

# FY27 COLLECTION DEVELOPMENT PLAN



**Blue Lake Elementary School  
FY27 Collection Development Plan**



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Certified Educational Media Specialist

**Signature Page**

**Blue Lake Elementary School**  
FY27 Collection Development Plan

Date Approved by Administration: 5/7/26

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Media Specialist Signature: 

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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**

Blue Lake Elementary school serves pre-k through 5th grade students in the Boca Raton community, with 950 students, of which 67% are white, 3 % are Black, and 22% are Hispanic.

16% of students qualify for free and reduced priced lunch. 18% are English language learners.

Blue Lake Elementary is a Cambridge International School.

## **School Mission Statement**

**Blue Lake Elementary School is committed to providing a world class education with excellence and equity to empower each student to reach his or her highest potential with the most effective staff to foster the knowledge, skills and ethics required for responsible citizenship and productive careers.**

## **Media Center Mission Statement**

At Blue Lake Elementary Library, our mission is to create a welcoming environment that keeps students feeling safe and included. By fostering social, intellectual, and emotional growth through a wide range of resources and programs, we aim to promote critical thinking and creativity, nurture a love of reading, and strengthen digital literacy skills.

## **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 K-5 students. Instruction is provided once per 6 days to support academic standards and digital literacy. Students are also able to access the media center for book return and check out from 7:30 - 7:55 am every morning.

Teachers are able to send students to the media center at any time, where they will be assisted by the media specialist or media clerk with returning, searching for, and checking out materials. The program supports special school initiatives such as WBLE NEWS Show (Communication Standards with ISTE Standards), Battle of the Books, WBLE NEWS Show (Communication Standards with ISTE Standards), Read for the Record, and Literacy Week and provides a collaborative space for inquiry and research.

### **Goals and Objectives**

1. Collection Goal Update the technology sections to decrease average age by at least 2 years through targeted purchasing and weeding.
  - a. Objective 1: Weed 500 and 600 sections of the collection by October 1, 2026.
  - b. Objective 2: Utilize at least 75% of 3070 funds to update these sections with books published in or after 2023.
2. Instructional goal: Collaborate with grade level, ESE, and ESOL teachers to create programs which support classroom learning objectives using supportive lessons.
  - a. Objective 1: Participate in grade level planning meetings for each grade at least once every 2 months throughout the school year.
  - b. Meet with ESOL and ESE teachers at least once at the beginning of first and second semesters to discuss how best to adjust lesson plans for students in these groups.
3. Program Goal: Increase student engagement and reading for pleasure by continuing and creating 3 reading related programs throughout the year and achieving a 75% participation rate in at least one of the three programs.
  - a. Increase participation in the Battle of the Books program by adding a second weekly meeting for 3rd grade students.
  - b. Create a minutes based reading program with logs and rewards.
  - c. Create a third program to incentivise reading at home.

## 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.

| <b><i>School-based Operating Budget</i></b>                          | <b><i>Budget FY26</i></b> | <b><i>Projected FY27 Budget</i></b> |
|----------------------------------------------------------------------|---------------------------|-------------------------------------|
| <i>Account 551100 - Media Supplies</i>                               | <i>\$696</i>              | <i>\$696</i>                        |
| <i>Account 553420 - Media Subscriptions (Periodicals-Newspapers)</i> | <i>\$419</i>              | <i>\$419</i>                        |
| <i>Account 561100 - Library Books</i>                                | <i>\$1,258</i>            | <i>\$1,258</i>                      |
| <i>Account 562230 - Media A/V Equipment</i>                          | <i>\$559</i>              | <i>\$559</i>                        |
| <i>Account 564220 - Furn-Fix/Equip</i>                               | <i>\$699</i>              | <i>\$699</i>                        |
| <b><i>Fundraising and/or Grants</i></b>                              | <b><i>FY26</i></b>        | <b><i>Projected FY27</i></b>        |
| <i>Account 5-1700 - fundraising</i>                                  | <i>\$10,247</i>           | <i>\$ 8,000</i>                     |
| <b><i>State Media Allocation</i></b>                                 | <b><i>FY26</i></b>        | <b><i>Projected FY27</i></b>        |
| <i>Account 561100 (program 3070) - Media Books</i>                   | <i>\$2793</i>             | <i>\$2793</i>                       |

## Purchasing Plan FY27

| Purpose                                  | Amount   |
|------------------------------------------|----------|
| update non-fiction 500s                  | 1,500    |
| Document camera                          | 300      |
| Purchase Sunshine State Books            | 1,500    |
| Software for student reading and quizzes | 2,000    |
| Reading rewards and motivational tools   | 500      |
| maker space supplies                     | 1,000    |
| poster printer and laminator supplies    | 3,000    |
| Total:                                   | \$ 9,800 |

## 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
- Digital: eBooks, Digital Audiobooks, Online Databases (District).
- Manipulatives/Realia.
- Databases: A robust collection of District-provided online databases for research and reference, accessible 24/7 via school computers and personal devices with internet connectivity. These databases include, but are not limited to, resources like Adobe Express, World Book, Pebble Go, and BrainPop.

