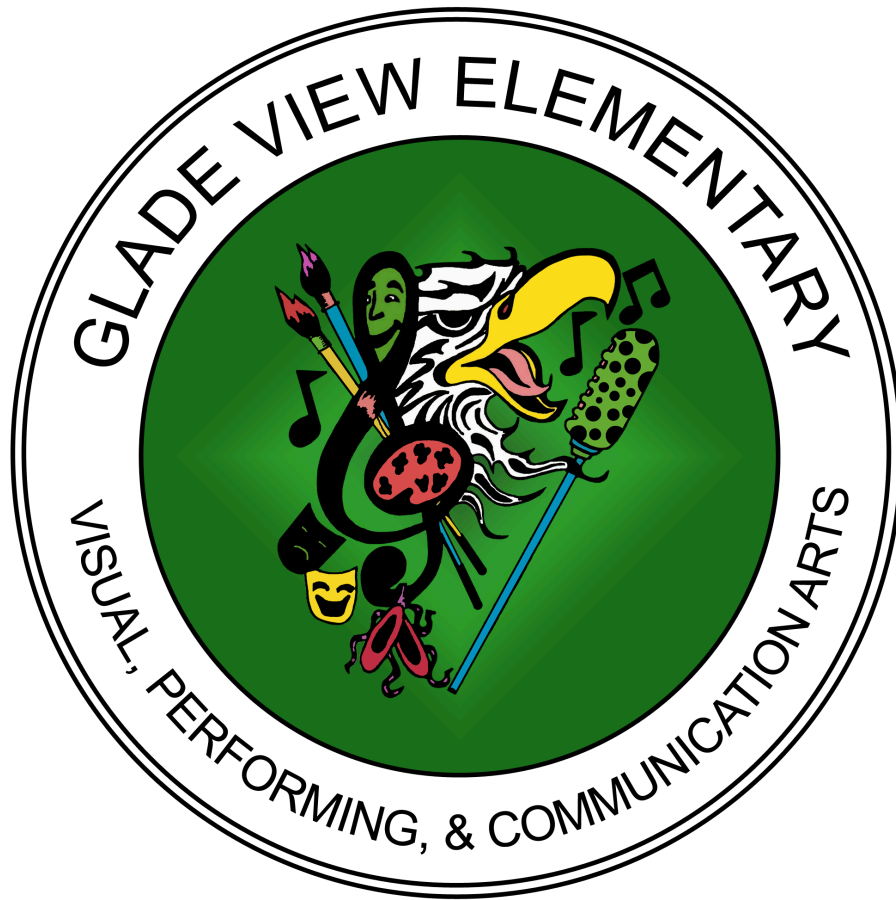




Glade View Elementary

FY27 Collection Development Plan

Katherin Baltazar

Educational Media Specialist

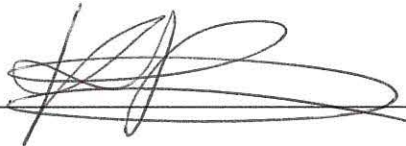
Signature Page

Glade View Elementary
FY27 Collection Development Plan

Date Approved by Administration: **May 7, 2026**

Media Specialist Name: Katherin Baltazar

Media Specialist Signature: _____



Principal Name: Shundra Dowers

Principal Signature: _____

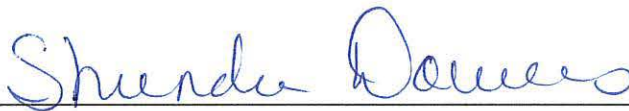


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Purpose of Collection Development Plan

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

Glade View Elementary School, situated in Belle Glade, FL, is a Title 1 institution serving a diverse student body. The school faces significant economic challenges, with 53% of its students classified as economically disadvantaged. Among the 267 students, 61% are English language learners, 41% have disabilities, 4.5% are homeless, and 8.6% are migrants. A vast majority, 85%, qualify for free or reduced lunch. The ethnic composition of the student body is predominantly Black/African American at 94%, with 5% Hispanic and 1% White. Students come from various countries and primarily speak English, Spanish, and Creole.

As a Choice Program, AVID, and Title I school, GVE offers a variety of comprehensive arts programs to help develop and showcase our students' talents. It is our school-wide and community-wide desire to foster a lifelong love of learning for all students, thereby showing an awareness and appreciation of multidisciplinary art forms. Students can enjoy creative expression through 2D and 3D art, television production, dance, band, vocal music, and theater.

