

FY27 COLLECTION

DEVELOPMENT POLICY

JC Mitchell Elementary School



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TABLE OF CONTENTS

PURPOSE OF COLLECTION DEVELOPMENT POLICY.....	3
BACKGROUND STATEMENT & SCHOOL COMMUNITY.....	3
SCHOOL MISSION STATEMENT.....	4
MEDIA CENTER MISSION STATEMENT.....	4
RESPONSIBILITY FOR COLLECTION MANAGEMENT & DEVELOPMENT.....	4
LIBRARY PROGRAM.....	5
GOALS AND OBJECTIVES.....	6
BUDGETING AND FUNDING.....	7
SCOPE OF THE COLLECTION.....	8
EQUIPMENT.....	9
COLLECTION DEVELOPMENT & MAINTENANCE.....	9
SELECTION AND EVALUATION CRITERIA.....	10
DISTRICT-WIDE "PROCEDURES FOR SELECTING AND DEVELOPING LIBRARY COLLECTIONS.....	11
COLLECTION ANALYSIS.....	13
COLLECTION ANALYSIS BY CATEGORY.....	14
GIFTS AND DONATIONS.....	15
COLLECTION MAINTENANCE.....	15
COLLECTION ORGANIZATION AND VISUAL NAVIGATION.....	16
LOST OR DAMAGED LIBRARY MATERIALS.....	17
STRATEGIC FOCUS – INVENTORY, DESELECTION (WEEDING), AND ACQUISITIONS.....	18
RECONSIDERATION OF MATERIALS.....	19
ANNUAL EVALUATION & REVISION OF COLLECTION DEVELOPMENT PLAN.....	19
APPENDIX A: LIBRARY BILL OF RIGHTS.....	20
APPENDIX B: INTELLECTUAL FREEDOM STATEMENT.....	20
APPENDIX C: BOARD POLICY 8.12 -.....	20
APPENDIX D: BOARD POLICY 8.1205 -.....	20
APPENDIX E: SPECIFIC MATERIAL OBJECTION FORM.....	20

FY27 COLLECTION DEVELOPMENT POLICY

JC Mitchell Elementary School

School District of Palm Beach County, Florida

PURPOSE OF COLLECTION DEVELOPMENT POLICY

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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

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School Profile

J.C. Mitchell Elementary, located in Boca Raton, Florida, is a diverse school that has consistently maintained a "B" rating for the past couple of years. Our current school enrollment for the 2025-26 school year is 598 students (Grades K-5), which includes a Pre-Kindergarten program. We serve students from Kindergarten through fifth grade and offer specialized support, including a gifted program and a comprehensive Exceptional Student Education (ESE) program. The J.C. Mitchell Media Center supports all students, including those in our IND (Intellectually Disabled) unit classes, as well as our teachers and staff.

Our school community is characterized by its significant diversity, encompassing students from various cultural and economic backgrounds. Notably, J.C. Mitchell is a Title I school with a high percentage of students qualifying for specialized support. The growing number of Hispanic students at our school has led to the creation of a dedicated Spanish language book section within the Media Center to support their biliteracy development.

Student Population Breakdown (2025-26)

Hispanic: 43%

White: 32%

Black: 16%

Asian: 5%

Other (Multiracial): 4%

Economically Disadvantaged (Free or Reduced Lunch): 74.9%

English Language Learners (ELL): 27%

SCHOOL MISSION STATEMENT

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J.C. Mitchell 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 the knowledge, skills and ethics required for responsible citizenship and productive careers.

MEDIA CENTER MISSION STATEMENT

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The J.C. Mitchell Library Media Center fosters a lifelong passion for reading and academic excellence. We empower our community by providing the resources and critical skills necessary for students to become confident, independent users of information in an ever-changing world.

RESPONSIBILITY FOR COLLECTION MANAGEMENT & DEVELOPMENT

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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

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The J.C. Mitchell Media Center operates on a 6-day Fine Arts rotation, providing instruction to six classes daily. On the sixth day of the cycle, I supervise students in In-School Suspension (ISS) while managing administrative library duties.

Instructional & Supervisory Responsibilities:

Small Group Intervention: Daily from 9:00 AM – 9:30 AM, I lead a foundational phonics small group to support early literacy.

