

FY 27 Collection Development Policy



Berkshire Elementary FY27 Collection Development Plan

**WENDY CROWN
MASTERS IN EDUCATIONAL LEADERSHIP**

Signature Page

Berkshire Elementary
FY27 Collection Development Plan

Date Approved by Administration: **3-23-26**

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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

Berkshire Elementary school was established in 1958 and currently has a student population of 1071. Berkshire Elementary's mission is to develop young healthy minds in an ever changing global economy with 21st century skills by providing a nurturing, diverse, and inclusive community, where all stakeholders are valued. Berkshire Elementary school provides the finest Dual Language program. Additionally, the school is AVID certified, recognized as an International Spanish Academy (ISA) school by the Embassy of Spain and qualifies as a Title I institution, as shown by the badges below:



Berkshire Elementary school is an elementary school serving students in pre kindergarten to fifth grade. The school has a diverse student population, with an enrollment of 1071 students. The breakdown of the student population shows that 8% of the students are black, 77% are Hispanic, 13% are white, and 2% are from other ethnic groups. A significant proportion of students, approximately 51%, are English Language Learners, which presents a unique set of challenges in the learning environment. Additionally, 100% of the students are eligible for free/reduced lunch, highlighting the low-income status of many families in the community. Finally, 11% of the students are part of the Exceptional Student Education program, demonstrating the school's commitment to providing an inclusive education for all students.

School Mission Statement

Berkshire Elementary School's mission is to develop young and healthy minds in an ever changing global economy with 21st century skills by providing a nurturing, diverse, and inclusive community where all stakeholders are valued.

Media Center Mission Statement

The mission of the Berkshire Elementary Media Center is to provide a dynamic and inclusive learning environment that fosters a love of reading, a passion for learning, and a deep respect for the diversity of cultures that make up our global community.

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 on a 7 day rotation to support academic standards and digital literacy. The program supports special school initiatives such as Literacy Week.

Students are expected to use the FINDS research process and various technology platforms such as PowerPoint, Google Slides, Adobe Express, Windows 365, Typing Club and BrainPOP to present their research projects. With Adobe Express, students can create graphics, concept maps and videos.

The Battle of the Books and the student-led WBER NEWS Show aim to address both communication standards and ISTE standards. The WBER NEWS Show is bilingual and produces segments on Berkie Updates, Pledge of Allegiance, A Moment of Silence, Current Events, Motivational Programs, Vocabulary, Livestream from Outside the WBER Studio, Student and Teacher Recognition as well as promoting Positive Behavior within our PAWS Pledge and the House System. Additional instruction will be included based on collaboration of classroom teachers with support from the media. The Media Center hosts the Scholastic Book Fair throughout the year.

Our Library Media Center aims to incorporate Hispanic American culture through diverse approaches, including the incorporation of literature, periodicals, and other reading materials centered around Hispanic American history, traditions, and customs. Additionally, cultural events or initiatives showcasing Hispanic American music, dance, and art are presented. The utilization of technological resources, such as virtual field trips, online museum displays, and interactive language learning tools, offers students immersive experiences to enhance their comprehension and admiration of Hispanic American culture.

Goals and Objectives

1. Goal: By May 2027, increase the diversity of nonfiction books in Spanish and English in the library collection to better reflect the diverse demographic makeup of our community, where 76% of the population has Spanish as their first language.

- ❖ Objective 1: Research and identify popular and critically acclaimed nonfiction titles in Spanish across various subjects such as history, science, biography, and culture.
- ❖ Objective 2: Establish partnerships with publishers, distributors, and educational organizations specializing in Spanish-language literature to procure a diverse selection of nonfiction books.

2. Goal: continuing to teach students in grades 3-5 to search for books in Destiny and Destiny Discover.

- ❖ Objective 1: Implement a series of five interactive workshops for students in grades 3-5, focusing on utilizing advanced search features within Destiny and Destiny Discover,
- ❖ Objective 2: Develop and distribute a set of user-friendly instructional materials, including step-by-step guides and video tutorials, aimed at enhancing students' proficiency in navigating Destiny and Destiny Discover.

3. Goal: Promote awareness and utilization of Spanish nonfiction books within the school community.

- ❖ Objective 1: Develop marketing strategies and promotional materials (such as flyers, newsletters, and social media posts) to highlight the new additions to the Spanish nonfiction collection and their relevance to academic studies and personal interests.
- ❖ Objective 2: Organize events, workshops, or book clubs centered around Spanish nonfiction books, inviting guest speakers or authors to discuss their works and engage with the audience, fostering a culture of reading and learning in Spanish

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.

