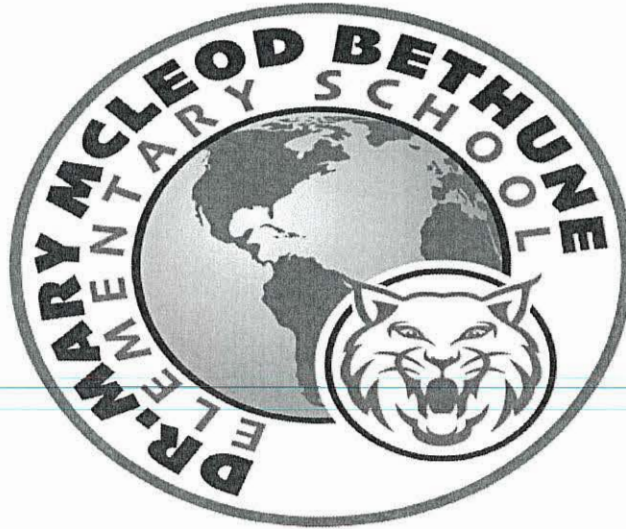




Dr. Mary McLeod Bethune Elementary

FY27 Collection Development Plan

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Educational Media Specialist

Signature Page

Dr. Mary McLeod Bethune Elementary
FY27 Collection Development Plan

Date Approved by Administration: 4/7/2026

Media Specialist Name: Jacki Holroyd

Media Specialist Signature: Jacki Holroyd

Principal Name: Katrina Granger

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

Dr. Mary McLeod Bethune Elementary is a public school located in Riviera Beach, FL. The student population is 508 and serves students who are of different races including the following: 86% Black, 7% Hispanic, 4% white and 3% other. We serve students who are multilingual or have English as a second language to Spanish or Haitian-Creole.

Dr. Mary McLeod Bethune Elementary is an IB school that puts emphasis on incorporating the IB Learner profile which consists of 10 traits to develop internationally minded and well rounded students. Through media and the transdisciplinary themes students can make connections and inquiries about the world around them. These concepts of our IB program are taken into consideration when materials and books are ordered.

School Mission Statement

The mission of Dr. Mary McLeod Bethune Elementary School is to Educate, Affirm, and Inspire each student in an equity-embedded school system where students reach their full potential with grade level skills in Reading, Mathematics, Science, History, Technology and Character.

Media Center Mission Statement

The mission of the media center is to inspire a lifelong love of learning, reading, and discovery by providing access to different resources, fostering critical thinking and creativity, and empowering students to become knowledgeable, inquiring, and responsible global citizens. Through collaboration and commitment the media center supports the academic and personal growth of all learners, helping them with the skills and mindset to achieve great things in an ever changing world.

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. We see one class per grade level for a 2 week time period in order to carry out project based learning when necessary. Instruction is provided at point-of-need to support academic standards and digital literacy. The program supports special school initiatives such as Read Across America / Science Fair / STEM activities / Literacy Week /SLL and provides a collaborative space for inquiry and research. Although our enrollment allows for a media clerk, we do not have one.

Goals and Objectives

Goal 1: Strengthen Student Literacy and Love of Reading

Objective 1: Increase student circulation by 15% by expanding high-interest, diverse, and culturally relevant titles and promoting them through monthly displays and book talks.

Objective 2: Implement at least one schoolwide reading initiative per trimester (reading challenges, author studies, or genre spotlights) to encourage independent reading habits.

Goal 2: Support Curriculum and Instruction

Objective 1: Collaborate with each grade level during PLC to co-plan and co-teach lessons that integrate research skills, digital resources, and classroom content.

Objective 2: Maintain and update the collection so that at least 10% of nonfiction materials are evaluated and refreshed annually to ensure accuracy and alignment with standards.

Goal 3: Build Digital Literacy and Responsible Technology Use

Objective 1: Provide digital citizenship and research skills instruction for every grade level each year.

Objective 2: Offer at least one family or staff technology workshops per year focused on safe technology use, digital tools, and online resources.

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.

School-based Operating Budget	Budget FY26	Projected FY27 Budget
Account 551100 - Media Supplies	\$356	\$356
Account 553420 - Media Subscriptions (Periodicals-Newspapers)	\$214	\$214
Account 561100 - Library Books	\$641	\$650
Account 562230 - Media A/V Equipment	\$285	\$290
Account 564220 - Furn-Fix/Equip	\$356	\$350
Fundraising and/or Grants	FY26	Projected FY27
Media Center Internal Account number for your grant(s) (get this from your bookkeeper)	\$0	\$0
State Media Allocation	FY26	Projected FY27
Account 561100 (program 3070) - Media Books	\$1512	\$1512

Purchasing Plan FY27

Purpose	Amount
Books	\$700
Supplies(laminating paper, butcher paper, ink)	\$500
STEM	\$300
Furniture	\$200
Incentives/ items from the book fair to give	\$200
Total:	\$1900

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), Professional Collection.
- Digital: eBooks, Digital Audiobooks, Online Databases (District).

