

FY27 COLLECTION DEVELOPMENT PLAN



Crystal Lakes Elementary School FY27 Collection Development Plan

Amy Hren, M.L.S

Educational Media Specialist

Signature Page

Crystal Lakes Elementary School
FY27 Collection Development Plan

Date Approved by Administration: **Apr 1, 2026**

Media Specialist Name: Mrs. Amy Hren

Media Specialist Signature: Amy Hren

Principal Name: Ms. Sheena Blue

Principal Signature: Sheena Blue

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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 Media Center serves 765 students in grades kindergarten through fifth grade, in addition to the faculty, staff, and parents of that community of users. Crystal Lakes has a culturally and ethnically diverse student population representing different economic backgrounds and includes 43% Caucasian, 27% Hispanic/Latino, 19% Black or African American, and 11% other. The Media Center is inclusive, also providing services to classes for students with autism spectrum disorder, and 28% of the total student population consists of students with disabilities.

We have staff members who are trained ESOL instructors. We implement the strategies we have studied and trained for to create a welcoming and inclusive environment for multicultural students and their families. We have invested funds to purchase dual language books as well as other foreign language materials.

School Mission Statement

The mission of Crystal Lakes Elementary School is to educate, affirm, and inspire each student in an equity-embedded school system.

Media Center Mission Statement

The mission of the Crystal Lakes Media Center is to provide a wide range of services, materials; and academic experiences that support the goals of our school as articulated in our School Improvement Plan.

The Crystal Lakes Media Center is proud to be an integral part of the academic success of our great students. Our media center houses a diverse collection of fiction, nonfiction, and e-Books, on a variety of levels that accommodate our diverse population.

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 for two of every 12 days to support academic standards and digital literacy. The *program supports special school initiatives such as Battle of the Books and Literacy Week, and provides a collaborative space for inquiry and research.* The Media Center is open for 20 minutes every morning for students to return and check out books. The Television Production Club meets daily to practice and broadcast the CLE TV Morning Show.

Goals and Objectives

Goal 1

Expand digital research lesson plans that provide a more hands-on approach to teaching real-world research skills.

Objective 1: Collaborate with classroom teachers on projects that correlate with their standards and Florida FINDS research goals.

Objective 2: Provide more digital experiences for upper-level classes with more rigorous assignments including Gale Database for research projects.

Goal 2

Weed library collection based on the condition of books.

Objective 1: Remove books from the collection that are popular but past the condition of use following the MUSTIE method. (missing/ripped pages, broken covers that are not repairable).

Objective 2: Remove books that are not being circulated due to their poor condition.

Goal 3

Continue to fill in gaps by purchasing books that complement and complete collections in FY27.

Objective 1: Focus on replacing non-fiction titles that were weeded with updated current titles.

Objective 2: Use Titlewave as a basis of analysis, and continue to purchase books that help develop a robust collection.

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>\$924</i>	<i>\$924</i>
<i>Account 561100 - Library Books</i>	<i>\$2066</i>	<i>\$2066</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>\$5982</i>	<i>\$9000</i>
<i>State Media Allocation</i>	<i>FY26</i>	<i>Projected FY27</i>
<i>Account 561100 (program 3070) - Media Books</i>	<i>\$2361</i>	<i>\$2361</i>

Purchasing Plan FY27

Purpose	Amount
books	\$4,427.00
supplies/equipment/furniture	\$924.00
literacy subscription	\$5,000
Total:	\$10,351.00

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.
- Digital: eBooks, Online Databases (District and Site-Licensed).

Special Emphasis:

The Library currently has a Booked on STEM collection to support the science and math curriculum.

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, JAR System for charging devices.
- Makerspace: Coding Kits, Building Manipulatives.

Media Production:

- TV Studio: Full Production Studio (Cameras, Tri-Caster/Mixer, Lighting, Green Screen).

Teacher Support and Workroom:

- Production: Large Format (Poster) Printer, Laminator.

Circulation and Access:

- Devices: Student Laptops/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 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 based on the criteria established in the School District of Palm Beach County Board Policy 8.12 Selection of Library Media Materials. (See Appendix A). Items are also selected based on educational significance, age appropriateness, accuracy, and curriculum alignment.

Other reputable, unbiased, professional reviewing sources used for selection include Booklist, Hornbook, Kirkus Review, and 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

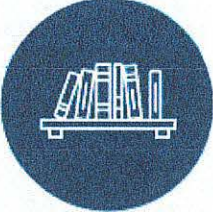
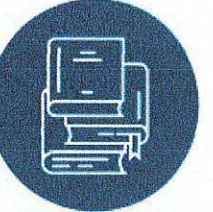
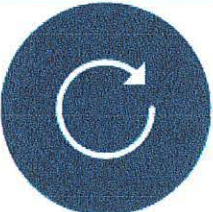
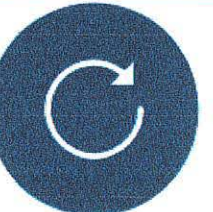
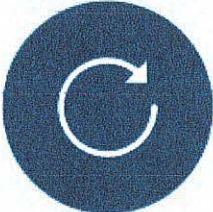
The School District Library Media Services Department supports school-based library media center personnel and establishes uniform policies and procedures for school library media centers throughout the District. These services include, but are not limited to:

- 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.

			
35,502 Items in the Collection	46.6 Items per Student	62% Fiction Titles in the Collection	37 % 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.			
	2000 Average Age of the Collection	52% Aged Titles	3% 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.	
			
16% Representative Titles in Collection	2000 Representative Titles Average Age	18% SLL Titles in Collection	2002 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	106	1998
Philosophy & Psychology	110	2004
Religion	26	2001
Social Sciences	2,130	1997
Language	200	1996
Science	4,058	2000
Technology	1,221	2000
Arts & Recreation	963	2005
Literature	377	1995
History & Geography	1,812	1997
Biography	1,561	1999
Easy	14,974	1997
General Fiction	7,079	2003
Graphic Novels	475	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.

Inventory Rotation:

2026-2027 School Year: Resource Room

2027-2028 School Year: Easy Fiction & Fiction

2028-2029 School Year: Non-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:

The Media Center is divided into different sections including F Fiction for Chapter Books, Intermediate Section for books rated 5th grade and up, E Fiction for easy readers, Non-Fiction, Biographies sorted by the person's last name, Books in other languages, and Graphic Novels.

Lost or Damaged Library Materials

Fees are not charged for damaged, or lost library books. If a student loses a book, we request that they replace the book depending on the age/condition of the lost item.

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

School Year	Strategic Focus
FY27	Selection Priorities Current non-fiction titles in Science, Sports, and History. Graphic Novels.
	Inventory and Deselection (Weeding) Focus 1) Non-Fiction 2) 100-900
FY28	Selection Priorities Caldecott and SSYRA Jr. winners over the last 2 years. Graphic Novels.
	Inventory and Deselection (Weeding) Priorities 1) Easy Fiction 2) E Fiction section
FY29	Selection Priorities SSYRA and Graphic Novels.
	Inventory and Deselection (Weeding) Priorities 1) Fiction (General Fiction, Easy, Story Collection, Graphic Novels). 2) F Fiction Section

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)