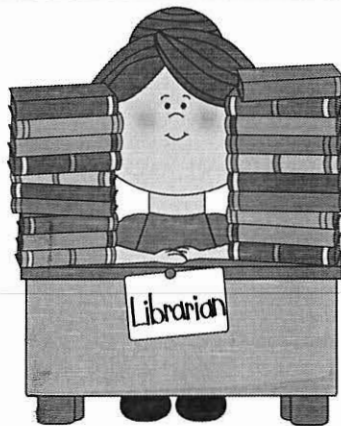
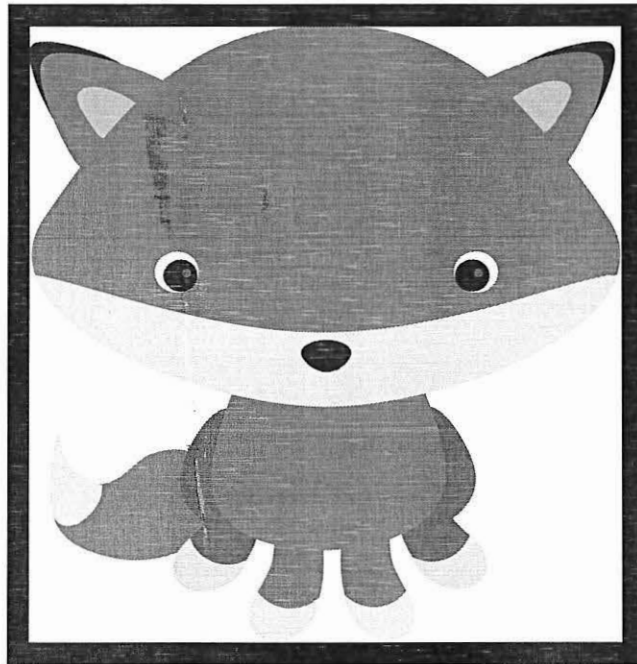




Heritage Elementary
FY27 Collection Development Plan

Susan Fein
Educational Media Specialist

Signature Page

Heritage Elementary
FY27 Collection Development Plan

Date Approved by Administration: **May 6, 2026**

Media Specialist Name: Susan Fein

Media Specialist Signature: _____

Principal Name: Nina Lant

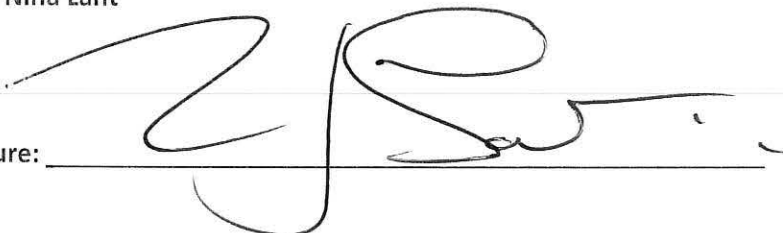
Principal Signature: _____

Table of Contents

<u>Purpose Statement</u>	Page 4
<u>Background Statement & School Community</u>	Page 4
<u>School Mission Statement</u>	Page 4
<u>Media Center Mission Statement</u>	Page 5
<u>Responsibility for Collection Management Development</u>	Page 5
<u>Library Program</u>	Page 5
<u>Goals and Objectives</u>	Page 6
<u>Budgeting and Funding</u>	Page 7
<u>Scope of the Collection</u>	Page 8
<u>Equipment</u>	Page 9
<u>Collection Development</u>	Page 10-11
<u>Selection Evaluation and Criteria</u>	Page 12
<u>Analysis of the Collection</u>	Page 13
<u>Gifts and Donations</u>	Page 14
<u>Collection Maintenance</u>	Page 15
<u>Lost or Damaged Library Materials</u>	Page 15
<u>Strategic Focus – Weeding & Acquisitions</u>	Page 16
<u>Reconsideration of Materials</u>	Page 16
<u>Appendices</u>	Page 17
<u>A - Library Bill of Rights</u>	Page 17
<u>B - ALA Intellectual Freedom Statement</u>	Page 17
<u>C - Board Policy 8.12</u>	Page 17
<u>D - Board Policy 8.1205</u>	Page 17
<u>E - Specific Material Objection Form</u>	Page 17

Purpose of Collection Development Plan

The Collection Development Policy is designed to support Heritage Elementary. The Library's Mission statement is to provide a collaborative program that supports the development of inquiring, knowledgeable, and caring young students. The library strives to assist all students in becoming global citizens who have a lifelong love of reading and who use the information to create a better and more peaceful world through intercultural understanding and respect. As our student population changes, the Media Center at Heritage elementary, reassesses and adapts its collections to reflect new and differing areas of interest and concern. The collection development policy is annually evaluated and revised as necessary to provide guidance for implementing changes in the collection. 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.

