

FY27 COLLECTION DEVELOPMENT PLAN



Indian Pines Elementary FY27 Collection Development Plan

Susan Osborne

Educational Media Specialist

Signature Page

Indian Pines Elementary

FY27 Collection Development Plan

Date Approved by Administration: _____

Media Specialist Name: _____

Media Specialist Signature: _____

Jill Robinson

Principal Signature: _____

Signed Signature Page
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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

Indian Pines Elementary School opened its doors in 1990. As of the current academic year, student enrollment, according to the Student Information System (SIS), is 482 students, spanning Pre-Kindergarten through 5th grade. IPES is characterized by a culturally and ethnically diverse student population, reflecting varied socioeconomic backgrounds. The school currently holds a "C" grade.

IPES offers a comprehensive range of academic programs, including Voluntary Pre-Kindergarten (VPK), a Choice program incorporating the AVID curriculum, and Accelerated/Gifted (AMP) classes. The Haitian Creole Dual Language program, now in its third year, includes Kindergarten, First, and Second-grade students for the 2025-2026 (FY26) academic year, with further plans to expand to Third grade for the 2026-2027 (FY27) academic year.

Data derived from the Florida Department of Education (FLDOE) 2023-2024 Indian Pines Elementary School Report Card, the 2025-2026 IPES Fall Overview reveals the following demographic characteristics:

- **Enrollment:** 481 students (Pre-K to 5th grade)
- **Gender Distribution:** 45.7% female, 54.3% male
- **Economic Disadvantage:** 100% of students are classified as economically disadvantaged.
- **English Language Learners (ELL):** 44.5% of the student population.
- **Students with Disabilities:** 13.5% of the student population.

School Mission Statement

We, the community of Indian Pines Elementary School, are committed and dedicated to providing a safe, positive, and nurturing environment, educating all to successfully advance intellectually, socially, and emotionally. We strive to prepare our students to become high school and college graduates, as well as contributing members of our world.

Media Center Mission Statement

The IPES media center staff is dedicated to fostering a love of reading and learning by providing access to a rich collection of resources, delivering dynamic instruction in information literacy, and collaborating with educators to equip students with the critical thinking and digital citizenship skills needed to thrive in a rapidly evolving world.

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 Literacy Week, Read for the Record, Dot Day, Children's Book Week, World Read Aloud Day, Read Across America, Hour of Code, and special school initiatives: dual language - haitian Creole, Book Fairs, Morning Announcements, SOARing Science and Math Challenge Quiz, Science lessons, Digital Citizenship and provides a collaborative space for inquiry and research.

Goals and Objectives

Objective 1: Collection Development and Enhancement

- **Goal 1:** Improve the currency and relevance of the library media collection.
 - **Action:** Systematically weed and replace outdated materials, with a focus

on science, history, and technology resources.

- **Action:** Implement a circulation-based weeding strategy, prioritizing materials with low or no circulation.
- **Goal 2:** Expand and strengthen the collection to address identified gaps and complement existing resources.
 - **Action:** Utilize the Follett Titlewave Analysis Report to inform purchasing decisions and ensure a robust collection.
 - **Action:** Purchase books that relate to the needs and interests of the stakeholders.

Objective 2: College and Career Readiness Support

- **Goal 3:** Align library resources with the District's college and career readiness goals.
 - **Action:** Expand the collection with books focused on college and career readiness
 - **Action:** Conduct data analysis to identify resource gaps, with a specific focus on the 17 Florida Career Clusters:
 - Agriculture, Food, & Natural Resources
 - Architecture & Construction
 - Arts, A/V Technology, & Communication
 - Business Management & Administration
 - Education & Training
 - Energy
 - Engineering & Technology Education
 - Finance
 - Government & Public Administration
 - Health Science
 - Hospitality & Tourism
 - Human Services
 - Information Technology
 - Law, Public Safety, & Security
 - Manufacturing
 - Marketing, Sales, & Service
 - Transportation, Distribution, & Logistics
 - **Action:** Purchase up-to-date books that relate to the needs and interests of stakeholders.

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.

