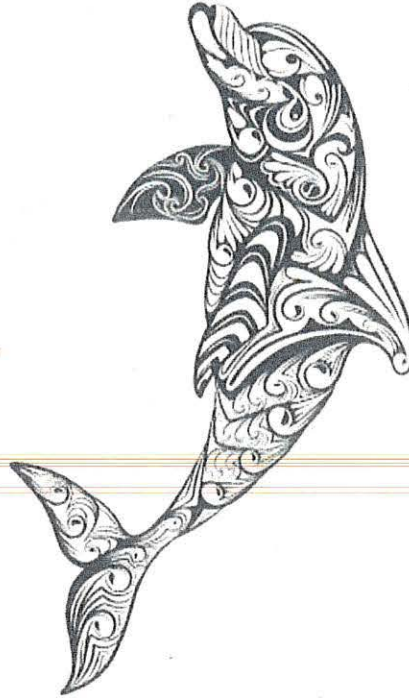




COLLECTION DEVELOPMENT POLICY



Discovery Key Elementary School
FY27 Collection Development Plan

David Michael Voytek ~ NBPTS

Educational Media Specialist

Signature Page

Discovery Key Elementary School FY27 Collection Development Plan

Date Approved by Administration: _____

Media Specialist Name: _____ David Michael Voytek _____

Media Specialist Signature: _____

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Principal Name: _____ Julie Walker _____

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

Serving a population of approximately 984 students at Discovery Key Elementary School is 47% White, 15% Black, 29% Hispanic, 9% Other. Currently 100% of students receive and qualify for the Free and Reduced Lunch (FY2027 School May be removed from program) and 8.6% English Language Learner.

School Mission Statement

Discovery Key Elementary School 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 and productive lives.

Media Center Mission Statement

The media center collection will provide materials that support and enrich the instructional program. Materials will reflect a wide range of interests on varying levels of difficulty and diversity appeal consistent with our school population. The professional needs of teachers and staff will be addressed through supporting their instruction with materials and technology. The media center will provide a safe, inviting, nurturing, and helpful learning environment, and will provide and promote the use of resources in multiple formats designed to meet the needs of varied learners in all areas of the curriculum.

- *Provide a welcoming environment that promotes inquiry, and curiosity.

- *Motivate students to read, to learn, and for pleasure.

- *Provide and promote instruction to prepare students to become independent users of the libraries and the informational resources available.

- *Provide and promote how to use multiple sources that are available at the district and school level for research.

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

Discovery Key Elementary School program is on a fixed 6/7 day rotation schedule with two consecutive days at each of the fine arts classes. The 7 days rotations are for the grade levels having guidance varying each trimester. On day one, we conduct a lesson/educational presentation/technology introduction or makerspace activity. On the second day, we do checkout/extend the lesson or do makerspace simultaneously. This turns into a 12 to 14 day cycle rotation between seeing the classes. We focus primarily on the SSYRA books/nominees, age appropriate computer technology, online safety training, research skills, on-line author read-alouds are just some of the things that happen in this flexible educational environment.

Goals and Objectives

Goal 1 - Continue to weed and update the fiction section per the district directive to assure age appropriate materials, continue to add more current materials with our school communities interest and remove dated materials.

- Use information from Titlewave to analyze the age of the collection, weed using that data.
- Use the information from Titlewave to identify areas of need for new book order to update the collection.

Goal 2 - Continue to weed and update the copyright of the Non-Fiction collection. Guide 10 years, or if the information is not current - Excluding Fairy

Tales, Poetry, and Art.

- Use information from Titlewave to analyze the age of the Non-Fiction collection, weed using that data.
- Use the information from Titlewave to identify areas of need in the Non-Fiction for new book order to update the collection. (See which areas are in the most need to improve)

Goal 3 - Improve the copyright of the overall library (FY24-25 2005)improved to 2007 in 2025. (FY25-26 2009) Goal LY was to improve to 2009 which was met! FY27 Goal is to improve to 2010.

- Continue to weed in all areas.
- Check reports of uncirculated items to remove, multiples not being utilized or find newer copyright of older books.

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. Funds are also made available from fundraising such as Scholastic Book Fairs.

