

FY27 COLLECTION DEVELOPMENT PLAN



Diamond View Elementary FY27 Collection Development Plan

Michelle Martello

Educational Media Specialist

Signature Page

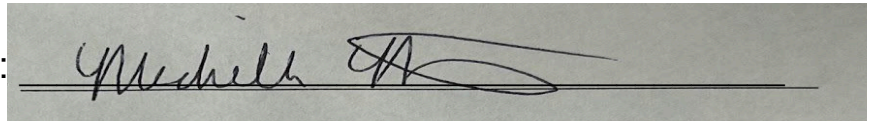
Diamond View Elementary
FY27 Collection Development Policy

Date Drafted: 5/8/2026

Date Approved by Administration: 05/8/2026

Media Specialist Name: _____ Michelle Martello _____

Media Specialist Signature: _____

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Principal Name: _____ Carolyn Seal _____

Principal Signature: _____

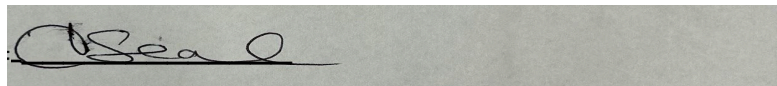
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Purpose of Collection Development Plan

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

Diamond View Elementary School is a STEM Certified School serving students in grades pre-k through 5 and has a population of over 700 students. We serve a diverse population of students, many of which have Limited English Proficiency (LEP) or receive Exceptional Student Educational (ESE) services students with varying educational backgrounds and needs. We have two afterschool programs and host many clubs, events, and other activities for our students and school community.

Diamond View School Community is represented on the [SIP Report](#) to help us determine our goals and next steps for the following year. Additionally, the Principal's DashBoard information listed below has also enabled us to reflect on our school community and demographics when deciding on book selections for the following school year.

The total number of students enrolled is 730

Black students- 35%

Hispanic students- 50%

White-11%

Other- 4%

LEP (Limited English Proficiency) students-44%

Students with Disabilities- 29%

FRL (Free/Reduced Lunch)- 62%

School Mission Statement

Diamond View will guide our students to successful learning by helping them make the best choices, find solutions to problems, accentuate the positives in life, and communicate appropriately with people.

In a unified effort with parents and the community, we will provide the necessary tools and motivation to help our students realize their own visions and to make each vision a reality.

Media Center Mission Statement

Diamond View Elementary School strives to ensure that all students have access to a high-quality education. The students are encouraged to solve real-world problems and inquire about their world through meaningful learning experiences. We have resources, such as books and up-to-date technology, readily available for our students to succeed. Different programs and instructional strategies are incorporated to attend to the diverse needs of Diamond View's community of learners. We are always striving to improve our student's experiences within the school's Media Center.

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 in the Media Center or Tech Lab almost weekly on a 6-day rotation schedule. Students participate in an interactive read aloud during most visits and are able to borrow books. Sometimes, instruction is held in the tech lab, where students participate in educational e-sports lessons in Minecraft Education, or experiment with digital creation tools, such as Adobe Express, Google Slides, or [Code.org](https://code.org).

One of the areas that Diamond View focuses on as a school includes instructional practices related to STEM. In doing this, the school hopes to help promote problem-solving and 21st-century thinking. Our school library continues to update and maintain books and activities that promote STEM. The STEM activities will be implemented into the Library's MakerSpace and have ties to literacy.

We use our TV Production Studios to implement a live daily morning news show. We also use the equipment to live stream school events.

The Media Center instructs students in research projects and chooses books based on individual interests. As a Media Specialist, it is a priority to help students develop a love of reading as themed events will help celebrate literacy year-round. We participated in Read for the Record with guest readers from PBSO and the Children's Services Council. Kindergarten and First Grade students participated in a large group read aloud in the cafeteria and every child planted a grass plant related to this year's book, "See Marcus Grow".

This year, our "Read White and Blue: Celebrating 250 Years of America" themed Literacy Week was a successful celebration that promoted the meaning and importance of developing literacy skills. Literacy Week was weaved with our STEM practices and we collaborated with all grades on school-wide projects that tie literacy to STEM, civics, and conservation. We now have bald eagle live cams on display in our main hallway that were inspired by our first grader's projects based on the Bald Eagle as a U.S. Symbol. Our "Read Across America Day" had a "Books Always Win" theme to kick off our school-wide March Book Madness event. And we continue to work with AVID students from Tradewinds Middle School. They come to Diamond View once a week to buddy read with our students and we collaborate on conservation efforts and projects related to the Wavemakers Challenge and Program. We also had a successful kickoff event for our Olympic themed Summer Reading Challenge and hosted two Scholastic Book Fairs.

Goals and Objectives

Goal 1: Work with administration to arrange for training and use of adult and student volunteers to help with book check in and reshelving measured by the number of trained and student volunteers available by December 2026

- *train aftercare and Sunshine Kids students as library helpers*
- *train current volunteers in book check in and reshelving*

Goal 2: Reorganize our biography section to enable students to easily find books about people they know and introduce them to a greater variety of books in these categories in order to increase circulation by May 2027 as evidenced by Destiny reports.

- *genrefy books into categories such as: musicians, athletes, scientists, etc.*
- *move relevant books from the 000's-800's into the genrefied biographies section to help students locate the books more easily.*

Goal 3: Increase the access to and use of technology in the media center by purchasing more devices so we have at least 20 new devices that can be used for research, video production, and editing by classes and clubs.