School-based Operating Budget	Budget FY26	FY27 Projected Budget
Account 551100 - Media Supplies	\$118.00	\$118.00
Account 553420 - Media Subscriptions (Periodicals-Newspapers)	\$236.00	\$236.00
Account 561100 - Library Books	\$707.00	\$707.00
Account 562230 - Media A/V Equipment	\$314.00	\$314.00
Account 564220 - Furn-Fix/Equip	\$393.00	\$393.00
Fundraising/ Grants	FY26	Projected FY27
Media Center Internal Account number for your grant(s) (get this from your bookkeeper)	\$0	\$0
State Media Allocation	FY26	Projected FY27
Account 556110 (program 3070) - Media Books	\$1,458	\$1,458

Purchasing Plan FY27

Approximate Purchasing Plan	
Purpose	Amount
Laminating Film (6)	\$231
Library Books	\$3,000
Misc. Supplies (tape, expo markers, index cards, glue)	\$150
Total:	\$3,381

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,
- Digital: eBooks,
- Online Databases (District).
- Audiovisual: Manipulatives/Realia.

Digital Resources:

The collection includes District-provided databases and eBooks that expand the local collection and provide students with 24/7 access to high-quality digital content. These resources are vetted at the District level to ensure alignment with state standards and student privacy regulations.

Policy Alignment and Organization:

In accordance with School Board Policy 8.12 (Section 5d), the library media collection is curated to support both the academic curriculum and the personal interest needs (pleasure reading) of the student body.

Furthermore, per School Board Policy 8.12 (Section 8) on the Management of Library Media Instructional Materials, the collection is organized and maintained using the standard Dewey Decimal Classification System to ensure uniform accessibility across the District.

Equipment

To support the school's curriculum and foster digital literacy, the Library Media Center maintains a curated inventory of audiovisual and technological equipment. The lists below detail the specific hardware available to students and staff for instruction, content creation, and daily access.

Instructional Area:

- Classroom Technology: Interactive Flat Panel, Document Camera, Sound System.
- Makerspace: Building Manipulatives.

Media Production:

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

Teacher Support and Workroom:

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

Circulation and Access:

- Listening Center: CD player and headphones (for Staff Checkout)

Collection Development and Maintenance

The collection is developed and maintained through a rigorous process of selection and weeding (deselection) to ensure materials remain current, relevant, and in good physical condition.

Selection Criteria:

In accordance with School Board Policy 8.12, materials are selected based on educational significance, need, and accuracy. The selection process prioritizes resources that support the curriculum, foster factual knowledge growth, and reflect the diversity of the global community.

Weeding (Deselection) Policy:

Per Florida Statute 1006.28 and District guidelines, the collection is continuously reviewed. Materials are removed (weeded) if they are physically damaged, factually inaccurate, obsolete, or no longer circulating. This ensures the library remains a vital, attractive, and useful resource for students.

Selection and Evaluation Criteria

The selection of library media materials adheres to the criteria outlined in School Board Policy 8.12, "Selection of Library Media Materials" (Appendix C). Reviews from respected, unbiased sources, including Booklist, Horn Book, Kirkus Reviews, and School Library Journal, guide our selection process. Materials are evaluated based on their aesthetic, literary, and social value, age appropriateness, alignment with curriculum, and sensitivity to diverse perspectives. To achieve this, we represent various ethnic groups, cultures, and genders, and provide balanced viewpoints on political theories, ideologies, religion, public issues, and controversial topics. Materials are assessed holistically, considering the author's/producer's intent, rather than focusing on isolated elements. Final purchasing decisions are also informed by the materials' educational significance, relevance to student interests and curriculum, and overall value to the library's collection.

User Needs: The Library Media Center (LMC) at IPES is committed to serving a diverse patron base, encompassing students, faculty, and staff. We strive to offer relevant and accessible materials to support academic and personal interests. A range of resources is employed to develop a comprehensive and diverse collection. Continuous efforts are made to maintain a current and engaging collection, reflecting contemporary topics and student interests. Patron input is actively solicited to enhance the collection's relevance. Recognizing the evolving needs of our students, the LMC is expanding its graphic novel offerings. Students and teachers can also get books and resources from other Palm Beach County school libraries through a service called interlibrary loan.

Diversity: The Library Media Center (LMC) is committed to fostering an inclusive environment by providing a collection that reflects the diverse identities of our student population. Recognizing the importance of representation, the LMC actively seeks materials that allow students to see themselves and their experiences reflected in the resources available.

The collection development strategy is guided by principles of non-discrimination, ensuring that materials are selected without bias based on race, religion, gender, sexual orientation, national origin, author's political views, content, or user identity. The goal is to cultivate a collection that authentically mirrors IPES students.

