

FY27 COLLECTION DEVELOPMENT PLAN



Hope Centennial Elementary School FY27 Collection Development Plan

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Signature Page

Hope Centennial Elementary

FY27 Collection Development Plan

Date Approved by Administration: 5/1/26

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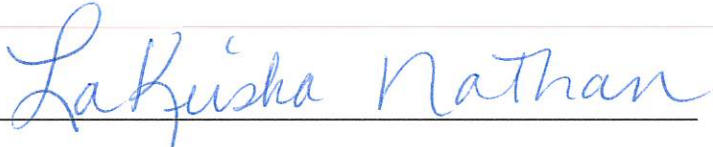
Principal Signature: 

Table of Contents

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

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

The users of Hope Centennial Elementary School Media Center come from grades Pre-Kindergarten through fifth grade (as well as from the surrounding adult community). They represent culturally diverse ethnic and economic backgrounds. Hope Centennial Elementary is located in West Palm Beach, Florida. It serves Pre-K through fifth grade students. The school presently has a school population of approximately 693 students. The school offers the VPK and the Spanish Dual Language program.

Hope Centennial Elementary School's library/media center staff consists of one full-time media specialist. The library/media center along with art, music, physical education and guidance consists of the fine arts rotation schedule.

Hope Centennial Elementary has a culturally and ethnically diverse student population representing different economic and ethnic backgrounds which include: 54% Black, 29% Hispanic, 16% White, and 1% Mixed Race. Forty-nine percent of our students are ELL (English Language Learners).

The school library media program at Hope Centennial Elementary strives to provide information resources which will facilitate the educational goals of the students, faculty and staff. The Library Media Center (LMC) program is committed to helping students achieve academic success, be effective users of information, enjoy literature and become lifelong learners.

School Mission Statement

Hope Centennial Elementary School's mission statement aligns with the School District of Palm Beach County School District's mission statement. The mission of Hope Centennial Elementary School is to educate, affirm, and inspire each student in an equity-embedded school system.

Media Center Mission Statement

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. 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, stimulates intellectual curiosity. Encourage pleasure reading, 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, evaluate, organize and maintain information. The self-aware learner will use computers and technology to process information. The use of different technologies will be utilized to present information.

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 bi-weekly to support academic standards and digital literacy.* The program supports special school initiatives such as Literacy Week, Book Club, MakerSpace Club, Book Fairs and Little Library and provides a collaborative space for inquiry and research. The Little Library provides students with a free book that they can take home, read and return. It functions on the honor system. Incentives are also provided to students by the Media Specialist to encourage reading and to participate in different activities within the library program. The library program instruction includes literacy and technology instruction.

Goals and Objectives

- Goal 1:** By April 2027, update and order new Spanish and Creole books for the collection by 10% to support our English Language Learners and the Dual Language Program.
- Goal 2:** By April 2027, update and reorder lost, missing and weeded books from the collection by 10% to support school curriculum and meet the needs of students, teachers and administration.
- Goal 3:** By May 2027, circulation statistics for students and teachers will increase by 10% from the previous year.

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>\$865</i>	<i>\$870</i>
<i>Account 553420 - Media Subscriptions (Periodicals-Newspapers)</i>	<i>\$125</i>	<i>\$125</i>
<i>Account 561100 - Library Books</i>	<i>\$985</i>	<i>\$1,000</i>
<i>Account 562230 - Media A/V Equipment</i>	<i>\$375</i>	<i>\$385</i>
<i>Account 564220 - Furn-Fix/Equip</i>	<i>\$155</i>	<i>\$165</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>\$3200</i>	<i>\$3600</i>
<i>State Media Allocation</i>	<i>FY26</i>	<i>Projected FY27</i>
<i>Account 561100 (program 3070) - Media Books</i>	<i>\$2070</i>	<i>\$2100</i>

Purchasing Plan FY27

Purpose	Amount
Books	\$1,500
Supplies	\$865
Total:	\$2,365

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).
- Digital: eBooks, Digital Audiobooks, Online Databases (District).
- Audiovisual: DVDs (Educational Use Only), 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:

- Computer Lab: 26 Desktop Student Workstations.
- Classroom Technology: Interactive Flat Panel, Document Camera, Sound System.
- Makerspace: Building Manipulatives.