Funding Sources

- *Book Fair Profit
- *Book Fair Profit
- *PTA: \$600.00 new microphones
- *SSYRA Jr: Book Donation: Free 400+ books

School-based Operating Budget	Budget FY26	Projected FY27 Budget
Account 551100 - Media Supplies	\$699	\$699
Account 553420 - Media Subscriptions (Periodicals-Newspapers)	\$425	\$425
Account 561100 - Library Books	\$1357	\$1357
Account 562230 - Media A/V Equipment	\$603	\$603
Account 564220 - Furn-Fix/Equip	\$754	\$754
Fundraising and/or Grants	FY26	Projected FY27
Media Center Internal Account number for your grant(s) (get this from your bookkeeper)	\$8321 <i>Fundraiser/Book Fair</i>	\$8321
State Media Allocation	FY26	Projected FY27
Account 561100 (program 3070) - Media Books	\$2970	\$2970

Purchasing Plan FY27

Purpose	Amount
Books	\$8000.00
Supplies	\$1000.00
Steam/Stem Makerspace	\$1000.00
News Room - Upgrade Monitor/Technology	\$1000.00
Total:	\$11,000.00

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.

Collection Development is determined by the curriculum of Discovery Key Elementary School, which follows the guidelines of the Palm Beach County School District, which is governed by the Department of Education of the state of Florida. Special emphasis will be given to the needs of early readers, reluctant readers, and more advanced readers. The collection will also include special materials to accommodate students in the ESOL and ESE programs. IT will include Non-Fiction materials to support STEM programs hereon campus. The district has quite a collection of eBooks available via the portal (MackinVia, Tumblebooks and Follett Destiny) and are provided 24/7. Materials will support both curriculum and the pleasure reading as per [School Board Policy 8.12](#) (See section 5 d) and the district policy of the collection will be arranged in the Dewey Decimal System order for Non-Fiction and Fiction sections. (See section 8 Management of Library Media Instruction Materials).

Formats:

- Print: Hardcover and Paperback Books, Picture books, Fiction, Non-Fiction, Graphic Novels, Reference materials, Early Chapter books.
- Digital: eBooks, Digital Audiobooks, Online Databases (District).
- Manipulatives: makerspace, STEM.
- Chromebook Cart: Digital books, online resources supported by district.

Special Emphasis:

The collections special emphasis is on Non-Fiction text to support STEM and our Science Fine Arts program along with focusing on early readers (Early Chapter Books) for our ESOL, reluctant readers and ESE (ASD units).

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.

Site Licenses:

We do not have any site licenses at this time at Discovery Key Elementary School.

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.

In the media center we have a Smart Board available for the Media Specialist and all the staff to use for presentations. We have a teacher resource room for copying, use of Ellis equipment, bulletin board paper, laminator and teacher supplies for the staff and PTA. We have a T.V. production room attached to the media center with computers, sound equipment, Telecaster and much more related to the running a morning news program. Lastly, we have a room with some book resources and STEM resources for media and classroom use.

Instructional Area:

- Computer Chromebook Cart (for all Fine Arts)
- Classroom Technology: Interactive Flat Panel, Document Camera, Sound System.
- Makerspace: Building Manipulatives, coding robots.

Media Production:

- TV Studio: Full Production Studio (Cameras, Tri-Caster/Mixer, Green (Blue) Screen).
- Student Production: Cameras/Tripods, Microphones, Podcasting Equipment, Production.

Teacher Support and Workroom:

- Production: Laminator, Die-Cut Machine.
- A/V Support: Portable Projectors, PA System, Portable Speakers.

Circulation and Access:

- Devices: Student chromebooks, Chargers, Hotspots, iPads/Tablets (for Student/Staff)
- 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.

Non-Fiction Book Selection Guidelines

The vendor or publisher is reputable and approved by the district.

- *Booklist
- *School Library Journal
- *Book Talk
- *Book Report
- *Bulletin for the Center of Children's Books
- *Offline-Online
- *Books Links
- *T.H.E. Journal

Other factors to consider not limiting to:

- *Student and teacher requests
- *Textbook and instructional materials and their correlations
- *Reputable biographies and individuals that support the community, state and nation
- *Books that meet current state legislation guidelines
- *Educational significance
- *Need and value to the collection
- *Quality of the writing production
- *Readability level
- *Organization and presentation of content
- *Relationship to the course of study and curriculum
- *Reputation of the publisher/producer
- *Timeless or permanence
- *Quality of format
- *Degree of potential user appeal

Fiction Book Selection Guidelines

- *Two or more positive reviews through Follett

- *Textbook and instructional program correlations
- *American Library Association Website (<http://www.ala.org/>)
- *Publisher's Weekly Website, children's section

