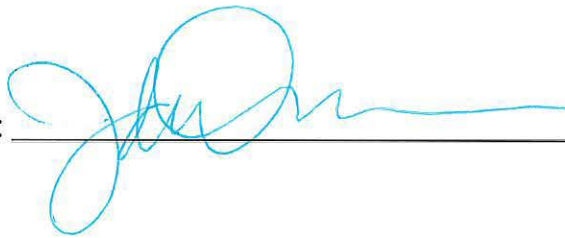
Belvedere Elementary School

FY27 Collection Development Plan

Date Approved by Administration: 5/8/2024

Media Specialist Name: Jessica DeQuesada

Media Specialist Signature: _____



Principal Name: Amy Lopez

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

Belvedere is a Title One School located in a multicultural community with an 85 year history in the City of West Palm Beach. For the FY26 school year, we have a student population of 473 students in grades PreK-5. We are a Dual Language in grades K-4, AVID school, with 7 ASD units in grades K-4.

Our ELL population is 49%, and 32% of our students are classified as ESE. Our absentee rate is 5%. Our student population is predominantly Hispanic (79%), 9% White, 10% Black, and 2% Asian/American Indian/Mixed Race students. The FRL rate is 100%.

School Mission Statement

The mission of Belvedere Elementary School is embedded in our commitment to provide quality instructional programs to ensure that all students become literate, proficient, life-long learners, and responsible citizens. Our chief priority is meeting the academic, social, and emotional needs of our students. We are committed to accomplishing our mission in a safe, positive, nurturing environment that enhances respect, esteem, and achievement.

Media Center Mission Statement

The Belvedere Elementary School Media Library Center is dedicated to fostering literate, proficient, lifelong learners and responsible citizens in alignment with our school's core mission. We prioritize the academic, social, and emotional growth of every student within a safe, nurturing, and inclusive environment. Our center serves as a welcoming hub that stimulates curiosity and empowers diverse learners through a rich collection of resources. By valuing both the joy of reading and the pursuit of knowledge, we provide a foundation for students to become critical thinkers.

We strive to enhance achievement and self-esteem through collaborative partnerships with educators, families, and community stakeholders. Our mission is to promote cultural understanding and inspire a lasting love for learning in all students, regardless of their primary language. By supporting holistic development, we cultivate engaged citizens who are prepared to contribute positively to a global society. We remain committed to building an equitable space where every individual is empowered to reach their full potential.

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 five day schedule to ensure equitable access for all students. The students receive instruction for 20 minutes, with the last remaining 10 minutes dedicated to book check out and Makerspace. Instruction is provided weekly to support academic standards and digital literacy. The program supports special school initiatives such as International Dot Day, Literacy Week, Read for the Record, Summer Reading, Read Across America, School Library Week, and provides a collaborative space for inquiry and research.

Curriculum & Literacy Focus

The curriculum for all grades is designed to support ELA standards, as well as filling in gaps as needed in subject areas such as geography, science, and

social studies. Story times are followed up with fun, hands-on engaging activities that reinforce learning. This year in grades 3-5, the curriculum centered around morphology, as well as other areas. The goals are not only to educate students, but to foster a love of reading.

Goals and Objectives

Goal 1: The BES Media Center will improve the "Average Age" and accuracy of the nonfiction collection through a targeted weeding and replenishment cycle. By May 2027, the "Aged Titles" percentage in the Nonfiction and Biography sections (currently 39%) will be reduced by at least 5%.

Action Step 1: Systematically deselect (weed) the Nonfiction and Biography sections for factual inaccuracy, poor physical condition, and low circulation.

Action Step 2: Create a "New & Noteworthy" display for the updated Spanish Language and Biography titles to re-engage 3rd-5th grade students with the "Who Was" series and other contemporary biographies.

Goal 2: To increase the number of books in our Spanish section.

- **Action Step 1:** Select and purchase high-interest age appropriate fiction books that are Spanish and/or bilingual books to support the mission of the dual language program of having our students literate in both languages.

- **Action Step 2:** Select and purchase non fiction books Spanish and/or bilingual books to support the mission of the dual language program of having our students literate in both languages.

Goal 3: To increase the overall average publication date of 2010 to 2015 (or later) of the Belvedere Elementary Library Media Collection.

- **Action Step 1:** To weed and purchase/replace outdated nonfiction materials, focusing on the science, history, and technology collection. This will allow us to prioritize ordering books for these sections.

- **Action Step 2:** To weed and purchase/replace outdated fiction materials, and replace with high interest age appropriate, diverse easy and fiction chapter books.

Budget and Funding

The Belvedere Elementary School Library Media Center is funded by a school-based operating budget, supplemented by a State Media Allocation (3070 funds) at the beginning of every school year. It is expected that the budget for 2026-2027 will be similar to the school year 2025-2026 budget.

