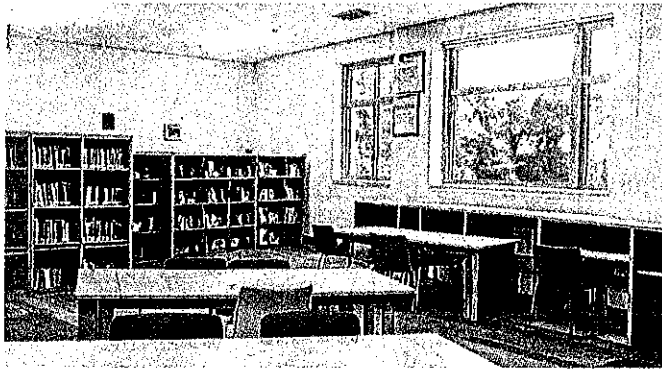


FY27 COLLECTION DEVELOPMENT PLAN



Gove Elementary FY27 Collection Development Plan

Ryan Mann

Educational Media Specialist

Signature Page

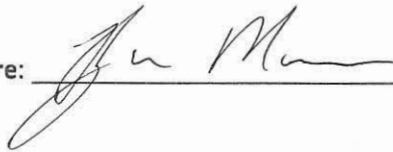
Gove Elementary

FY27 Collection Development Plan

Date Approved by Administration:

Media Specialist Name: _____ Ryan Mann _____

Media Specialist Signature: _____



Principal Name: _____ Kim Thomasson _____

Principal Signature: _____

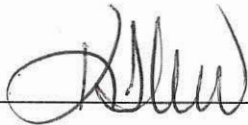


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Purpose of Collection Development Plan

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

The collection development process includes the formulation of policy and procedures, budget allocations, needs assessments, selection, collection maintenance and evaluation, de-selection and resource sharing.

The primary goal of the Media Center's collection development efforts is to build a current collection that supports the needs of the curriculum and the school community and maintains the recommended boundaries for size, age and access to the collection.

This goal supports the information needs of students as defined by the mission and goals of the:

- School District of Palm Beach County;
- ALA / AASL Standards for the 21st Century Learner;
- .
- Partnership for 21st Century Skills;
- International Society for Technology in Education (ISTE) National Education Technology Standards (NETS)

The Library Media Center recognizes its responsibility to respond to the reading, reference and research needs of the student body and faculty in an age of information abundance. The electronic catalog of resources for the school and the district is maintained by the Department of K-12 Instructional Materials and Library Media Services and is available at all times to students, faculty, and parents.

The library is open every day that students and/or faculty are in attendance. Summer hours will be provided when the budget is available. Research and reference materials are available at all times through the district-wide electronic subscription databases via the district portal, as well as ebooks

and other resources.

The Library Media Center of Gove Elementary is a Dual Language School teaching content in both English and Spanish. The Media Center provides ongoing services that transcend the tenure of any single individual. To this end, the Media Committee at the school oversees reviews and records issues and policies pertinent to the overall program of the library media center in order to facilitate a continuum of services.

The Gove Elementary Library Media center users include all of the students in Pre-Kindergarten through Grade 6, the teachers, staff, parents, and community members.

According to the District Showcase of Schools, Gove Elementary is a dual language school where students are learning in English and Spanish. The school has a culturally and ethnically diverse student population representing different economic backgrounds. The cultural and ethical diversity consists of 38% Hispanic, 30% Black, 26% White and 3% Asian . Students with disabilities account for 35% of the students, and 33% (LF and LY) Limited English Proficient students. The enrollment is 712.

Gove Elementary's District Showcase of Schools can be accessed at

<https://www2.palmbeachschools.org/showcase/schoolinformation/>

Florida Standard Testing results for Gove Elementary can be accessed at

<http://schoolgrades.fldoe.org/default.asp>

School Mission Statement

Gove Elementary is committed to providing an academic, cultural, and social foundation in a dual language environment. Our goal is to prepare students to successfully participate as bi-literate members in a democratic and international society as confident, self-directed, lifelong learners.

Media Center Mission Statement

The mission of the Library Media Center Program is to promote a love of reading in multiple languages by providing access to quality print and digital materials to all students and educators.

Additionally, the Library Media Center will support the school curriculum and provide information and technological skills necessary to locate, access, and apply a variety of ideas, information, and resources in various formats. Equal access is available for all programs and services.

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 morning STEM projects and provides a collaborative space for inquiry and research.

Goals and Objectives

- Goal 1: To increase the overall circulation at the Gove Elementary.
- Goal 2: To support student's reading. ○ Objective 1: Continue incentive programs.
- Goal 3: : Collaborate with classroom teachers on projects that correlate with their standards and research goals.

Budget and Funding

The LMC receives a school-based operating budget at the beginning of each 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.

Gove Elementary is given a school-based operating budget at the beginning of each school year. Administrators use a formula in order to disperse the appropriate funds. It is expected that the budget for 2025-2026 will be similar to the school year of 2024- 2025
In the FY25 projected budget amounts replace the amounts with your actual ones.