Database of Award-Winning Children's Literature

- *Sunshine State Young Reader's Award Books
- *(<http://www.floridamediaed.org/ssyra.html>)
- *The Newberry Award
- *The Caldecott Award
- *The Alex Award
- *The Pulitzer Prize for Literature
- *The Nobel Prize for Literature
- *Florida Reading Association Children's Book Award Nominees

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

See above list of selected materials criteria and resources: [School Board Policy 8.12](#) sets out the procedures for selecting and developing library collections, which are followed District-wide and at Discovery Key Elementary School. The primary goal of the Media Center's Collection Development efforts is to build a collection that supports the needs of the school community. This goal reinforces the Palm Beach County School District and Discovery Key Elementary Schools missions. The media center recognizes its responsibility to respond to the research needs of the student body and faculty. We try by using both District supplied databases along with research to meet the needs of our users. No media specialist can supply all materials to satisfy the needs of its users. The DKE Media Specialist serves as a liaison between all departments, as well as parents and students. The Media Specialist will also serve head of reviewing issues pertinent to the overall program.

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

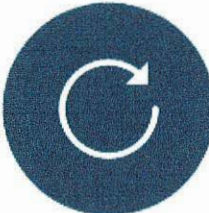
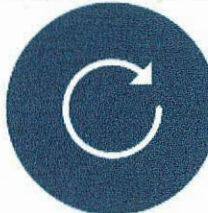
The School District Library Media Services Department supports school-based library media center personnel and establishes uniform policies and procedures for school library media centers throughout the District. These services include, but are not limited to:

- 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.

			
12565 Items in the Collection	10.8 Items per Student	26% Fiction Titles in the Collection	38% 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.			
	2006 Average Age of the Collection	59% Aged Titles	9% 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.	
			
22% Representative Titles in Collection	2005 Representative Titles Average Age	34% SLL Titles in Collection	2007 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	99	2010
Philosophy & Psychology	29	2011
Religion	22	2002
Social Sciences	666	2003
Language	35	2003
Science	1690	2006
Technology	596	2007
Arts & Recreation	860	2013
Literature	224	2003
History & Geography	597	2008
Biography	994	2004
Easy	3141	2001
General Fiction	3254	2009
Graphic Novels	467	2016

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. Each year an entire inventory of the collection will be conducted to be current. If unable to complete an entire inventory - Each year a different section will be

completed. Easy/Early Chapter year 1, Non-Fiction/Biography year 2, Fiction/Graphic Novels year 3.

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 front of the library is the Easy Readers/Picture book section filed by author's last name. Early Chapter book collection is next to this section set up as follows - spinner=early chapter books, bookshelves=leveled readers (level 1-3), Top of shelves are Early Non-Fiction/Biographies. Non Fiction are along the far walls in Dewey order and organized by author last name as well as the Dewey. Biographies are in the middle of that section organized by authors/famous people. Fiction is on the opposite wall of NonFiction organized by the author's last name with Graphic Novel in the middle of that section. Makerspace is located on the far back bookcases. The Spanish and Black History section is on the movable bookcase in front of NonFiction which is organized by Easy, NonFiction, Biography section in Spanish. Spanish books are labeled accordingly.

Lost or Damaged Library Materials

If a book is lost or damaged, families are asked to either replace the book or pay the fine. A reduced fine is considered upon request \$5.00. Replacement books will be considered donations and follow the district procedures for adding books to the collection. If a student or family is unable to replace the book or pay the fine, the Media Specialist will clear it from Destiny. The Media Specialist will clear all fines for graduation as requested.

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

School Year	Strategic Focus
FY27	Selection Priorities Continue Non-Fiction improvement with focus to 300's, 500's, 600's and 800's.
	Inventory and Deselection (Weeding) Focus INSTRUCTION: 1) Continue to inventory entire collection to be current 2) Weed Non-Fiction entire section/Biographies
FY28	Selection Priorities Focus on Biographies, current people that are meaningful to the community of Discovery Key Elementary
	Inventory and Deselection (Weeding) Priorities INSTRUCTION: 1) Continue to inventory entire collection to be current 2) Weed Easy Readers/Early Chapter book sections
FY29	Selection Priorities Focus on Fiction/more current titles
	Inventory and Deselection (Weeding) Priorities 1) Fiction (General Fiction, Easy, Story Collection, Graphic Novels). FY26 Mandate to cycle every 3 years. 2) Weed

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)