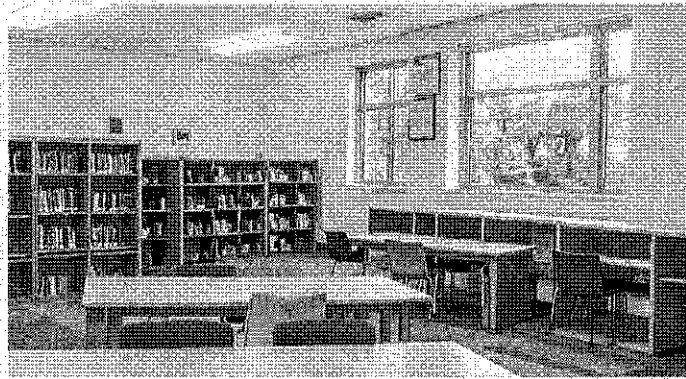


# FY27 COLLECTION DEVELOPMENT PLAN



***Elbridge Gale Elementary***

**FY27 Collection Development Policy**

***Jennifer Goodale***  
***Certified Educational Media Specialist***

**Signature Page**

**Elbridge Gale Elementary**  
FY27 Collection Development Plan

Date Approved by Administration: 3/31/2026

Media Specialist Name: Jennifer Goodale

Media Specialist Signature: Jennifer Goodale

Principal Name: Gail Pasterczyk

Principal Signature: Gail Pasterczyk

## Table of Contents

|                                                             |    |
|-------------------------------------------------------------|----|
| <u>Purpose Statement</u>                                    | 4  |
| <u>Background Statement &amp; School Community</u>          | 4  |
| <u>School Mission Statement</u>                             | 4  |
| <u>Media Center Mission Statement</u>                       | 4  |
| <u>Responsibility for Collection Management Development</u> | 4  |
| <u>Library Program</u>                                      | 5  |
| <u>Goals and Objectives</u>                                 | 5  |
| <u>Budgeting and Funding</u>                                | 6  |
| <u>Scope of the Collection</u>                              | 7  |
| <u>Equipment</u>                                            | 8  |
| <u>Collection Development</u>                               | 9  |
| <u>Selection Evaluation and Criteria</u>                    | 9  |
| <u>Analysis of the Collection</u>                           | 11 |
| <u>Gifts and Donations</u>                                  | 12 |
| <u>Collection Maintenance</u>                               | 13 |
| <u>Lost or Damaged Library Materials</u>                    | 13 |
| <u>Strategic Focus – Weeding &amp; Acquisitions</u>         | 14 |
| <u>Reconsideration of Materials</u>                         | 14 |
| <u>Appendices</u>                                           | 15 |
| <u>A - Library Bill of Rights</u>                           | 15 |
| <u>B - ALA Intellectual Freedom Statement</u>               | 15 |
| <u>C - Board Policy 8.12</u>                                | 15 |
| <u>D - Board Policy 8.1205</u>                              | 15 |
| <u>E - Specific Material Objection Form</u>                 | 15 |

### **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 circulates books to faculty, staff, and students in grades K-5. We have ESE and gifted students. We are a Science School and a Certified STEM school. The large portion of the nonfiction books available in the Media Center are science and STEM focused. According to the Gold Report, approximately 29% of students enrolled are White, 39% are Hispanic, 20% are Black, 7% Asian, and 5% Mixed. The Media Center meets the needs of these unique groups by providing diverse and culturally relevant resources.

### **School Mission Statement**

Elbridge Gale Elementary 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 citizenship and productive careers.

### **Media Center Mission Statement**

The mission of the Elbridge Gale Elementary Media Center is to support the instructional program of the school while developing twenty first century language 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**

The Media Center is on a Fixed 7 Day Rotation schedule. Each class comes to the Media Center for 45 minutes every 7 days. Instruction is provided to support academic standards and digital literacy. The students have instruction time, book circulation time, and recess free choice the last 20 minutes of each fine arts period. The program supports special school initiatives such as the STEM Fair, Literacy Week, and Read Across America Week. Reading Plus prizes are awarded to students in 2nd through 5th grade once a month during Media. Prizes are based on the number of See Readers that have been completed.

## **Goals and Objectives**

### **Annual Action Goals for 2026-2027**

**Goal 1: Order SSYRA Books for 2nd through 5th Grade reading programs**

In August 2026 order 4 copies each of the SSYRA Books and display them in the Media Center for easy access to students. Promote the books by doing book talks when students come to Media for lessons.