Quality: The Library Media Center (LMC) is dedicated to providing high-quality materials to its patrons. A rigorous evaluation process informs the acquisition of print and electronic resources, ensuring adherence to established library professional standards. This process incorporates critical reviews and recognition of esteemed awards, such as the American Library Association (ALA) Youth Media Awards and the Newbery Award.

To ensure a diverse, unbiased, and age-appropriate collection for our elementary-level students, reputable resources are consulted, including, but not limited to, Booklist, Books In Print, School Library Journal, Horn Book, ALA Youth Media Awards, and Kirkus Reviews. Materials are verified to be free of prohibited content under Florida Statute 847.012 and are assessed for age appropriateness, cultural representation, literary quality, and curriculum relevance. A balanced collection of print and non-print resources is prioritized, and titles recommended by professional associations, subject specialists, and school community members are considered.

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.

			
7,119 Items in the Collection	12.9 Items per Student	49% Fiction Titles in the Collection	51% Percent of nonfiction in the collection
Library media resources are curated to include recently published works and classics that rightfully impact the average age of the collection.			
	2011 Average Age of the Collection	41% Aged Titles	18% 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	2010 Representative Titles Average Age	35% SLL Titles in Collection	2012 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	36	2014
Philosophy & Psychology	18	2011
Religion	8	2005
Social Sciences	400	2006
Language	35	2007
Science	1,117	2012
Technology	312	2011
Arts & Recreation	616	2016
Literature	114	2001
History & Geography	472	2013
Biography	535	2009
Easy	2,009	2011
General Fiction	1,447	2011
Graphic Novels	472	2019

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.

SCHOOL YEAR	INVENTORY ROTATION
2026-2027	Entire Library Collection: Easy, General Fiction, Graphic Novels, Intermediate Fiction, Non-Fiction, and Paperback.
2027 - 2028	Non-Fiction; & Biography; including Paperback
2028 - 2029	EASY, General Fiction, Graphic Novels, and Intermediate Fiction, including Paperback

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:

To ensure a seamless transition during staff changes and maintain a consistent experience for our patrons, the library follows a specific organizational logic designed for efficiency and accessibility. Our Biography collection is filed alphabetically by the subject's last name rather than the author's, ensuring that all books about a specific person are grouped in one location. To accommodate the unique reading needs of our upper-elementary students, the

Intermediate Fiction for 4th and 5th-grade students is kept in a separate, dedicated location. Similarly, our Graphic Novels are housed in their own distinct section to provide easy access to this popular format. Finally, all paperback books are centralized in a specialized "Paperback" room. Adhering to these established locations is critical for maintaining the integrity of our catalog and supporting student independence in the library.

Lost or Damaged Library Materials

Overdue materials are exempt from fees. Students are financially liable for lost or damaged materials, consistent with School Board Policy 2.21B(9), which states: "If a student loses or damages District property, including library books and textbooks loaned to said student, said student shall be required to pay for, replace or repair said district property."

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

School Year	Strategic Focus
FY27	Selection Priorities • Non-Fiction: Science • Non-Fiction: Literature (Poetry) • Easy/Fiction/Graphic
	Inventory and Deselection (Weeding) Focus • Inventory: all non-fiction sections, along with biographies. • Weeding: focus on the Paperback Room - entire collection will be weeded. and Non-Fiction Social Sciences (300-399)
FY28	Selection Priorities • Non-Fiction: Biography • Non-Fiction: Social Science • Non-Fiction: History • Easey/Fiction/Graphic
	Inventory and Deselection (Weeding) Priorities • Inventory: Easy, Fiction, and Graphic Novels, along with Paperback • Weeding: Non-Fiction (Biography 920), (History& Geography 900 - 999),

FY29	Selection Priorities • Non-Fiction: Sports and Recreation • Non-Fiction: Animals
	Inventory and Deselection (Weeding) Priorities • Inventory: all Non-Fiction sections, along with biographiess. • Weeding: Non-Fiction Science (500-599) and Technology (600-699)

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)

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Indian Pines Elementary

FY27 Collection Development Plan

Date Approved by Administration: April 10, 2026

Media Specialist Name: Susan Osborne

Media Specialist Signature: 

Principal Name: Jill Robinson

Principal Signature: 