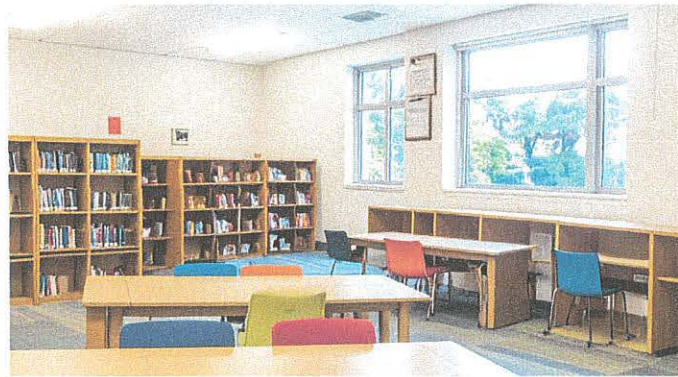


FY27 COLLECTION DEVELOPMENT PLAN



Jupiter Elementary
FY27 Collection Development Plan
Lauren Johnson

Educational Media Specialist

Signature Page
Jupiter Elementary School
FY27 Collection Development Plan

Date Approved by Administration:

4/30/26

Media Specialist Name: Lauren Johnson

Media Specialist Signature: 

Principal Name: Deborah McNichols

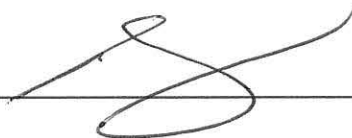
Principal Signature: 

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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

The Collection Development Policy is designed to support the Library's Mission statement and serves as a guide for the selection, acquisition, maintenance, and retention of materials by establishing roles, responsibilities, and a process for addressing Library user concerns.

As our student population changes, the Media Center at Jupiter Elementary, reassesses and adapts its collections to reflect new and differing areas of interest and concern. The collection development policy is annually evaluated and revised as necessary to provide guidance for implementing changes in the collection.

According to the Gold Report, Jupiter Elementary has a culturally and ethnically diverse student population representing different economic backgrounds, which include 67% economically disadvantaged students (students on Free and/or Reduced Lunch). The cultural and ethnic diversity consists of 77 % Hispanic, 20% Caucasian, 1% Black, 3% are Multi-Racial. Students with disabilities account for 18% of the students and 70% Limited English Proficient.

School Mission Statement

Jupiter Elementary School is committed to prepare students with the academic skills, habits of mind, and character traits necessary to perform on or above grade level in elementary school and beyond.

Media Center Mission Statement

The mission of Jupiter Elementary School's media center is to support and complement the instructional program of our school. While also developing 21st century language learners, and expanding their information literacy.

Responsibility for Collection Management & Development

I am responsible for the Media Center's collection management and development and I seek stakeholder input from administration, faculty, students, parents, and district stakeholders.

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 and Read Across America Day and provides a collaborative space for inquiry and research.

Goals and Objectives

- **Goal 1: To increase the overall average publication date of the Jupiter Elementary Library Media Collection.**
 - Action Step 1: To weed and replace outdated materials, focusing on the easy, literature and social sciences sections
 - Action Step 2: To weed materials based upon the significance to the reader, focusing on items that have never circulated or have not circulated for long periods of time.
- **Goal 2 : Increase the number of low level/ high interest titles in our collection to boost our ELA proficiency in grades 3-5 to 55%**
 - Action Step 1: Poll students for high interest/low level authors and titles they enjoy reading.
 - Action Step 2: Order these titles to add to our collection.
- **Goal 3 : Update the Easy section of our library to meet the needs of our learners and teachers.**
 - Action Step 1 : Use data from Titlewave Analysis to determine age of collection in FY27
 - Action Step 2 : Use data from student and teacher surveys to determine t interests/needs in EASY readers in FY27.
 - Action Step 2 : Purchase up-to-date books that relate to the needs and interests of students and tea

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	Projected FY27 Budget
Account 551100 - Media Supplies	\$635	\$635
Account 553420 - Media Subscriptions (Periodicals-Newspapers)	\$381	\$381
Account 561100 - Library Books	\$1,142	\$1,142
Account 562230 - Media A/V Equipment	\$508	\$508
Account 564220 - Furn-Fix/Equip	\$635	\$635
Fundraising and/or Grants	FY26	Projected FY27
Media Center Internal Account number for your grant(s) (get this from your bookkeeper)	\$4,500	\$4,500
State Media Allocation	FY26	Projected FY27
Account 561100 (program 3070) - Media Books	\$2,376	\$2,376

Purchasing Plan FY27

Purpose	Amount
Easy books	\$1,500
Low level/High Interest titles	\$1,250
Spanish Books	\$1,250
Non-Fiction	\$1,250
Other categories	\$1,250
Supplies	\$1,250
Total:	\$8,000

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 Site-Licensed).