**Goal 2: Provide updated resources in our Native Languages section.**

Order more Spanish books that are of high interest to readers.

**Goal 3: Continue to update the Nonfiction section**

Use the Titlewave Analysis Report to fill in the gaps in nonfiction and ensure up-to-date materials in age sensitive areas. In addition, order additional resources to support our STEM program.

## Budget and Funding

| <b><i>School-based Operating Budget</i></b>                                                   | <b><i>Budget FY26</i></b> | <b><i>Projected FY27 Budget</i></b> |
|-----------------------------------------------------------------------------------------------|---------------------------|-------------------------------------|
| <i>Account 551100 - Media Supplies</i>                                                        | <i>\$400</i>              | <i>\$400</i>                        |
| <i>Account 553420 - Media Subscriptions (Periodicals-Newspapers)</i>                          | <i>\$200</i>              | <i>\$200</i>                        |
| <i>Account 561100 - Library Books</i>                                                         | <i>\$900</i>              | <i>\$900</i>                        |
| <i>Account 562230 - Media A/V Equipment</i>                                                   | <i>\$400</i>              | <i>\$400</i>                        |
| <i>Account 564220 - Furn-Fix/Equip</i>                                                        | <i>\$500</i>              | <i>\$500</i>                        |
| <b><i>Fundraising and/or Grants</i></b>                                                       | <b><i>FY26</i></b>        | <b><i>Projected FY27</i></b>        |
| <i>Media Center Internal Account number for your grant(s) (get this from your bookkeeper)</i> | <i>\$0.00</i>             | <i>\$0.00</i>                       |
| <b><i>State Media Allocation</i></b>                                                          | <b><i>FY26</i></b>        | <b><i>Projected FY27</i></b>        |
| <i>Account 561100 (program 3070) - Media Books</i>                                            | <i>\$2,556</i>            | <i>\$2,556</i>                      |

## Purchasing Plan FY27

| Purpose             | Amount          |
|---------------------|-----------------|
| Books               | \$4000          |
| Supplies            | \$2500          |
| STEM                | \$200           |
| Author Presentation | \$1000          |
| Reading Plus Prizes | \$1500          |
| Book Taco           | \$1000          |
|                     |                 |
| <b>Total:</b>       | <b>\$10,200</b> |

### Scope of the Collection

The following sections outline the specific formats and equipment currently maintained within the collection.

- Print: Hardcover and Paperback Books, Graphic Novels, Reference Materials, Professional Collection.
- Digital: eBooks, Online Databases (District).

### Special Emphasis:

The collection maintains a special emphasis on non-fiction texts to support the STEM program at our school.

### 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.
- Makerspace: Building Manipulatives.

### **Media Production:**

- TV Studio: Full Production Studio (Cameras, Mixer, Microphones, IMAC, Sound System)

### **Teacher Support and Workroom:**

- Production: Large Format (Poster) Printer, Laminator, Die-Cut Machine.
- A/V Support: PA System, Portable Speakers, Boom Boxes

### **Circulation and Access:**

- Devices: Chromebooks (Daily Loaners), iPads/Tablets (for Staff Checkout)
- Peripherals: Headphones

## **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 School Board Policy 8.12 Selection of Library Media Materials. (See Appendix A). Furthermore, professional reviews including Booklist, Hornbook, Kirkus Review, and School Library Journal are used to review books in consideration.

The Library Media Center materials are selected based on many factors. They are evaluated for their aesthetic, literary, and educational significance, as well as appropriateness to student age, and emotional maturity. Other factors considered in the final decision to purchase new materials include their value to the collection as a whole, and their relationship to students' interests and needs of the curriculum.

## **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:

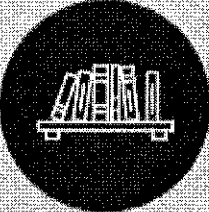
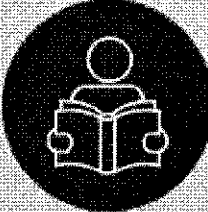
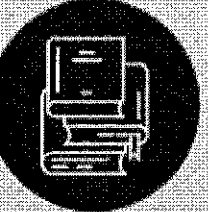
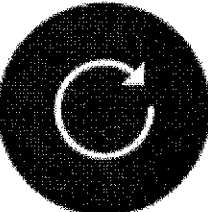
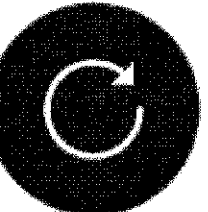
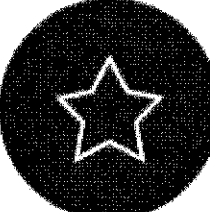
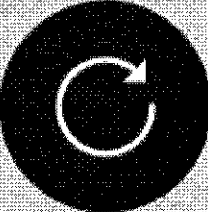
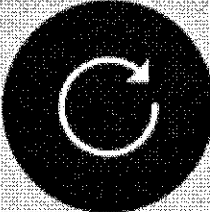
- Maintaining a professional library collection to assist with recertification and knowledge acquisition on education-related topics;
- Managing the online catalog, including the library inventory and circulation software;
- Selecting and making accessible online information databases for reference and 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.

