

**Hagen Road
ELEMENTARY**

F Y 2 7
**Library
Media**

COLLECTION
Development Plan

➤ ➤ *Home of the Roadrunners* ➤ ➤

**Hagen Road Elementary
FY27 Collection Development Plan**

Mrs. Amy S. Alspach, MLS

Educational Media Specialist

Signature Page

Hagen Road Elementary
FY27 Collection Development Plan

Date Approved by Administration: *May 5, 2026*

Media Specialist Name: Mrs. Amy S. Alspach, MLS

Media Specialist Signature: *Amy Alspach*

Principal Name: Dr. O'Mayra Cruz

Principal Signature: *[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

Hagen Road Elementary is a Pre-K/VPK to Grade 5 school serving a wonderfully diverse and multicultural student and family population of 670 K-5 students and 45 Pre-K students. We are a family of these heritages: Hispanic, African-American, Caucasian, and Haitian-Creole. Our specialty programs include: Dual Language, Gifted, an ASD Unit, SECME and Chorus. Additional programs and groups: After-school clubs such as karate, golf, drama and cheer, after-care and PTA. 'Our School Community' is included in a Collection Development plan because the needs of these programs and the rich heritage of our school families are certainly considered when making selections and purchases for our library media collection.

School Mission Statement

Hagen Road 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 knowledge, skills, and ethics required for responsible citizenship and productive careers.

Media Center Mission Statement

Its mission is to be a welcoming, safe, fun, equitable arena to foster excellence in our students, as well as empower them to be independent, responsible, respectful, and safe users of the library's mobile, digital, electronic, hands-on and print resources, with emphasis on synthesizing use of these resources to: enhance research and critical thinking skills; support classroom lessons and B.E.S.T. Standards; increase digital, information and language literacy; and promote a life-long love of reading in all its formats.

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 is on a fixed schedule serving Kindergarten through Fifth grade, as well as Pre-K/VPK events when applicable, e.g. Pre-K graduation and school-wide literacy events. The program supports self-selected reading/check-out for pleasure, and reading/check-out related to research. It supports the annual Battle of the Books program as well as:

Dual Language initiatives

Fine Arts initiatives

S.T.E.M.

Literacy Events

PBiS initiatives such as weekly Hagen Heroes

General school news

Morning show activities also include student practice with Vlogging techniques, iMovie creation, and school-wide photography including special celebratory months/days/weeks and the Pledge of Allegiance. Library media instruction includes: standards-based and hands-on activities in StoryTimes, SMART-centered activities e.g. Ozobots and Code.org, as well as genre and non-fiction/research activities which incorporate movement and hands-on techniques; and TechSafe instruction.

Research techniques are also supported with district Portal databases, such as PebbleGo and Kids by Worldbook and Early Learning by Worldbook. Additional Portal databases utilized in the library media program include MackinVIA and Tumblebooks.

The library media program operates on a fixed schedule to ensure equitable access for all students. Instruction is provided weekly to support academic standards and digital literacy. The program supports special school initiatives such as Battle of the Books, Scholastic Book Fair and Literacy Week and provides a collaborative space for inquiry and research.

Goals and Objectives

Goal 1: Pack up weeded books from our fiction section.

Objective A: Collect necessary supplies, e.g. packing tape and boxes

Objective B: Organize boxes for next time the district visits us for weeded books.

Goal 2: Create a tech/computer lab area where our old computer lab used to be.

Objective A: Work with our campus ITSA to see what equipment is available.

Objective B: Create signage for the area.

Goal 3: Continue clearing out cluttered areas of the media center

Objective A: The A/V storage room

Objective B: The studio

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>\$439</i>	<i>\$439</i>
<i>Account 553420 - Media Subscriptions (Periodicals-Newspapers)</i>	<i>\$356</i>	<i>\$356</i>
<i>Account 561100 - Library Books</i>	<i>\$1040</i>	<i>\$1040</i>
<i>Account 562230 - Media A/V Equipment</i>	<i>\$462</i>	<i>\$462</i>
<i>Account 564220 - Furn-Fix/Equip</i>	<i>\$518</i>	<i>\$518</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>\$17,365</i>	<i>\$19,000 or more due to book fairs</i>
<i>State Media Allocation</i>	<i>FY26</i>	<i>Projected FY27</i>
<i>Account 561100 (program 3070) - Media Books</i>	<i>\$1403</i>	<i>\$1403</i>

Purchasing Plan FY27

Purpose	Amount
Supplies - consumables, incl. laminate and bulletin board paper, copy paper, construction paper	approx. \$400
Wish list: Our computer lab area needs additional computers. One of our goals is to fix up that area into a student-friendly space for research and enrichment.	N/A for now. Working with our ITSA to secure equipment.
Books - 3070 and 6202, including SSYRA and science-based non-fiction	approx \$2400
Total:	\$2, 800

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, Non-Fiction, Professional Collection.
- Digital: eBooks, Online Databases (District and Site-Licensed).
- Audiovisual: DVDs (Educational Use Only), Manipulatives/Realia.

