

FY27 COLLECTION DEVELOPMENT PLAN



Belle Glade Elementary **FY27 Collection Development Plan**

Betty Petithomme

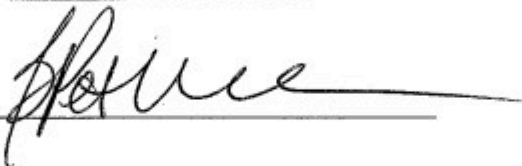
Educational Media Specialist

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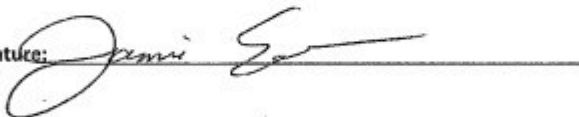
Belle Glade Elementary

FY27 Collection Development Plan

Media Specialist Name: Betty Petithomme

Media Specialist Signature: 

Principal Name: Jaime Evans

Principal Signature: 

Date Approved by Administration: 5/7/24

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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

Belle Glade Elementary School is a Title 1 school with 582 students, serving students from Pre-K (age 4) up to grade 5 (ages 10-13). According to the [Gold Report](#) as of October 2025, the student demographic consists of 70% Black, 27% Hispanic, & about 2% White. About 84% of our students are on Free or Reduced Lunch. 43% of our students are Limited English Proficient (LEP), and about 15% are students in Exceptional Student Education (ESE).

Belle Glade Elementary School also integrates the AVID (Advancement Via Individual Determination Program) into the day-to-day structure of student learning. AVID is a college-readiness program designed to help students develop the skills they need to be successful in college.

School Mission Statement

The mission of Belle Glade Elementary School is "Together We Create "A" Better Tomorrow", which is to build a collaborative partnership with its community members that will challenge and guide every student to achieve high academic standards, become self-disciplined, self-motivated, respectful, and college and career-ready to become productive citizens.

Media Center Mission Statement

The mission of the Belle Glade Elementary Library Media Center Program is to increase students' reading skills while promoting a love of reading by providing access to quality and engaging print and digital materials. The Media Center program supports the school curriculum and provides information and literacy skills necessary to locate, access, and apply ideas, information, and resources in various formats.

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 at Belle Glade Elementary operates on a fixed schedule to ensure equitable access for all students (Kindergarten to grade 5 & EBD class). Instruction is provided weekly for 30 minutes to support academic standards and digital literacy. The program supports special school & district initiatives such as AVID, Literacy Week, World Read Aloud Day, Poetry Month, Hispanic Heritage, Black History, Women's History, Earth Day, and provides a collaborative space for inquiry and research.

The Library Media Specialist also mentors the BGE Media Club, which consists of ten 3rd, 4th, and 5th-grade students. Media Club members are selected by application & audition. Media Club members' duties include: presenting morning announcements from 7:50-8 am and shelving & organizing library books at least 1 day a week during their fine arts block.

Per administration, the Library Media Specialist pushes in, supports, and mentors a 5th-grade small ELA/reading group from 8:30-9 am daily. Per administration, the Library Media Specialist also pushes in & supports two 5th-grade Science classes alternating days, Monday-Thursday from 9:45-10:25 am.

Per administration, the Library Media Specialist is responsible for laminating all school staff documents and anchor charts. The Media Specialist also updates the school's Class Dojo page with calendar events and announcements for parents and staff.

Goals and Objectives

Goal 1: Increase the library book circulation by at least 10%.

- Action Step 1: Collaborate with classroom teachers to make sure students check out and read at least 2 books weekly
- Action Step 2: Have 1 book fair to supplement the budget of the Media Center to purchase more high-interest books for students

Goal 2: Promote literacy and the enjoyment of reading for all students

- Action Step 1: Promote school-wide celebration of Literacy Week, International DOT Day, Read Across America, and World Read Aloud Day.
- Action Step 2: Start an afterschool SSYRA Book Club (at least 5-10 3rd-5th graders) & participate in the district's Battle of the Books competition

Goal 3: Support the Science curriculum to help improve the school's Science goals

- Action Step 1: Integrate SSA Science standards in Media lessons, specifically for grades 3-5.
- Action Step 2: Push into at least 1 Science classroom to provide supplemental Science support at least 3 times a week for about 30 minutes.

