

FY27 COLLECTION DEVELOPMENT PLAN



Calusa Elementary

FY27 Collection Development Plan

Educational Media Specialist

Signature Page
Calusa Elementary
FY27 Collection Development Plan

Date Approved by Administration:

Media Specialist Name: Sharon Messinger

Media Specialist Signature:

A handwritten signature in cursive script, reading "Sharon Messinger", written over a horizontal line.

Principal Name: Mrs. Figueroa

Principal Signature:

A handwritten signature in cursive script, consisting of a stylized first letter and a surname, written over a horizontal line.

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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

School Mission Statement

The students of Calusa Elementary School Media Center range from kindergarten through fifth grade. Our student population has a diverse ethnic and economic background, specifically 64.8% white, 23.1 % Hispanic, 6.9% black, and 6% other ethnically diverse students, with over 20% receiving free/reduced lunch. Calusa has a large gifted population, as well as ESE and ESOL students, which are served by the media center. The Media Center also serves faculty, staff, and families of the community. School Mission Statement

Media Center Mission Statement

The mission of Calusa Elementary School Media Center is to assist in supporting the Palm Beach County School Board's commitment to "excellence in education and preparation of all our students with the knowledge, skills, and ethics required for responsible citizenship and productive employment." The Media Center supports the philosophy, mission, and program objectives of the school by providing a comprehensive collection of print and non-print resources. The Media Specialist and staff foster an environment conducive to learning and compatible with the curriculum needs of students. The Media Specialist teaches classes as part of the Fine Arts Enrichment Program which supports the Language Arts, Media Literacy, Technology, and other benchmarks across the academic curriculum.

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, Book Fair , Literacy Week, and provides a collaborative space for inquiry and research.

Goals and Objectives

Goal 1: To increase the overall average publication date of Calusa Elementary Library Media

Collection. Objective 1: To weed and replace outdated materials, focusing on the science, history, and technology collection. Objective 2: To weed materials based upon the significance to the reader, focusing on items that have never circulated or have not circulated for long periods of time.

Goal 2: To support the students' 21st Century literacy skills through the incorporation of technology. Objective 1: To teach all students to use Destiny to locate and check out books in the Media Center. Objective 2: To teach all students how to access and check out ebooks using Mackin Via.

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.

<i>School-based Operating Budget</i>	<i>Budget FY26</i>	<i>Projected FY27 Budget</i>
<i>Account 551100 - Media Supplies</i>	<i>\$411</i>	<i>\$411</i>
<i>Account 553420 - Media Subscriptions (Periodicals-Newspapers)</i>	<i>\$401</i>	<i>\$401</i>
<i>Account 561100 - Library Books</i>	<i>\$1203</i>	<i>\$1203</i>
<i>Account 562230 - Media A/V Equipment</i>	<i>\$535</i>	<i>\$535</i>
<i>Account 564220 - Furn-Fix/Equip</i>	<i>\$668</i>	<i>\$668</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>\$6000</i>	<i>\$6000</i>
<i>State Media Allocation</i>	<i>FY26</i>	<i>Projected FY27</i>
<i>Account 561100 (program 3070) - Media Books</i>	<i>\$2529</i>	<i>\$2529</i>

Purchasing Plan FY27

Purpose	Amount
purchase and replace books	\$3000
Total:	\$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.

Formats:

- Print: Hardcover and Paperback Books, Graphic Novels, Reference Materials, Periodicals
- Digital: eBooks, Digital Audiobooks, Online Databases (District and Site-Licensed).

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.

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.