|                                                                                                                                                |                                                                                     |                                                                                                     |                                                                                       |
|------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|
|                                                               |    |                   |    |
| <b>10,894</b><br>Items in the Collection                                                                                                       | <b>10.7</b><br>Items per Student                                                    | <b>32%</b><br>Fiction Titles in the Collection                                                      | <b>34%</b><br>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. |   |                  |   |
|                                                                                                                                                | <b>2005</b><br>Average Age of the Collection                                        | <b>72</b><br>Aged Titles                                                                            | <b>7%</b><br>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. |                                                                                       |
|                                                             |  |                 |  |
| <b>29%</b><br>Representative Titles In Collection                                                                                              | <b>2005</b><br>Representative Titles Average Age                                    | <b>38%</b><br>SLL Titles in Collection                                                              | <b>2006</b><br>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 | 54          | 2011               |
| Philosophy & Psychology                       | 44          | 2005               |
| Religion                                      | 34          | 2006               |
| Social Sciences                               | 605         | 2003               |
| Language                                      | 154         | 2009               |
| Science                                       | 949         | 2007               |
| Technology                                    | 359         | 2007               |
| Arts & Recreation                             | 597         | 2014               |
| Literature                                    | 165         | 2003               |
| History & Geography                           | 702         | 2006               |
| Biography                                     | 817         | 2007               |
| Easy                                          | 2756        | 2001               |
| General Fiction                               | 3451        | 2006               |
| Graphic Novels                                | 263         | 2017               |

### 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 Inventory Easy  
FY28 Inventory Nonfiction  
FY29 Inventory 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:**

Spanish Books are separated into their own section and are shelved according to their call numbers. In the Biography section, The "Who Was" series is separated so that students can access these resources more readily for classroom projects. We have many series available for easy access in our Fiction sections including "Diary of a Wimpy Kid", "Baby-Sitter's Club" chapter books, "Baby-Sitter's Club" graphic novels, "Harry Potter", "American Girl" series, "Geronimo Silton", and "Katie Kazoo".

### **Lost or Damaged Library Materials**

The Media Center does not charge for lost or damaged books. When books are lost, several attempts are made to help students locate the books.

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

| School Year | Strategic Focus                                                                                                                                                                                                                                       |
|-------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| FY27        | <b>Selection Priorities</b> <ol style="list-style-type: none"> <li>1. Add additional Easy books that have 2 professional reviews</li> <li>2. Add additional Fiction Scary/Horror books</li> <li>3. SSYRA Books</li> </ol>                             |
|             | <b>Inventory and Deselection (Weeding) Focus</b> <ol style="list-style-type: none"> <li>1) Inventory Easy</li> <li>2) Weed Easy</li> </ol>                                                                                                            |
| FY28        | <b>Selection Priorities</b> <ol style="list-style-type: none"> <li>1. Nonfiction Based on Collection Analysis</li> <li>2. Series fill in Fiction/Nonfiction</li> <li>3. SSYRA books</li> </ol>                                                        |
|             | <b>Inventory and Deselection (Weeding) Priorities</b> <ol style="list-style-type: none"> <li>1) Inventory Nonfiction</li> <li>2) Weed Nonfiction</li> </ol>                                                                                           |
| FY29        | <b>Selection Priorities</b> <ol style="list-style-type: none"> <li>1. Add additional biographies that have 2 professional reviews</li> <li>2. Replace weeded books that are age sensitive in Dewey Range 700-900's</li> <li>3. SSYRA books</li> </ol> |
|             | <b>Inventory and Deselection (Weeding) Priorities</b> <ol style="list-style-type: none"> <li>1) Inventory Fiction &amp; Graphic Novels</li> <li>2) Weed Fiction &amp; Graphic Novels</li> </ol>                                                       |

### 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)