Media Production:

- TV Studio: Full Production Studio (Cameras, Tri-Caster/Mixer, Lighting, Green Screen).
- Student Production: Cameras/Tripods, Microphones, Podcasting Equipment.

Teacher Support and Workroom:

- Production: Large Format (Poster) Printer, Laminator, Die-Cut Machine.

Circulation and Access:

- Devices: Student Laptops/Chromebooks, Laptop Chargers (for Staff Checkout)
- 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

The process of selection and evaluation of materials is based on the needs of the school, present collection, student and faculty needs and the curriculum. Materials considered for purchase are selected on the basis of the following criteria established in School Board Policy 8.12.

In conjunction with the selection criteria above, library media specialists, teachers and administrators at each school location shall evaluate and select print and non-print materials for the library media center and classroom using several of the criteria outlined below, as appropriate for the media type (e.g., educational significance, age appropriateness, accuracy, curriculum alignment). Specific reviewing tools will be utilized to assist with material selection (e.g. School Library Journal, Booklist, Horn Book, Kirkus Reviews).

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:

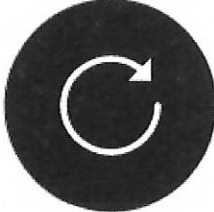
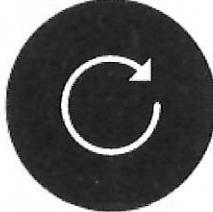
- Maintaining a professional library collection to assist with recertification and knowledge acquisition on education-related topics;
- Managing the online catalog, including the library inventory and circulation software;
- Selecting and making accessible online information databases for reference and 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.

			
15,073 Items in the Collection	19 Items per Student	17% Fiction Titles in the Collection	28% 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.			
	2006 Average Age of the Collection	42% Aged Titles	3% Newer than 5 Years
Library media resources should be representative of the school.		Skills for Lifelong Learning (SLL) library media resources can contribute to character development.	
			
17% Representative Titles in Collection	2006 Representative Titles Average Age	26% SLL Titles in Collection	2006 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	26	2009
Philosophy & Psychology	89	2008
Religion	12	2005
Social Sciences	751	2005
Language	113	2003
Science	1,194	2007
Technology	529	2008
Arts & Recreation	636	2011
Literature	266	2005
History & Geography	636	2007
Biography	649	2006
Easy	3,120	2004
General Fiction	2,599	2007
Graphic Novels	479	2013

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.

(See list of rotation)...

2025/26 - Fiction

2026/27 - Non-Fiction, Biography, Reference

2026/27 - Easy, Professional, 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:

Hope Centennial's library is organized by the Dewey Decimal System (e.g., Biography, Fiction and Easy are separated by the Authors last name (each section in the library has been identified by a label/poster). Nonfiction follows the Dewey Decimal System. "Graphic Novels, Spanish/Creole are separated into their own section."

Lost or Damaged Library Materials

Hope Centennial school's policy regarding lost/damaged library materials in accordance with School Board Policy 2.21B(9) is to charge students for lost/damaged library materials. The policy 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"?

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

School Year	Strategic Focus
FY27	Selection Priorities • Nonfiction • Easy • Professional
	Inventory and Deselection (Weeding) Focus Instruction: 1) Non-Fiction (e.g., 000-500 + Professional) 2) Easy (Entire collection)
FY28	Selection Priorities • Biography • Nonfiction • Reference
	Inventory and Deselection (Weeding) Priorities Instruction: 1) Non-Fiction 600-999 + Reference 2) Biography (Entire collection)
FY29	Selection Priorities • Fiction • Easy • Professional
	Inventory and Deselection (Weeding) Priorities 1) Fiction (General Fiction, Easy, Story Collection, Graphic Novels). 2) Professional (Entire collection)

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)