

Boca Raton Elementary FY 27 Collection Development Plan



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Signature Page

Boca Raton Elementary
FY27 Collection Development Plan

Date Approved by Administration: **April 7, 2026**

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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

Boca Raton Elementary is a Kindergarten through grade five school.

Boca Raton Elementary has an enrollment of 277 students. Boca Raton Elementary has a Health and Science Exploration Choice Program. Students get extra Science and Health class on the fine arts wheel. 47% of our student population participate in the Free or Reduced Lunch Program. We are a diverse school. Our student body is 33% White, 22% Black, 42% Hispanics, 1% Asian, and 2% Multiracial.

The media center supports the Health and Science Exploration choice program by making sure our collection has current books on science topics as well as health and nutrition. The Media Center also supports technology and STEM instruction by providing lessons on coding using the Code.org elementary curriculum, teaching keyboarding skills, instruction on creating Google Slides presentations, and lessons on using Adobe Express.

School Mission Statement

Boca Raton Elementary is committed to providing a world class education with excellence and equity to empower each student to reach his or her highest potential.

Media Center Mission Statement

The mission of the Boca Raton Elementary Library Media Center is to provide students and teachers access to information and resources, so that the children, served by our school, become stronger readers, researchers, information managers and responsible users of technology, while growing as independent self-directed learners

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 weekly to support academic standards and digital literacy. The program supports special school initiatives such as Battle of the Books, using Code.org to learn the basics of computer programming, and producing the BRES News Morning Announcements in our TV production studio. Through the media center many literacy initiatives are also promoted throughout the year like: Celebrate Literacy Week, Children's Book Week, International Dot Day, and Read for the Record. The Media Center provides a collaborative space for inquiry and research.

Goals and Objectives

Goal 1: Update Media Center collection average by four publication years

In April 2026 our average publication date was 2009. By May of 2027, our average publication date will be 2011..

- Have a school fundraiser to increase funding for new books.
- Coordinate with PTA to provide funds for the media center.
- Use Titlewave analysis to target books for weeding and sections to be updated.

Goal 2: The media center will support the school improvement goal of increasing the overall percentage of student achievement on the 3rd grade ELA progress monitoring by 21%, bringing it to 50%.

The media center will do this by increasing circulation by 15%. On April 3, 2025 circulation was 4,638 by April 3, 2026 circulation will be 5,333

Strategies to increase circulation and student reading include:

- Monthly reading challenges/ themes
- Incentives when students return books and check out a new book.
- Students come on the morning announcements and speak about the books they have read.

Goal 3: The media center will incorporate technology into student instruction.

- Instruction on using Destiny for searching for book titles and MackinVia for eBook checkout.
- Instruction on using Google Suite. Students in grades 3-5 will create a digital presentation (FY 27).
- Increase use of Smart Panel in instruction and Lumio.
- Increase Coding opportunities. (Code.org lessons)
- Instruction on using Adobe Express

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.

Additional funding for books and supplies comes from Fall and Spring Scholastic Bookfair fundraisers.

<i>School-based Operating Budget</i>	<i>Budget FY26</i>	<i>Projected FY27 Budget</i>
<i>Account 551100 - Media Supplies</i>	<i>\$250</i>	<i>\$194</i>
<i>Account 553420 - Media Subscriptions (Periodicals-Newspapers)</i>	<i>\$150</i>	<i>\$117</i>
<i>Account 561100 - Library Books</i>	<i>\$450</i>	<i>\$350</i>
<i>Account 562230 - Media A/V Equipment</i>	<i>\$200</i>	<i>\$155</i>
<i>Account 564220 - Furn-Fix/Equip</i>	<i>\$250</i>	<i>\$194</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>\$900</i>	<i>\$900</i>
<i>Mathical Grant</i>	<i>\$850</i>	<i>\$0</i>
<i>State Media Allocation</i>	<i>FY26</i>	<i>Projected FY27</i>
<i>Account 561100 (program 3070) - Media Books</i>	<i>\$840</i>	<i>\$800</i>

Purchasing Plan FY27

Purpose	Amount
SSYRA and SSYRA jr. books (fiction)	\$ 800.00
Nonfiction books in Science and Social Science	\$400.00
Supplies (Laminating film, bulletin board paper, toner for the media center)	\$500.00
Total:	\$1,700.00

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

Special Emphasis:

- The collection maintains a special emphasis on non-fiction texts to support the STEM and Math. During the FY26 school year, the media center received a Mathical Grant to enhance this collection.

