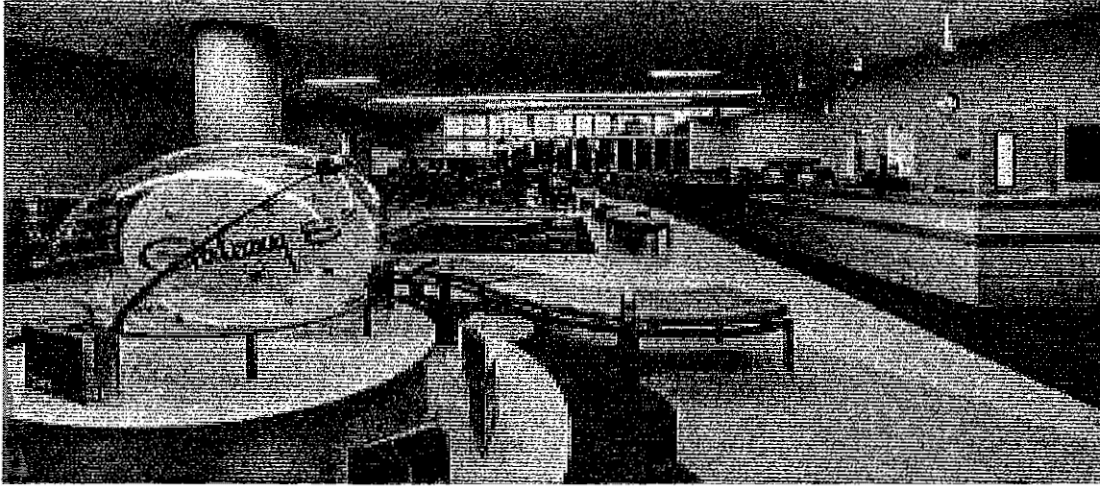




Galaxy E3 Elementary School

440 NW 4th Avenue, Boynton Beach, FL. 33435

FY27 Collection Development Plan

Jayne Merrill

Certified Educational Media Specialist

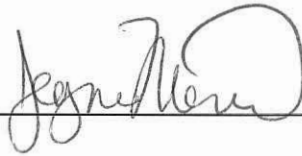
Signature Page

Galaxy E3 Elementary School
FY27 Collection Development Plan

Date Approved by Administration: 5/5/2026

Media Specialist Name: Jayme Merrill

Media Specialist Signature: _____

A handwritten signature in cursive script, appearing to read "Jayme Merrill", written over a horizontal line.

Principal Name: Mrs. Vonda Daniels

Principal Signature: _____

A handwritten signature in cursive script, appearing to read "Vonda B. Daniels", written over a horizontal line.

Table of Contents

<u>Purpose Statement</u>	Page 4
<u>Background Statement & School Community</u>	Page 4
<u>School Mission Statement</u>	Page 4
<u>Media Center Mission Statement</u>	Page 5
<u>Responsibility for Collection Management Development</u>	Page 5
<u>Library Program</u>	Page 6
<u>Goals and Objectives</u>	Page 6
<u>Budgeting and Funding</u>	Page 7
<u>Scope of the Collection</u>	Page 8
<u>Equipment</u>	Page 9
<u>Collection Development</u>	Page 9
<u>Selection Evaluation and Criteria</u>	Page 10
<u>Analysis of the Collection</u>	Page 11
<u>Gifts and Donations</u>	Page 12
<u>Collection Maintenance</u>	Page 13
<u>Lost or Damaged Library Materials</u>	Page 13
<u>Strategic Focus – Weeding & Acquisitions</u>	Page 13
<u>Reconsideration of Materials</u>	Page 14
<u>Appendices</u>	Page 15
<u>A - Library Bill of Rights</u>	Page 15
<u>B - ALA Intellectual Freedom Statement</u>	Page 15
<u>C - Board Policy 8.12</u>	Page 15
<u>D - Board Policy 8.1205</u>	Page 15
<u>E - Specific Material Objection Form</u>	Page 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