School Mission Statement

Glade View Elementary Visual, Performing, and Communication Arts School is committed to providing a quality education with excellence and equity, empowering every student to reach his or her maximum potential with the most effective staff to cultivate the knowledge, skills, and ethics necessary for academic achievement and to be responsible and productive citizens.

Media Center Mission Statement

The mission of the Library Media Center Program is to cultivate a passion for reading among students and staff, both for pleasure and educational purposes. We aim to achieve this by providing access to diverse resources, advanced technology, and essential critical thinking skills. Our goal is to foster a love for reading and exploration, thereby inspiring lifelong learning. We are committed to maintaining a safe, engaging, and inclusive environment that respects and meets the diverse needs of all ethnic, cultural, and educational backgrounds, enabling every patron to thrive within our community and beyond.

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 offers open access to students and staff, operating from 7:30 AM to 3:30 PM on school days, aligning with school hours of 8:00 AM to 2:35 PM. It follows a five-day fine arts rotation, with each class session lasting 30 minutes. These sessions typically begin with library book check-out, followed by lessons or activities focused on library utilization skills. Once these foundational skills are established, the curriculum expands to include a diverse array of topics that complement classroom learning, effectively extending educational opportunities.

The primary objectives of the library media center are to:

- Offer a diverse range of resources, technologies, and services that cater to the informational and educational needs of both students and staff.
- Maintain an open schedule that encourages students and educators to explore information sources, engage in reading for pleasure, and collaborate with peers and teachers.
- Foster an environment where resources are readily accessible by ensuring the availability of suitable facilities, furniture, equipment, and supplies.
- Develop and manage a high-quality collection of books, journals, audio-visual materials, and emerging information technologies to support learning and research.

Special initiatives:

- Digital Citizenship and Online Safety: A district-mandated course, "Tech Safe," is implemented school-wide to educate students on technology safety and responsible online behavior.
- Collaborative Required Health & Resiliency Education Scope: Collaborated with staff to implement a comprehensive delivery plan for the **Required Health & Resiliency Education Scope**, ensuring compliance with **FL Statute 1003.42(2)(o)**. By working across departments and utilizing the suggested pacing calendar, we integrated all **FLDOE Health Standards**—including substance abuse, child trafficking prevention, and online safety—into the yearly curriculum. This coordinated effort guarantees that students receive consistent, age-appropriate instruction that prioritizes their safety and long-term resiliency.
- Morning Announcements: Students from grades 2-5 participate in presenting morning announcements, utilizing TriCaster studio equipment for live broadcasts.
- TV Production After School Program: This program focuses on digital media skills, teaching students to plan, script, present, and produce live broadcasts. It covers video, audio, recording, lighting, and editing and includes training in Adobe Express and typingclub.com
- Resiliency Palm Beach Program: a state-mandated initiative rooted in Florida Statute 1003.42(2)(o), designed to equip K-12 students with the essential life skills needed to navigate and overcome adversity.
- Student Voice Initiative Program: Select students from grades 3-5 are chosen to express their views and influence educational decisions, fostering peer relationships and empowering students to create positive experiences.
- Other special programs/events: The school supports various programs such as Literacy Week,

National Literacy Month, Bullying Prevention and Awareness Month, Red-Ribbon Week, Holocaust Education Week, Hispanic Heritage Month, Black History Month, Pink Shirt Day, Women's History Month, School Library Month, National Financial Literacy Month, Mental Health Awareness Month, Teacher Appreciation Week, and Haitian Heritage Month. These programs aim to celebrate diversity, promote awareness, and foster a supportive school environment.

Goals and Objectives

- **Goal 1: Promote Inclusiveness**
 - Ensure diverse characters and perspectives are represented across all genres.
 - Regularly update book displays to feature varied characters and viewpoints, focusing on underrepresented groups.
- **Goal 2: Update and Expand Collection**
 - Align the collection with the school curriculum and meet the evolving needs of students and staff.
 - Aim to increase the average publication age of the collection by at least one year annually.
 - Remove outdated content, especially in rapidly changing nonfiction areas like science and technology.
 - Weed out materials that are irrelevant or have low circulation to maintain a high-quality selection.
- **Goal 3: Continue to Advance and Scale the TV Production & Digital Skills Program**
 - Enhance morning announcement segments by integrating collaborative input from teachers and students to ensure relevant content.
 - Expand the curriculum for video production and photography, providing students with advanced creative skill sets.
 - Optimize the use of Adobe Express and Canva to produce high-quality, engaging visual media for the school community.
 - Sustain and deepen student mastery of technical skills through the continued use of TypingClub.com for keyboarding proficiency and Code.org to sharpen problem-solving and computational thinking.
- **Goal 4: Solidify and Integrate Technology Literacy**
 - Deliver comprehensive instruction on digital citizenship, focusing on online safety and responsible internet usage.
 - Formalize periodic training on device care and maintenance to instill a sense of responsibility and prolong the lifespan of school hardware.
 - Empower students with a robust troubleshooting "toolkit" to independently identify and resolve common technical issues.