Budget and Funding

The Library Media Center (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. **The Media Specialist hopes to have at least 1 book fair to supplement the Media Center's Internal Account.**

<i>School-based Operating Budget</i>	<i>Budget FY26</i>	<i>Projected FY27 Budget</i>
<i>Account 551100 - Media Supplies</i>	\$392	\$405
<i>Account 553420 - Media Subscriptions (Periodicals-Newspapers)</i>	\$235	\$243
<i>Account 561100 - Library Books</i>	\$705	\$729
<i>Account 562230 - Media A/V Equipment</i>	\$313	\$324
<i>Account 564220 - Furn-Fix/Equip</i>	\$392	\$405
<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>	\$246.67	\$300
<i>State Media Allocation</i>	<i>FY26</i>	<i>Projected FY27</i>
<i>Account 561100 (program 3070) - Media Books</i>	\$1650	\$1700

Purchasing Plan FY27

Purpose	Amount
FY27 SSYRA books for BOB club <i>(Get quote from vendor Andrew of Libraria)</i>	\$500
Media Center Books (focus on beginning readers & building phonics)	\$2000
Supplies (including but not limited to book labels, shelf dividers, book return canvas liner or interior bin)	\$500
Total:	\$3000

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, Spanish & Haitian Kreyol books, and Professional Collection.
- Digital: eBooks & Audio books (via Destiny Discover & Mackinvia) and Online Databases (District).

Special Emphasis:

The collection maintains a special emphasis on fiction & non-fiction texts in Spanish & Haitian Kreyol books to support the English language learner (ELL) population at Belle Glade Elementary.

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:

- Media Center Technology: Interactive Flat Panel and Sound System.
 - There are no student desktop workstations or Chromebooks available in the BGE Media Center.
- Makerspace: 2 MakerBot Replicator+s and cart, and 2 Tonies boxes with 4 characters

Currently, the Media Production TV studio is out-of-date and & is on the waiting list for updated technology, per Franklin Gorora's September 2025 school Media Center visit.

However, in January 2026, a Deluxe Hamilton Buhl Media production Studio Kit was procured from the 8430 Library Program, which includes:

- (1) USB Omnidirectional/Cardioid Podcasting Microphone
- (1) Desktop Stand Round Microphone
- (1) Windscreen/Pop Filter Folding Sound Isolation Shield
- (1) SuperFlix 720p HD Webcam With Steel-Reinforced Gooseneck Stand
- (1) ActionPro Camcorder with Full High-Definition 30MP Digital Video Camera (HDV17BK)
- (1) HDV17-MIC External Mic For Camcorders And SLR Cameras
- (1) TPOD18 Octopus Mini-Tripod Camera Stand
- (1) 9' X 60" Green Screen Backdrop Cloth
- (1) I Can Present Editing Software
- (1) Animate-It! Stop-Motion Editing Software
- (1) LCP Plastic Carry Case
- TV Studio: Full Production Studio (Cameras, Tri-Caster/Mixer, Lighting, Green Screen).
- Mobile News: Portable News Crew Equipment (iPads, Mobile Green Screen).

Teacher Support and Workroom:

- Production: 1 Sharp Copier BP-70M55, 2 Die-Cut Machines, 1 Guillotine Paper Cutter (and 2 Large Format (Poster) Printers (not working, no ink, and 1 broken).
- 2 older model GBC Heat Seal Ultima 65 Lamination Machines
 - *Laminators are kept in the Media Specialist's office. Teachers & Staff must complete the lamination request form, and then the Media Specialist and/or Art teacher will laminate and return it to the teacher/staff when completed.*

Circulation and Access:

- Devices: 1 Dell Laptop (for Student/Staff Checkout by Media Specialist)