Recess Supervision: I provide daily recess coverage for second-grade students from 9:30 AM – 10:00 AM.

PLC Coverage: From Tuesday through Thursday (1:30 PM – 2:15 PM), the Fine Arts team provides essential coverage for homeroom teachers during their Professional Learning Community (PLC) meetings.

Curriculum & Literacy Focus:

The school year begins with students acquiring foundational skills in navigating the Follett Destiny catalog to locate resources independently. Our instruction is tailored by grade level to ensure library skills remain relevant and engaging. A significant emphasis for our primary students is placed on fostering a love of reading through interactive storytimes and hands-on literacy activities.

Media Production & School Culture:

The Media Center serves as the hub for our school's communication through the JCM Morning Announcements. These are produced daily by students in our dedicated TV Production Studio, providing hands-on experience in broadcasting, technology, and communication. Furthermore, the Media Center leads school-wide

literacy initiatives, including Literacy Week, Read Across America, and School Library Week, to celebrate and promote a culture of reading.

GOALS AND OBJECTIVES

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GOAL 1: OPTIMIZE EARLY LITERACY RESOURCES (FOCUS: EASY & LEVELED READERS)

The J.C. Mitchell Media Center will refresh and align the Easy and Leveled Reader collections to support foundational literacy. By the end of the 2026-2027 school year, we will achieve a 15% increase in circulation within these sections.

Objective 1: Complete a comprehensive inventory of the Easy and Leveled Reader sections to remove damaged or out-of-date materials.

Objective 2: Utilize FY27 funds to purchase high-interest, B.E.S.T. standards-aligned readers that support 1st and 2nd-grade fluency goals.

GOAL 2: EXPAND AND MODERNIZE THE GRAPHIC NOVEL COLLECTION

The JCM Media Center will expand the Graphic Novel sublocation to meet high student demand and support visual literacy. We aim to increase the title count in this section by 20% using Book Fair and state-allocated funds.

Objective 1: Use student "Wish Lists" from the Book Fair and circulation data to identify and acquire trending series and diverse graphic adaptations of classic literature.

Objective 2: Implement a "Graphic Novel Spotlight" in the JCM Morning Announcements to highlight new arrivals and encourage independent checkout.

GOAL 3: ENHANCE COLLECTION RELEVANCE THROUGH STRATEGIC DESELECTION

The JCM Media Center will improve the "Average Age" and accuracy of the collection through a targeted weeding and replenishment cycle. By May 2027, the "Aged Titles" percentage in the Nonfiction and Biography sections (currently 39%) will be reduced by at least 5%.

Objective 1: Systematically deselect (weed) the Nonfiction and Biography sections for factual inaccuracy, poor physical condition, and low circulation.

Objective 2: Create a "New & Noteworthy" display for the updated Spanish Language and Biography titles to re-engage 3rd-5th grade students with the "Who Was" series and other contemporary biographies.

BUDGETING AND FUNDING

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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.

The J.C. Mitchell Library Media Center (LMC) is funded through a combination of district-allocated and school-generated sources. For the current fiscal year, the school-based operating budget is approximately \$2,486, supplemented by a State Media Allocation (Program 3070) of \$1,908. Furthermore, the LMC successfully generated \$4,643.83 in additional funding through our annual Book Fair and internal accounts. This brings our total available funding for collection development and library enhancements to \$9,037.83.

School-based Operating Budget	Budget FY26	Projected FY27 Budget
Account 551100 - Media Supplies	\$884.00	\$884.00
Account 553420 - Media Subscriptions (Periodicals-Newspapers)	\$0	\$0
Account 561100 - Library Books	\$1,592.00	\$1,592.00
Account 562230 - Media A/V Equipment	\$0	\$0
Account 564220 - Furn-Fix/Equip	\$0	\$10
Fundraising and/or Grants	FY26	Projected FY27
Media Center Internal Account number for your grant(s) (get this from your bookkeeper)	\$4,643.83	\$4,643.83
State Media Allocation	FY26	Projected FY27
Account 561100 (program 3070) - Media Books	\$1,908.00	\$1,908.00

Approximate Purchasing Plan 2026-2027

Purpose	Amount
High Fiction Books, Leveled Readers, and Who Was Books.	\$3,194
Supplies/Other	\$1,200
Book Taco Reading Program	\$2,300
Total :	\$6,694

SCOPE OF THE COLLECTION

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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.
- Digital: eBooks, District Online Databases.