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:

- Computer Lab: 20 Desktop Student Workstations.
- Classroom Technology: Interactive Flat Panel, Document Camera, Sound System.
- 25 Chromebooks for student use.

Media Production:

- TV Studio: Full Production Studio (Cameras, ATEM Mini Extreme/Mixer, Lighting, Green Screen).
- Student Production: Cameras/Tripods and Microphones

Teacher Support and Workroom:

- Production: Large Format (Poster) Printer, Two Laminators, Die-Cut Machine.

Circulation and Access:

- Devices: Student Laptops/Chromebooks (Daily Loaners), Laptop Chargers.
- Peripherals: Headphones

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

A deliberate process is in place for making selection decisions in the media center at Boca Raton Elementary School. This process is grounded in School Board Policy 8.12. Media Center materials are evaluated as to their aesthetic, literary and social value, appropriateness to student age and emotional maturity and relevance to the curriculum. Media Center materials reflect sensitivity to the achievements, needs, and rights of men and women, various ethnic groups, and other cultures. The selection of media center materials about political theories and ideologies, religion, public issues, and controversial topics is directed toward maintaining a balanced representation with various opinions. Media center materials are judged as a whole, considering the author's/ producer's intent, rather than focusing solely upon individual pages, phrases, pictures, or incidents taken out of context. To assure the above criteria are being met professional reviewing sources are consulted before purchasing items for the media center. Materials selected for the media center should have 3 positive professional reviews.

Reputable, unbiased, professional reviewing sources used for selection include:

- Booklist
- Book Report
- Kirkus Reviews
- Horn Book Magazine
- Publishers Weekly
- School Library Journal

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.

			
8,272 Items in the Collection	20.7 Items per Student	42% Fiction Titles in the Collection	58% 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.			
	2009 Average Age of the Collection	54% Aged Titles	17% 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.	
			
12% Representative Titles in Collection	2011 Representative Titles Average Age	45% 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	# of Titles	Average Age (year)
Computer Science, Information & General Works	13	2017
Philosophy & Psychology	42	2008
Religion	20	2009
Social Sciences	381	2000
Language	22	2004
Science	718	2005
Technology	281	2006
Arts & Recreation	1052	2017
Literature	93	2001
History & Geography	339	2005
Biography	403	2007
Easy	2580	2006
General Fiction	2145	2013
Graphic Novels	898	2018

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.

- FY27 Inventory: Biography, Reference, Spanish Language Books, and Nonfiction (0-999.99)
- FY27 Weeding: Nonfiction Science (Dewey 500's), Nonfiction Technology (Dewey 600's), Nonfiction Social Science (Dewey 300's), Arts & Recreation (Dewey 700's), Literature

- (Dewey 800's), History and Geography (Dewey 900's)
- FY28 Inventory: Easy (A-Z)
- FY28 Weeding: Easy (A-Z)
- FY29 Inventory: Fiction (A-Z)
- FY29 Weeding: Fiction (A-Z)

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 media center is traditionally organized. The Easy and Fiction sections are organized alphabetically by the author's last name.

The Nonfiction section is organized with the Dewey Decimal System. Graphic novels are included within nonfiction 741.5.

Biographies are alphabetical by the subject's last name.

Lost or Damaged Library Materials

Boca Raton Elementary School follows [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.

However, If students have extenuating circumstances they can ask for their debt to be forgiven.

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

School Year	Strategic Focus
FY27	Selection Priorities ● Purchasing SSYRA and SSYRA jr. titles ● Science ● Social Science
	Inventory and Deselection (Weeding) Focus 1) Inventory Sections FY27 - Biography - Reference - Spanish Language Books - NonFiction (0-999.99) 2) Weeding FY 27 - Nonfiction Science (Dewey 500's) - Nonfiction Technology (Dewey 600's) - Nonfiction Social Science (Dewey 300's) - Arts & Recreation (Dewey 700's) - Literature (Dewey 800's) - History and Geography (Dewey 900's)
FY28	Selection Priorities ● Purchasing SSYRA and SSYRA jr. titles ● Biographies ● Graphic Novels
	Inventory and Deselection (Weeding) Priorities 1) Inventory Sections FY28 - Easy Books (A-Z) 2) Weeding Sections FY28 - Easy Books (A-Z)
FY29	Selection Priorities ● Purchasing SSYRA and SSYRA jr. titles ● Science ● Fiction ● Easy
	Inventory and Deselection (Weeding) Priorities 1) Inventory Section FY29 - Fiction (A-Z) 2) Weeding Sections FY29 - Fiction (A-Z)

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)

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