

FY27 COLLECTION DEVELOPMENT PLAN



Del Prado Elementary School FY27 Collection Development Plan

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Signature Page

Del Prado Elementary School
FY27 Collection Development Plan

Date Approved by Administration:

5-1-26

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A handwritten signature in cursive script that reads "Lauren Diamond". The signature is written in black ink and is positioned above a horizontal line.

Principal Name: Dr. Laurie Riopelle

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

Del Prado serves 659 students ranging from Kindergarten to 5th grade. Our school has a diverse population with 56.3% white, 5.31 % black, 26.40% Hispanic, 7.13% Asian, 4.86% other. Del Prado has a gifted curriculum, with 26.7% of our students qualifying for gifted. ESOL student make up 23.4% of our population, while 5% of our students were recently exited from our ESOL program. Our 154 ESOL student speak 17 languages including:

- English
- Spanish
- Portuguese
- Russian
- Ukrainian
- Turkish
- Hebrew
- Arabic
- Belarusian
- Croatian
- Polish
- Chinese, Zhongwen
- Chinese, Hakka
- Haitian Creole
- Telugu
- Panjabi
- French

Approximately 18% of our students qualify for ESE services. Finally, 6.5% of our students qualify for Free & Reduced lunch.

School Mission Statement

Del Prado Elementary School will educate our students to be caring, self-motivated, resourceful, and creative. Our students will attain individual excellence and skills mastery enabling them to adapt, and meet the demands to succeed throughout their educational career and beyond.

Media Center Mission Statement

Del Prado Media Center is dedicated to preparing students by using the latest technology available to achieve academic success. The library Media Center is dedicated to designing and maintaining a library media program that supports, compliments, and expands the instructional program of the school. It assists users in becoming peaceful, global citizens who are information literate, read for pleasure, and are life-long learners.

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

Del Prado's annual Media Center program and activities include:

1. Our Media Center operates on a fixed schedule that is part of the 5-day Fine Arts Specials rotation.
2. Del Prado participates in the Sunshine State Young Readers program prompted by the Florida Association in Media Education(FAME). Battle of the Books is an after school club.
3. Del Prado Media also records and sends out the link for WPAW Morning News Channel.
4. Del Prado Media Center hosts two Scholastic Book Fairs.
5. The Media Center also hosts the Teachers of Tomorrow club.
6. Our Media Center celebrates Literacy Day with various daily events for the week.
7. Our Media Center supports and reviews Science Standards from Fair Game

- Review across grade levels.
8. Maker Space developed and materials will continually be added.
 9. Holocaust Education Week taught age appropriate lessons.

Goals and Objectives

GOAL 1: To increase the overall average publication date of the Del Prado 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 promote literacy and the enjoyment of reading, viewing, and listening at all ages and stages of development.

Objective 1: Encourage a wide variety of reading experiences through a collection which reflects the experiences and interests of students at different levels, and, in turn, challenges them with new material.

Objective 2: To utilize iPads and technology with students in meaningful ways to access library materials, conduct research, and extend learning.

GOAL 3: Grow the MackinVia eBook Collection

Objective 1: Use data from the needs assessment to inform MackinVia eBook selections.

Objective 2: To purchase up-to-date eBooks that relate to the needs and interests of the student population.

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.

Our Media Center budget is supported through annual district funding. We receive additional funding through the State Allocation Money as well as the profits from the two Scholastic Book Fairs.

<i>School-based Operating Budget</i>	<i>Budget FY26</i>	<i>Projected FY27 Budget</i>
<i>Account 551100 - Media Supplies</i>	<i>\$584</i>	<i>\$463.12</i>
<i>Account 553420 - Media Subscriptions (Periodicals-Newspapers)</i>	<i>\$356</i>	<i>\$0</i>
<i>Account 561100 - Library Books</i>	<i>\$1052</i>	<i>\$1052</i>
<i>Account 562230 - Media A/V Equipment</i>	<i>\$466</i>	<i>\$0</i>
<i>Account 564220 - Furn-Fix/Equip</i>	<i>\$188</i>	<i>\$0</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>\$2500</i>	<i>\$2500</i>
<i>State Media Allocation</i>	<i>FY26</i>	<i>Projected FY27</i>
<i>Account 561100 (program 3070) - Media Books</i>	<i>\$1977</i>	<i>\$1977</i>

Purchasing Plan FY27

Purpose	Amount
updating books	\$3,500
media supplies	\$1,000
iPads	\$8,000
Makerspace/STEM	\$1,000
Total:	\$13,500

Scope of the Collection

Collection Development is driven by the Curriculum of Del Prado Elementary School which follows the guidelines of the Palm Beach County School District, which, in turn, are governed by the Department of Education of the State of Florida (District Policy 8.12(5)). Furthermore, special emphasis is given to our gifted education classes. Del Prado Media Center follows best practices and is arranged by the Dewey Decimal Classification System (see Appendix A).

