



Jerry Thomas Elementary

FY27 Collection Development Policy

Jamie Wilson

Certified Educational Media Specialist

Signature Page

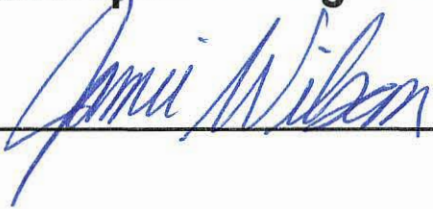
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FY27 Collection Development Policy

Date Approved by Administration: 5-8-26

Media Specialist Name: Jamie Wilson

Media Specialist Signature:



Principal Name: Kristen King

Principal Signature:

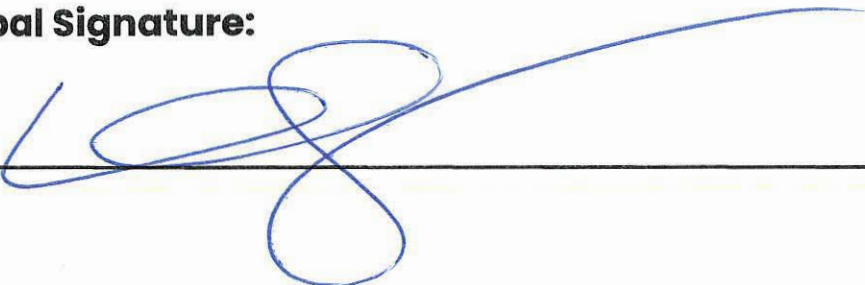


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Purpose of Collection Development Plan

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

Jerry Thomas Elementary is located in the Town of Jupiter in the Northern most area of Palm Beach County. Our Library Media Center serves 617 students in grades kindergarten through fifth grade, in addition to the faculty, staff and parents of that community of users. Jerry Thomas has a culturally and ethnically diverse student population representing different economic backgrounds and includes 376 Caucasian, 240 Hispanic, 24 African-American, 24 Asian/ Pacific Islander, and 24 Multi-Racial students.

Students with disabilities represent 17% of our population, 7.4% as gifted, and our English Language Learners make up about 23%. Jerry Thomas serves the needs of Exceptional Student Education in four classrooms designed to meet the needs of students on the Autism Spectrum (ASD). Our school has a STEM (soon to be STEAM lab), a school community garden, Latinos in Action, and after school enrichment clubs centered around reading, art, and musical theater.

School Mission Statement

Jerry Thomas Elementary is committed to providing a world-class education with excellence and equity to empower 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.

Media Center Mission Statement

Our Jerry Thomas Library Media Center is committed to working collaboratively with all stakeholders to provide a world-class, inspirational, and creative learning environment. 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. All students can achieve their utmost potential and a love of literacy through a challenging and motivating curriculum that will support and enrich the classroom curriculum. We believe all

students will become literate and productive citizens of a global society.

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 Jerry Thomas Library Media Staff consists of one full-time certified media specialist. We utilize trained PTO parent volunteers to maintain the organization of the library and restock shelves as books come in. The library/media center is on a five-day rotation schedule with art, music, physical education and either Skills for Learning and Life (SLL) or science lab. 31 classes are seen each week including 4 split ASD classes. Two blocks of time per week are also dedicated to academic support in Kindergarten and 5th Grade classrooms, with one additional block for lunch duty coverage. Flexibility of schedule has been provided this year as the media specialist teaches classes on the wheel PART TIME, sharing the daily class rotations with the School Counselor. The school counselor sees morning classes every day for two weeks, is off the Fine Arts wheel for two weeks, and then teaches afternoon classes for two weeks. This gives the Media Specialist adequate time to plan and meet the demands of instructional materials, vetting book orders, etc. Media is taught as part of the Fine Arts program covering State Standards, ALA/AASL Standards, and National Education Technology Standards.