School-based Operating Budget	Budget FY26	Projected FY27 Budget
Account 551100 - Media Supplies	\$1308.00	\$467
Account 553420 - Media Subscriptions (Periodicals- Newspapers)	\$0	\$280
Account 561100 - Library Books	\$1355.00	\$841
Account 562230 - Media A/V Equipment	\$0	\$374
Account 564220 - Furn-Fix/Equip	\$0	\$467
Fundraising and/or Grants	Budget Amount	
Media Center Internal Account number for your grant(s) (get this from your bookkeeper)	\$0	\$325
State Media Allocation	Budget Amount	Projected FY27
Account 561100 (program 3070) - Media Books	\$1498	\$1500

Purchasing Plan FY27

I will be using most of my funds to purchase supplies for the school included by not limited to: Laminating Film, Office Supplies, STEM activities and books for the Media Center.

Approximate Purchasing Plan	
Purpose	Amount
STEM Activities	280.00
Books	841.00
Supplies	467.00
State Funds for books	1500.00
Total:	\$3088.00

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, Online Databases (District).
- STEM Manipulatives: Legos, Robots, Blocks, and Snap Circuits.

Special Emphasis:

The collection maintains a special emphasis on Spanish and non-fiction texts to support the STEM and the schools bilingual curriculum. Spanish books have a special section for fiction and non-fiction. STEM books are also in a special section.

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:

- Computer Lab: 30 Desktop Student Workstations.
- Classroom Technology: Interactive Flat Panel, Document Camera, Sound System.
- Makerspace: Building Manipulatives.

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: Portable Projectors, PA System, Portable Speakers.

Circulation and Access:

- Devices: Student Laptops/Chromebooks (Daily Loaners), Laptop Chargers, Hotspots, iPads/Tablets (for Student/Staff Checkout)
- 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 the growth of factual knowledge, 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

Selection and Evaluation Criteria Materials considered for purchase are selected based on the criteria established in the School District of Palm Beach County Board Policy 8.12 Selection of Library Media Materials. (See Appendix A).

Reputable and unbiased reviewing sources are used for selection, such as School Library Journal, Titlewave Advanced search, Kirkus Reviews, and Booklist.

The selection of LMC materials about political theories and ideologies, religion, public issues and controversial topics are directed toward maintaining an unbiased, balanced representation of various opinions. LMC materials are judged as a whole considering the author's/producer's intent rather than focusing solely upon individual pages, phrases, pictures, or incidents taken out of context.

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

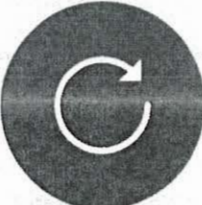
The School District Library Media Services Department supports school-based library media center personnel and establishes uniform policies and procedures for school library media centers throughout the District. These services include, but are not limited to:

- 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.

			
8,679 Items in the Collection	11.9 Items per Student	22% Fiction Titles in the Collection	39% 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.			
	2004 Average Age of the Collection	64% Aged Titles	7% Newer than 5 Years
Library media resources should be representative of the school.		Skills for Learning & Life (SLL) library media resources can contribute to character development and student wellbeing.	
			
34% Representative Titles in Collection	2003 Representative Titles Average Age	36% Student Wellbeing (SLL) Titles in Collection	2006 Student Wellbeing (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	Average Age (year)	# of Titles
Computer Science, Information & General Works	2016	23
Philosophy & Psychology	1997	52
Religion	1998	53
Social Sciences	2000	906
Language	1997	73
Science	2004	906
Technology	2003	378
Arts & Recreation	2012	571
Literature	1999	150
History & Geography	2000	503
Biography	2002	717
Easy	2004	2,112
General Fiction	2007	1942
Graphic Novels	2015	300

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:Fiction
- FY28:Non-fiction
- FY29:Easy

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:

Fiction books and non-fiction books are leveled by using colored spine labels. Biographies are filed by Subject's last name. Graphic Novels are separated into their own section. Spanish books are in a separate section. Popular series are grouped in bends in their own section.

Lost or Damaged Library Materials

Regarding lost or damaged library materials, students are responsible for materials they check out from the school. Students are expected to pay for lost or damaged materials.

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

School Year	Strategic Focus
FY27	Selection Priorities ● Fiction ● Easy Fiction ● Non Fiction
	Inventory and Deselection (Weeding) Focus 1) Inventory: Fiction, Easy Fiction, Non Fiction 2) Weeding: Fiction, Easy Fiction, Non Fiction
FY28	Selection Priorities ● Easy Fiction ● Non Fiction ● Fiction
	Inventory and Deselection (Weeding) Priorities 1) Inventory: Easy Fiction, Non Fiction, Fiction 2) Weeding: Easy Fiction, Non Fiction, Fiction
FY29	Selection Priorities ● Non Fiction ● Fiction ● Easy Fiction
	Inventory and Deselection (Weeding) Priorities 1) Inventory: Non Fiction, Fiction, Easy Fiction 2) Weeding: Non Fiction, Fiction, Easy 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)