



Banyan Creek Elementary

FY27 Collection
Development Plan

Mrs. Raquel Robinson
Educational Media Specialist

Signature Page

Banyan Creek Elementary School
FY27 Collection Development Plan

Date Approved by Administration: April 23, 2026

Media Specialist Name: Raquel Robinson

Media Specialist Signature:

A handwritten signature in cursive script, appearing to read 'Raquel Robinson', written over a horizontal line.

Principal Name: Gerald Riopelle

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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

Banyan Creek Elementary, a recognized Green School of Excellence in Delray Beach, Florida, serves a diverse student body of 753 students (FTE). Our academic offerings include a comprehensive Gifted Program for grades K-5 and a specialized Technology Choice Program.

The Banyan Creek Media Center is a vital hub supporting a culturally and socioeconomically diverse population of students, faculty, and staff. Beyond our campus, the Media Center facilitates resource sharing across the district via Inter-Library Loans.

According to the most recent Gold Report data, our student demographics are as follows:

- Black: 42%
- White: 32%
- Hispanic: 18%
- Other: 8%

School Mission Statement

Banyan Creek Elementary 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

The Banyan Creek Library Media Center supports our school's commitment to excellence and equity by creating a welcoming space where all students can grow and reach their full potential. Through diverse books and engaging STEM experiences, we help students build critical thinking skills, practice responsible digital citizenship, and develop the literacy skills they need for future success.

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 runs on a fixed schedule to ensure all students have equal access. Students receive weekly instruction that supports academic standards and builds digital literacy skills. The program also supports school-wide initiatives during both the school day and evening events, including Book Fair, Literacy Week, Math Night, STEM Night, Read Across America, Hour of Code, and STEM Month. The library also serves as a collaborative space for inquiry, research, and hands-on learning.

This year, media instruction began with the basics, including how to use Destiny and how to locate books in Fiction, Non-Fiction, and Picture Books using call numbers. Students also explored coding through Code.org and participated in hands-on activities with Wonder Robots such as Dash, Sphero Bolts, and Marty the Robot. We've also been building robotics skills using Cubelets and Ozobot Evo.

In addition, students are learning about the responsible and ethical use of artificial intelligence by creating and animating characters using Adobe Express. We recently launched a new STEM unit focused on LEGO, and our goal is to continue expanding learning through LEGO Education.

Goals and Objectives

Goal 1: Acquire a few LEGO Education Kits

- Purchase a classroom bundle Science & AI Kits for Grades K-2
 - These kits also include access to standard based curriculum
- Purchase a classroom bundle Science & AI Kits for Grades 3-5
 - These kits also include access to standard based curriculum
- Purchase a classroom bundle Science & AI Kits for Grades 6-8
 - These kits also include access to standard based curriculum

Goal 2: Technology – Continue to expand and support the technology we have on hand

- Purchase two additional 3D printers.
 - Set aside budget for replacement filament supplies
- Purchase two additional 3D printer carts.
- Continue to add manipulatives for STEM centers

Goal 3: Time set aside for Administrative Tasks

- Materials Needing to be Vetted for Instruction
 - Set aside a daily time block where instructional materials can be vetted for instruction for both teachers and administration.
- Materials Seeking Approval for Purchases
 - Set aside a weekly time block where instructional materials can be vetted for purchases for both teachers and administration.
- Management of the Collection
 - Set aside specific days in the month that the media specialist can work on the upkeep and development of the library's book collection.

Budget and Funding

The LMC is given a school-based operating budget at the beginning of every school year. The school administration uses a formula to distribute the appropriated funds. The budget for the FY27 school year is expected to be similar to FY26.

<i>School-based Operating Budget</i>	<i>Budget FY26</i>	<i>Projected FY27 Budget</i>
<i>Account 551100 - Media Supplies</i>	<i>\$639.00</i>	<i>\$586.00</i>
<i>Account 553420 - Media Subscriptions (Periodicals-Newspapers)</i>	<i>\$383.00</i>	<i>\$351.00</i>
<i>Account 561100 - Library Books</i>	<i>\$1150.00</i>	<i>\$1054.00</i>
<i>Account 562230 - Media A/V Equipment</i>	<i>\$511.00</i>	<i>\$469.00</i>
<i>Account 564220 - Furn-Fix/Equip</i>	<i>\$639.00</i>	<i>\$386.00</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>\$2423.00</i>	<i>\$2000.00</i>
<i>State Media Allocation</i>	<i>FY26</i>	<i>Projected FY27</i>
<i>Account 561100 (program 3070) - Media Books</i>	<i>\$2460.00</i>	<i>\$2000.00</i>

Purchasing Plan FY27

Approximate Purchasing Plan	
Purpose	Amount
LEGO Computer Science & AI Classroom Bundle K-2	2249.00
LEGO Computer Science & AI Classroom Bundle 3-5	2799.00
LEGO Computer Science & AI Classroom Bundle 6-8	3499.00
Makebot Sketch 3D Printers (2)	4098.00
3D Printer Cart	1800.00
LEGO Mats and bricks	400.00
Total:	\$14845.00

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, Digital Audiobooks, Online Databases (District and School Purchased).

