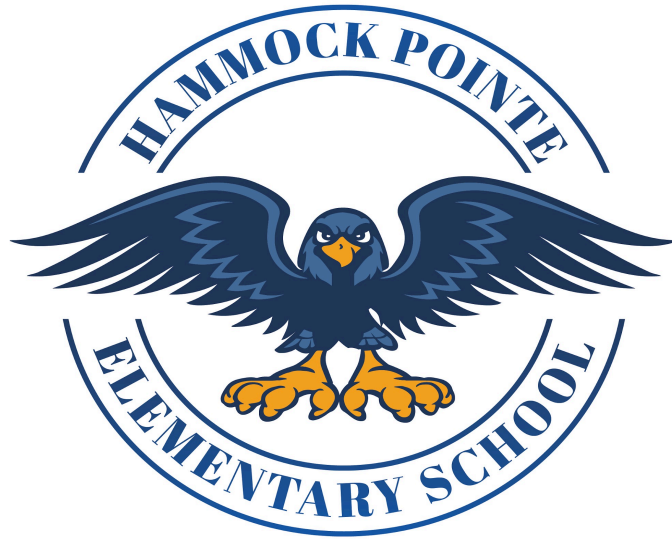




Hammock Pointe Elementary FY27 Collection Development Plan

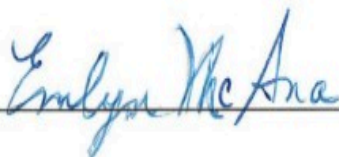
Emlyn McAna
Educational Media Specialist

Signature Page.

Hammock Pointe Elementary
FY27 Collection Development Plan

Date Approved by Administration: May 7, 2026

Media Specialist Name: _____ Emlyn McAna _____

Media Specialist Signature:  _____

Principal Name: _____ Stephanie Cook _____

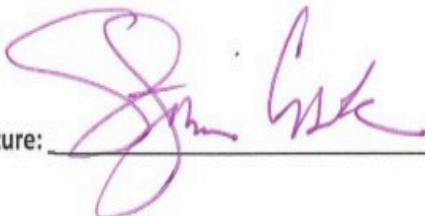
Principal Signature:  _____

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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

Hammock Pointe is an A rated school of Excellence. It serves students who reside in the southwest portion of Palm Beach County. Hammock Pointe has approximately 900 students in grades Pre-K through 5th grade. This year, we will not qualify for Title 1 funding. This brings additional challenges as we seek funding for programs that support literacy. Hammock Pointe has a diverse population including ESE and ELL students. We are a Raise School with more than 50% of our first graders in 2025 not meeting proficiency standards in reading. The school has had a huge increase in the number of ELL students that speak Spanish, Portuguese, Creole and Russian and various other dialects. The faculty works closely with the Literacy Coalition and the Build a Better Reader Program as well as Roots and Wings to support the needs of our diverse population. Individuals come to our school on a regular basis and work with students to improve literacy. Working together they utilize the library resources and staff to improve students' reading skills by asking for assistance in choosing just the right books. In addition to outside support from the Literacy Coalition, this year we have volunteer tutors who come in to work with individual students as a way to close the gap in language and literacy.

School Mission Statement

Hammock Pointe 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, environmental awareness, and ethics required for responsible citizenship and productive careers.

Media Center Mission Statement

The Hammock Pointe Library Media program strives to provide opportunities for students and staff to become effective users of ideas and information. We work to prepare and develop our students as life-long learners. Our mission is to support the instructional program of the school while developing twenty first century language learners. The HPES is dedicated to designing and maintaining a library media program that supports, complements, and expands the instructional program of the school. We begin each day with the Morning show. After 30 years, our HPTV studio was updated and brought into the digital age fulfilling one of our media goals. It provides student practice highlighting the special activities happening on campus or locally. It promotes all literacy events and special programs taking place that week as well as our daily introduction with the Pledge of Allegiance followed by a Patriotic song and a moment of silence. Library media instruction includes standards-based activities. Fictional StoryTimes, as well as genre and non-fiction/research activities which incorporate movement and hands-on activities. Responsible technology usage is incorporated and taught through TechSafe instruction. Research techniques are also supported with district Portal databases, such as PebbleGo and Gale research. Additional Portal databases utilized in the library media program include MackinVIA and Tumblebooks.

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 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 Read for the Record, Literacy Week, Literacy Coalition, Roots and Wings as well as promoting New Worlds Reading and provides a collaborative space for inquiry and research.

Goals and Objectives

Goal 1: To increase the student use of books and materials. Create displays that feature new releases and books in series to promote an excitement for reading. Continue teaching students to use Destiny to locate books of interest and be more independent users in the Media Center.