Foremost among national standards for school library media programs is the need to work collaboratively with teachers to develop meaningful information literacy lesson plans that integrate into classroom learning. At Jerry Thomas

Elementary School, the library media specialist reviews the standards being taught at a grade level in any given week and works to develop compatible lessons that support classroom learning and schoolwide initiatives.

Except for the occasional need to use the media center for special events, the library is open each day that students are in attendance to ensure equitable access for all students to library media resources. Students are able to access the library from 7:30 – 2:00 each day, regardless of their fine arts rotation.

Responsibilities of the library/media center:

- To provide a comprehensive collection of instructional materials that will enrich and support the standards taking into consideration the varied interests, abilities and maturity levels of the students served.
- To provide up to date materials that will stimulate growth in factual knowledge, literary appreciation, aesthetic values and ethical standards.
- To provide a background of information that will allow students to make intelligent choices and judgments in their daily lives.
- To provide materials on opposing sides of controversial issues so that young citizens may develop, under guidance, the practice of critical analysis of all media.
- To provide materials representative of the many religious, ethnic and cultural groups and their contribution to our American heritage.
- To provide materials that will allow teachers to grow and develop professionally so they are knowledgeable of the best methods and practices that may best help their students learn.
- To place principle above personal opinion and reason above prejudice in the selection of materials of the highest quality in order to build a comprehensive collection appropriate for the users of the library/media center.

Special Initiatives:

- **Book Taco:** The library media program supports students as they mature into lifelong learners through Book Taco. Book Taco is a computerized reading incentive program where students are encouraged to read and answer comprehension questions. The Media Specialist tracks the school's

success through the number of words read earned each month and the annual number of words read. Students are recognized individually and given prizes given if they earn their way into the JTE One Million Word Club by reading over one million words in Book Taco.

- **SSYRA Brag Tags:** Students in grades 3-5 have additional opportunities for reading the Sunshine State Young Reader Award (SSYRA) books. Students who complete and pass the quizzes in Book Taco earn a brag tag charm for that book. They can complete and collect all 15 quizzes and join the WE READ THEM ALL Club here on campus.
- **Scholastic Book Fair:** The library/media center hosts two book fairs throughout the year – one in Fall and one in Spring. Students are able to purchase books of their interest during class Media Fine Arts times as well as at one parent/family event the week of the Fair.
- **Morning Announcements:** The media specialist writes and presents the morning announcements via school PA each day.
- **School Newsletter:** The media specialist compiles monthly news and events around campus to create a digital calendar/newsletter to be sent out to Jerry Thomas families.
- **Digital Citizenship:** TechSafety lessons are taught once a year per the District
- **Battle of the Books Club:** The media specialist leads the Battle of the Books Club on Fridays from 1:15-2:00pm. Students in grades 3-5 can join from November to January with the battle taking place in February. Participation is contingent on them reading and passing the quizzes on this year's SSYRA books in Book Taco. The Media Specialist uses BattleQuestions.com subscriptions to help guide and prepare the students for battle.
- **Winter Reading Scavenger Hunt & Summer Reading Challenge:** Kona Ice Party celebrations and Glow Party rewards are provided to those who complete these reading incentive activities.

Goals and Objectives

Goal 1: Take part in more technology trainings in order to bring back PD opportunities to teachers and staff

- Attend district-offered trainings, specifically those offered for AI instruction to support teachers in implementing these resources with their students
- Continue attending regular Topical Tuesday sessions offered through Library

Media Services

Goal 2: Increase the overall average publication date of the Jerry Thomas Elementary Library Media Collection.

- Utilize volunteers as well as my planning time to weed and replace outdated materials, focusing on the non-fiction science, history, and technology collection.
- To weed materials based on their significance to the reader, focusing on items that have never circulated or have not circulated for long periods.
- Place book orders strategically to enhance the overall age of our most outdated sections (i.e. Social Sciences and Language)

Goal 3: To support the students' 21st-century literacy skills through the incorporation of technology.