Special Emphasis:

Most of our collection is organized using the Dewey Decimal Classification System. At the end of the previous school year, we surveyed our instructional staff and determined that organizing fiction chapter books by genre would better meet students' needs. This change has made it much easier for students to find and select books.

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:

Our school has purchased a yearly license to Generation Genius & Scholastics News.

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: 32 Desktop Student Workstations.
- Classroom Technology: Interactive Flat Panel, Document Camera, Sound System.
- Makerspace: 3D Printers, Robots, Coding Kits, Building Manipulatives.

Media Production:

- TV Studio: Full Production Studio (Cameras, Teleprompters, 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, Cricut Machine, Book Binding 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

The media specialist is responsible for coordinating the collection development plan. In accordance with School Board Policy 8.12, the media specialist selects materials that support the instructional program and encourage a love of reading. All library resources are chosen with students' needs in mind, ensuring they are appropriate for their age, grade level, and ability to understand the content. Both print and non-print materials are carefully evaluated and selected using trusted professional review sources such as School Library Journal, Booklist, Publishers Weekly, and Kirkus Reviews.

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.

			
11,661 Items in the Collection	11.4 Items per Student	23% Fiction Titles in the Collection	50% Percent of nonfiction in the collection
Library media resources are curated to include recently published works and classics that rightfully impact the average age of the collection.			
	2012 Average Age of the Collection	36% Aged Titles	15% 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.	
			
33% Representative Titles in Collection	2011 Representative Titles Average Age	33% SLL Titles in Collection	2013 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	97	2014
Philosophy & Psychology	74	2013
Religion	79	2011
Social Sciences	1,009	2008
Language	99	2011
Science	1,359	2013
Technology	896	2013
Arts & Recreation	860	2015
Literature	254	2008
History & Geography	1,056	2012
Biography	766	2012
Easy	2,056	2012
General Fiction	2,675	2013
Graphic Novels	238	2019

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 cycle: FY27 Easy, FY28 Non-fiction, 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:

Our Library Media Center is organized into several distinct sections to support student access and engagement. The Picture Book area is referred to as the “Everyone” section, creating a more welcoming alternative to the traditional “Easy” label. We also have a Nonfiction (Dewey) section, which includes Folklore, Poetry, and Graphic Novels, as well as a Biography section and a small print Reference collection.

Fiction chapter books are organized by genre to make the selection process more intuitive and enjoyable for students. Each book is labeled by genre on the spine, and sublocation information has been updated in Destiny to reflect this organization. Our genres include Adventure, Animal Stories, Fantasy, Historical Fiction, Humor, Mystery, Realistic Fiction, Scary Stories, Science Fiction, and Sports Fiction.

To further support students in selecting age-appropriate materials, intermediate-level books are identified with a small orange dot placed near the barcode and at the top of the spine. This system also helps streamline shelving and the checkout process.

Lost or Damaged Library Materials

At Banyan Creek Elementary, we do not charge late fees for overdue books. However, fees may be assessed for lost or damaged materials in accordance with School 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.”

When a damaged book is returned, we typically charge a minimal fee—no more than \$5—rather than the full replacement cost. We believe that when students take responsibility by returning materials and being honest about what happened, they should not be penalized with the full cost. We also recognize that some situations may be beyond a student’s control, and the media specialist may use discretion to waive fees for lost or damaged items when appropriate.

When a student leaves the school, any outstanding fines are cleared from Destiny and transferred to the SIS system.

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

School Year	Strategic Focus
FY27	Selection Priorities ● 370-379 Education ● 361-369 Social Problems and Services ● Fiction Chapter Books, Graphic Novels and Picture Books (ongoing)*
	Inventory/ Weeding Priorities ● 370-379 Education ● 361-369 Social Problems and Services ● Fiction Chapter Books, Graphic Novels and Picture Books (ongoing)*
FY28	Selection Priorities ● 610-619 Medical Sciences/Medicine ● 910-919 Geography, Maps and Atlases ● Fiction Chapter Books, Graphic Novels and Picture Books (ongoing)*
	Inventory/ Weeding Priorities ● 610-619 Medical Sciences/Medicine ● 910-919 Geography, Maps and Atlases ● Fiction Chapter Books, Graphic Novels and Picture Books (ongoing)*
FY29	Selection Priorities ● 570-579 Life Sciences/Biology ● 380-389 Commerce, Communications and Transportation ● Fiction Chapter Books, Graphic Novels and Picture Books (ongoing)*
	Inventory and Deselection (Weeding) Priorities ● 570-579 Life Sciences/Biology ● 380-389 Commerce, Communications and Transportation ● Fiction Chapter Books, Graphic Novels and Picture Books (ongoing)*

*Our Picture Books are primarily used by our younger students. These books have been used and loved a lot. Many of them are in rough conditions and have to be weeded. This will be an ongoing process throughout the years.

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)