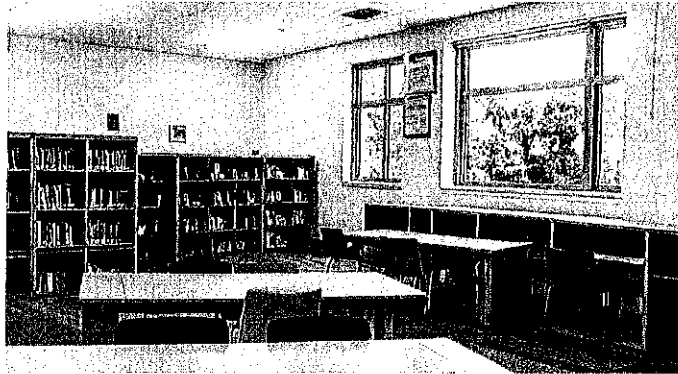


FY27 COLLECTION DEVELOPMENT PLAN



Citrus Cove Elementary FY27 Collection Development Plan

Zachary Placido

Educational Media Specialist



Signature Page

Citrus Cove Elementary
FY27 Collection Development Plan

Date Approved by Administration: **May 7th, 2026**

Media Specialist Name: Zachary Placido

Media Specialist Signature: 

Principal Name: Ivey Shelton

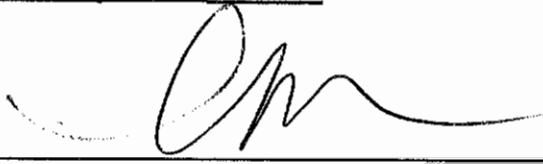
Principal Signature: 

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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

Citrus Cove Elementary is a choice STEAM school serving 1,062 students. As a Title I school, 75.3% of our students are economically disadvantaged. Our student population is richly diverse: 17.5% are English Language Learners, 32.3% identify as African American, and 34.6% as Hispanic. Additionally, 20.4% of our students have disabilities, and we offer a wide range of programs to support their needs, including ASD and Gifted classes.

We are a gifted-infused center, and teachers in these classrooms hold gifted endorsements to ensure high-quality instruction tailored to advanced learners. At the same time, we are committed to supporting all exceptional learners through inclusive practices and after-school enrichment opportunities that encourage every student to strive for excellence.

Citrus Cove offers a robust enrichment program designed to develop the whole child while allowing students to explore their interests. These academies take place one or more times per year. In grades 3–5, students are grouped by interest rather than age or academic level, fostering collaboration and engagement. In grades K–2, students participate in a rotation model that introduces them to a variety of disciplines, including art, science, engineering, technology, and performing arts.

Our school is supported by a highly active PTO that consistently contributes to the success of our students and staff. This year, their support helped make our book fair a tremendous success.

Given our diverse population, it is essential that our media center reflects and supports all students, including those in ESE and ELL programs. Our library collection must represent a wide range of cultures, backgrounds, and experiences, while also aligning with our STEAM focus by offering strong resources in science, technology, engineering, arts, and mathematics.

School Mission Statement

Citrus Cove Elementary School is committed to equipping students with the tools they need for academic, personal and social achievement. Citrus Cove Elementary School enables every student to reach their highest potential by establishing a curriculum that meets or exceeds government standards for education; providing extracurricular programs that develop children's mental, physical and social skills, and partnering with parents and the community to create an environment geared to the success of all students.

Media Center Mission Statement

The Learning Commons (Media Center) is dedicated to meeting the diverse needs of our students, families, community members, faculty, and staff by providing a welcoming space where all can discover, research, create, and learn. Designed as a flexible and inclusive environment, it fosters curiosity, collaboration, and a sense of belonging. Our mission is to cultivate lifelong learners, passionate readers, skilled researchers, responsible digital citizens, and contributing members of society. We strive to ensure that all students are well-prepared for success in middle school, high school, and their future college or career paths.

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 flexible schedule to ensure equitable access for all students. Instruction is provided daily to support academic standards and digital literacy. The program supports special school initiatives such as Battle of the Books, Literacy Week, ITV, and provides a collaborative space for inquiry and research.

Goals and Objectives

Goal 1: Promote Literacy and foster a love for reading

- ***maintain a diverse and inclusive collection of books.***
- ***create an accessible and welcoming environment.***

Goal 2: Grow the amount of students who visit the library on a monthly basis.

- ***Add new and exciting titles to the library using scholastic dollars from the book fair.***
- ***Promote the library on the morning announcements and during Fine Arts during the school year of FY27.***

Goal 3: Create increased opportunities for collaboration between the Media Center and the teachers throughout the school year.

- ***Attend meetings, send emails and share out resources that can be found in the Media Center during the school year of FY27.***
- ***Promote the library and encourage teachers to visit more frequently.***

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	\$1500	\$800
Account 553420 - Media Subscriptions (Periodicals-Newspapers)	\$0	\$0
Account 561100 - Library Books	\$1400	\$1200
Account 562230 - Media A/V Equipment	\$600	\$300
Account 564220 - Furn-Fix/Equip	\$500	\$250
Fundraising and/or Grants	Budget Amount	Projected FY27
Media Center Internal Account number for your grant(s) (get this from your bookkeeper)	\$3500	\$4500
State Media Allocation	Budget Amount	Projected FY27
Account 561100 (program 3070) - Media Books	\$3000	\$3000

Purchasing Plan FY27

Purpose	Amount
books	\$6000
supplies	\$400
STEM Materials	\$800
Total:	\$7,200

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/Paperback Books, Graphic Novels, Fiction, Nonfiction, foreign language books
- Digital: eBooks, Digital Audiobooks, District Online Databases.