Background Statement & School Community

Heritage is a K-5 school with Students at Heritage Elementary school media center range from grades K through fifth. We have a 94% Minority rate and 95% Hispanic, 2% Caucasian. 3% African American. Students are represented by culturally diverse ethnic and economic backgrounds. The media center also serves faculty and staff. According to the school district website the school population breakdown is as follows: There are 729 students enrolled. There is 100 % free lunch. The special programs consist of 21st Century, SECME, Battle of the Books, STEM, Girls on the Run, PE Club, Dance Club, Student Voice Club, and Afterschool Tutorial.

School Mission Statement

Our mission is for all students to be academically proficient and demonstrate strong character making them productive in society. Our mission is for all students to be academically proficient and demonstrate strong character making them productive in society. The vision of Heritage Elementary school is to continue growing by:

1. Increasing literacy in all academic areas and maintaining high expectations.
2. Increasing critical thinking and student engagement in all academic areas.
3. Improving the academic achievement of the lowest 25% of students through personalized instructions.
4. Continuing staff development in areas necessary to continue professional growth through the pillars of effective instruction.
5. Providing a climate and culture which respects diversity and encourages students to become responsible and productive citizens through a single school culture.
6. Build relationships within the school and community

Media Center Mission Statement

The library Media Center at Heritage Elementary School strives to be the hub of the school, working with teachers and students to ensure that books, ebooks, resource materials, and technology are accessible and up to date. To assist meeting the academic, social, and emotional needs of students and staff. The Media Center is a warm, loving, and nurturing environment. The mission is for all students to be academically proficient and demonstrate strong character making them productive in society.

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 Heritage Media program is on a six day 35 minute fixed rotation schedule. The students are taught by the Media Specialist based on the BEST Standards for ELA instruction as well as science standards for STEAM lessons and skills. The Heritage Media program is on a six day 35 minute fixed rotation schedule. Media lessons are 15-20 minutes and checking out books/Makerspace is 15 minutes. Students are encouraged to use Destiny, MackinVia, Tumblebooks, Capstone, and other program resources to acquire materials of interest. Media lessons are planned using Blender to integrate classroom standards to correlate to each grade level. Media lesson plans are designed to collaborate with classroom lessons to support state standards in Language Arts, Science and Media skills. Lessons are also planned according to national initiatives such as International Dot Day, Career Day, Red Ribbon Week, TechSafe lessons, Digital Citizenship, Read Across America and other activities such as Author's Day, Literacy Week, Book Fair, and Makerspace.

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 SECME / Makerspace / Literacy Week / Heritage SWAG Program/ Book Fair and provides a collaborative space for inquiry and research.

Goals and Objectives

The library media specialist 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 through science and technology
- Encourage reading for pleasure
- Develop diverse interests for the enjoyment of life-long learning
- Provide and promote instruction to prepare students to become independent users of libraries and information resources.

The successful, self-aware learner should be able to:

- Identify, plan, and use resources
- Find and evaluate information
- Organize and maintain information
- Interpret and communicate information
- Use computers and technology to process information
- Use technology to present information
- Work with a variety of technologies
- Work interactively and collaborate with others.

Goals and Objectives for FY 26-27

- To help raise the school score from a B to an A.
- Goal 1: Teach Digital Citizenship lessons to all students.
 - Objective 1: Teach all students how to be safe online
 - Objective 2: Teach students to create a positive online community
 - Collaborate with classroom teachers on projects correlating with their standards and my research goals.
- Goal 2: To increase the collection and circulation of books and use of ebooks.
 - Objective 1: Use library media funds to order books and ebooks at a variety of different reading levels.
 - Objective 2: Teach all students how to access ebooks online.
- Goal 3: Teach all students how to use Destiny for: research, library book search and self-checkout.
 - Objective 1: Teach students how to easily find what they need and where the books are located in different parts of the library.
 - Objective 2: Make sure all students know how to check in and out their library books.

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.

In the FY26 budget column, replace the amounts with your actual budget obtained from your bookkeeper. The FY27 Projected Budget column can contain the same dollar amounts as FY26.

<i>School-based Operating Budget</i>	<i>Budget FY26</i>	<i>Projected FY27 Budget</i>
<i>Account 551100 - Media Supplies</i>	<i>\$136</i>	<i>\$136</i>
<i>Account 553420 - Media Subscriptions (Periodicals-Newspapers)</i>	<i>\$198</i>	<i>\$198</i>
<i>Account 561100 - Library Books</i>	<i>\$ 595</i>	<i>\$ 595</i>
<i>Account 562230 - Media A/V Equipment</i>	<i>\$265</i>	<i>\$ 265</i>
<i>Account 564220 - Furn-Fix/Equip</i>	<i>\$331</i>	<i>\$ 331</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>\$ 2500</i>	<i>\$ 2500</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 <<put your purchasing priorities for the FY27 school year in this table>>

Purpose	Amount
Purpose	
materials	\$1500
books	\$1403
supplies	\$750
STEM	\$200
Total:	\$ 3853

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).
- Audiovisual: Manipulatives