### 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: 2 Interactive Flat Panel, Sound System.
- 2 desktop computers for the Media Specialist and Media Clerk
- 1 Macbook for the Media Specialist
- Makerspace: markers, puzzles, lego, duplo, Coding Kits, snap circuits, 3D Pen, Building Manipulatives.

**Media Production:**

- TV Studio: Full Production Studio 2 cameras and teleprompters, 3 monitors, 1 desktop computer, a sound mixer, a Tricaster, and microphones.

**Teacher Support and Workroom:**

- Production: Large Format (Poster) Printer, die cut machine, Laminator.
- A/V Support: PA System, Portable Speakers.

**Circulation and Access:**

- Devices: 4 Chromebooks (Daily Loaners), Laptop Chargers)

**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 growth in factual knowledge, 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**

In accordance with School Board Policy on Selection 8.12, our library employs a rigorous selection process grounded in established criteria to ensure the acquisition of high-quality materials that align with educational objectives, promote diverse perspectives, and interest the student body. The selection criteria listed below include relevance to curriculum and educational goals, accuracy, authority, currency, clarity, literary or artistic merit, and suitability for the intended audience. To inform selection decisions, we utilize reputable reviewing tools such as School Library Journal, Kirkus Reviews, Booklist, and Publishers Weekly, among others. These resources provide critical insights and evaluations that aid in assessing the quality and appropriateness of materials for our collection. Our commitment to upholding School Board Policy on Selection underscores our dedication to fostering a rich and inclusive learning environment for all students.

##### **General Criteria**

- Materials which support state academic standards and the associated curriculum and suited to student needs and their ability to comprehend the material presented.
- Materials which meet the personal interests of students, while taking into consideration the diverse backgrounds and abilities, as well as reading levels and maturity of students.
- Materials which support the needs of administrators and teachers within the school.
- Materials which will promote literary appreciation, ethical standards, and knowledge.
- Materials which represent the broad racial, ethnic, socio-economic, and cultural diversity of the students in this school and state.
- Materials which promote information literacy skills.
- Materials which contribute to the creation of a comprehensive collection which is age appropriate for the students at Blue Lake Elementary School in a process which is free from bias and personal opinion for the benefit of all students.
- Materials free of pornography and material prohibited under s. 847.012 [harmful to minors].

##### **Other Criteria**

Selection may also be based on the following criteria, if they are not inconsistent with Florida requirements and are not contrary to them:

- **EDUCATIONAL SIGNIFICANCE.** - Material is valuable to an individual course of study or to the library media collection; the degree to which the material would be supplemented and explained by mature classroom instruction.

- APPROPRIATENESS. - Material is geared to the age, maturity, diverse interests, and learning levels of students for whom it is intended. Reading levels and Lexiles are considered to provide a range of material that challenges the student and guides their selection process.
- ACCURACY. - Nonfiction information is correct, recent, and objective.
- LITERARY MERIT. - Fiction that has a noteworthy plot, setting, characterization, style and theme.
- SCOPE. - Content is covered adequately to achieve its intended purpose.
- AUTHORITY. - The author, editor, or producer has a superior reputation for producing materials of this nature.
- SPECIAL FEATURES. - The item has maps, charts, graphs, glossaries, and/or other learning aids that support the content, are unique or are valuable.
- TRANSLATION INTEGRITY. - Material translated from one language to another maintains the stylistic characteristics of the original.
- ARRANGEMENT. - Concepts are presented in a logical sequence and in a way that assures learning.
- TREATMENT. - Typeset, visuals, style, and/or medium captures and holds the student's attention.
- TECHNICAL QUALITY. - Sound is clear and audible; visuals project clearly.
- POTENTIAL DEMAND. - Item has particular timeliness or popular appeal.
- DURABILITY. - Materials expected to receive frequent use
- COPYRIGHT. - Library media materials shall be procured and used in accordance with federal, state and District copyright laws, rules, and policies.
- GRAPHIC NOVELS AND PERIODICALS - In addition to the above criteria, all pictures are to be reviewed for appropriateness prior to placing the graphic novel or periodicals into circulation.