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.

<i>School-based Operating Budget</i>	<i>Budget FY26</i>	<i>Projected FY27 Budget</i>
<i>Account 551100 - Media Supplies</i>	<i>\$726</i>	<i>\$750</i>
<i>Account 553420 - Media Subscriptions (Periodicals-Newspapers)</i>	<i>\$120</i>	<i>\$120</i>
<i>Account 561100 - Library Books</i>	<i>\$0</i>	<i>\$400</i>
<i>Account 562230 - Media A/V Equipment</i>	<i>\$0</i>	<i>\$0</i>
<i>Account 564220 - Furn-Fix/Equip</i>	<i>\$200</i>	<i>\$250</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>5-17700.00</i>	
<i>State Media Allocation</i>	<i>FY26</i>	<i>Projected FY27</i>
<i>Account 561100 (program 3070) - Media Books</i>	<i>\$897</i>	<i>\$950</i>

Purchasing Plan FY27

Purpose	Amount
Books	\$1030
eBooks	\$100
Supplies	\$100
Books (Program 3070)	\$950
Total:	\$2180

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 and graphic novels.
- Digital: eBooks, digital audiobooks, and online databases (district and site-licensed).

Special Emphasis:

The collection at Glade View Elementary School maintains a special emphasis on easy books to support early literacy development and foundational reading skills among its youngest learners. This focus is complemented by a diverse array of print and digital resources, including 24/7 access to specialized databases like PebbleGo and TumbleBooks. By prioritizing accessible, high-interest easy-reader materials, the collection caters to varying ability levels and learning styles, fostering a lifelong love for recreational reading and academic growth in alignment with district and state standards.

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, and Sound System.

Media Production:

- TV Studio: Full Production Studio (Cameras, TriCaster/Mixer, Lighting, Green Screen).
- Student Production: Cameras/Tripods, Microphones, Podcasting Equipment, Production iPads.

Teacher Support and Workroom:

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

Circulation and Access:

- Devices: Student laptops/Chromebooks (daily loaners), laptop chargers.
- Peripherals: Headphones and 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 coordination of the collection development program falls under the responsibility of the media specialist. When selecting instructional materials, the needs of Glade View Elementary School take precedence by examining the current curriculum and the existing collection. To ensure an effective assessment of these needs, several steps are followed. First, an inventory of the collection is conducted to identify items that need to be replaced, missing materials, or other essential requirements. This helps identify areas that need attention and improvement. In addition, the library's media materials are reviewed in light of the Florida State Standards for appropriateness. To keep track of areas that require additional resources, a rolling list of topics is maintained, which serves as a guide for future acquisitions.

In addition, staff and student input is actively sought to identify the specific needs of Glade View Elementary School. Our teachers and students are surveyed at various points of the year to assess the appropriateness and relevance of the materials used. This feedback helps to understand any gaps or areas that require further support. The surveys also help gather their preferences and recommendations for the types of materials they would like to see added to the collection. This inclusive approach ensures that instructional materials align with the interests and requirements of the school community, encompassing informational materials, curricular materials, and materials for reading for pleasure. When choosing materials for the library/media collection, the "Library Bill of Rights" and School Board Policy 8.1205 will be followed for the evaluation, selection, management, and disposal of library media materials. The following factors are taken into account:

- Professional Reviews: Print or non-print media, including video footage, that has been favorably appraised in a credible, unbiased, professionally prepared selection tool, such as, but not limited to,
 - School Library Journal
 - Horn Book
 - Booklist
 - Bulletin for the Center for Children's Books
 - Kirkus Reviews