Special Emphasis:

Our collection includes a special emphasis on Spanish and Bilingual books to support our Dual Language Curriculum

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.

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 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

Materials considered for purchase are selected based on the criteria established in [School Board Policy 8.12](#) Selection of Library Media Materials. (See Appendix C)

In ordering materials other factors are considered including the school's needs based on the curriculum and the existing collection. In assessing the needs of our collection the following things are necessary:

- Conducting an annual inventory of the collection to determine replacements, missing items, and other needs per [School Board Policy 8.12\(8\)](#).
- Stay current with training and state standards to assess whether the library collection has adequate coverage of these standards with the books in our collection.
- Reflect and consider that the Media Center materials utilized in our library are sensitive to factors such as gender, race, appropriateness to student age, emotional maturity, global issues and relevance to the curriculum.
- Consult with teachers, as well as students to be sure their needs are reflected in the collection. Surveying the staff and students periodically is necessary to achieve this.
- Select materials that have at least two favorable reviews from other reputable, unbiased, professional reviewing sources used for selection include Booklist, Hornbook, Kirkus Review, and School Library Journal.

We must use standards established by library professionals and use resources such as books that have won accolades by winning awards such as the Sunshine State Awards, American Library Association Youth Media Awards and The Newbery Award

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

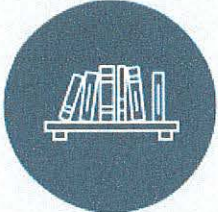
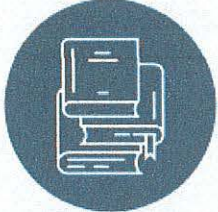
The School District Library Media Services Department supports school-based library media center personnel and establishes uniform policies and procedures for school library media centers throughout the District. These services include, but are not limited to:

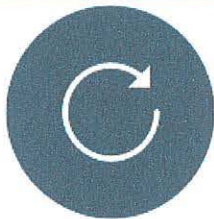
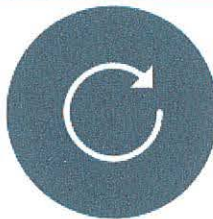
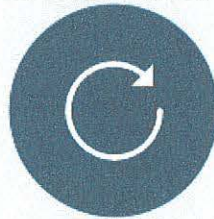
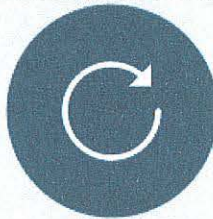
- Maintaining a professional library collection to assist with recertification and knowledge acquisition on education-related topics;
- Managing the online catalog, including the library inventory and circulation software;
- Selecting and making accessible online information databases for reference and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

			
12,591 Items in the Collection	13.9 Items per Student	31% Fiction Titles in the Collection	34% 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.			
	2008 Average Age of the Collection	55% Aged Titles	7% 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	2007 Representative Titles Average Age	37% SLL Titles in Collection	2008 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	31	2014
Philosophy & Psychology	49	2017
Religion	55	2007
Social Sciences	855	2003
Language	85	2005
Science	1,158	2011
Technology	434	2012

Arts & Recreation	667	2013
Literature	226	2004
History & Geography	660	2008
Biography	880	2006
Easy	3,559	2005
General Fiction	3,844	2010
Graphic Novels	265	2017

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.

Year 1 : 2026 - Fiction

Year 2 : 2027 - Easy

Year 3 : 2028- Non-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:

The library is organized by 4 main sections, Fiction, Nonfiction, Easy and Biographies. Biographies are filed by subject last name. Spanish fiction, nonfiction and easy are located at the end of the English section for that category (i.e Fiction, non-Fiction and Easy) We have Sports and Graphic Novels separated into their own section.

Lost or Damaged Library Materials

At Jupiter Elementary School, we ask students to follow our “Braves Way” pledge and be responsible to pay for lost or damaged books in accordance 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 ● Fiction ● Easy ● Nonfiction
	Inventory and Deselection (Weeding) Focus ● Easy ● Non-Fiction ● Fiction
FY28	Selection Priorities ● Easy ● Non-Fiction ● Fiction
	Inventory and Deselection (Weeding) Priorities ● Non-Fiction ● Easy ● Fiction
FY29	Selection Priorities ● Non-Fiction ● Easy ● Fiction
	Inventory and Deselection (Weeding) Priorities ● Fiction ● Easy ● Non-Fiction

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)