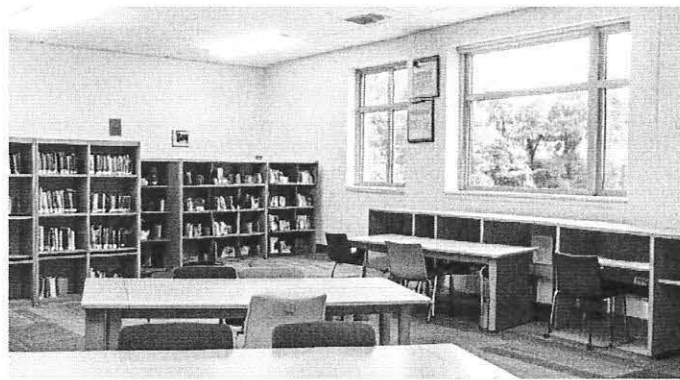


FY27 COLLECTION DEVELOPMENT PLAN



FY27 Collection Development Plan

Katherine Kirby

Educational Media Specialist

Signature Page

Frontier Elementary School
FY27 Collection Development Plan

Date Approved by Administration: Friday, May 8, 2026

Media Specialist Name: _____ Katherine Kirby _____

Media Specialist Signature: Katherine Kirby

Principal Name: _____ Susan Groth _____

Principal Signature: Susan Groth

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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

The users of Frontier Elementary School Library Media Center come from grades Kindergarten through fifth grade in addition to the faculty, staff and parents of that community of users.

According to the Gold Report, Frontier Elementary has a culturally and ethnically diverse student population representing different economic backgrounds, which include 47% Whites, 12% Black, 32% Hispanic, 3% Asian, and 6% Other. Students requiring ELL services are 7% and ESE is 18%. Total number of students is 657.

School Mission Statement

Frontier Elementary is committed to providing a world-class education with excellence and equity to empower each student to reach his or her highest potential with the most effective staff to foster the knowledge, skills, and ethics required for responsible citizenship and productive careers.

Media Center Mission Statement

The mission of the Library Media Center is to support the mission of Frontier Elementary by providing the tools and material necessary for accomplishing their educational and personal goals.

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 will:

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; provide a learning environment which promotes inquiry; stimulate intellectual curiosity; encourage pleasure reading, develop diverse interests for the enjoyment of life-long learning, and; provide and promote instruction to prepare students to become independent users of libraries and information resources.

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 program operates on a flexible schedule to ensure equitable access for all students. Instruction is provided at point-of-need to support academic standards and digital literacy. The program supports special school initiatives such as science topics that support our Choice Program: Environmental and Animal Sciences and provides a collaborative space for inquiry and research.

Goals and Objectives

- ❖ Encourage students to check-out and read EASA topic books.
- ❖ Have two book fairs each year to purchase books for the Media Center.
- ❖ Select and display books for different awareness month topics as well as for different genres to encourage students to read a broader selection of books throughout the year.

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	\$538	\$538
Account 553420 - Media Subscriptions (Periodicals-Newspapers)	\$323	\$323
Account 561100 - Library Books	\$968	\$968
Account 562230 - Media A/V Equipment	\$430	\$430
Account 564220 - Furn-Fix/Equip	\$538	\$538
Fundraising and/or Grants	FY26	Projected FY27
Media Center Internal Account number for your grant(s) (get this from your bookkeeper)	\$000	\$000
State Media Allocation	FY26	Projected FY27
Account 561100 (program 3070) - Media Books	\$1700	\$1700

Purchasing Plan FY27

Purpose	Amount
books	\$6500
supplies	\$500
STEM (teachers and principal requested NO STEM this year)	\$00
Total:	\$7000

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

Special Emphasis:

Our book purchases focus on environmental and animal sciences to support our Choice Program.

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:

Book Taco and RAZ Kids

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:

- 4 Tonie listening stations with multiple headphones at each station
- Classroom Technology: Interactive Flat Panel, Document Camera, Sound System.

Media Production:

- TV Studio: Full Production Studio (Cameras, Tri-Caster/Mixer, Lighting, Green Screen).

Teacher Support and Workroom:

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

Circulation and Access: n/a

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

Books will be chosen, in accordance with School Board Policy 8.12, to support our school Choice Program: Environmental and Animal Sciences Academy. New books will be added to enhance and support our science and social studies standards.

Fiction books will be added to encourage students to read for pleasure which will increase their ability and desire to learn.

Books will be chosen only if they have positive reviews in some of the following sources: (e.g., School Library Journal, Horn Book, Kirkus Reviews, Booklist).

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.

			
14,141 Items in the Collection	18.8 Items per Student	5,496 Fiction Titles in the Collection	5,537 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	8,354 Aged Titles	1,103 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.	
			
3,970 Representative Titles in Collection	2004 Representative Titles Average Age	4,272 SLL Titles in Collection	2006 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	24	2004
Philosophy & Psychology	26	2003
Religion	56	1999
Social Sciences	841	2000
Language	61	2002
Science	1,847	2005
Technology	727	2007
Arts & Recreation	1,076	2013
Literature	259	1999
History & Geography	620	2006
Biography	738	2001
Easy	3,389	2000
General Fiction	3,108	2009
Graphic Novels (741.5)	608	2018

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: Biographies and Nonfiction 000-599

FY28: Non-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:

Books for younger readers are organized in a variety of ways: Easy Chapter are sorted by series when applicable, easy nonfiction about animals and earth sciences are in easy to look thorough bin style carts, numerically leveled easy readers are sorted into bin, and popular easy fiction books are organized in bins to make book selection easier. The most popular books for older readers are organized on 3 large carts for easy access. Newer collections are stored on top of the book shelves to encourage students to try a new series.

Lost or Damaged Library Materials

If a book is lost or damaged, a parent can notify the media specialist and it will be removed from the child's account. Twice a year late book notices are sent out with a request for a \$5 donation for each lost or damaged book. Those funds are used to purchase new books.

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

FY27	Selection Priorities Collect all damaged Follet Bound books and get them replaced.
	Inventory and Deselection (Weeding) Focus [INSTRUCTION: 1) Inventory: Biographies and Nonfiction 000-599 2) Weed: biographies and Nonfiction 000-599
FY28	Selection Priorities Weed outdated nonfiction books.
	Inventory and Deselection (Weeding) Priorities [INSTRUCTION: 1) Inventory: Non-Fiction 600-999 2) Weed: Non-Fiction 600-999 (outdated)
FY29	Selection Priorities Buy more drawing and crafting books
	Inventory and Deselection (Weeding) Priorities 1) Inventory: Fiction (General Fiction, Easy, Story Collection, Graphic Novels). [Note: As this begins a new 3-year cycle, this focus mirrors the FY26 mandate.] 2) Weed: 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)