School-based Operating Budget	Budget FY26	Projected FY27 Budget
Account 551100 - Media Supplies	\$1408	\$1408
Account 553420 - Media Subscriptions (Periodicals-Newspapers)	\$459	\$459
Account 561100 - Library Books	\$2622	\$2622
Account 562230 - Media A/V Equipment	\$611	\$611
Account 564220 - Furn-Fix/Equip	\$764	\$764
Fundraising and/or Grants	FY26	Projected FY27
Account 51700.00	\$2442.65	\$2442.65
Account 51700.01 -Book Fair	\$2103.17	\$2103.07
State Media Allocation	FY26	Projected FY27
Account 561100 (program 3070) - Media Books	\$3000	\$ 3000

Purchasing Plan FY27

Purpose	Amount
Biography, Nonfiction, Bilingual (English- Spanish) Books	\$3000
Supplies	\$2000
STEM	\$1500
Furniture	\$1000
Technology	\$7590
Total:	\$15,090.40
Biography, Nonfiction, Bilingual (English- Spanish) Books	\$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.

The concentration of collection development at School Berkshire Elementary revolves around the curriculum, which aligns with the guidelines established by the School District of Palm Beach County. These guidelines, in turn, adhere to the regulations established by the Department of Education of the State of Florida. In accordance with the recommended standards for school libraries in the United States, print and non-print materials at Berkshire Elementary School are organized using the Dewey Decimal Classification System. In addition, the school benefits from district-wide subscriptions to electronic information databases and ebooks, further expanding the resources available 24/7 for students, for example Destiny Discover and Typing Club are programs used by our students. School Board Policy 8.12 ensures that all collections and pleasure reading within the school are organized in accordance with the Dewey Decimal Classification System.(See Section 8 Management of Library Media Instructional Materials).

In addition to its comprehensive collection, Berkshire Elementary school is proud of its special section dedicated to Latin American culture, which provides students with a rich and diverse perspective on this vibrant region. The library also places special emphasis on areas such as nonfiction materials that support STEM programs, ensuring that students have access to resources that further their interest and understanding in science, technology, engineering, and mathematics.

Formats:

- Print: Hardcover and Paperback Books, Graphic Novels, Professional Collection.
- Digital: eBooks, Online Databases (District).

Special Emphasis:

The concentration of collection development at School Berkshire Elementary revolves around the curriculum, which aligns with the guidelines established by the School District of Palm Beach County. These guidelines, in turn, adhere to the regulations established by the Department of Education of the State of Florida. In accordance with the recommended standards for school libraries in the United States, print and non-print materials at Berkshire Elementary School are organized using the Dewey Decimal Classification System. In addition, the school benefits from district-wide subscriptions to electronic information databases and ebooks, further expanding the resources available 24/7 for students, for example Destiny Discover and Typing Club are programs used by our students. School Board Policy 8.12 ensures that all collections and pleasure reading within the school are organized in accordance with the Dewey Decimal Classification System.(See Section 8 Management of Library Media Instructional Materials).

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.

Within our facilities, there is a wide range of equipment designed to support various media efforts, all geared specifically toward teachers and staff, ensuring they have access to the tools necessary to improve their educational practices and administrative tasks. Below we detail the equipment:

GBC ultima 65 laminator	1	Workroom
GBC Heatseal Ultima 65 laminator	1	workroom
Sharp MX M565 Copy Machines	1	workroom
Ibico EPK 21 Book hole puncher	1	workroom
Hp DesignJet T520 Poster Maker	1	Media Clerk Desk
scanners	33	Media center office
ATIVA Shredder	1	Media Center Office
Lexmark Printer CS421	1	Media Center Office
Cricut Maker	1	Media Center Office
Ipad	1	Media Center Office
HP color printer	1	Media Center Office
Ipad mini	3	Media Center Office
MacBook Pro	1	Media Center Office
MacBook Air	1	Media Center Office
viewSonic Monitor	3	Studio

Tricaster Mini	1	Studio
Sound System	1	Studio
Apple Pencil	1	Media Center Office
desktops	2	Studio
keyboards	2	Studio
mouse	2	Studio
Blog set (Shape Tripod and Mic)	1 (8430 funds)	Studio
Chromebook 3110 2 in 1 (students)	4 (8430 funds)	Studio
Follett scan	1 (8430 funds)	Media Center Office
cardioid Pro 44 microphone	2	Studio
sennheiser microphone	1	studio
canon video camera	2	studio
Ipad	2	Outside the Media Center

Instructional Area:

- Computer Lab: Media Center Desktop Student Workstations.
- Classroom Technology: Interactive Flat Panel, Document Camera, Sound System.

