

FY27 COLLECTION DEVELOPMENT PLAN



Forest Park Elementary FY27 Collection Development Plan

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Signature Page

Forest Park Elementary
FY27 Collection Development Plan

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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

Forest Park Elementary (FPE) serves students from Pre-K through Grade 5. As a designated Title I and Choice school, FPE implements the International Baccalaureate (IB) Primary Years Programme (PYP). Based on the most recent Gold Report data, the student population is 3% White, 18% Hispanic, and 76% Black, with 53% of students identified as LEP and 18% as ESE. These data points are reflected in the media center collection plan to ensure that resources align with students' cultural backgrounds, language proficiencies, and reading levels.

School Mission Statement

Forest Park Elementary aims to develop active, inquiring, and knowledgeable lifelong learners who achieve standards and make a difference through intercultural understanding and respect.

Media Center Mission Statement

The Media Center's mission is to inspire a culture of reading while empowering students to become independent, curious learners and responsible digital citizens through critical thinking and collaborative inquiry.

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 keep the collection relevant and responsive to the school community, we actively seek input from administration, faculty, students, parents, and District stakeholders on selection and collection development.

Library Program

The Media Center serves as a dynamic hub that promotes digital literacy, fosters a love of reading, and supports cross-curricular learning. The library follows a fixed six-day rotation, providing equitable access to curated collections that align with academic standards and support collaborative inquiry. Library programs also support the International Baccalaureate (IB) program by fostering a learning environment that helps students grow as inquirers and critical thinkers. Targeted library programs empower students to become open-minded, knowledgeable researchers, enabling them to find, manage, and evaluate information effectively.

The library also offers meaningful student experiences such as student-led announcements, author visits, Makerspace activities, Battle of the Books, the Scholastic Spring Book Fair, and cultural field trips such as BAM. Collaborative national reading celebrations—such as Read for the Record, Read Across America, Library Card Sign-Up Month, and National Library Week—bring together local leaders and community partners to support reading and build community connections

Goals and Objectives

Goal 1: Foster a joyful and engaging reading experience for all students.

- Seek additional funding to expand and build on the strong engagement and positive feedback from students and teachers related to the WonderBooks collection funded through the Go Teach Grant from the Literacy Coalition.
- Expand the built-in audio collection to upper elementary levels to support ELL learners and reinforce fluency, word recognition, and reading comprehension through engaging, accessible reading experiences.

Goal 2: Build cross-curricular connections through reading and STEM experiences

- Reinforce cross-curricular learning by providing integrated literacy and STEM experiences that support inquiry, problem-solving, and critical thinking skills.
- Engage students in read-alouds paired with science-based activities to support meaningful connections to texts and increase curiosity, comprehension, and critical thinking skills.

Goal 3: Strengthen and maintain a relevant nonfiction collection

- Spark student interest in informational texts through nonfiction exploration and “walk-through” experiences that support research, inquiry, and critical thinking skills.
- Refresh the nonfiction collection by removing outdated or low-interest books and adding current, curriculum-aligned, relevant titles.

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	\$1,791.79	\$1,791.79
Account 553420 - Media Subscriptions (Periodicals-Newspapers)	\$1,342.28	\$1,342.28
Account 561100 - Library Books	\$587.96	\$587.96
Account 562230 - Media A/V Equipment	\$0.00	\$0.00
Account 564220 - Furn-Fix/Equip	\$0.00	\$0.00
Fundraising and/or Grants	FY26	Projected FY27
Media Center Internal Account number for your grant(s) (get this from your bookkeeper)	\$789.27	\$789.27
State Media Allocation	FY26	Projected FY27
Account 561100 (program 3070) - Media Books	\$1,590	\$1,590

Purchasing Plan FY27

Purpose	Amount
Books	\$1,200
E-books/E-audio	\$800
Book-related supplies	\$1,200
Technology	\$800
Total:	\$4,000

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

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: PebbleGo Next

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 Station: 15 Desktop Student Workstations.
- Classroom Technology: Smartboard, Document Camera, Projector.
- Makerspace: Coding Kits, Building Manipulatives.

Media Production:

- TV Studio: Full Production Studio (Cameras, ATEM Mini/Mixer, Lighting, Green Screen).
- Mobile News: Portable News Crew Equipment (iPads, Mobile Green Screen).
- Student Production: Cameras/Tripods, Microphones

Teacher Support and Workroom:

- Production: Large Format (Poster) Printer, Laminator, Die-Cut Machine.

