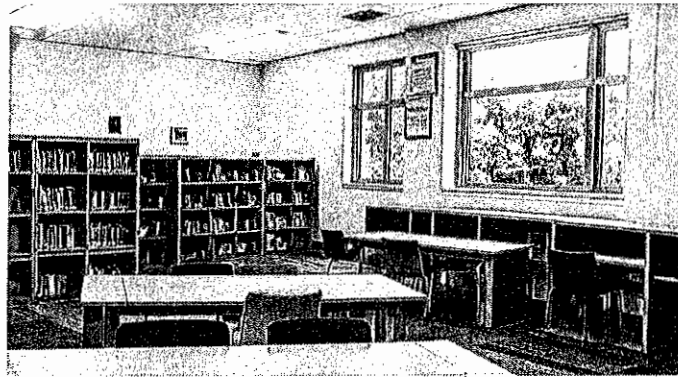


FY27 COLLECTION DEVELOPMENT PLAN



The School District of Palm Beach County

FOREST HILL ELEMENTARY

Media center /Library

FY27 Collection Development Plan

Marie Gavino

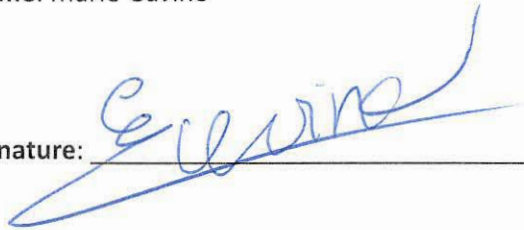
Educational Media Specialist

FOREST HILL ELEMENTARY
FY27 Collection Development Plan

Date Approved by Administration: 5/8/2026

Media Specialist Name: Marie Gavino

Media Specialist Signature: _____



Principal Name: Scott McNichols

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

Forest Hill Elementary school Library Media Center serves students from grades pre-kindergarten through fifth ranging from ages 4 to 11 years old. In addition, the faculty and support staff and many students have a first language other than English, including Haitian Creole, French, Bengali, Portuguese, Hindi, with the majority speaking Spanish. According to the most recent 2025 Gold Report from the SDPBC website, Forest Hill Elementary has a culturally and ethnically diverse student population representing different backgrounds, which includes: 74% Hispanic, 13 % African American, 9% Caucasian, 3% Asian, and 2% of mixed race. Based on that same report, the total student population at Forest Hill elementary was 935 with 90% minority enrollment.

The school offers a Spanish Dual Language program where students receive instruction in both languages. In addition, Forest Hill elementary serves the needs of Exceptional Student Education with 8 classes designed to support students with Autism Spectrum Disorder (ASD) .

School Mission Statement

Forest Hill Elementary empowers each other to be KIND, STRONG, and SMART. Students will learn in an environment that promotes research-based Conditions for Learning.

Media Center Mission Statement

The Forest Hill Elementary School Library Media Center is dedicated to design and maintain a successful library media program that supports, complements, and expands the instructional program of the school. It strives to assist all students in becoming lifelong learners and global citizens who use information literacy to promote intercultural understanding, inclusiveness and respect.

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 center operates on a fixed schedule to ensure equitable access to all students. Instruction is provided weekly to support academic standards and digital literacy.

In addition, the program supports special school initiatives such as Literacy week / Author's visit/ International DOT Day/ Read Across America/ Read for the Record/Book Fair/Battle of the Books and provides a collaborative space for inquiry and research.

Goals and Objectives

Goal # 1: Increase circulation by 20%

- Offer reading incentives and do book promotions on the morning announcements
- Complete our chapter series
- Purchase more Spanish books to support the needs of ELL students.

Goal #2: Decrease the average age of the technology section.

- Apply for at least 1 grant for books.
- Purchase titles in technology to develop a robust collection.
- Weed out titles that are outdated and have not circulated for a long time.

Goal # 3: Extend lessons on research by including project based learning

- Collaborate with the science and STEM teacher on projects relating to their standards and my research objectives.
- Provide more digital experiences to fifth grade classes that can handle challenging research projects.
- Teach the various software programs to conduct effective research.

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.

The FHES Library Media Center supplements its school-based operating budget with an internal account with contributions from fundraising events like the scholastic Book Fair. These funds are used for supplies, books, materials and technological equipment to operate the library

<i>School-based Operating Budget</i>	<i>Budget FY26</i>	<i>Projected FY27 Budget</i>
<i>Account 551100 - Media Supplies</i>	<i>\$738</i>	<i>\$738</i>
<i>Account 553420 - Media Subscriptions (Periodicals-Newspapers)</i>	<i>\$443</i>	<i>\$443</i>
<i>Account 561100 - Library Books</i>	<i>\$1328</i>	<i>\$1328</i>
<i>Account 562230 - Media A/V Equipment</i>	<i>\$590</i>	<i>\$590</i>
<i>Account 564220 - Furn-Fix/Equip</i>	<i>\$738</i>	<i>\$738</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>\$3000</i>	<i>\$3000</i>
<i>State Media Allocation</i>	<i>FY26</i>	<i>Projected FY27</i>
<i>Account 561100 (program 3070) - Media Books</i>	<i>\$2763</i>	<i>\$2763</i>

Purchasing Plan FY27

Purpose	Amount
Books	\$3000
Die cut machine	\$800
Table Furniture	\$500
Flexible seatings	\$800
iPads	\$500
Total:	\$5,600

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.

