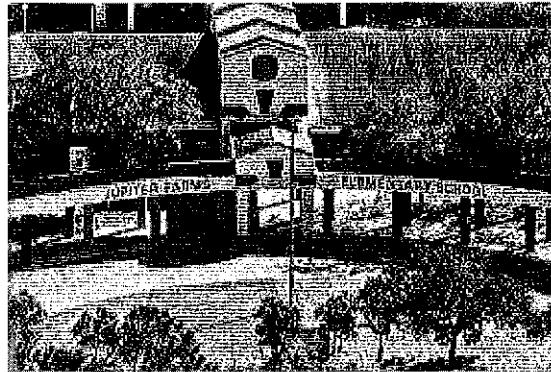




Jupiter Farms Community Elementary School

FY27 Collection Development Plan

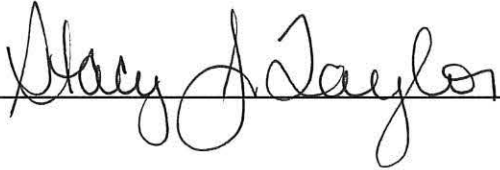
Stacy Taylor
Educational Media Specialist

Signature Page

Jupiter Farms Elementary School
FY27 Collection Development Plan

Date Approved by Administration:

Media Specialist Name: Stacy Taylor

Media Specialist Signature: _____

Principal Name: Suzanne Matuella

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

Jupiter Farms Elementary serves the Jupiter Farms Community of elementary aged students. We currently have 609 students. Twenty four percent of our students receive free or reduced lunch benefits. Our ELL population is low compared to the district numbers. We have a focus on the environment, since our school is a GREEN school on an annual basis. We participate in recycling programs, school beautification, and gardening ventures. We are active readers and participate in reading incentive programs. We are also active with the Ron Clark Academy House Program which is helping to build our community's leaders.

School Mission Statement

Jupiter Farms Community Elementary School and its educational partners challenge each student to reach his or her potential to become a productive citizen in our dynamic and global society.

Media Center Mission Statement

The Media Center supports the philosophy, mission, and program objectives of Jupiter Farms Elementary School and the School District of Palm Beach County by providing a diverse collection of print, electronic, and non-electronic resources. The Media Specialist is a certified educator in the Fine Arts Enrichment Program covering Sunshine State standards through literature, math, and other benchmarks across the curriculum. The Media Specialist fosters an environment conducive to learning and compatible with the curriculum needs of students and educators.

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

Our Library schedule is fixed on the Fine Arts rotation, servicing all students on a weekly basis. Students have a mini lesson often including a read aloud, do checkout, and participate in literacy, critical thinking, and literacy based centers. Our library programs are:

STEM Literacy

Sunshine State Readers

Sunshine State Junior Reading Program

Book Taco Reading Program

15 Club for Sunshine State Readers

Battle of the Books

Digital Citizenship

Science based literature lessons

Goals and Objectives

Goal 1

*Continue to decrease the average age of nonfiction materials as we assess the needs of our school during the FY26

school year, by locating and adding updated nonfiction materials. The measurable increase will be from the current 2009 age to at least 2016, based on Titlewave analysis.

Goal 2

Increase use of Book Taco and Book Nacho programs. Use the monthly challenge and rewards in the program. During Digital Citizenship in the Fall (FY27) model the different activities for students and let them explore.

Goal 3

*Continue to update Easy Read and fiction section to books that are age appropriate, high interest, and relate to the needs of JFCES students. Purchase books by popular authors that we currently own. Continue purchases of series books most recently published titles.

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.

Our funding sources are parent donations, Adopt-a-Class, our PTO, and Book Fair funds.

<i>School-based Operating Budget</i>	<i>Budget FY26</i>	<i>Projected FY27 Budget</i>
<i>Account 551100 - Media Supplies</i>	\$2500	\$2500
<i>Account 553420 - Media Subscriptions (Periodicals-Newspapers)</i>	\$2500	2500
<i>Account 561100 - Library Books</i>	\$1000	\$1000
<i>Account 562230 - Media A/V Equipment</i>	0	0
<i>Account 564220 - Furn-Fix/Equip</i>	0	0
<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>	\$2000	\$2000
<i>State Media Allocation</i>	<i>FY26</i>	<i>Projected FY27</i>
<i>Account 561100 (program 3070) - Media Books</i>	\$1800	\$1800

Purchasing Plan FY27

Purpose	Amount
books	2800
Reading Celebrations	1200
supplies	1000
Total:	\$5000

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 and Book Taco)

Special Emphasis:

The collection maintains a special emphasis on Sunshine State Reader texts to support our Sunshine State Readers in Grades 1-5)

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 Reading Program

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.

Media Production:

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

Teacher Support and Workroom:

- Production: Large Format (Poster) Printer, Laminator, Die-Cut Machine.
- A/V Support: Portable Projectors, PA System, Portable Speakers.