School-based Operating Budget	Budget FY26	Projected FY27 Budget
Account 551100 - Media Supplies	\$332	\$ 332
Account 553420 - Media Subscriptions (Periodicals-Newspapers)	\$199	\$ 199
Account 561100 - Library Books	\$598	\$ 598
Account 562230 - Media A/V Equipment	\$266	\$ 266
Account 564220 - Furn-Fix/Equip	\$332	\$ 332
Fundraising and/or Grants	FY26	Projected FY27
Media Center Internal Account number for your grant(s) (get this from your bookkeeper)	5-1700.00 \$1300	\$1000
State Media Allocation	FY26	Projected FY27
Account 561100 (program 3070) - Media Books	\$1467	\$1467

Purchasing Plan FY27

Purpose	Amount
Books	2000.00
STEM materials	300.00
Media Center Supplies (bins for better browsing, stickers to help with book location, hands-free scanner, contemporary literary based art to enhance the space, comfortable seating to encourage reading)	800.00
Total:	\$3100.00

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, Professional Collection.
- Digital: eBooks, Online Databases (District and Site-Licensed).

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:

- 4 Chromebooks
- 15 iPads
- Classroom Technology: Interactive Flat Panel, Document Camera, Sound System.
- Makerspace: Building Manipulatives.

Media Production:

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

Teacher Support and Workroom:

- Production: Large Format (Poster) Printer, Laminator, Die-Cut Machine.
- A/V Support: Microphone, Ceiling Mounted Projector
- Lexmark Printer (Media Specialist use only)
- CoverOne Book Repair Machine

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

Selecting and evaluating materials for an elementary school library is a multifaceted process grounded in the Palm Beach County School District's "Procedures for Selecting and Developing Library Collections."

The selection criteria, as outlined in the Board Policy, prioritize materials that support and enrich the school's educational program, offering a wide range of resources that cater to

diverse reading levels, interests, and viewpoints. Crucially, all book selections must be free of pornography and material harmful to minors, be suited to students' comprehension abilities, and be appropriate for their grade level and age group, aligning with Florida Statute 1006.40(3)(d).

To ensure informed decisions, the policy requires consultation with reputable, professionally recognized reviewing periodicals. I plan to regularly consult resources such as *School Library Journal* and *Booklist* for their critical reviews and recommendations. These publications offer insights into the quality, age-appropriateness, and curriculum relevance of new materials.

Furthermore, the selection process considers the educational purpose of the material, its alignment with state academic standards, and the degree to which it can be integrated into classroom instruction. The policy also emphasizes the importance of reflecting the broad racial, ethnic, socioeconomic, and cultural diversity of the student population. Factors such as accuracy, literary merit, scope, author authority, special features, and technical and aesthetic quality are also taken into account. By adhering to these criteria and utilizing professional reviewing tools, I can ensure that the elementary school library collection is high-quality, relevant, and supportive of the diverse learning needs of our students, all while remaining consistent with the School Board's established guidelines.

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

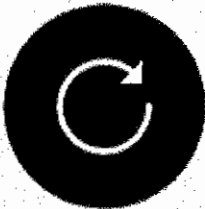
The School District Library Media Services Department supports school-based library media center personnel and establishes uniform policies and procedures for school library media centers throughout the District. These services include, but are not limited to:

- 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.

			
6,750 Items in the Collection	14.4 Items per Student	20% 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.			
	2010 Average Age of the Collection	47% Aged Titles	14% 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.	
			
2,119/31% Representative Titles in Collection	2010 Representative Titles Average Age	2,394/35% SLL Titles in Collection	2011 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	2011	20
Philosophy & Psychology	2012	21
Religion	2009	10
Social Sciences	2005	432
Language	2009	29
Science	2013	827
Technology	2014	230
Arts & Recreation	2017	665
Literature	2005	125
History & Geography	2008	267
Biography	2014	542
Easy	2008	1,853
General Fiction	2012	1,326
Graphic Novels	499	2020

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.

Inventory will be completed on a three year rotation as per Board Policy 8.12

Year 1 (2025-2026) Fiction

Year 2 (2026-2027) Professional Books and Picture Books (E)

Year 3 (2027-2028) Non 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 library is organized as follows:

- There is a separate section for all Spanish fiction and nonfiction books that are in the process of being labeled.
- The easy fiction chapter books (i.e.: Branches series) are separated into their own section. They are organized in bins by series (i.e. Bad Guys, Narwhal) as well as by genre
- The easy readers are in bins organized by the level system indicated on the books. The nonfiction easy readers are located in racks.

- The graphic novels are separated from regular fiction, and are grouped by series when possible.
- The non-fiction books and 398.2 are all organized by their dewey numbers. located in the stacks. Fiction books are organized alphabetically along the back wall of the media center.

Lost or Damaged Library Materials

We will endeavor to retrieve library books through various means, such as sending home notices, Class Dojo messages, and making phone calls to parents. Should a book become lost or damaged, the fine will be assessed to the student. Lost/Damaged book fees will not surpass the book's original purchase amount. This is 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". Late returns will not incur any charges.

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

School Year	Strategic Focus
FY27	Selection Priorities • Spanish Books • Non-Fiction • Graphic Novels
	Inventory and Deselection (Weeding) Focus Professional and Easy/Picture Books, Biographies
FY28	Selection Priorities • Spanish Books • Non-Fiction • Easy Fiction/Picture Books
	Inventory and Deselection (Weeding) Priorities Non-fiction sections 100-500
FY29	Selection Priorities • Picture Books • Easy chapter books • Lower level nonfiction
	Inventory and Deselection (Weeding) Priorities 1) Fiction (General Fiction, Easy, Story Collection, Graphic Novels) 2) Non Fiction sections 500-900

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: d03f6ade-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)