

GREENACRES ELEMENTARY

FY27 Collection Development Plan



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Signature Page

Greenacres 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

The users of Greenacres Elementary School Library Media Center come from grades Pre-Kindergarten through Fifth in addition to the faculty, staff and families of that community of users. Greenacres Elementary is an International Spanish Academy (ISA). According to the Gold Report, Greenacres Elementary has a culturally and ethnically diverse student population representing different socio-economic backgrounds. The reported demographic makeup of Greenacres students is as follows: total students; 80% Hispanic, 13% Black, 6% White, and 1% other; 47% male, and 53% female. The number of students qualifying for Free/Reduced Lunch is 100% as of March 2026. Currently 58% of our students are active ELL and 19% are receiving ESE services. GES average daily absence rate was at 6% and our discipline and suspension rate at less than 1%.

Greenacres is an International Spanish Academy (ISA) providing dual language immersion for students K-5. Teachers work tirelessly providing students quality instruction in reading to close the achievement gap. We are committed to improving performance in reading for all students. Greenacres is also a K-5 AVID school. STEM is part of our Fine Arts rotation.

Being an International Spanish Academy with 80% of our students being Hispanic and 58% ELL Hispanic an emphasis has and will continue to be put on adding books in native Spanish or Bi-Lingual English/Spanish in addition to those in English to serve both students learning English and those learning Spanish. Books supporting AVID and STEAM are also set as priorities.

School Mission Statement

Greenacres Elementary celebrates cultural diversity, bilingualism, biliteracy, and academic achievement in all that we do. Greenacres Elementary is an educational and working environment, where both students and staff are unimpeded by bias or discrimination. Individuals of all backgrounds and experiences are embraced, affirmed, and inspired. Each and every one will succeed and flourish. Greenacres Elementary will take ownership for students' academic mastery, emotional intelligence, and social-emotional needs by creating environments where students, families, staff, and communities will develop agency and voice. A joy of learning is fostered in each student and a positive vision for their future is nurtured. Each student's cultural heritage is valued and their physical, emotional, academic, and social needs are met. Greenacres Elementary will educate, affirm, and inspire each student in an equity-embedded school system.

Media Center Mission Statement

Our mission is to lead our school community in the mission of Greenacres Elementary as a whole, while educating, affirming and inspiring each student in an equity-embedded system that provides a positive and productive learning environment that imbeds the 4 C's: Collaboration, Communication, Critical Thinking and Creativity into our daily activities. The purpose of the library media collection at Greenacres Elementary is to provide informational resources that will facilitate the educational and personal goals of

students and faculty and also to provide material to encourage recreational reading. Each member of our community should see themselves reflected in our collection and should find material to inspire and nurture them in their journey of learning.

To fulfill this mission, the library media center develops and maintains a readily available collection of books, periodicals, audiovisual and multimedia materials, software, Internet access, electronic reference resources, audio books, and equipment. These materials are organized with accepted library practices so that students and professional staff are able to make appropriate selections for achieving instructional objectives.

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

Foremost among national standards for school library media center programs is the need to work collaboratively with teachers to develop meaningful information literacy lesson plans that integrate into classroom learning. This library provides resources and assistance to teachers to aid in this implementation.

The two primary frameworks for the library media services provided by the Florida Department of Education (FLDOE) are: 1) FINDS (Florida's Library Media Research Model): the state's official research model. It is designed to be embedded within the Florida B.E.S.T. Standards and follows a sequential process- Focusing, Investigating, Noting, Developing, and Self-evaluating; and 2) READS (K-12 Integrated Library Media Reading Guidelines): a program focused on literacy that encourages students to Read, Explore, Analyze, Develop, and Score their reading progress.

Instruction is provided at point-of-need to support academic standards and digital literacy. Lessons, materials, and media specialist professional development are also provided by District Library Media Services and Instructional Technology Staff. The program supports special school initiatives such as Battle of the Books and provides a collaborative space for inquiry and research.

The library is open throughout each day that students are in attendance to ensure equitable access for all students to library media resources. The exception to this is when the space is needed during diagnostic and state standardized progress monitoring.

The Media Specialist is on a fixed 6 classes a day schedule, seeing the same classes 3 days in a row before turning over to the next set of classes. There are 6 sets of classes that are seen in a rotation. Books are circulated on the 3rd day of the rotation. There is no Media Clerk to facilitate checkout more often.

Classes last 30 minutes with 2 to 5 minutes in between. Three book drops have been placed around the school to assist with book return on non-media days.

Media classroom instruction includes research practices, internet safety, coding, and understanding the Dewey Decimal System and call numbers in a library to locate books and materials. Students are introduced to using the electronic card catalog in Destiny as well as reading eBooks in Destiny, Tumblebooks, and MackinVIA.

The Media Center hosts the annual Mel Fisher pop-up Museum. The museum comes with interactive instructional materials for intermediate students. These provide students with the opportunity to interact with Florida History using primary source materials.

The Media Center hosts 2 book fairs each year in the Fall and in the Spring to provide students and families the opportunity to shop for new books. Evening events allow families to shop together.

Goals and Objectives

Goal 1: Increase the total number of items from 15.7 items per student to 17 or more items per student.

