

FY27 Collection Development Plan



Liberty Park Elementary FY27 Collection Development Plan

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Educational Media Specialist

Signature Page

Liberty Park Elementary School
FY27 Collection Development Plan

Date Approved by Administration: **May 7, 2026**

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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

Liberty Park Elementary school boasts cultural diversity and falls under Title I designation. The students of the Liberty Park Elementary School Media Center range from grades pre-kindergarten through fifth. We currently have 829 students enrolled at our school. They represent culturally diverse ethnic and economic backgrounds along with ESE and ELL students. The Media Center also serves the faculty, staff members, and all county school libraries. According to the most recent Golden Report on the district website, this is the breakdown of our school population:

White - 12%

Black - 19%

Hispanic - 67%

Asian - 1%

American Indian - 1%

Free and Reduced Lunch- 77%

Our school has a dual language program and we are an AVID school.

School Mission Statement

The mission of Liberty Park Elementary School is determined to empower students to become responsible self-confident, productive, and cooperative citizens while supporting the Palm Beach County School Board's commitment to "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. We encourage students to strive for excellence in all academic areas including health, physical fitness, and the arts.

Media Center Mission Statement

The mission of the Liberty Park Elementary School Library Media Center is to inspire a love of reading while supporting both the school's curriculum as well as the ongoing development of 21st century skills in a safe, nurturing environment which will empower students so they may successfully seek information and ideas for their educational, informational, and recreational needs. The library media center seeks to promote an appreciation of literature and technology resource experiences enabling students to interpret meaning from various forms of literature and technology as they become lifelong readers and learners. This mission recognizes the essential role of the school library media in the educational process as students reach their full potential.

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 Battle of the Books, Literacy Week, Hour of Code, and Read for the Record Day, and provides a collaborative space for inquiry and research. The Library Media Center (LMC) is dedicated to designing and maintaining a program that supports, complements, and expands the instructional program of the school. The library media staff will:

- Provide and promote extensive use of resources in multiple formats designed to meet the varying needs of all learners across all aspects of the curriculum;
- Provide a learning environment that promotes inquiry;
- Stimulate intellectual curiosity;
- Encourage pleasure reading;
- Develop diverse interests for the enjoyment of lifelong learning;
- Provide and promote instruction to prepare students to become independent users of libraries and information resources; and

- Support intellectual freedom as stated in documents published by the American Library Association (ALA) (see Appendix C).

The LMC operates on a fixed seven-day Fine Arts rotation, with students visiting the Media Center every seven days for lessons and book checkout. The Media Center is closed in the mornings due to duty responsibilities and in the afternoons to support PLC coverage.

The Media Center hosts book fairs throughout the year, providing students with opportunities to purchase books of their choice. Students participate in Hour of Code and receive instruction on digital citizenship and online safety. The program also includes participation in Read for the Record Day, where students engage with guest readers. Read-alouds are thoughtfully selected to connect with current events and curricular topics.

Lessons are designed to challenge students' cognitive growth and encourage active participation through hands-on activities and class discussions. Students are introduced to a variety of authors, illustrators, genres, and literary awards, while also learning about coding, copyright, and proper book care. Research skills are developed through the use of online resources such as PebbleGo and World Book, fostering independent learning and critical thinking.

Goals and Objectives

☐ Goal 1: Increase Student Reading

SMART Goal: By the end of the school year, increase student book checkouts by 15%.

Objectives:

- Create monthly book displays to promote reading.
- Encourage student book recommendations.

☐ Goal 2: Collaborate with Teachers

SMART Goal: By the end of the school year, work with at least 50% of teachers on library lessons.

Objectives:

- Meet with teachers to plan lessons.
- Support classroom units with books and resources.

☐ Goal 3: Increase Spanish/Bilingual Collection

SMART Goal: By the end of the school year, increase the Spanish/bilingual book collection by 20%.

Objectives:

- Identify gaps in current Spanish and bilingual books.
- Purchase high-interest titles that reflect student needs.

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>\$685</i>	<i>\$690</i>
<i>Account 553420 - Media Subscriptions (Periodicals-Newspapers)</i>	<i>\$411</i>	<i>\$420</i>
<i>Account 561100 - Library Books</i>	<i>\$1,233</i>	<i>\$1,250</i>
<i>Account 562230 - Media A/V Equipment</i>	<i>\$548</i>	<i>\$550</i>
<i>Account 564220 - Furn-Fix/Equip</i>	<i>\$685</i>	<i>\$690</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>\$2,800</i>	<i>\$3,000</i>
<i>State Media Allocation</i>	<i>FY26</i>	<i>Projected FY27</i>
<i>Account 561100 (program 3070) - Media Books</i>	<i>\$2,523</i>	<i>\$2,550</i>

Purchasing Plan FY27

Purpose	Amount
books	\$4,500
supplies	\$1,000
STEM	\$500
Equipment/furniture	\$500
Total:	\$6,500

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, Professional Collection.
- Digital: eBooks, Digital Audiobooks, Online Databases (District).
- Audiovisual: DVDs (Educational Use Only), Manipulatives/Realia.

Special Emphasis:

The collection maintains a special emphasis on books that reflect diverse cultures and support Spanish language development, with a focus on Hispanic heritage, bilingual texts, and culturally relevant literature that allows students to see themselves represented and fosters inclusivity.

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

Teacher Support and Workroom:

- Production: Laminator, Die-Cut Machine.
- A/V Support: Portable Speakers

Circulation and Access:

- Devices: Student Laptops/Chromebooks (Daily Loaners), Laptop Chargers, iPads/Tablets
- 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 selection of instructional materials for Liberty Park Elementary School Library is a thoughtful process led by the Certified School Library Media Specialist, in accordance with School Board Policy 8.12. This process involves close coordination with administrators, teachers, other stakeholders, parents, and students to ensure that materials are well-suited to the needs and interests of our diverse school community.