- *Utilize our FPL classroom makeover grant to obtain a class set of devices*
- *Train students in video creation and production using ipads and Macbook*

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.

1. The District provides each school funds to operate the media center
2. District money provides updated computers and services
3. State money is allotted for books and equipment
4. Grants will be applied for, as they are available for filling specific needs of the Library/Media Program. In addition to the resources for funding sources that the district provides, we seek out grants and funding opportunities often.
5. Internal Account funds are contingent on Book Fair sales and reimbursements from lost books.
6. Our school works with individuals and organizations in our local community to obtain funding and donations for special projects.

<i>School-based Operating Budget</i>	<i>Budget FY26</i>	<i>Projected FY27 Budget</i>
<i>Account 551100 - Media Supplies</i>	<i>\$596.00</i>	<i>\$856.00</i>
<i>Account 553420 - Media Subscriptions (Periodicals-Newspapers)</i>	<i>\$357.00</i>	<i>\$0.00</i>
<i>Account 561100 - Library Books</i>	<i>\$1072.00</i>	<i>\$963.00</i>
<i>Account 562230 - Media A/V Equipment</i>	<i>\$476.00</i>	<i>\$963.00</i>
<i>Account 564220 - Furn-Fix/Equip</i>	<i>\$596.00</i>	<i>\$0.00</i>
<i>Fundraising and/or Grants</i>	<i>FY26</i>	<i>Projected FY27</i>
<i>Account 5-1700 - Media Internal</i>	<i>\$8808.00</i>	<i>\$9800.00</i>
<i>State Media Allocation</i>	<i>FY26</i>	<i>Projected FY27</i>
<i>Account 561100 (program 3070) - Media Books</i>	<i>\$2298.00</i>	<i>\$2298.00</i>

Purchasing Plan FY27

Purpose	Amount
Books	\$3500
Supplies	\$1000
STEM	\$2500
Events	\$1000
eSports	\$500
Total:	\$8500

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:

- eSports Lab: 25 Desktop Student Workstations
- Classroom Technology: Interactive Flat Panel, Document Camera, Sound System.
- Makerspace: Coding Kits, Robots, Building Manipulatives.

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, iPads/Tablets (for Staff Checkout)
- Peripherals: Headphones, Webcams

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 Media Specialist is charged with leading this process with the input of teachers, students, and parents.

CRITERIA FOR SELECTING SCHOOL MEDIA/LIBRARY MATERIALS

Materials considered for purchase are selected on the basis of the criteria established in SDPBC School Board Policy 8.12. Some of the reputable, unbiased, professional reviewing sources used for selection include: School Library Journal, reviews on Mackin, Book List, Kirkus Reviews. As stated in the policy, we obtain two positive professional reviews and maintain a record of them before we post to the stakeholder website for purchasing.

Diamond View Elementary School's Media Center materials are carefully selected for a reason. The materials are evaluated according to their aesthetic, literary, and social value, appropriateness to student age, and emotional maturity and relevance to the curriculum. Media center materials reflect sensitivity to the achievements, needs, and rights of men and women, various ethnic groups, and other cultures. The selection of media center materials about political theories and ideologies, religion, public issues, and controversial topics are directed toward maintaining a balanced representation of various opinions. Media center materials are judged as a whole considering the author's/producer's intent rather than focusing solely on 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. Electronic database subscriptions and online curricular software that are made available to Diamond View Elementary School Library Media Center users on the School District's wide area network (WAN) are considered by making sure they are in line with School Board Policies

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.

			
8956 Items in the Collection	11.1 Items per Student	54% Fiction Titles in the Collection	46 % 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	41% Aged Titles	24% 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.	
			
25% Representative Titles in Collection	2013 Representative Titles Average Age	42% 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	27	2018
Philosophy & Psychology	53	2015
Religion	16	2019
Social Sciences	586	2004
Language	176	2010
Science	931	2011
Technology	315	2013
Arts & Recreation	1183	2019
Literature	77	2008
History & Geography	229	2014
Biography	500	2011
Easy	2582	2013
General Fiction	2243	2013
Graphic Novels	965	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, and 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:

Our library is organized according to the Dewey Decimal System, but we also have some sections separated and organized for easy access by our students and staff.

- Graphic novels are in a separate section.
- All paperback books are in bins on rolling carts and organized by topic or genre.
- Large print books are in a separate section and have a “large print” sticker on the spine to identify them.
- Books for 4th and 5th grade only have a yellow circle sticker on the spine and are in a separate section. (still organized by Dewey).
- Branches series books are in a separate section.
- Books written in other languages are in a separate section.

Lost or Damaged Library Materials

Diamond View charges 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. We attempt to find the best price of the book to be replaced. Fines collected are added to the internal media account and used to purchase replacements of the same or similar books.

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

School Year	Strategic Focus
FY27	Selection Priorities Newer Science, History, and Geography books as well as new release high interest titles in all genres.
	Inventory and Deselection (Weeding) Focus 1) Easy 2) Easy
FY28	Selection Priorities New Technology books as well as new release high interest titles in all genres.
	Inventory and Deselection (Weeding) Priorities 1) Non-Fiction and Biography 2) Non-Fiction and Biography
FY29	Selection Priorities New release, high interest titles as well as up to date books based on FY28's collection analysis.
	Inventory and Deselection (Weeding) Priorities 1) Fiction (General Fiction, Easy, Story Collection, Graphic Novels). 2) Fiction

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)