Goal 2: Focus on nonfiction starting with the replacement of age sensitive books. To weed and replace up-to-date books in the categories listed below. Books will be replaced on an ongoing basis in age sensitive areas. 300 - Political Science and Social Services 500 - Astronomy and Ecosystems 600 - Science 900 - History and Geography

Goal 3: Schedule time for Administrative Tasks Materials Seeking Approval for Purchases Management of the Collection Set aside specific days in the month that the media specialist can work on the upkeep and development of the library's book collection

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>\$686</i>	<i>\$800</i>
<i>Account 553420 - Media Subscriptions (Periodicals-Newspapers)</i>	<i>\$412</i>	<i>\$0</i>
<i>Account 561100 - Library Books</i>	<i>\$1235</i>	<i>\$2000</i>
<i>Account 562230 - Media A/V Equipment</i>	<i>\$549</i>	<i>\$600</i>
<i>Account 564220 - Furn-Fix/Equip</i>	<i>\$686</i>	<i>\$700</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>\$10000</i>	<i>\$10000</i>
<i>State Media Allocation</i>	<i>FY26</i>	<i>Projected FY27</i>
<i>Account 561100 (program 3070) - Media Books</i>	<i>\$2694</i>	<i>\$2700</i>

Purchasing Plan FY27

Purpose	Amount
Books (Fiction)	\$4000
Books (non Fiction)	\$4000
Sensory	\$500
Stem	\$500
Supplies	\$1500
Total:	\$10,500

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, Digital Audiobooks, Online Databases (District)

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: [28] Desktop Student Workstations.
- Classroom Technology: Interactive Flat Panel, Document Camera, Sound System.

Media Production:

- TV Studio: Full Production Studio (Cameras, ATEM/Mixer, Lighting,).
- Student Production: Cameras/Tripods, Microphones, Padcaster Equipment, Production iPads.

Teacher Support and Workroom:

- Laminator, Die-Cut Machine.

Circulation and Access:

- Devices: Student Chromebooks (12 Daily Loaners), Laptop Chargers, Peripherals: Headphones.

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 8.12 and state mandates, materials for school media centers and classroom libraries are curated through a rigorous selection process. To support the instructional program and foster an excitement for reading, resources are chosen to accommodate diverse learning styles, interests, and academic levels. Each school, adhering to the "Library Bill of Rights" and District Policy 8.1205, maintains professional procedures for the evaluation, management, and disposal of collection materials. Per Florida Statute 847.012, the criteria of Obscenity and Copyright are mandatory considerations for all vetting. Selection is performed by certified media specialists, faculty, and administration through firsthand examination or by consulting reputable review sources, such as :
Booklist, School Library Journal, Horn Book, Children's Catalog, and Kirkus.

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.

			
16,364 Items in the Collection	19 Items per Student	27% Fiction Titles in the Collection	40% 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	69% Aged Titles	6% 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.	
			
4754 Representative Titles in Collection	2003 Representative Titles Average Age	5253 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.

Section	# of Titles	Average Age (year)
Computer Science, Information & General Works	60	2005
Philosophy & Psychology	54	2003
Religion	51	1996
Social Sciences	1279	1997
Language	358	1998
Science	1832	2007
Technology	883	2006
Arts & Recreation	863	2013
Literature	333	1997
History & Geography	850	2004
Biography	1103	2004
Easy	3759	2000
General Fiction	4416	2006
Graphic Novels	265	2020

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.

FY 27 Easy

FY 28 NonFiction

FY 29 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:

Fiction and Easy is organized by the first 3 letters of the author's last name.

Biographies are in a section labeled Biographies 92 and filed by the author's last name.

Non fiction is organized by subject within their Dewey Decimal Classification There are 10 main subject classes.

Graphic Novels 741.5 have their own location separate from nonfiction.

Lost or Damaged Library Materials

Beginning this year fees will be charged for lost or damaged books. An account through School Cash online will be established. A formal letter regarding the cost of the materials will be sent home with the student as well as the directions to process the fee by accessing School Cash online. Due to the increase in our ELL population, this policy will be translated into Spanish, Portuguese, Creole and Russian. [Discuss with your principal.

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

School Year	Strategic Focus
FY27	Selection Priorities ● SSYRA ● Sports/NFL, NHL ● Biographies
	Inventory and Deselection (Weeding) Focus ● Easy ● Weeding 200's/300's
FY28	Selection Priorities ● SSYRA ● Social Science ● Science
	Inventory and Deselection (Weeding) Priorities ● NonFiction ● Weeding 400's /600's
FY29	Selection Priorities ● SSYRA ● History & Geography
	Inventory and Deselection (Weeding) Priorities ● Fiction ● Weeding Prof./900's

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)