Circulation and Access:

- Devices: Student Laptops/Chromebooks (Daily Loaners), Laptop Chargers, Hotspots, iPads/Tablets (for Student/Staff Checkout)
- 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

Print materials will be selected according to school board policy 8.12, see Appendix. Electronic database subscriptions that are made available to the Library Media Center users on the school's network are selected using a similar criteria to that established for the selection of print materials except availability of technology hardware and software platforms must also be taken into consideration. The following guidelines will apply to all new electronic products being considered for access by our students: 1. The products must contain information for which there is a high demand in the library media center; whether this information is in the form of frequently used or other reference sources. 2. Reference sources selected for the selected data bases will support the library media center use across a variety of disciplines. 3. Compatibility of the database with existing school based software and hardware 4. Ability of product to substitute for print copy 5. Ease of use, including interface consistency 6. Offers increased access to information over the printed source 7. Frequency of updates to the product 8. Support the overall collection development policy of Lighthouse School Library Media Center 9. Effect on the available number of workstations 10. Time needed by individual users to effectively utilize the product

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:

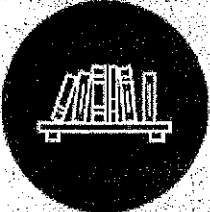
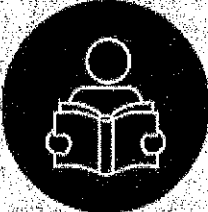
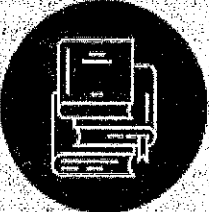
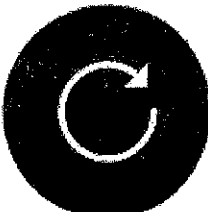
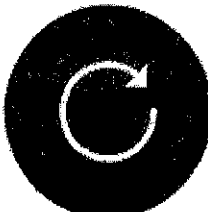
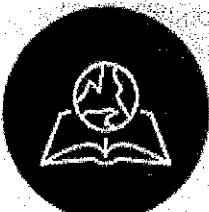
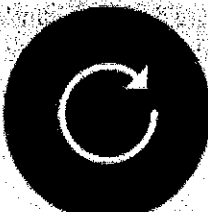
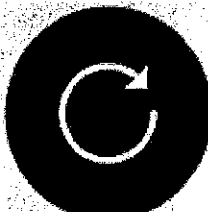
- Maintaining a professional library collection to assist with recertification and knowledge acquisition on education-related topics;
- Managing the online catalog, including the library inventory and circulation software;
- Selecting and making accessible online information databases for reference and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

			
8097 Items in the Collection	8095 Items per Student	30% Fiction Titles in the Collection	40% 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.			
	2013 Average Age of the Collection	38% Aged Titles	18% 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.	
			
2390	2012	3107	2013

Representative Titles in Collection	Representative Titles Average Age	SLL Titles in Collection	SLL Titles Average Age
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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	43	2015
Philosophy & Psychology	24	2018
Religion	17	2015
Social Sciences	324	2008
Language	25	1998
Science	912	2011
Technology	406	2014
Arts & Recreation	885	2016
Literature	95	2024
History & Geography	484	2013
Biography	494	2016
Easy	1892	2016
General Fiction	2466	2013
Graphic Novels	480	2019

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 Fiction, FY28 Non-fiction, and FY29 Easy

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 Calusa Elementary Media Center utilizes the Dewey Decimal Classification System for the Non-Fiction collection to ensure consistency and ease of use. However, to enhance accessibility and promote student engagement with high-demand genres, the collection is also organized using shelf labels and visual aids as follows:

- **Fiction:** Organized alphabetically by the author's last name.
- **Easy/Picture Books:** Organized alphabetically by the author's last name.
- **Graphic Novels:** Organized alphabetically by series title or author's last name where a series is not present.
- **Non-Fiction:** Organized by the standard Dewey Decimal Classification System (by genre/subject).

This visual navigation system helps students independently locate materials that match their reading interests and instructional needs.

Lost or Damaged Library Materials

Calusa Media Center charges fees for late materials or fines 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"

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

School Year	Strategic Focus
FY27	Selection Priorities
	Fiction
	Inventory and Deselection (Weeding) Focus

	Inventory and weeding fiction
FY28	Selection Priorities
	Non Fiction
	Inventory and Deselection (Weeding) Priorities
	Inventory and weeding Non Fiction
FY29	Selection Priorities
	Easy
	Inventory and Deselection (Weeding) Priorities
	Inventory and weeding Easy

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)