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:

- Computer Lab: 10 Desktop Student Workstations.
- 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 (cameras and microphone).
- Student Production: Cameras/Tripods, Microphones, Podcasting Equipment.

Teacher Support and Workroom:

- Production: Large Format (Poster) Printer, Laminator, Die-Cut Machine.
- A/V Support: Portable Projectors

Circulation and Access:

- Devices: Student Laptops/Chromebooks, Laptop Chargers
- 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

The media center at Dr. Mary McLeod Bethune elementary school is one that is evolving and has a wide variety of books that have been referenced and reviewed for multiple weeks. In order to decide on what books to purchase, a look at Titlewave is a must. Titlewave is a software that analyzes the collection of books in the media center and which book types and genres we have an influx of and which books we may need more variety of. Book titles and student interest is another way to evaluate which books will be circulated regularly, taking age appropriateness into consideration at all times. Students are surveyed on their interests and types of books they are currently reading. Next, I take a look at curriculum and standards that support ELA and science. It is important to have books available for students to help with research and deepen their knowledge on a variety of topics.

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

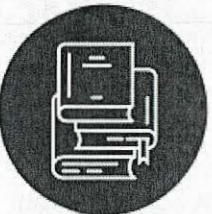
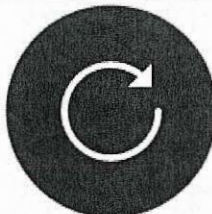
The School District Library Media Services Department supports school-based library media center personnel and establishes uniform policies and procedures for school library media centers throughout the District. These services include, but are not limited to:

- 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.

			
7,018 Items in the Collection	16.7 Items per Student	47% of fiction Titles in the Collection	53% 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.			
	2004 Average Age of the Collection	78% Aged Titles	7% 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.	
			
35% Representative Titles in Collection	2004 Representative Titles Average Age	32% SLL Titles in Collection	2005 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	9	2019
Philosophy & Psychology	42	2005
Religion	51	1999
Social Sciences	749	2001
Language	24	2000
Science	680	2005
Technology	308	2004
Arts & Recreation	240	2007
Literature	183	2000
History & Geography	509	2004
Biography	444	2006
Easy	2,414	2004
General Fiction	877	2004
Graphic Novels	12	2022

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. Our yearly rotation plan is assessed as follows: FY27 Fiction, FY28 Easy Readers, and FY29 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:

Our library is divided into 3 different sections of books including fiction, nonfiction and Easy readers. Some of the books on these shelves are distinguished by genre stickers so students can find books of interest faster. When new books come into the library we display them on their own shelf so students can access them easily. There is a separate book case with book series and graphic novels because these are such high interest books and I wanted to make them easily identifiable and findable in the library. Biographies are also housed on their own shelf to separate them out from the non-fiction books organized by the dewey decimal system.

Lost or Damaged Library Materials

For lost books, overdue notices are printed and sent to parents including the title and author as well as the price of the book that needs to be paid for or replaced. Depending on the damage of a book, a charge or replacement may be necessary if the book cannot be repaired. Any book with water damage will need to be replaced due to mold. If there is a financial burden we will come up with a plan for those individual cases.

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

School Year	Strategic Focus
FY27	Selection Priorities Our goals for book purchasing this year will be updating our non-fiction inventory to make sure we have the most current information available to students. The purchasing of the newest SSYRA books is also a top priority.
	Inventory and Deselection (Weeding) Focus 1) This year the focus will be on weeding out our EASY readers as we will now be a grades 3-5 school and will not need as many selections for our students. 2) The entire Easy reader section should be looked at and gone through by the end of next year to make the proper deselections.
FY28	Selection Priorities Graphic novels and biographies will be the priority for purchasing this year as well as the newest SSYRA books.
	Inventory and Deselection (Weeding) Priorities 1) Graphic novels and biographies as well as the non-fiction section of the library will be weeded. 2) Dewey ranges from beginning to end will be evaluated

	and weeded through.
FY29	Selection Priorities
	The priority for purchasing will be fiction and chapter books as well as the newest SSYRA books.
	Inventory and Deselection (Weeding) Priorities
	1) Fiction (General Fiction, Easy, Story Collection). This begins a new 3-year cycle, this focus mirrors the FY26 mandate.

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)