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

1. Policy Alignment: The Media Specialist is responsible for coordinating the collection development program. The selection of library media center materials follows SDPBC Policy 8.12.
2. Professional Tools: The media specialist consults professional review journals (e.g., School Library Journal, Follett Titlewave book reviews & Teaching Books) to ensure the age-appropriateness and educational significance. The Media Specialist also attends Library Media Services' professional development trainings and Topical Tuesday webinars to discover new books, materials, and the latest practices related to school libraries, curriculum, and student enrichment.
3. Critical Criteria: When selecting instructional materials, the needs of the school, based on the curriculum and the existing collection, are given consideration first. In assessing the needs of the collection, it is necessary to: 1) Conduct an inventory of the collection to determine replacements, missing items, and other needs. 2) Review skills embedded in the Florida B.E.S.T. Standards to determine the adequacy of current library media materials and keep an ongoing topic list of areas needing additional resources. 3) Involve staff and students in identifying needs by surveying students & staff periodically to determine what type of materials they would like to see added to the collection, such as informational materials, curricular materials, and pleasure reading materials.

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.

			
8,793 Items in the Collection	13.7 Items per Student	14% Fiction Titles in the Collection	41 % 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.			
	2003 Average Age of the Collection	65% Aged Titles	3% 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.	
			
29% Representative Titles in Collection	2001 Representative Titles Average Age	30% SLL Titles in Collection	2004 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	29	2009
Philosophy & Psychology	48	2005
Religion	10	2010
Social Sciences	1056	1996
Language	612	2008
Science	899	2008
Technology	182	2010
Arts & Recreation	289	2009
Literature	238	1994
History & Geography	265	2005
Biography	499	2001
Easy	1,812	2000
General Fiction	1,254	2007
Graphic Novels (741.5)	119	2015

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.

Belle Glade Elementary School will inventory at least $\frac{1}{3}$ of its collection each year on a rotational basis, every 3 years:

- Completed Year 1-- (FY26)--Fiction (F)
- To be completed Year 2-- (FY27)-- (E) Fiction & 92 Biographies
- To Be completed Year 3-- (FY28)--Nonfiction (000-999)

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 shelving system used at the Belle Glade Elementary Media Center is as follows: Nonfiction books are organized according to the Dewey Decimal Classification System, and Fiction books are organized alphabetically by the author's last name. There is a section for Spanish & Haitian Kreyol & bilingual books for our English Language Learners (ELL). There is a beginning/easy reading shelf near the circulation desk for struggling readers to easily access. Finally, current SSYRA books & graphic novels (741.5) are located at the end of the Fiction shelves for easier access.

Lost or Damaged Library Materials

While the school library media center at Belle Glade Elementary works to eliminate barriers that inhibit students from accessing and using reading, reference, and research materials, the responsibilities of students, parents, and teachers for lost or damaged instructional materials are outlined in SDPBC Policy 8.1225. Students, parents, and teachers are held accountable for lost or damaged materials. No fees are charged for late materials.

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

School Year	Strategic Focus
FY27	Selection Priorities • Purchase SSYRA books to start an after-school reading club & compete in the district BOB (Battle of the Books) competition • Purchase Media Center library Books (focusing on beginning readers & building phonics)
	Inventory and Deselection (Weeding) Focus 1) Inventory (E) Fiction & 92 Biographies 2) Continue weeding books that are worn and beyond mending 3) Relabeling book spines & updating book designations in Destiny (e.g: PRO, FIC,& other designations)
FY28	Selection Priorities • Purchase replacement titles of damaged books • Purchase new titles of high-interest series titles
	Inventory and Deselection (Weeding) Priorities 1) Inventory <u>Nonfiction</u> (000-999)

	2) Focus on weeding out aged books in the 370-379 Education section (<i>*167 books average age 1998</i>) 3) Weed books that are factually aged titles that are inaccurate or irrelevant (esp. History, Geography, and/ & Technology Sections)
FY29	Selection Priorities Buy more ebooks & renew subscriptions to ebooks to increase digital resources to at least 10%
	Inventory and Deselection (Weeding) Priorities 1) Fiction (General Fiction, Easy, Story Collection, Graphic Novels). <i>[Note: As this begins a new 3-year cycle, this focus mirrors the FY26 mandate.]</i> 2) Continue weeding books that are worn and beyond mending

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)