C. Demographic Data

2025-26 STATUS (PER MSID FILE)	ACTIVE
SCHOOL TYPE AND GRADES SERVED (PER MSID FILE)	ELEMENTARY PK-5
PRIMARY SERVICE TYPE (PER MSID FILE)	K-12 GENERAL EDUCATION
2024-25 TITLE I SCHOOL STATUS	YES
2024-25 ECONOMICALLY DISADVANTAGED (FRL) RATE	100.0%
CHARTER SCHOOL	NO
RAISE SCHOOL	YES
2024-25 ESSA IDENTIFICATION *UPDATED AS OF 1	CSI
ELIGIBLE FOR UNIFIED SCHOOL IMPROVEMENT GRANT (UNISIG)	
2024-25 ESSA SUBGROUPS REPRESENTED (SUBGROUPS WITH 10 OR MORE STUDENTS) (SUBGROUPS BELOW THE FEDERAL THRESHOLD ARE IDENTIFIED WITH AN ASTERISK)	STUDENTS WITH DISABILITIES (SWD)* ENGLISH LANGUAGE LEARNERS (ELL) BLACK/AFRICAN AMERICAN STUDENTS (BLK) HISPANIC STUDENTS (HSP) WHITE STUDENTS (WHT) ECONOMICALLY DISADVANTAGED STUDENTS (FRL)
SCHOOL GRADES HISTORY *2022-23 SCHOOL GRADES WILL SERVE AS AN INFORMATIONAL BASELINE.	2024-25: C 2023-24: C 2022-23: C 2021-22: B 2020-21:

Galaxy E3 is an AVID school as well as having an environmental, energy, and engineering focus.

School Mission Statement

Galaxy E3 aims to produce responsible and productive citizens with strong critical thinking and academic skills by providing a rigorous, dynamic, comprehensive curriculum delivered in partnership with the community, family, and competent, qualified staff in a safe and caring environment. Teachers and staff work hard to provide the best educational experience for students. Parent partnership is a high priority

and essential for student success. Galaxy Elementary School has a rich tradition of outstanding student achievement and provides a sound, standards-based education while promoting the high moral character of all students.

Galaxy E3 Elementary is an environmental and engineering "Green" school of academic excellence. Our mission is to educate young minds through a rigorous STEAM curriculum and teach children the principles of sustainability and how to protect, preserve, and be productive environmental stewards of this world.

Media Center Mission Statement

The mission of the Galaxy E3 Library Media program is to provide all students, faculty, and staff the tools necessary to be effective users of information. Instruction and educational resources will be provided to ensure that all students acquire the information necessary for the 21st Century.

The Library Media Center is dedicated to designing and maintaining a library media program that supports, complements, and expands the instructional program of the school.

The library media staff:

1. provide and promote extensive use of resources in multiple formats that are designed to meet the varying needs of all learners in all aspects of the curriculum;
2. provide a learning environment which promotes inquiry; stimulate intellectual curiosity; encourage pleasure reading, develop diverse interests for the enjoyment of life-long learning, and;
3. provide and promote instruction to prepare students to become independent users of libraries and information resources.

The successful, self-aware learner should be able to:

1. identify, plan, and use resources;
2. find and evaluate information;
3. organize and maintain information;
4. interpret and communicate information;
5. use computers and technology to process information;
6. use technology to present information;
7. work with a variety of technologies

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

Galaxy Elementary School's Media Center provides instruction to Kindergarten through fifth grade students utilizing the Media Center in thirty minute rotational blocks. The instruction within the block aligns to support academic standards and digital literacy. The program supports special school initiatives such as book fairs, stem fairs, literacy week, Read across America and read for the record. The Media Center serves the faculty and staff from our school and the district through use of space for training, meetings, research collaborations, etc. The Media Center serves all county school libraries through Inter-Library Loans. The media center specialist helps cover homeroom classrooms while teachers are at professional learning collaboration meetings every morning. The media specialist is also responsible for the morning announcements team and slideshow visible on the Galaxy news channel on the network. Added responsibilities of the library program include vetting student materials that are used within the classrooms, teacher lead for schoolwide events committee, in charge of lamination and bulletin board paper inventory, point of contact for dojo and parent link for school wide communication. The media specialist helps with checking in and checking out student devices. The media specialist aides in morning and afternoon bus duty. There is no flex schedule for the library material check out process.

