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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

Grove Park Elementary is an IB school, and as such, we see the diversity of our community as one of our strengths. The student population is 62% Black, 26% Hispanic, 9% White, 2% Asian and 1% Indian. We celebrate and foster the growth of students to become inquirers, knowledgeable, caring, thinkers, communicators, principled, open-minded, balanced, risk-takers, and reflective. Students mostly come from working class families. 100% of the students at Grove Park Elementary qualify for free and reduced lunch. Grove Park families represent a global community, coming from 14 countries. 51% of students are English language learners. Students speak 8 languages, including: English, Spanish, Bengali, and Creole. Grove Park Elementary School library has a unique responsibility to serve our community because our library media center is many students' main access point for library services. Students are excited to come to the media center. They love storytimes, finding just the right books to check out and read on their own time, creating in our maker space, learning coding, and researching new information.

School Mission Statement

Grove Park Elementary School 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 successful careers.

At Grove Park Elementary School, our vision is to enable all young people, especially those who need us most, to reach their full potential as productive, caring, responsible citizens. In addition, Grove Park's vision aligns with the district's overall vision to create a dynamic collaborative multicultural community where education and lifelong learning are valued and supported, and all learners reach their highest potential and thrive in the global economy.

Media Center Mission Statement

The mission of the Grove Park Elementary Library Media Center is to provide a collaborative program that supports the love of reading and development of inquiring, knowledgeable and caring young people. It strives to assist all students to become global citizens who love reading and who use information to create a better and more peaceful world through intercultural understanding and respect.

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 program at Grove Park encourages students' love of reading and teaches students a variety of ways to obtain and use information so they can better solve problems, satisfy curiosity, and increase intercultural understanding and respect.

The library media program operates on a fixed schedule to ensure equitable access for all students. Every 7 days, students come to Media as a part of the Fine Arts rotation. Instruction alternates weekly with book checkout to support academic standards, digital literacy and allow students to learn how to use and access digital and print resources, best research practices (FINDS), STEM activities, makerspace, as well as also using Library resources to apply/enhance ELA/Science/Social Studies standards taught in the classroom.

Our media center is an exciting place. Students participate in reading challenges, like Battle of the Books, SSYRA Jr voting, and our 10 Book Challenge. Students make connections and discover new perspectives through read-alouds, author visits, special events like Read Across America, Literacy Week, community readers, Pop-up Museums, and book fairs.

Grove Park's library program supports the development of inquiring, knowledgeable and caring young people by offering many innovative ways for students to learn and grow. Makerspace allows students to get creative and collaborate, practicing 21st-Century skills with their library team. When students are coding, researching, working with robots, or designing models for 3-D printing they are thinking critically and communicating while also taking risks, making mistakes, and growing their resilience. Students also use communication skills and practice being responsible when borrowing books. Last, the library media center serves as a place for students and staff to unwind and practice social emotional skills like caring, being open-minded and finding balance in media use.

Goals and Objectives

Goal 1: Increase the circulation of non-fiction books. August 26 -May 27

- Label Biographies into subgroups (adventurers, artists, authors, athletes, inventors, American leaders, World leaders, musicians, scientists and mathematicians) for easier access and reshelving.
- Label fairy tales/folktales and legends for easier access and reshelving.
- Teach lessons related to biographies, fairy tales, and science
 - Connect lessons to where to find those books in the media center .

Goal 2: Students plan and use effective research strategies to locate information. August 26 -May 27

- Students learn and apply steps of FINDS.
- Based on a shared reading, students form a question.
- Based on research, students use digital and/or print resources to answer their question(s).

Goal 3: Increase circulation of fiction books.. August 26 -May 27

- Teach 5 finger rule for chapter books as a guide for students to reflect if the book is a “good fit.”
- Create a Beginning Readers section
- Increase inventory of and complete favorite chapter book series.
- Continue the 10 Book Challenge.

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>\$310</i>	<i>\$310</i>
<i>Account 553420 - Media Subscriptions (Periodicals-Newspapers)</i>	<i>\$307</i>	<i>\$307</i>
<i>Account 561100 - Library Books</i>	<i>\$900</i>	<i>\$900</i>
<i>Account 562230 - Media A/V Equipment</i>	<i>\$409</i>	<i>\$409</i>
<i>Account 564220 - Furn-Fix/Equip</i>	<i>\$512</i>	<i>\$512</i>
<i>Fundraising and/or Grants</i>	<i>FY26</i>	<i>Projected FY27</i>
<i>Bookfair profits</i>	<i>\$3,111.97</i>	<i>\$3,111.97</i>
<i>State Media Allocation</i>	<i>FY26</i>	<i>Projected FY27</i>
<i>Account 561100 (program 3070) - Media Books</i>	<i>\$1956</i>	<i>\$1956</i>

Purchasing Plan FY27

Purpose	Amount
Beginning Readers	\$2000
Chapter Books (High Interest and Reading level 1-3)	\$2000
Barcodes	\$600
Filament for 3D printer	\$200
Total:	\$4,800

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, and Professional Collection.
- Digital: eBooks, Digital Audiobooks, Online Databases (District Licensed).
- Audiovisual: Tonies, Wonderbooks, and Manipulatives/Realia.