Special Emphasis:

Since we are a dual language school, we have a collection of Spanish and Spanish-English bilingual fiction, easy picture book and non-fiction books.

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: 2 Desktop Student Workstations and 8 Chromebook stations.
- Additional Technology: SMARTBoard, Document Camera, Sound System.
- Makerspace: Coding Critters, Ozobots, Building Manipulatives.
- Mac laptops and iPads

Media Production:

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

Teacher Support and Workroom:

- Production: PosterMaker, Laminator, Die-Cut Machine.
- A/V Support: Cassette and DVD players

Circulation and Access:

- Devices: Dedicated Chromebook for circulation (check-in and check-out)
- Peripherals: Headphones, 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 library media specialist is in charge of collection development and uses professional judgment, school board policy language about Selection, utilizes faculty/administrative/student input and professional resources such as School Library Journal, Horn Book, Kirkus, Booklist and Follett Titlewave. Since Hagen is a Dual Language school, the library's collection also houses Spanish language non-fiction, picture books and fiction novels and chapter books, as well as DVD resources. Book purchases include Sunshine State Young Readers and SSYRA Jr. as well as Caldecott and Newbery award-winning age-appropriate purchases. The selection and evaluation criteria also includes curriculum needs as well as accuracy in information, particularly when contemplating non-fiction purchases. The process outlined here is founded in School Board Policy 8.12 and is critical to a library collection's development and upkeep.

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.

			
22, 248 Items in the Collection	30.3 Items per Student	31% Fiction Titles in the Collection	33% 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.			
	1998 Average Age of the Collection	66% Aged Titles	3% 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.	
			
20% Representative Titles in Collection	2000 Representative Titles Average Age	29% SLL Titles in Collection	2002 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	72	2008
Philosophy & Psychology	86	1999
Religion	63	1993
Social Sciences	1,460	1991
Language	138	1992
Science	1,887	1992
Technology	924	1999
Arts & Recreation	1,031	2001
Literature	383	1998
History & Geography	7,250	1996
Biography	1,336	1995
Easy	5,111	1996
General Fiction	6,812	2003
Graphic Novels 741.5	112	2000

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 rotating plan for Hagen Road for the next three years: FY27 Fiction, FY28 Non-fiction, and 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 is organized by genre using colored spine labels along the walls. Graphic Novels are separated into their own section. Easy Picture Books are located in aisle 1. Non-fiction is located in aisles 2, 3, 4, and 5. Aisles 4 and 5 house Biographies, organized by Subject Last Name.

Lost or Damaged Library Materials

Our school does a school-wide year-end push each May for the return of library books. We use celebrations, incentives and family communication, e.g. written reminders, newsletters and teacher assistance. For outgoing fifth grade students who have outstanding book check-outs, we send home a principal letter. The media specialist and the administration annually communicate and work together to address those students who have not returned their library books, using School Board Policy 2.21B(9) for guidance when the need arises: “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.”

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

School Year	Strategic Focus
FY27	Selection Priorities ● S.T.E.M. & Technology Non-fiction ● SSYRA Fiction ● Leveled Readers
	Inventory and Deselection (Weeding) Focus ● Non-Fiction 100s - 900s: INVENTORY ● 900s Countries: WEEDING FOCUS
FY28	Selection Priorities ● S.T.E.M. & Technology Non-fiction ● SSYRA Fiction ● Easy Picture Books
	Inventory and Deselection (Weeding) Priorities ● Easy Picture Books (INVENTORY) ● Easy Picture Books, Authors A-Z (WEEDING FOCUS)

FY29	Selection Priorities • Leveled Readers for Grades K&1 • SSYRA/Battle of the Books Fiction • Age-appropriate graphic novels
	Inventory and Deselection (Weeding) Priorities • Fiction, novels, chapter books: INVENTORY • 500s - 600s, Earth Sciences: WEEDING FOCUS

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)