Goals and Objectives

Goal 1: Materials collected align with curriculum

- Receive support from Mackin or Follet specialists for more in depth subject-area materials based on our standards and classroom instruction.
- Provide diverse formats (print, digital, multimedia) that ensure all users can access information regardless of ability or location.

Goal 2: Management of the Collection

- Set aside specific days in the month that the media specialist can work on the upkeep and development of the library's book collection.
- Genre classification/sublocations within Destiny Manager
- Paperback collection inventoried in Destiny Manager

Goal 3: Time set aside for Administrative Tasks

- Materials Needing to be Vetted for Instruction
- Set aside specific days in the month that teachers and administrators can submit resources to be

- vetted. Materials Seeking Approval for Purchases
- Set aside specific days in the month that teachers and administrators can submit for items to be purchased.

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>435.00</i>	<i>\$ 413</i>
<i>Account 553420 - Media Subscriptions (Periodicals-Newspapers)</i>	<i>240.00</i>	<i>\$ 220.00</i>
<i>Account 561100 - Library Books</i>	<i>610.00</i>	<i>\$ 770.00</i>
<i>Account 562230 - Media A/V Equipment</i>	<i>320.00</i>	<i>\$280.00</i>
<i>Account 564220 - Furn-Fix/Equip</i>	<i>420.00</i>	<i>\$500.00</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>0.00</i>	<i>\$300.00</i>
<i>State Media Allocation</i>	<i>FY26</i>	<i>Projected FY27</i>
<i>Account 561100 (program 3070) - Media Books</i>	<i>1650.00</i>	<i>\$1500.00</i>

Purchasing Plan FY27

Purpose	Amount
Supplies	620.00
Books	2270.00
News Control Room Equipment	225.00
Total:	\$3115.00

Scope of the Collection

The Library Media Center manages a comprehensive collection of print, digital, and technological resources selected to support the school's instructional goals and the diverse needs of the student community. The following sections outline the specific formats and equipment currently maintained within the collection.

Formats:

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

Special Emphasis:

INSTRUCTION: The collection maintains a special emphasis on non-fiction texts to support the STEM and E3; Energy, Engineering and Environmental curriculum.

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:

- Hallway Computers: 20 Apple Computers
- Classroom Technology: Interactive Flat Panel, Document Camera, Sound System, Chromebooks
- Makerspace: 3D Printers, Building Manipulatives, Coding Robotics.

Media Production:

- TV Studio: Full Production Studio (Cameras, ATEM/Mixer, Lighting, Green Screen).
- Student Production: Cameras/Tripods, Microphones, Headphones

Teacher Support and Workroom:

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

Circulation and Access:

- Devices: Student Laptops/Chromebooks and Laptop Chargers.

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 media specialist is responsible for coordinating the collection development plan. The media specialist chooses materials that support the instructional program and promote reading. Library materials must be suited to students' needs and their ability to comprehend the material presented. Library materials must be appropriate for the grade level and age group for which the material is used. The library media specialist shall evaluate and select print and non-print materials by using professional reviews such as School Library Journal or Kirkus Review. All materials selected for the collection will be evaluated by the following criteria: appropriateness, accuracy, literary merit, scope, authority, reputation, special features, arrangement, pacing, treatment, technical quality, aesthetic quality, availability, durability, value to the collection and cost.