Special Emphasis:

The library collection places a strong emphasis on graphic novels to promote student engagement and a love of reading. As one of the most popular sections, graphic novels serve as a powerful tool to spark interest, motivate reluctant readers, and encourage students to visit the media center regularly. By offering high-interest, visually engaging texts, the library supports diverse reading preferences and helps ensure that all students are excited to select and enjoy 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.

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:

- STEAM LAB/Tutoring Area: White Boards, markers, learning manipulatives
- Classroom Technology: Interactive Flat Panel, Document Camera, Sound System.
- Creation Station/Makerspace: Building Manipulatives

Media Production:

- TV Studio: Full Production Studio (Cameras, Tri-Caster/Mixer, Lighting, Green Screen).
- Student Production: Cameras/Tripods, Microphones, Podcasting Equipment

Teacher Support and Workroom:

- Production: Large Format (Poster) Printer, Laminator, ID printer, Copy Machine
- Backroom: Learning Manipulatives, Class sets of books

Circulation and Access:

- Devices: Student Laptops/Chromebooks, Laptop Chargers, Book Scanners
- 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

The Library Media Specialist is responsible for the ongoing selection, evaluation, and maintenance of the collection. Ensuring a high-quality collection, including the acquisition of new materials and the removal of outdated or ineffective resources is guided by school board policies and the best interests of all stakeholders. In evaluating materials, the Media Specialist prioritizes educational significance, age appropriateness, accuracy, and alignment with the curriculum. Professional review sources, such as *School Library Journal*, are regularly consulted to inform purchasing decisions and ensure the inclusion of high-quality, relevant resources. For weeding and collection maintenance, the Media Specialist utilizes established guidelines such as the CREW Manual to keep the collection current and meaningful. This process is collaborative, involving input from teachers, administration, and the School Library Media Advisory Committee. Together, they support the ongoing evaluation and systematic removal of materials and equipment, ensuring the collection remains responsive to student needs, evolving curriculum demands, and advancements in technology.

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

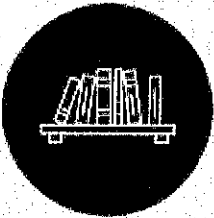
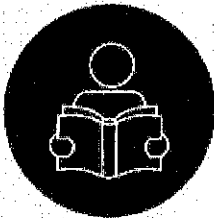
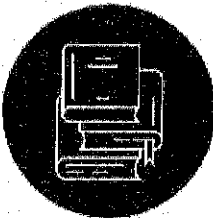
The School District Library Media Services Department supports school-based library media center personnel and establishes uniform policies and procedures for school library media centers throughout the District. These services include, but are not limited to:

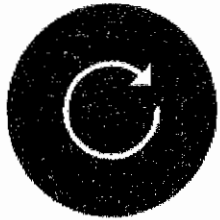
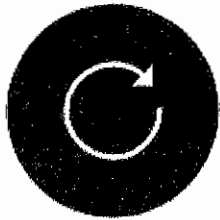
- Maintaining a professional library collection to assist with recertification and knowledge acquisition on education-related topics;
- Managing the online catalog, including the library inventory and circulation software;
- Selecting and making accessible online information databases for reference and 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.

			
13,579 Items in the Collection	13.8 Items per Student	55% Fiction Titles in the Collection	23% 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	33% 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	2013 Representative Titles Average Age	48% 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	81	2018
Philosophy & Psychology	16	2015
Religion	4	2012
Social Sciences	152	2011
Language	83	2013
Science	732	2013
Technology	237	2012

Arts & Recreation	1,475	2020
Literature	53	2009
History & Geography	320	2010
Biography	551	2014
Easy	2386	2009
General Fiction	7442	2012
Graphic Novels	1307	2020

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. The library will follow the following Inventory cycle: FY27 Fiction, FY28 Nonfiction, FY29 Easy Readers.

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 library collection is thoughtfully organized to ensure easy access for all students. Easy Reader picture books are centrally located within the media center, making them highly visible and accessible for younger readers. Fiction titles are arranged alphabetically by the author's last name on the left side of the media center, while graphic novels are housed in a dedicated section in the back left corner to highlight this high-interest category. Nonfiction materials are located on the right side of the media center and are organized by topic using the Dewey Decimal System, allowing students to efficiently locate informational resources. In the back right corner, a designated section features books for 4th and 5th grade students, identified by green stickers for easy recognition. Additionally, all books are labeled with colored spine stickers to indicate reading levels, supporting students in selecting texts that are appropriate and engaging for their individual needs.

Lost or Damaged Library Materials

The school follows school Board Policy 2.21B(9), which states "If a student loses or damages District property, including books and textbooks loaned to said student, said student shall be required to pay for, replace or repair said district property. Usually, we charge a flat rate per book. However, we do make exceptions based on specific cases. For instance, if a book is due to be weeded soon or already had major damage we do not charge the student. There are no late fees at Citrus Cove Elementary. Students are charged full price for lost or broken computers.

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

School Year	Strategic Focus
FY27	Selection Priorities Easy Readers
	Inventory and Deselection (Weeding) Focus Selection Priorities 1) Fiction (Series Completion) 2) Spanish/Creole texts 3) Graphic Novels
	Inventory/ Weeding Priorities • Fiction • Nonfiction 0-999 • Easy Readers
FY28	Selection Priorities Nonfiction
	Inventory and Deselection (Weeding) Priorities Selection Priorities • Nonfiction • eBooks • Graphic Novels
	Inventory/ Weeding Priorities • Nonfiction 0-999 • Easy Readers • Fiction
FY29	Selection Priorities Graphic Novels and Fiction
	Inventory and Deselection (Weeding) Priorities Selection Priorities • Fiction • Nonfiction 0-999 • Easy readers
	Inventory/ Weeding Priorities

	• Easy Readers • Graphic Novels • Nonfiction
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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)