### **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:

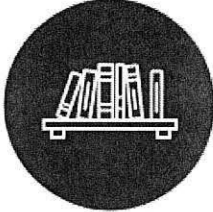
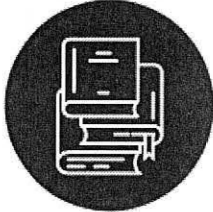
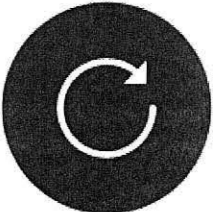
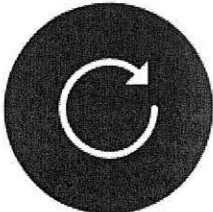
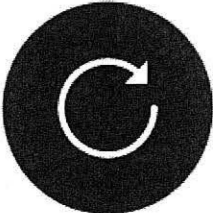
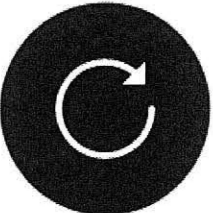
- Maintaining a professional library collection to assist with recertification and knowledge acquisition on education-related topics;
- Managing the online catalog, including the library inventory and circulation software;
- Selecting and making accessible online information databases for reference and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

|                                                                                                                                                                  |                                                                                     |                                                                                                           |                                                                                       |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|
|                                                                                 |    |                         |    |
| 9.596<br>Items in the Collection                                                                                                                                 | 10.0<br>Items per Student                                                           | 57%<br>Fiction Titles in the<br>Collection                                                                | 43 %<br>Percent of nonfiction in<br>the collection                                    |
| Library media resources<br>are curated to include<br>recently published works<br>and classics that<br>rightfully impact the<br>average age of the<br>collection. |  |                       |  |
|                                                                                                                                                                  | 2019<br>Average Age of the<br>Collection                                            | 8%<br>Aged Titles                                                                                         | 45%<br>Newer than 5 Years                                                             |
| Library media resources should be representative<br>of the school.                                                                                               |                                                                                     | Skills for Lifelong Learning (SLL) library media<br>resources can contribute to character<br>development. |                                                                                       |
|                                                                               |  |                       |  |
| 34%<br>Representative Titles<br>in Collection                                                                                                                    | 2018<br>Representative Titles<br>Average Age                                        | 49%<br>SLL Titles in Collection                                                                           | 2019<br>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 | 87          | 2021               |
| Philosophy & Psychology                       | 85          | 2021               |
| Religion                                      | 15          | 2021               |
| Social Sciences                               | 537         | 2019               |
| Language                                      | 96          | 2022               |
| Science                                       | 1,084       | 2021               |
| Technology                                    | 611         | 2021               |
| Arts & Recreation                             | 787         | 2020               |
| Literature                                    | 46          | 2016               |
| History & Geography                           | 360         | 2018               |
| Biography                                     | 373         | 2020               |
| Easy                                          | 2,597       | 2018               |
| General Fiction                               | 2,913       | 2018               |
| Graphic Novels (741.5)                        | 454         | 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.

FY27 Easy  
FY28 Non-Fiction  
FY29 Fiction

#### **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:**

Easy Fiction books are located in shelving along the East wall of the media center. Bins next to the circulation desk offer Kindergarten and up students access to an age appropriate selection of nonfiction and fiction books which are not alphabetized or placed in Dewey Decimal order. There is separate shelving and orange stickers are placed on 2nd grade and up chapter books. Fiction books are located along the South wall of the media center, continuing onto wheeled shelving located directly next to that wall. Non-Fiction books are organized in Dewey Decimal order along two sets of shelving near the entrance to the media center. Additionally, the media center utilizes separate shelving for graphic novels and biographies outside of the Dewey Decimal numerical order. Biographies are filed by the subject's last name.

#### **Lost or Damaged Library Materials**

In order to maintain our library collection for the use and benefit of all Blue Lake Elementary's students, responsibility for materials that are lost or damaged falls to the student who borrowed said material for a specified amount of time. School Board Policy 2.21B(9) 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." Every attempt will be made to recover overdue library materials by printing and sending home a late notice to students' families. Students are not assessed a late charge for overdue materials. A donation by the family to cover the cost of lost or damaged book(s) may be requested.

#### **Strategic Focus – Weeding and Acquisitions**

| <b>School Year</b> | <b>Strategic Focus</b>                                                                                                                                                     |
|--------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>FY27</b>        | <b>Selection Priorities</b><br>Science and technology, diverse books representing student population                                                                       |
|                    | <b>Inventory/Weeding Focus</b><br>[INSTRUCTION:<br>1) Inventory: Non-Fiction 000-999 + Reference).<br>2) Weeding: Non-Fiction 000-999 + Reference), all damaged materials. |

|      |                                                                                                                                                                                  |
|------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| FY28 | <b>Selection Priorities</b><br>Non Fiction, Easy, diverse books representing student population                                                                                  |
|      | <b>Inventory/Weeding Priorities</b><br>[INSTRUCTION:<br>1) Inventory: Fiction (Easy).<br>2) Weeding: Fiction (Easy), all damaged materials                                       |
| FY29 | <b>Selection Priorities</b><br>Non Fiction, Easy                                                                                                                                 |
|      | <b>Inventory/Weeding Priorities</b><br>1) Inventory: Fiction (General Fiction, Graphic Novels).<br>2) Weeding: Fiction (General Fiction, Graphic Novels), all damaged materials. |

### 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)