- The Newberry Award
- The Caldecott Award
- Sunshine State Young Reader's Award Nominees
- Florida Reading Association Children's Book Award Nominees
- Educational Significance: value of the material to a course of study or to the library media collection.
- Appropriateness: The material is appropriate for the students' age, maturity, various interests, and learning levels. Reading levels and lexiles are thought to provide a variety of information that both challenges and directs the student's selection process.
 - Accuracy: Nonfiction material is accurate, current, and objective.
 - Literary merit: fiction material exhibiting an exceptional plot, setting, characterization, style, or theme.
 - Scope: The content is sufficiently covered to meet its intended goal.
 - Authority: The author, editor, or producer has a superior reputation for generating products of this type.
 - Special Features: Maps, charts, graphs, glossaries, and/or other learning aids that accompany the text are distinctive and important.
 - Translation Integrity: Material translated from one language to another retains the original's stylistic features.
 - Arrangement: Concepts are presented in a logical sequence to ensure learning.
 - Treatment: typeset, graphics, style, and/or media catch and maintain the student's attention.
 - Technical Quality: The sound is clear and audible, and the visuals are clear.
 - Aesthetic Quality: The material is more appealing and well-presented than comparable things.
 - Potential Demand: The item is of great relevance or popularity.
 - Durability: The material has the potential for frequent usage or is of a type that makes it consumable.
 - Obscenity No books or other materials containing hard-core pornography or those that are otherwise prohibited by Fla. Stat. 847.012 is to be used.
 - Copyright: Supplemental instructional resources and library media materials utilized in a school must be obtained and used in conformity with federal, state, and District copyright laws, rules, and policies, as specified in School Board Policy 8.121.*

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.

			
4,881 Items in the Collection	14.5 Items per Student	26% 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.			
	2006 Average Age of the Collection	45% Aged Titles	6% 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.	
			
23% Representative Titles in Collection	2007 Representative Titles Average Age	30% SLL Titles in Collection	2009 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	20	2009
Philosophy & Psychology	22	2002
Religion	16	2002
Social Sciences	452	1998
Language	51	1997
Science	547	2006
Technology	186	2006
Arts & Recreation	333	2014
Literature	122	2000
History & Geography	351	2006
Biography	211	2006
Easy	1029	2007
General Fiction	1283	2005
Graphic Novels	141	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: Non-fiction, Biography, and Reference
- FY28: Easy
- FY29: 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 organized using the Dewey Decimal system to ensure ease of navigation and a consistent experience for all patrons. Each shelf is clearly marked with Dewey Decimal classifications, allowing visitors to quickly locate topics of interest. To further support our students, each shelf features detailed, kid-friendly labels that include the call number, topic name, a relevant image, and an arrow indicating the direction of the books. This structured approach not only facilitates efficient book retrieval but also creates an inviting and engaging atmosphere that encourages exploration and discovery. By maintaining this system, we can systematically evaluate and update our inventory to meet the evolving needs and interests of our community.

Lost or Damaged Library Materials

Any library material that is lost or damaged must be reported immediately. Any library material not returned within the school year after the due date will be declared lost. The borrower will be liable for the replacement costs in line with School Board Policy 2.21B(9), which states: "If a student loses or damages district property, including library books and textbooks loaned to said student, said student shall be required to pay for, replace, or repair said district property." The charge is the cost of the item lost. If an item is found and returned after payment has been made, a refund is given if a replacement has not been ordered. The refund is the price of the material.

NOTE: Failure to return library materials or to clear outstanding fines may result in the holding of satisfying graduation requirements and/or the revoking of library privileges.

If the library material is returned in such poor condition that it can no longer be circulated, the borrower is responsible for replacing the material. The media specialist will buy a replacement if the borrower pays the fine. Alternatively, the borrower may choose to buy a replacement. The charge to the borrower is the cost of the material. All lost or damaged material is to be replaced with the newest edition, if it applies.

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

School Year	Strategic Focus
FY27	Selection Priorities ● Fiction Collection: Focus on Lower Elementary and Early Chapter Books Acquisition ● Reference
	Inventory and Deselection (Weeding) Focus 1) Non-Fiction 000-999 2) Reference 3) Biography (92)
FY28	Selection Priorities ● Non-fiction 000-499 ● Biography
	Inventory and Deselection (Weeding) Priorities 1) Easy
FY29	Selection Priorities ● Easy
	Inventory and Deselection (Weeding) Priorities 1) ALL Fiction (General Fiction, Easy, Story Collection, and Graphic Novels).

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)