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.

SITE LICENSES:

- Book Taco

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

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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: 10 Desktop Student Workstations.
- Classroom Technology: Interactive Flat Panel, Sound System.

MEDIA PRODUCTION:

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

TEACHER SUPPORT AND WORKROOM:

- Production: Laminator, Die-Cut Machine.

COLLECTION DEVELOPMENT & MAINTENANCE

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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

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The selection of materials for the J.C. Mitchell Media Center is a deliberate process aimed at fostering academic excellence and a lifelong passion for reading. Our collection is curated in strict accordance with School Board Policy 8.21 (6.d) and Florida Statute §847.012.

1. THE FOUNDATION OF SELECTION:

All materials are evaluated as a whole, considering the author's or producer's intent rather than focusing on isolated pages or phrases taken out of context. We prioritize:

- Educational Significance: Relevance to the Florida State Standards and school curriculum.
- Appropriateness: Alignment with the age, emotional maturity, and diverse interests of elementary students.
- Balanced Representation: Sensitivity to the achievements and rights of all ethnic groups and cultures, providing a balanced view of public issues and ideologies.

2. PROFESSIONAL EVALUATION TOOLS

To ensure quality and objectivity, we utilize reputable, peer-reviewed professional sources. Materials are typically selected based on favorable reviews from at least two of the following:

- School Library Journal | The Horn Book | Booklist | Kirkus Reviews
- **Award-winning titles:** Newbery, Caldecott, Coretta Scott King, and SSYRA (Sunshine State) lists.

3. CRITICAL CRITERIA FOR PURCHASE

Per district policy, our Media Specialist evaluates every item against specific standards, including:

- **Accuracy & Authority:** Ensuring nonfiction is objective, recent, and created by reputable authors.
- **Literary & Aesthetic Merit:** High-quality plot, characterization, and visual presentation.
- **Technical Quality:** Clear audio/visuals and physical durability for frequent use.
- **Legal Compliance:** Strictly adhering to Florida Statutes regarding obscenity (Fla. Stat. § 847.012) and federal Copyright laws (Policy 8.121).

4. COLLECTION GOALS

Our final decisions consider the needs of the collection as a whole, ensuring a wide range of reading levels (Lexiles) that both challenge students and support their independent navigation of information in an ever-changing world.

DISTRICT-WIDE “PROCEDURES FOR SELECTING AND DEVELOPING LIBRARY COLLECTIONS

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[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

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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.

			
9,430 Items in the Collection	16.0 Items per Student	68% Fiction Titles in the Collection	32% Percent of nonfiction in the collection
<i>Library media resources are curated to include both recently published works and classics that both rightfully impact the average age of the collection.</i>			
	2012 Average Age of the Collection	39% Aged Titles	17% 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.	
			
29% Representative Titles in Collection	2012 Representative Titles Average Age	43% SLL Titles in Collection	2014 SLL Titles Average Age

COLLECTION ANALYSIS BY CATEGORY

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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
Computer Science, Information & General Works	48	2014
Philosophy & Psychology	17	2010
Religion	21	2007
Social Sciences	402	2008
Language	15	2007
Science	864	2008
Technology	306	2011
Arts & Recreation	358	2011
Literature	158	2008
History & Geography	447	2011
Biography	370	2010
Reference	24	2001
Easy	2,209	2011
General Fiction	3,424	2014
Graphic Novels	545	2020
Spanish Language Books	211	2019

GIFTS AND DONATIONS

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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

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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.

School Year	Sections to be Inventoried
2026 - 2027	Easy, Carts, Leveled Readers, & Graphic Novels
2027 - 2028	Nonfiction, Biography, Reference, & Spanish
2029 - 2030	Fiction, Intermediate, & Easy Fiction

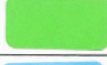
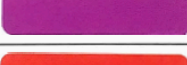
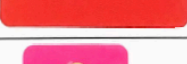
COLLECTION ORGANIZATION AND VISUAL NAVIGATION

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To enhance accessibility and independent navigation, the J.C. Mitchell Media Center is divided into clear sublocations. Our primary sections include EASY, FICTION, INTERMEDIATE, NONFICTION, GRAPHIC NOVELS, and BIOGRAPHIES. Within these areas, specialized collections are maintained for:

- Spanish Language books
- Paperbacks
- Leveled Reading materials
- "Who Was" Biography series

To ensure easy browsing, all books (with the exception of the Dewey-sequenced Nonfiction section) are labeled to clearly indicate their designated sublocation.

