

FY27 COLLECTION DEVELOPMENT PLAN



BENOIST FARMS ELEMENTARY FY27 Collection Development Plan

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Signature Page

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FY27 Collection Development Plan

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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

Benoist Farms Elementary has a multi-ethnic population of 408 students from predominantly economically disadvantaged communities. The ethnic composition of the student body is 48% Black, 41% Hispanic, 8% White and 3% Other. The percentage of students designated as English Language Learners (ELL) is 39%. The percentage of students receiving free or reduced lunch is 97%. The three main languages spoken within the school's community are English, Spanish and Creole. We have several ESE units and Pre-K.

School Mission Statement

Benoist Farms Elementary is committed to providing all students with a safe and caring school community that focuses on the individual needs of all students. We ensure that all students are prepared academically, socially, and emotionally for success now and in the future. All staff members at Benoist Farms Elementary will use these standards to collaboratively plan for instruction to meet the needs of all children. All staff members believe that all children at Benoist Farms can learn.

Media Center Mission Statement

The media center collection will provide materials that support and enrich the instructional program. Materials will reflect a wide range of interests on varying levels of difficulty and diversity of appeal consistent with our school population. The professional needs of teachers and staff will be addressed through supporting their instruction with materials and technology. The media center will provide an environment of a safe, inviting, nurturing and helpful learning vessel. The media specialist will provide a welcoming environment.

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

Benoist Farms Elementary library program is part of the Fine Arts Wheel. It consists of a 5 day rotation schedule from 8:00 AM to 2 PM daily with 5-7 classes per day and PLC at the end of each day. The library program includes collaboration with teachers to support classroom learning.

The library media program operates on a fixed schedule to ensure equitable access for all students. Instruction is provided weekly to support academic standards and digital literacy. The program supports special school initiatives such as Tech Safe Curriculum, Typing Club, Scholastic Book Fair, Maker Space, many special events and also provides a collaborative space for inquiry and research.

Goals and Objectives

Goal 1: To increase the overall average publication date of the Benoist Farms Elementary Library Media Collection.

- Weed and replace outdated materials in Fiction and Non Fiction.
- Weed out materials that have not circulated for long periods and purchase new diverse titles.

Goal 2: Support 21st- century literacy skills through the incorporation of more technology.

- To utilize Chromebooks with students in meaningful ways to extend learning.
- To create fun, educational project learning experiences.

Goal 3: To continue to increase circulation data.

- Plan for more teachers to circulate library books in classroom libraries.
- Plan to make sure students are checking out books for breaks/holidays.

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	\$500	\$500
Account 553420 - Media Subscriptions (Periodicals-Newspapers)	0	0
Account 561100 - Library Books	\$750	\$750
Account 562230 - Media A/V Equipment	\$400	\$400
Account 564220 - Furn-Fix/Equip	\$350	\$350
Fundraising and/or Grants	\$1,200	\$1,200
Account 51700.02 Fundraising/Grants	\$1,200	\$1,200
State Media Allocation	FY26	Projected FY27
Account 561100 (program 3070) - Media Books	\$1,209	\$ 1,209

Purchasing Plan FY27

Purpose	Amount
Graphic Novels	\$300.00
Fiction Books	\$300.00
Non Fiction Books	\$300.00
Maker Space Supplies/Educational Games	\$300.00
Supplies	\$300.00
Total:	\$1,500.00

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 Site-Licensed).
- Audiovisual: DVDs (Educational Use Only), Manipulatives/Realia.

Digital Resources:

The collection includes District-provided databases and eBooks that expand the local collection and provide students with 24/7 access to high-quality digital content. These resources are vetted at the District level to ensure alignment with state standards and student privacy regulations.

Policy Alignment and Organization:

In accordance with School Board Policy 8.12 (Section 5d), the library media collection is curated to support both the academic curriculum and the personal interest needs (pleasure reading) of the student body.

Furthermore, per School Board Policy 8.12 (Section 8) on the Management of Library Media Instructional Materials, the collection is organized and maintained using the standard Dewey Decimal Classification System to ensure uniform accessibility across the District.

Equipment

To support the school's curriculum and foster digital literacy, the Library Media Center maintains a curated inventory of audiovisual and technological equipment. The lists below detail the specific hardware available to students and staff for instruction, content creation, and daily access.

Instructional Area:

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

Teacher Support and Workroom:

- Production: Large Format (Poster) Printer, Laminator, Die-Cut Machine.
- A/V Support: Portable Projectors, PA System, Portable Speakers.

Circulation and Access:

- Devices: Student Laptops/Chromebooks Laptop Chargers
- Peripherals: Headphones, Webcams, Calculators.

Collection Development and Maintenance

The collection is developed and maintained through a rigorous process of selection and weeding (deselection) to ensure materials remain current, relevant, and in good physical condition.

Selection Criteria:

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 vendor or publisher is reputable and approved by the district.

Nonfiction Book Selection Guidelines

- Students and teachers requests
- Florida Standards - Curriculum-based requests
- Textbook and Instructional materials and their correlations
- Reputable Biographies and Individuals that support the community, state, nation
- Books that meet the FLDOE HB 1467 Guidelines

Fiction Book Selection Guidelines

- 2 or more reviews through Follett title search
- Textbook and Instructional program correlations
- American Library Association Website (<https://www.ala.org/>)
- Publisher's Weekly Website, children's section

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.

			
Items in the Collection 9,107	Items per Student 13.9	Fiction Titles in the Collection 15%	Percent of nonfiction in the Collection 35%
Library media resources are curated to include recently published works and classics that rightfully impact the average age of the collection.			
	Average Age of the Collection 2001	Aged Titles 77%	Newer than 5 Years 5%
Library media resources should be representative of the school.		Skills for Lifelong Learning (SLL) library media resources can contribute to character development.	
			
Representative Titles in Collection 26%	Representative Titles Average Age 2001	SLL Titles in Collection 32%	SLL Titles Average Age 2002

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	26	2002
Philosophy & Psychology	49	2005
Religion	22	2002
Social Sciences	696	1999
Language	51	1999
Science	842	2005
Technology	361	2005
Arts & Recreation	465	2010
Literature	175	2000
History & Geography	458	2001
Biography	525	2001
Easy	3,479	2000
General Fiction	1,392	2008
Graphic Novels	139	2016

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.

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:

Fiction is shelved by the author's last name. Biographies are shelved by the author's last name and Graphic Novels are separated into their own section in the non fiction area.

Lost or Damaged Library Materials

We do not charge fees for late materials or fines but for lost/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. We do hold the students responsible for lost or damaged books.

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

School Year	Strategic Focus
FY27	Selection Priorities
	NON FICTION
	Inventory and Deselection (Weeding) Focus 1) Will Inventory ENTIRE Non Fiction Collection 2) Will weed Non Fiction 000 to 900
FY28	Selection Priorities
	EASY
	Inventory and Deselection (Weeding) Priorities 1) Will Inventory ENTIRE Easy Collection 2) Will weed ENTIRE Easy Collection
FY29	Selection Priorities
	FICTION and BIOGRAPHY
	Inventory and Deselection (Weeding) Priorities 1) Will Inventory Fiction Collection and Biographies 2) Will Weed Fiction Collection and Biographies

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)