Criteria for Evaluation: Materials are selected based on a comprehensive set of criteria to ensure they meet the high standards expected for educational resources. These criteria include:

- Accuracy: Information must be current and factually correct.
- Organization: Materials should be logically organized and easy to navigate.
- Authority: Sources must be reputable and authoritative.
- Aesthetic and Technical Quality: Visuals and technical elements should be of high quality to enhance learning experiences.
- Durability: Materials, especially physical ones, should be sturdy and able to withstand regular use.
- Cost-Effectiveness: Items must provide good value for the cost.
- Appropriateness: Content should be suitable for the age and developmental level of the students.
- Reading Level: Texts should align with students' reading abilities to foster growth and understanding.
- Need: Resources must fill a specific need within the curriculum and library collection.
- Diversity and Inclusion: Materials should reflect a variety of cultures and perspectives, providing balanced views on sensitive issues.
- Educational Significance: Items should significantly contribute to the educational goals of the school.

Review Sources: To maintain objectivity and high standards, all potential acquisitions must have at least two positive reviews from recognized and unbiased professional sources. These sources include:

- Horn Book Guide
- Kirkus Reviews
- School Library Journal
- Booklist
- Publisher's Weekly
- School Library Connection
- Book Links

These resources are chosen for their reliability and the quality of their critiques, ensuring that selections are based on rigorous evaluations.

Balanced Representation: Materials that deal with political theories, ideologies, religion, public issues, and controversial topics are particularly scrutinized to ensure they offer balanced perspectives, fostering an environment of open dialogue and critical thinking.

By adhering to these criteria and consulting widely recognized review sources, the Liberty Park Elementary School Library ensures that its collection not only supports the curriculum but also enriches the students' learning experience and meets the diverse needs of our school community. This selection process is continually refined and updated to align with educational trends and community feedback, maintaining its relevance and effectiveness.

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.

			
14,114 Items in the Collection	16.9 Items per Student	49% Fiction Titles in the Collection	49% 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.			
	2009 Average Age of the Collection	49% Aged Titles	16% 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.	
			
32% Representative Titles in Collection	2009 Representative Titles Average Age	37% SLL Titles in Collection	2011 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	161	2013
Philosophy & Psychology	103	2013
Religion	71	2006
Social Sciences	931	2003
Language	184	2005
Science	1,464	2010
Technology	775	2010
Arts & Recreation	1,289	2016
Literature	197	2004
History & Geography	1,025	2002
Biography	741	2010
Easy	3,268	2006
General Fiction	3,647	2011
Graphic Novels	845	2020

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. Rotation plan by year: FY27 Easy, FY28 Non-fiction, and FY29 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:

Fiction and nonfiction materials are organized alphabetically by the author's last name. Biographies are filed separately and arranged alphabetically by the subject's last name. Graphic novels are housed in their own designated section to support easy access and browsing.

Lost or Damaged Library Materials

At Liberty Park Elementary School, we understand that library materials are valuable educational resources that need to be maintained and preserved for the benefit of all students and staff. In alignment with School Board Policy 2.21B(9), our policy regarding lost or damaged library materials is designed to ensure the responsible use and longevity of these resources.

Responsibility for Materials:

Students are entrusted with library materials and are expected to handle them with care. Each student is responsible for returning the materials they borrow in good condition. Educating students about the importance of caring for library resources is a part of our library orientation sessions at the beginning of the school year and is reinforced during library visits.

Damaged Materials:

If library materials are returned damaged, the situation will be assessed on a case-by-case basis. Damage that is beyond normal wear and tear will necessitate compensation. The library staff will determine if the item can be reasonably repaired or if it needs to be replaced.

Lost Materials:

In the event that library materials are lost, students are required to report the loss to the library media specialist as soon as possible. The student will then be responsible for the replacement cost of the lost item.

Fines and Fees:

While we do not charge late fees for overdue materials, in keeping with a philosophy of encouraging return rather than penalizing delays, fees are imposed for lost or irreparably damaged items. The charge will be equivalent to the cost of replacing the material or repairing it, if possible. Fees may be adjusted based on the age and condition of the material at the time it was borrowed.

Resolution Process:

We aim to resolve issues of lost or damaged materials through communication and cooperation with students and their families. The library staff is available to discuss any concerns and work towards an equitable solution, including options for payment plans if necessary.

Educational Emphasis:

Our approach emphasizes the educational value of taking responsibility and making restitution, aligning with broader school policies on the stewardship of borrowed property. This policy not only supports the maintenance of our library's collection but also teaches students valuable lessons in responsibility and respect for community resources.

This policy will be communicated to students and parents at the start of each academic year and upon any updates, ensuring that all members of the school community are aware of these expectations and procedures.

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

School Year	Strategic Focus
FY27	Selection Priorities
	Easy
	Inventory and Deselection (Weeding) Focus 1) Easy - weed outdated, poor quality books 2) Nonfiction - weed any books with inaccuracies
FY28	Selection Priorities
	Nonfiction
	Inventory and Deselection (Weeding) Priorities [INSTRUCTION: 1) Nonfiction 000-999 - Remove outdated info (esp. science, 500s) 2) Fiction - low circulating
FY29	Selection Priorities
	Fiction
	Inventory and Deselection (Weeding) Priorities 1) Fiction A-Z (General Fiction, Easy, Story Collection, Graphic Novels). 2) Next, list the specific Dewey ranges or sections you will weed this year.]

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)