According to best practices for school libraries, the print and non-print collection is arranged by the Dewey Decimal classification system.

Formats:

- Print: Hardcover and Paperback Fiction and Non-fiction Books, Graphic novels and reference materials
- Digital: eBooks, Online Databases provided by the 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:

- Classroom Technology: Interactive Flat Panel, Document Camera, Sound System.
- Makerspace: Coding Kits, Building Manipulatives.

Media Production:

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

Teacher Support and Workroom:

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

Circulation and Access:

- Devices: Student Laptops/Chromebooks (Daily Loaners), Laptop Chargers, (for Student/Staff Checkout)

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 on the basis of the criteria established in SDPBC 8.12 (6.d). The Library Media Center materials are judged as a whole, considering the author's intent rather than focusing solely upon individual pages, phrases, pictures or incidents taken out of context. In addition, materials about political theories and ideologies, religion, public issues and controversial topics are directed toward maintaining a balanced representation with various opinions.

Media Center materials reflect sensitivity to the achievements, needs, and rights of men and women of various ethnic groups and other cultures. The materials are evaluated according to their aesthetic, literary value, appropriateness to student age, emotional maturity and relevance to the school district curriculum. Other factors that are considered in the final decision to purchase new materials include students' interests, the need and value to collection as a whole and their educational significance.

The library media specialist will use the following professional and unbiased reviewing sources when selecting materials for the media center:

- School Library Journal
- Booklist
- The Children Book Review
- The Horn Book Guide
- Kirkus

School Board Policy 8.12 sets out the procedures for selecting and developing library collections, which are followed District-wide.

District Resources and Services

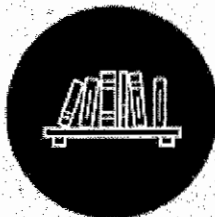
The School District Library Media Services Department supports school-based library media center personnel and establishes uniform policies and procedures for school library media centers throughout the District. These services include, but are not limited to:

- 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.

			
10,985 Items in the Collection	13.5 Items per Student	21% Fiction Titles in the Collection	45 % 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	65% Aged Titles	12% 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.	
			
3,354 Representative Titles in Collection	2007 Representative Titles Average Age	3,738 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	29	2012
Philosophy & Psychology	66	2009
Religion	27	2005
Social Sciences	769	2001
Language	196	2000
Science	1766	2007
Technology	687	2006

Arts & Recreation	754	2012
Literature	142	2000
History & Geography	520	2004
Biography	846	2005
Easy	2534	2003
General Fiction	2276	2011
Graphic Novels	372	2019

Gifts and Donations

Gifts to the library media center are encouraged. However, the library Media Specialist reserves the right to add such items to the school's library collections only if it has been determined that they meet the SDPBC 8.12 selection policy. 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.

Inventory Rotation Plan:

2027 - Easy / Biography

2028 - Non - Fiction

2029 - 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:

According to best practices for school libraries and also per school board policy 8.12, the print and non-print collection at Forest Hill elementary school is arranged by the Dewey Decimal Classification System. Biographies and graphic novels books are in their own section by author's last name. Additionally, to facilitate the school-wide Reading Counts initiative, those books are further designated by reading Lexile and housed in a section opposite that of the Dewey Decimal classified books.

Lost or Damaged Library Materials

While the school library media center at Forest Hill works to eliminate barriers that inhibit students from accessing and using reading, reference and research materials. The responsibility of students, parents and teachers for lost or damaged instructional materials is outlined in SDPBC Policy 8.125. Students, parents and teachers are held accountable for lost or damaged material by paying a fee. Every effort is made to collect outstanding books, however fines and overdue can be forgiven on a case by case basis. There are no fees for late materials.

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

School Year	Strategic Focus
FY27	Selection Priorities • Non-fiction Social Science and Technology • SSYRA books and Spanish Fiction and complete chapter series
	Inventory and Deselection (Weeding) Focus 1) Easy Pictures and Biography 2) E-AAA to E-ZZZ and 92-AAA to 92-ZZZ
FY28	Selection Priorities • Non-Fiction Geography (countries and States) • SSYRA books and Spanish books. Complete chapter series
	Inventory and Deselection (Weeding) Priorities 1) Non Fiction 3) 000- AAA to 999-ZZZ
FY29	Selection Priorities • Non Fiction Science (Invention and inventors) • SSYRA books and popular series
	Inventory and Deselection (Weeding) Priorities 1) Fiction (General Fiction and Graphic Novels). 2) Chapter books F-AAA to F-ZZZ

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)