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.
- A/V Support: Portable Projectors, PA System, Portable Speakers.

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 coordination of the collection development program falls under the responsibility of the media specialist.

When selecting instructional materials, the needs of Berkshire Elementary school take precedence and these needs are determined by considering the curriculum and the existing collection. To ensure an effective assessment of these needs, several steps are followed. First, an inventory of the collection is conducted to identify items that need to be replaced, missing materials, or other essential requirements. This helps identify areas that need attention and improvement. In addition, the library's media materials are reviewed in light of the Florida State Standards for appropriateness. To keep track of areas that require additional resources, a rolling list of topics is maintained, which serves as a guide for future acquisitions.

In addition, staff and student input is actively sought to identify the specific needs of the Berkshire Elementary school. Our teachers are surveyed at the end of research projects to assess the appropriateness and relevance of the materials used. This feedback is utilized to identify any gaps or areas that require further support. Periodic surveys of our students and staff are also conducted to gather their preferences and recommendations for the types of materials they would like to see added to the collection. This inclusive approach ensures that instructional materials align with the interests and

requirements of the school community, encompassing informational materials, curricular materials, and materials for reading for pleasure.

The materials considered for purchase are selected based on the following criteria:

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.

			
14,275 Items in the Collection	13.5 Items per Student	21% 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.			
	2012 Average Age of the Collection	43% 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.	
			
28% Representative Titles in Collection	2011 Representative Titles Average Age	33% SLL Titles in Collection	2012 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	121	2016
Philosophy & Psychology	39	2016
Religion	26	2015
Social Sciences	814	2006
Language	160	2006
Science	1930	2012
Technology	901	2012
Arts & Recreation	1209	2017
Literature	183	2008
History & Geography	490	2013
Biography	951	2010
Easy	4402	2010
General Fiction	2967	2013
Graphic Novels	876	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. Our rotation plan spans a three-year

cycle, beginning with a focus on non fiction and biography in 2027, followed by Easy in 2028, and culminating with Fiction in 2029. This structured approach allows us to systematically evaluate and update our inventory, attending to the changing needs and interests of our users. Additionally, for ease of navigation and enhanced user experience, our library is meticulously organized using the Dewey decimal system, and each shelf features kid-friendly labels corresponding to specific classifications. This organization scheme not only aids in efficient book retrieval, but also fosters a welcoming environment conducive to exploration and discovery. Below you will see the example of the kid-friendly labeling system.

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 is meticulously organized using the Dewey decimal system, and each shelf features kid-friendly labels corresponding to specific classifications. This organization scheme not only aids in efficient book retrieval, but also fosters a welcoming environment conducive to exploration and discovery. Below you will see the example of the kid-friendly labeling system.

Lost or Damaged Library Materials

At our school, we adhere to a clear policy regarding lost or damaged library materials, as outlined in 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". In accordance with this policy, students are responsible for the timely return of borrowed materials or they may incur fees for losses. Loss charges are implemented to encourage accountability and ensure resource availability for all users. Additionally, if a student cannot pay the cost of a lost or damaged book, a five dollar fine is proposed as an alternative resolution. This approach aims to strike a balance between promoting responsibility and understanding individual circumstances, ensuring equitable access to our library resources for all students.

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

School Year	Strategic Focus
FY27	Selection Priorities • Fiction English & Spanish • Easy English & Spanish • Picture Books English & Spanish
	Inventory and Deselection (Weeding) Focus 1) Non Fiction 2) Biography 3) Picture Books
FY28	Selection Priorities • Easy English & Spanish • Nonfiction English & Spanish • Fiction English & Spanish
	Inventory and Deselection (Weeding) Priorities 1) Easy 2) Nonfiction 3) Fiction
FY29	Selection Priorities • Nonfiction English & Spanish • Biographies English & Spanish • Fiction English & Spanish
	Inventory and Deselection (Weeding) Priorities • Fiction • Easy • Non Fiction

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 February 5, 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 February 2, 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 February 2, 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 February 2, 2026)

E: Specific Material Objection Form

School Board of Palm Beach County (November 14, 2023). Specific Material Objection Form.

[Link](#) (Accessed February 2, 2026)