Goal 2: Reduce the number of outdated books supporting STEAM and AVID using the current Titlewave data analysis and weeding the books identified in the analysis, and purchase up-to-date books to support our needs.

- *Goal 3: Increase the number of graphic novels by 5 percent and increase the average age by 3 years (from 2022 to 2025).*

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>\$437</i>	<i>\$437</i>
<i>Account 553420 - Media Subscriptions (Periodicals-Newspapers)</i>	<i>\$338</i>	<i>\$338</i>
<i>Account 561100 - Library Books</i>	<i>\$1,013</i>	<i>\$1,013</i>
<i>Account 562230 - Media A/V Equipment</i>	<i>\$450</i>	<i>\$450</i>
<i>Account 564220 - Furn-Fix/Equip</i>	<i>\$563</i>	<i>\$563</i>
<i>Account 561100 (program 3070) - Media Books</i>	<i>\$2304</i>	<i>\$2304</i>

Purchasing Plan FY27

Approximate Purchasing Plan	
Purpose	Amount
books	10,500
supplies	1,000
STEAM	500
Periodicals	300
Equipment	1,000
Furniture	1,000
Total:	\$14,300

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

Special Emphasis: The collection maintains a special emphasis on Spanish texts to support the Spanish speaking population at Greenacres Elementary.

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:

- Chromebooks: 1 Chromebook per student
- Classroom Technology: Interactive Flat Panel, Document Camera, Sound System.

Media Production:

- TV Studio: Full Production Studio (Cameras, Tri-Caster/Mixer, Lighting, Green Screen).
- Mobile News: Portable News Crew Equipment (iPads, Mobile Green Screen).
- 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: PA System, Portable Speakers.

Circulation and Access:

- Devices: Student Laptops/Chromebooks (Daily Loaners), Laptop Chargers, iPads/Tablets
- Peripherals: Headphones, Webcams, 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

- 1.) When evaluating the adequacy of the collection, School board Policy 8.12 is the foundation of the selection and evaluation process. Materials are selected based on educational suitability, accurate representation of diverse cultures, and relevance to the curriculum, avoiding prejudice.
- 2.) Professional review journals are consulted to allow for informed purchasing decisions that ensure the library collection remains diverse, current, and aligned with community needs (School Library Journal, Horn Book, Kirkus Reviews, and Booklist).
- 3.) Critical criteria includes: Diversity of student needs and characteristics – the collection strives to meet all needs and at appropriate reading levels; the collection strives to meet personal and recreational needs of all students; and it considers the scope and diversity of the instructional program of the school.

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.

			
11,844 Items in the Collection	15.7 Items per Student	17% Fiction Titles in the Collection	44% 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.			
	2007 Average Age of the Collection	53% Aged Titles	13% 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.	
			
28% Representative Titles in Collection	2007 Representative Titles Average Age	31% SLL Titles in Collection	2010 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	149	2014
Philosophy & Psychology	41	2006
Religion	32	1999
Social Sciences	798	2002
Language	105	2003
Science	1368	2006
Technology	591	2009
Arts & Recreation	1345	2017
Literature	156	2004
History & Geography	665	2004
Biography	1080	2003
Easy	3,379	2005
General Fiction	2,029	2013
Graphic Novels	980	2022

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. The rotation plan is as follows:

FY27 - Nonfiction, Biographies; 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:

The library is organized into meaningful sections to assist students as well as staff in locating books. Those sections are: Fiction; Non-fiction (Signage is placed for each Dewey Category); Paperback Easy; Hard Cover Easy; Easy Chapter Books (Extra sticker affixed to these to easily identify them); Sunshine State Award Winners (Extra sticker affixed to these to easily identify them); Spanish and Dual Language (Extra sticker affixed to these to easily identify them); Graphic Novels (Extra sticker affixed to these to easily identify them); Biography 92 and Collected Biography 920 (Extra sticker affixed to these to easily identify them); Spanish (Spanish sticker affixed to these to easily identify them); Graphic Novels (Extra sticker affixed to these to easily identify them); and Reference.

Lost or Damaged Library Materials

No fees are charged for late materials. However, in accordance with School Board Policy 2.21B(9), students who have lost or damaged library materials are expected to pay for the replacement of any that cannot be found or repaired.

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

School Year	Strategic Focus
FY27	Selection Priorities Non-Fiction + Biographies Non-Fiction Spanish Graphic Novels
	Inventory and Deselection (Weeding) Focus <i>Inventory:</i> Nonfiction (000 - 999) <i>Weeding Focus:</i> Easy (range is alphabetical - author's last name from A - Z)
FY28	Selection Priorities Easy & Fiction, SSYRA Graphic Novel Spanish
	Inventory and Deselection (Weeding) Priorities <i>Inventory:</i> Easy (range is alphabetical - author's last name from A - Z) <i>Weeding Focus:</i> Easy (range is alphabetical - author's last name from A - Z)
FY29	Selection Priorities Biographies Fiction Spanish
	Inventory and Deselection (Weeding) Priorities <i>Inventory:</i> Fiction (range is alphabetical - author's last name from A - Z) <i>Weeding Focus:</i> Non-Fiction (000 - 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)