



FY27 COLLECTION DEVELOPMENT PLAN

CORAL REEF ELEMENTARY SCHOOL

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Signature Page

Coral Reef Elementary
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

The Coral Reef Elementary School media center serves approximately 950 students in Kindergarten through Fifth Grade in addition to the faculty, staff, and parents of that community of users.

According to the most recent Gold Report, Coral Reef Elementary has a culturally and ethnically diverse student population representing different economic backgrounds, which include: 43% White, 13% Black, 35% Hispanic, 5% Asian, 0% American Indian, and 5% Multiracial. Approximately 57% of the students are eligible for free and reduced lunch according to our school's School Improvement Plan.

School Mission Statement

Coral Reef Elementary, along with the School District of Palm Beach County 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

The Coral Reef Library Media Center is dedicated to designing and maintaining a library media program that supports, complements, and expands the instructional program of the school. The library media staff will: provide and promote extensive use of resources in multiple formats that are designed to meet the varying needs of all learners in all aspects of the curriculum, provide a learning environment which promotes inquiry; stimulates intellectual curiosity, and encourages pleasure reading, and provides and promotes instruction to prepare students to become independent users of libraries and information resources.

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, Literacy Week, the SSYRA Program, the SSYRA Jr. Program, Hour of Code, International Dot Day, TechSafe lessons, Jumpstart's Read for the Record, and provides a collaborative space for inquiry and research.

Goals and Objectives

1. Improve the age of the Non-Fiction collection by at least two years.
 - Pull reports and weed materials with aged copyright dates that are not circulating.
 - Purchase new materials for the Non-Fiction section with more recent copyright dates.
2. Improve participation in the Battle of the Books for students in grades 3-5.
 - Purchase multiple copies of the SSYRA books & reinforce the use of Mackinvia.
 - Use of book trailers and book talks during media classes to get students excited to read them.
 - Hold a SSYRA book club after school to review books to prepare for BOB.
3. Create new Makerspaces for our Media Center
 - Research different and new items that can be used in our Makerspaces by utilizing workshops, reading articles on the subject, & by looking through different websites that sell STEM-based items.
 - Purchase materials needed to use in Makerspace stations using internal funds.

Budget and Funding

The Library Media Center is given a school-based operating budget at the beginning of every school year. The school administration uses a formula in order to disperse 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 55110 - Media Supplies	\$711	\$711
Account 553420 - Media Subscriptions	\$427	\$427
Account 561100 - Media Books	\$1,280	\$1,280
Account 562230 - Media A/V Equipment	\$569	\$569
Account 564220- Furn-Fix/Equipment	\$711	\$711
Fundraising/ Grants	FY26	Projected FY27
Account 51700- Media Internal	\$9,000	\$9,000
State Media Allocation	FY26	Projected FY27
Account 556110 (Prog. 3070) - Media Books	\$3,018	\$3,018

Purchasing Plan FY27

Approximate Purchasing Plan	
Purpose	Amount
Books	\$8,000
Supplies	\$1,000
STEAM/Makerspace Items	\$1,000
Technology	\$5,000
Awards & Rewards	\$500
Total:	\$15,500

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, Online Databases (District)
- 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
- Devices for Student Use: Chromebooks, iPads
- Makerspace: Coding Kits, Building Manipulatives

Media Production:

- TV Studio: Full Production Studio (Cameras, Tri-Caster/Mixer, Lighting)
- Student Production: Cameras/Tripods, Microphones

Teacher Support and Workroom:

- Production: Large Format (Poster) Printer, Laminator, Die-Cut Machine, Cricut

Circulation and Access:

- Devices: Chromebooks (Daily Loaners), Laptop Chargers, iPads/Tablets
- 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

Materials considered for purchase are selected on the basis of the criteria established in SDPBC 8.12.

Media Center materials are carefully evaluated prior to purchase. The materials are evaluated according to their aesthetic, literary and social value, appropriateness to student age and emotional maturity and relevance to the curriculum. Professional reviewing sources used for selection may include: School Library Journal, Kirkus Reviews, ALA Booklist, and etc.

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.

Other factors that are considered in the final decision to purchase new materials include their educational significance; need and value to the collection as a whole; and their relationship to the interests of students and curriculum course of study.

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 to the curriculum. The data below is a snapshot of the collection based on a Titlewise Analysis.

			
9,881 Items in the Collection	10.3 Items per Student	49% Fiction Titles in the Collection	50% Percent of nonfiction in the collection
Library media resources are curated to include both recently published works and classics that both rightfully impact the average age of the collection.			
	2012 Average Age of the Collection	36% Aged Titles	19% 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.	
			
24% Representative Titles in Collection	2011 Representative Titles Average Age	35% SLL Titles in Collection	2014 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	21	2014
Philosophy & Psychology	16	2011
Religion	30	2002
Social Sciences	351	2004
Language	67	2009
Science	1,201	2010
Technology	509	2013
Arts & Recreation	1,443	2017
Literature	161	2005
History & Geography	504	2011
Biography	659	2012
Easy	2,007	2011
General Fiction	2,799	2013
Graphic Novels	823	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. Here is the rotation plan for the next few years: FY27- Non-fiction, FY28- Everybody, 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:

Fiction is organized by the author's last name. Non-fiction is organized using the Dewey Decimal System. Biographies are listed by subject last name. Graphic Novels are separated into their own section.

Lost or Damaged Materials

Coral Reef 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."

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

School Year	Strategic Focus
FY27	Selection Priorities Nonfiction
	Inventory and Deselection (Weeding) Focus 1) Nonfiction, Graphic Novels, & Biographies 2) Nonfiction 000-999, Graphic Novels, & Biographies
FY28	Selection Priorities Everybody
	Inventory/ Weeding Priorities 1) Everybody (Easy) 2) Everybody A-Z
FY29	Selection Priorities Fiction
	Inventory/ Weeding Priorities 1) Fiction (General Fiction) 2) 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 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)