Special Emphasis:

The Heritage collection consists of fiction, nonfiction books, graphic novels, and biographies with some reference books. A collection of District-provided databases and eBooks has expanded our local collection and provide 24/7 access for students. The collection development is focused on the curriculum of Heritage Elementary School, which follows the guidelines of the School District of Palm Beach County, which in turn are governed by the Department of Education of the State of Florida. According to best practices for school libraries in the United States, the print and non-print collection at Heritage Elementary School is arranged by the Dewey Decimal Classification System. Additional resources are provided by district-wide subscriptions to

electronic information databases. The library media collection includes all the resources available in the school library media center along with all those that students, faculty and administrators can access through interlibrary loan. There are laptops and STEAM materials in the Makerspace centers. Materials will support both curriculum and pleasure reading as per School Board Policy 8.12 and also that per District policy, the collection will be arranged in standard Dewey order for MARC records.

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.
- Makerspace: Puzzles, Building Manipulatives, Play-Doh

Teacher Support and Workroom:

- Production: Large Format (Poster) Printers/Copy Machines, Laminator, Die-Cut Machine.

Circulation and Access:

- Devices: Student Laptops/Chromebooks iPads/Tablets (for Students)

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

Collections are carefully selected. Materials support instructional programs and promote reading at varying reading levels, interest and learning styles, providing freedom of choice. Library media materials are suited to student needs and their ability to comprehend the material presented, and are appropriate for the grade level and age group for which the material is used. The use of reviews are used to determine appropriateness of materials. Professional review consists of but not limited to Library Journal, Booklist and other professional sources.

The "Library Bill of Rights" is used as a suggested guideline. District policy takes precedence and governs the selection, retention and disposition criteria of library materials. Selection of materials is consistent with provision in the School Board's collective bargaining agreement with CTA relating to academic freedom and responsibilities. Consistent with Fla. Stat. 1006.28 (2) (a) 2, library media materials must be suited to student needs and their ability to comprehend the material presented, and be appropriate for the grade level and age group for which the material is used.

Library media specialists, teachers and administrators at each school location shall evaluate and select print and non-print materials for the library media center using several of the criteria outlined below, as appropriate for the media type. Educational significance material is valuable to courses of study or library media collection. Material is age, maturity, diverse interest and learning appropriateness. Nonfiction information is correct, recent and objective. Content is covered adequately to achieve its intended purpose. The author, editor, or producer has a superior reputation for producing materials of this nature. The item has maps, charts, graphs, glossaries, and/or other learning aids that support the content, are unique or are valuable. Material has the potential for frequent use or is of a nature that it will be considered consumable. No books or other material

containing pornography or otherwise prohibited by Fla. Stat. § 847.012 as harmful to minors shall be used. Library media materials used in a school shall be procured and used in accordance with federal, state and District copyright laws, rules, and policies as referenced in School Board Policy 8.12.

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

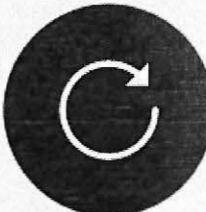
The School District Library Media Services Department supports school-based library media center personnel and establishes uniform policies and procedures for school library media centers throughout the District. These services include, but are not limited to:

- 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.

			
16,271 Items in the Collection	20.2 Items per Student	4,404 Fiction Titles in the Collection	27 % 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	68% Aged Titles	7% 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.	
			
31% Representative Titles in Collection	2004 Representative Titles Average Age	33 (%) SLL Titles in Collection	2005 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.

Computer Science, Information & General Works	58	2013
Philosophy & Psychology	75	2009
Religion	54	2005
Social Sciences	947	2002
Language	109	2000
Science	1,613	2005
Technology	781	2005
Arts & Recreation	1,149	2011
Literature	346	2003
History & Geography	953	2003
Biography	1,097	2003
Easy	4,009	2002
General Fiction	4,404	2006
Graphic Novels (741.5) See Help document if needed	593	2015

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 Easy, FY28 Non-fiction, and 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:

Our collection is labeled with clear signage.

Fiction is labeled by author's last name using colored spine labels, Biographies are filed by Subject Last Name, Graphic Novels are separated into their own section.

Lost or Damaged Library Materials

Students are responsible for lost materials. There may be a fine.

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

FY27	Selection Priorities To purchase new nonfiction books and graphic novels.
	Inventory and Deselection (Weeding) Focus 1) Non-Fiction 000-599 + Biographies 2) Weeding 000-399
FY28	Selection Priorities [To purchase new biographies.
	Inventory and Deselection (Weeding) Priorities 1) 600-999 + Reference 2) Weeding Biographies 92
FY29	Selection Priorities [To purchase new fiction books.
	Inventory and Deselection (Weeding) Priorities 1) Fiction (Easy, Story Collection, Graphic Novels). [Note: As this begins a new 3-year cycle, this focus mirrors the FY26 mandate.] 2) Weeding 700-799 + Biographies and Spanish section

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)