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:

- Classroom Technology: Interactive Flat Panel, Document Camera, Sound System, 3 teacher laptops, 24 student chromebooks, and 32 student Ipads, mice.
- Makerspace: 3D Printer, Dash Robots, Ozobots, building and crafting Manipulatives.

Media Production:

- TV Studio: Full Production Studio (Cameras, Tri-Caster/Mixer, Lighting, Green Screen).
- Mobile News: Portable News Crew Equipment (camera and tripod)

Teacher Support and Workroom:

- Production: Large Format (Poster) Printer, 2 Laminators

Circulation and Access:

- Devices: iPads/Tablets (for Student/Staff Checkout)

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

In accordance with School Board Policy Section 8.12, and the mission of Grove Park Elementary, the library media center must have an adequate number and range of library media materials and resources available for students, teachers, and administrators to promote the development of life-long reading habits and information literacy skills in students. Materials and resources must provide a broad background of information resources in areas of knowledge and represent diverse points of view. Our collection should not only nurture the development of recreational reading/listening/ viewing, cultural appreciation, and aesthetic values, it must also represent the many religious, racial, ethnic, linguistic, and cultural groups in our society. Moreover, materials and resources should foster respect for diverse roles and contributions people make to the heritage and culture of our community.

When selecting materials and resources to add to our collection the media specialist takes input from administration, teachers, students, parents, and stakeholders. When students see themselves, their community, and interests reflected in their library media center materials and resources, they are more engaged and invested in learning, reading, and caring for our collection. This input is combined with a needs assessment from a collection analysis, professional reviews (Kirkus, School Library Journal, ALA Notable Children's Books, Booklist, Booklist Starred, Bulletin of the Center for Children's Books, Bulletin of the Center for Children's Books Starred, Horn Book Magazine, Horn Book Magazine Starred, Kirkus Reviews, Kirkus Reviews Starred, Library Journal, Library Journal Starred, Library Journal Web Only, Library Journal Web Only Starred, Publishers Weekly, Publishers Weekly Starred, Publishers Weekly Annex, Publishers Weekly Annex Starred, School Library Connection, School Library Connection Starred, School Library Journal, School Library Journal Starred, School Library Journal Xpress, School Library Journal Xpress Starred), school board policy Section 8.12, and state law to determine what titles and formats are most appropriate and beneficial to support our dynamic multicultural community.

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.

			
4149 Items in the Collection	7.4 Items per Student	49% Fiction Titles in the Collection	51% 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.			
	2015 Average Age of the Collection	24% Aged Titles	28% 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.	
			
30% Representative Titles in Collection	2015 Representative Titles Average Age	43% SLL Titles in Collection	2016 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	30	2013
Philosophy & Psychology	17	2014
Religion	14	2012
Social Sciences	215	2011
Language	11	2009
Science	495	2013
Technology	162	2013
Arts & Recreation	624	2018
Literature	51	2012
History & Geography	186	2014
Biography	275	2014
Easy	1271	2015
General Fiction	733	2018
Graphic Novels	482	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. and the storage of all print books. Future Inventory Rotation plan is as follows: 2027 Non-fiction, 2028 Easy and Biographies, 2029 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:

Easy books, and graphic novels are organized by the author's last name and labeled with a letter sticker above the call number that corresponds to the author's last name. Easy books have a white sticker and graphic novels have a red sticker. Fiction is genrefied with stickers for realistic fiction, sports, fantasy, scary, science fiction, and Historical fiction also placed above the call number. Additionally biographies are sorted by what the subject of the biography is famous for ex. adventurers, artists, authors, athletes, inventors, american leaders, world leaders, musicians, scientists. Books are shelved in these groupings and alphabetized within each group.

Lost or Damaged Library Materials

There is no fine for late materials. However, there is a limit to the number of books check out to each patrol at a time, so if students forget to return their books, they cannot check out more books until the original books are returned, or parents are contacted for resolution.

If books are lost/damaged, in accordance with School Board Policy 2.21B(9) which states: "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" students will be asked to pay 5\$ per book. If parents cannot pay the 5\$, they can contact the media specialist for a waiver or alternate way to repay (ex. student volunteer, reading reflections, alternate book donation).

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

School Year	Strategic Focus
FY27	Selection Priorities ● Beginning Readers ● Fiction
	Inventory and Deselection (Weeding) Focus 1. Non-Fiction 000-999 + Reference
FY28	Selection Priorities ● Graphic Novels ● Non-Fiction
	Inventory and Deselection (Weeding) Priorities 1) Easy 2) Biographies
FY29	Selection Priorities ● Easy ● Biographies
	Inventory and Deselection (Weeding) Priorities 1) Fiction (General Fiction, Easy, Story Collection, Graphic Novels).

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 and revised 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)