JC MITCHELL ELEMENTARY MEDIA CENTER LABELS			
EASY		GRAPHIC NOVELS	
LOW FICTION		BIOGRAPHY	
HI FICTION		STATES	
SPANISH		SPANISH PAPERBACKS	
BASKETS		NONFICTION	
INTERMEDIATE		INT. NONFICTION	
CLASSICS		GN GRAPHIC LIBRARY	
WHO WAS SERIES		PAPERBACKS	

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.

LOST OR DAMAGED LIBRARY MATERIALS

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PROCEDURES:

- If a library book is lost or returned damaged and unsuitable for the collection, as judged by the library staff, the patron will be charged the cost of replacement.
- The library staff will determine whether a damage is repairable or not. Water damage will be deemed unrepairable regardless of the amount of damage.
- The patron in whose name the library material is checked out is responsible for assuring that the item is returned to the library. Students should not let other students borrow their library materials.
- No student may be denied access to check out books because of their inability to pay for damaged/lost books as long as the student has not gone over the limit of their borrowed books.
- School administration may at its discretion allow exceptions to the provisions in any or all of the LOST/DAMAGE charges.
- The librarian reserves the right to make accommodations in the policy depending on individual circumstances. For example, students placed into foster care would not be held responsible for missing items left in the home.

STRATEGIC FOCUS – INVENTORY, DESELECTION (WEEDING), AND ACQUISITIONS

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School Year	Strategic Focus
FY27	Selection Priorities Focus on refreshing the Easy and Graphic Novel collections. Priorities include replacing worn-out classics with durable library-bound editions and expanding the Graphic Novel section to meet high student demand. We will also update Leveled Readers to ensure alignment with current B.E.S.T. standards and foundational literacy goals.
	Inventory and Deselection (Weeding) Focus <i>INVENTORY:</i> Easy, Carts, Leveled Readers, & Graphic Novels <i>DESELECTION:</i> Nonfiction, Biography, Reference, and Spanish
FY28	Selection Priorities Focus on the Nonfiction and Biography collections. Priorities include acquiring up-to-date STEM resources, current world geography, and diverse biographies that reflect our school community. We will also prioritize expanding our Spanish Language collection to support dual-language learners and inclusive reading.
	Inventory and Deselection (Weeding) Priorities <i>INVENTORY:</i> Nonfiction, Biography, Reference, & Spanish <i>DESELECTION:</i> Fiction, Intermediate, and Easy Fiction
FY29	Selection Priorities Focus on General Fiction and Intermediate titles. Priorities include acquiring recent award-winners (Newbery, SSYRA) and high-interest series that foster a love of reading for pleasure. We will use circulation data to identify and purchase popular genres (mystery, fantasy, realistic fiction) that are currently underrepresented.
	Inventory and Deselection (Weeding) Priorities <i>INVENTORY:</i> Fiction, Intermediate, and Easy Fiction <i>DESELECTION:</i> Easy, Carts, Leveled Readers, & Graphic Novels

RECONSIDERATION OF MATERIALS

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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 CHALLENGE 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 & REVISION OF COLLECTION DEVELOPMENT PLAN

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This collection development plan will be reviewed annually.

APPENDIX 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

APPENDIX 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

APPENDIX C: BOARD 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)

APPENDIX D: BOARD 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)

APPENDIX E: SPECIFIC MATERIAL OBJECTION FORM

School Board of Palm Beach County (November 14, 2023). Specific Material Objection Form.

[Link](#) (Accessed March 13, 2026)

FY27 COLLECTION DEVELOPMENT POLICY

JC Mitchell Elementary School

School District of Palm Beach County, Florida

Date Approved by Administration: 3/31/2026

Media Specialist's Name: Alessandra Novoa

Media Specialist's Signature: Alessandra Novoa — 3/31/2026

Administrator's Name: Dr. Joan Pierre-Jerome

Administrator's Signature: Joan Pierre-J — 3/31/2026