Circulation and Access:

- Devices: Student Laptops/Chromebooks, Laptop Chargers,
- 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

School Board Policy 8.12 serves as the foundation of the media center selection process, ensuring all materials comply with district guidelines and state statutes. The certified media specialist consults professional review sources such as School Library Journal, Booklist, Horn Book Magazine, and Kirkus Reviews to guide selection decisions. This process ensures students have access to relevant, age-appropriate, high-quality resources that support their learning and curriculum goals.

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

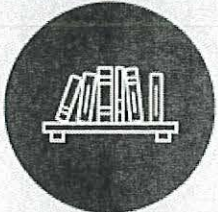
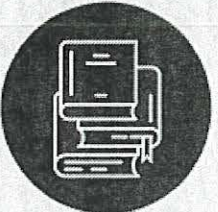
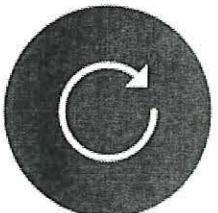
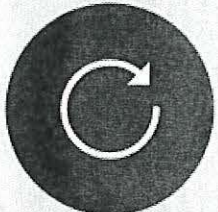
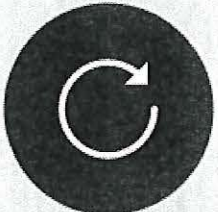
The School District Library Media Services Department supports school-based library media center personnel and establishes uniform policies and procedures for school library media centers throughout the District. These services include, but are not limited to:

- 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.

			
5,222 Items in the Collection	8.7 Items per Student	41 % Fiction Titles in the Collection	43 % 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.			
	2000 Average Age of the Collection	78% Aged Titles	8% 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.	
			
1,825% Representative Titles in Collection	2000 Representative Titles Average Age	34% SLL Titles in Collection	2003 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	21	2002
Philosophy & Psychology	57	1996
Religion	66	2002
Social Sciences	572	1997
Language	151	2000
Science	529	1999
Technology	225	1999
Arts & Recreation	106	2002
Literature	90	1997
History & Geography	453	1999
Biography	573	1997
Easy	1470	2000
General Fiction	687	2003
Graphic Novels	187	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: Nonfiction Collection

FY28: Bilingual Collection

FY29: Graphic Novel

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 print collection is organized into three main sections: Everyone, Fiction, and Nonfiction.

- Everyone/ picture books are shelved alphabetically by the author's last name. Bilingual picture books are located in the same area on designated shelves and are also organized alphabetically by the author's last name.
- The Fiction collection is organized alphabetically by the author's last name. Book series are shelved separately in designated bins and genreified by subject using spine label stickers.
- The Nonfiction collection is organized using the Dewey Decimal System. The Biography collection has its own section and is shelved by the subject's last name. Graphic novels are shelved in designated bins on a mobile cart

In addition to these three main sections, the media center includes a multicultural collection (Spanish and Haitian Creole books), a professional collection, and a reference area.

Lost or Damaged Library Materials

Students are responsible for lost or damaged library materials in accordance with School Board Policy 2.21B(9). To support accountability and reduce loss, students receive a checkout receipt, and overdue reminders are sent home every two weeks. Students may replace lost or damaged materials with an approved substitute. Any unpaid fines are transferred through SIS when students transfer to another school. Fees may be waived in cases of natural disasters or account inactivity, as appropriate.

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

School Year	Strategic Focus
FY27	Selection Priorities Focus on resources that support student engagement, literacy, and curriculum connections, including book series, graphic novels, SSRYA books, WonderBooks, and STEM-related titles.
	Inventory and Deselection (Weeding) Focus 1) Non-Fiction 000-999 2) Biographies
FY28	Selection Priorities Purchasing priorities include SSRYA books, emerging technology topics, high-interest nonfiction titles, and WonderBooks that provide interactive, audio-supported reading experiences for students.
	Inventory and Deselection (Weeding) Priorities 1) Bilingual Collection 2) Graphic Novels
FY29	Selection Priorities Purchasing priorities include fiction titles to fill gaps in book series collections, graphic novels, audiobooks, and eBooks to support student engagement and reading interest.
	Inventory and Deselection (Weeding) Priorities 1) Fiction 2) Non-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)