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:

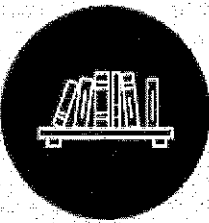
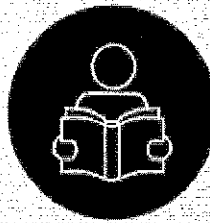
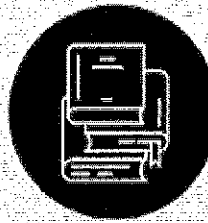
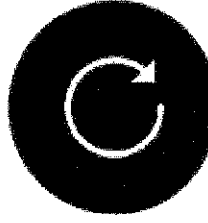
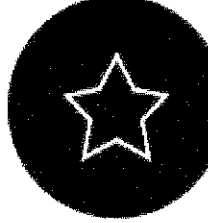
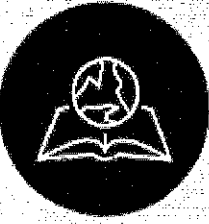
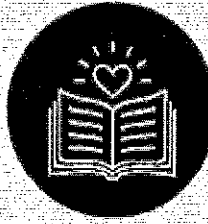
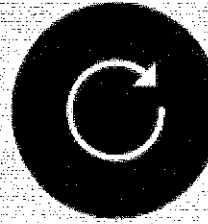
- Maintaining a professional library collection to assist with recertification and knowledge acquisition on education-related topics;
- Managing the online catalog, including the library inventory and circulation software;
- Selecting and making accessible online information databases for reference and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

			
10,154 Items in the Collection	20.2 Items per Student	27% Fiction Titles in the Collection	41 % 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.			
	2008 Average Age of the Collection	59% Aged Titles	4% 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.	
			
35% Representative Titles in Collection	2007 Representative Titles Average Age	38% SLL Titles in Collection	2008 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	2012
Philosophy & Psychology	36	2011
Religion	34	2011
Social Sciences	758	2005
Language	51	2008
Science	1203	2010
Technology	483	2010
Arts & Recreation	588	2013
Literature	296	2005
History & Geography	613	2008
Biography	635	2009
Easy	2550	2007
General Fiction	2780	2008
Graphic Novels	219	n/a

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, FY28 Early Fiction, 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:

In Galaxy Elementary, Easy Fiction is located on its own shelf. Fiction chapter books are shelved with a blue label in 1st-3rd Grade and 4/5th Grade sections with Genre Stickers. Kindergarten books are shelved on a blue rolling cart; Nonfiction is 000-599 and 600-999 on regular shelving. The Dewey Decimal System is in place with the exception of Traditional Folklore, Biography, Graphic novels, and Poetry which has its own special shelf for easy visibility.

Lost or Damaged Library Materials

The Media Center Procedure for Lost and Damaged Library Materials is as follows:

1. Students are given a written copy of overdue notice of library materials and equipment.
2. Announcements are given to parents outlining notices have been sent to individual students.
3. After one week, Students are given the amount of replacement or repair of district property.
4. Fine is attached to Student's obligatory Fines on Destiny Manager per School Board Policy 2.21B(9) 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.
5. If library materials are found at any time while attending another school, students may give it to the current Media Specialist at any school in Palm Beach County, and it will be sent to the correct Media Center and fees will be deleted or returned.

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

School Year	Strategic Focus
FY27	Selection Priorities ● Non Fiction Science ● Fiction for 1st, 2nd and 3rd grade ● Easy Fiction
	Inventory and Deselection (Weeding) Focus ● Non Fiction 000.00-999.999 AAA- ZZZ ● Dewey ranges to weed this year 000.000-400.000

FY28	Selection Priorities • Biographies • Fiction for 4th, 5th grade level • Non Fiction Careers
	Inventory and Deselection (Weeding) Priorities • E Fiction AAA-ZZZ • Dewey ranges to weed this year 400.000-599.999
FY29	Selection Priorities • Easy Fiction • Fiction • Non fiction Poetry
	Inventory and Deselection (Weeding) Priorities 1) Fiction AAA-ZZZ 2) Dewey ranges to weed this year 600.000-999.999

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)