The collection includes databases and ebooks provided by the Department of Library Media Services at the School District of Palm Beach County. These databases and eBooks expand DPES's collection and provide 24/7 access for students. The eBooks provided by the Department of Library Media Services include Tumblebooks, Gale eBooks, and a shared collection in MackinVia.

Some gentrified sections were created to include: graphic novels, adventure, mystery, fantasy, historical fiction, and sports.

Del Prado Media center has a teacher work room that includes four copiers, a laminating machine, a Cricket, an Ellison maker, and a poster maker. WPAW is recorded in Del Prado's TV production studio.

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.

Del Prado Media center has a teacher work room that includes four copiers, a laminating machine, a Cricket, an Ellison maker, and a poster maker.
WPAW is recorded in Del Prado's TV production studio.

Instructional Area:

- Classroom Technology: Interactive Flat Panel, Document Camera, Sound System.
- Makerspace: 3D Printers, Coding Kits, 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.

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

Collection Development is the process of providing quality materials and equipment for the Media Center. Our school will continue to collect information resources that support staff and students' academic and personal interests. The state allocations and district budget monies will be used to provide a variety of electronic and physical materials. The process of Collection Development is led by the Media Specialist, Lauren Diamond, along with administration, parents, and stakeholders.

In accordance with School District of Palm Beach County Board Policy 8.12 - Selection of Library Media Center Materials (see Appendix C), Del Prado Elementary School Media Center utilizes the following professional reviewing sources to aid in the selection of library media center materials. Critical analysis is in place in the selection of materials. Del Prado Elementary School Media Center only uses reviews from professional reviewing sources such as:

- School Library Journal
- Booklist
- Horn Book Guide
- Center for the Children's Book
- Kirkus Reviews
- Publisher's Weekly
- School Library Connection
- ALA Youth Media Awards

Reviews from Amazon, Goodreads, Common Sense Media, and the like will not be considered when selecting library center materials.

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.

			
9,963 Items in the Collection	11.2 Items per Student	28% 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.			
	2008 Average Age of the Collection	39% Aged Titles	20% 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.	
			
26% Representative Titles in Collection	2008 Representative Titles Average Age	36% SLL Titles in Collection	2011 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	33	2003
Philosophy & Psychology	38	2008
Religion	17	1994
Social Sciences	439	2001
Language	23	1992
Science	1444	2009
Technology	570	2009
Arts & Recreation	948	2017
Literature	98	2006
History & Geography	332	2007
Biography	406	2002
Easy	1665	2008
General Fiction	2839	2012
Graphic Novels	606	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 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:

The library is organized with Demco genre signs:

- * Fiction = alphabetical shelf markers for authors' last names
- * Picture books
 - * includes 1 shelf with popular non fiction bins and 1 shelf with popular fiction bins
 - * includes 2 short tables with easy readers
- * Graphic Novels
- * 4th & 5th Grade Books
- * Battle of the Books
- * Adventure
- * Mystery
- * Science Fiction
- * Historical Fiction
- * Sports
- * Biographies = by subject last name = popular people in bins
- * Non fiction = Dewey Decimal ned panel signs
- * Numbered shelf markers for students who are looking for a book to know where to return the book

Lost or Damaged Library Materials

Del Prado's policy regarding lost or damaged materials: fines for lost or damaged materials to replace the books. There will not be a graduation hold placed on student accounts if fines and fees are left unpaid.

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

School Year	Strategic Focus
FY27	Selection Priorities ● Create a large print book section ● Update genre sections (fantasy, historical fiction, mystery, adventure, science fiction, sports)

	Inventory/ Weeding Priorities • Weed genre sections (fantasy, historical fiction, mystery, adventure, science fiction, sports) • Inventory fiction genre sections (fantasy, historical fiction, mystery, adventure, science fiction, sports)
FY28	Selection Priorities • Update fiction titles
	Inventory/ Weeding Priorities • Weed irrelevant books • Weed easy section books • Inventory easy books
FY29	Selection Priorities • Update graphic novels
	Inventory and Deselection (Weeding) Priorities • 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)