Circulation and Access:

- Devices: Student Laptops/Chromebooks (Daily Loaners), Laptop Chargers
- Peripherals: Headphones, Webcams

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 certified Media Specialist is responsible for the collection management and its development with adherence to School Board Policy 8.12 as the foundation. This person gets input from staff at the school as well as parents and students. Books chosen Interest activities as well as semi annual book fairs assist with determining interest. Teacher and faculty input is also included when developing our collection. The Media Specialist uses the state guidelines to vet material and publishes to a stakeholder page.

Selection and evaluation of materials

Selection and evaluation of materials for our Jupiter Farms Elementary Media Center will be selected by a certified Media Specialist to enhance student needs and their ability to comprehend the material presented. The content is to be appropriate for the grade level and age group for which the materials are used or made available. We and the District will rely on any State Board of Education Rules, when they exist, to determine what is age appropriate. These periodicals are print or non-print media including video that have been reviewed by two or more professional sources, after a diligent search the following sources by a certified media specialist, using but not limited to Young Adult Library Services Association, and/or Children's Catalog. The Media Specialist will use the standards of balance, diversity and relevance to our school community.

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

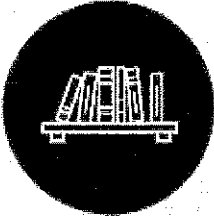
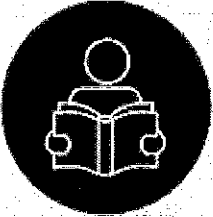
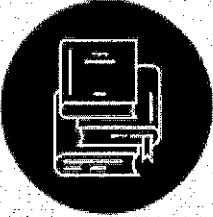
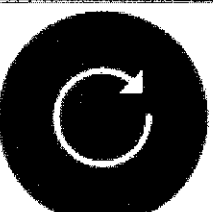
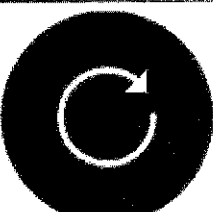
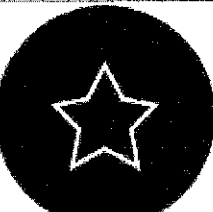
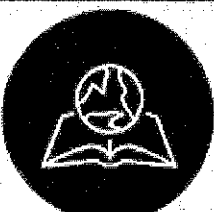
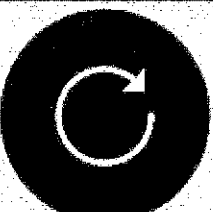
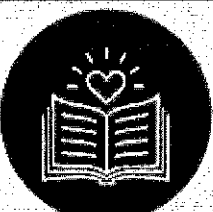
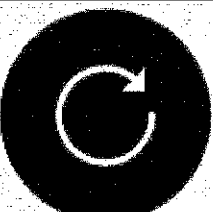
The School District Library Media Services Department supports school-based library media center personnel and establishes uniform policies and procedures for school library media centers throughout the District. These services include, but are not limited to:

- 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.

			
10,614 Items in the Collection	16 Items per Student	31 % Fiction Titles in the Collection	41 % 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.			
	2010 Average Age of the Collection	48% Aged Titles	12% 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.	
			
25% Representative Titles in Collection	2010 Representative Titles Average Age	34% 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	80	2014
Philosophy & Psychology	25	2014
Religion	22	2013
Social Sciences	352	2007
Language	25	2004
Science	1569	2009
Technology	697	2010
Arts & Recreation	835	2014
Literature	147	2001
History & Geography	602	2008
Biography	454	2009
Easy	2472	2010
General Fiction	3271	2011
Graphic Novels	246	

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.

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:

Easy Read and Fiction sections are alphabetized by author last name.

Non fiction is organized by Dewey Decimal System.

Our current Sunshine State Readers are identified by a color tab on the spine- 2026 was Gold.

Books designated to 4th and 5th grade use only are identified by a lime green tab on the spine.

Social Emotional titles are indicated with a purple tab on the spine.

Lost or Damaged Library Materials

Our school's policy regarding lost or damaged library materials. We do not charge late fees or fines for materials. We do ask for replacement or replacement cost of damaged or lost books. Jupiter Farms Community Elementary does wait until May of the school year to collect this fee, in accordance with School Board Policy 2.21B(9)

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

School Year	Strategic Focus
FY27	Selection Priorities
	Nonfiction 000-600 will be priority purchases
	Inventory and Deselection (Weeding) Focus 1) Nonfiction 000-600 2) Easy Read and Grade 4-5 Intermediate section
FY28	Selection Priorities
	Intermediate will be priority purchases
	Inventory and Deselection (Weeding) Priorities 1) Nonfiction 600-900 2) Biography
FY29	Selection Priorities
	Easy Read will be priority purchases
	Inventory and Deselection (Weeding) Priorities 1) Fiction (General Fiction, Easy, Story Collection, Graphic Novels). 2) Biography/ History 900

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)