- To teach all students to use Destiny to locate and check out books in the media center.
- To teach all students how to access and check out eBooks using MackinVia.
- To utilize Chromebooks and Google Suite Apps with students in meaningful ways to access library materials, conduct research, and extend learning.
- To incorporate the use of SMART board technology and Google Gemini into media center lessons to increase students' knowledge and understanding of the appropriate uses of Artificial Intelligence (AI).

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 annual media center budget is divided into various categories and spent as needed on supplies, books, eBooks, AV materials, and computer/digital tools. The budget for the FY27 school year is expected to be similar to FY26. The library media center's budget is supplemented through SAC, PTO, book fairs, donations, grants, and fundraising.

School-based Operating Budget	Budget FY26	Projected FY27 Budget
Account 551100 - Media Supplies	\$509	\$600
Account 553420 - Media Subscriptions (including Book Taco)	\$2,550	\$2500
Account 561100 - Library Books	\$1000	\$2000
Account 562230 - Media A/V Equipment	\$0	\$ 500
Account 564220 - Furn-Fix/Equip	\$0	\$ 250
Fundraising and/or Grants	FY26	Projected FY27
Media Center Internal Account number for your fundraising, including Book Fair	\$7,900	\$ 7,000
State Media Allocation	FY26	Projected FY27
Account 561100 (program 3070) - Media Books	\$2500	\$ 2500

Purchasing Plan FY27

Purpose	Amount
Book vending machine refills	\$1500
Funding an Author Visit for K-2 and 3-5	\$1500
Funding for attendance at the Florida Association of Media in Education (FAME) library media conference (professional development).	\$200
Funding for additions of books that support the State Standards, our school incentive programs, as well as Sunshine State Young Readers.	\$5000
Total:	\$8200

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, FL BEST Standards books, and Professional Collection.
- Digital: eBooks, Online Databases (District-provided).

Special Emphasis:

The collection places special emphasis on diverse and multicultural literature, beginning chapter books, and high-interest reading materials to support schoolwide literacy initiatives such as SSYRA, Battle of the Books, and Book Taco. Additional focus is placed on updating nonfiction resources in science, social sciences, and technology to support curriculum standards, STEM/STEAM learning, and the diverse needs of our student population, including English Language Learners and students in ASD programs.

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: BattleQuestions online subscriptions for our Battle of the Books members only. We also have our Smores Newsletter annual online subscription for our digital Jerry Thomas newsletter.

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:

- Devices: Set of 6 Student Laptops/Chromebooks, Laptop Chargers, 4 iPads/Tablets (for Student/Staff use within the library)
- Classroom Technology: Interactive Flat Panel, Document Camera, Sound System, Color printer.

- Makerspace: Osmo system, Class set of Ozobots for coding, 2 Tonies, Building Manipulatives of all kinds, Puzzles, Games, Arts and Crafts, Sensory wall, etc.

Media Production (to be installed and housed in the Media Center at the beginning of FY27)

Teacher Support and Workroom:

- Production: Large Format (Poster) Printer, Laminator, Die-Cut Machine, 2 copy machines, 3 large paper cutters
- A/V Support: Portable Projectors, PA System, Portable Speakers.

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

When selecting materials, the primary objective is to implement, enrich and support the School Improvement Plan. The library/media center makes available a wide range of materials on varying levels of difficulty with a diversity

of appeal compatible with the varying interests, needs and viewpoints of learners and teachers. Materials considered for purchase are selected based on the criteria established in [School Board Policy 8.12](#) Selection of Library Media Materials. (See Appendix A).

Jerry Thomas Media Center materials are carefully evaluated and vetted prior to purchase, and books have at least 2 positive reviews from reputable sources such as Booklist, Hornbook, Kirkus Review, and School Library Journal. The materials are evaluated according to their aesthetic, literary and social value, appropriateness to student age and emotional maturity and relevance to the curriculum. Media center materials are judged as a whole, considering the author's/producer's intent rather than focusing solely upon individual pages, phrases, pictures or incidents taken out of context.

Other factors that are considered in the final decision to purchase new materials include their educational significance; need and value to the collection as a whole; and their relationship to the interests of students and curriculum course of study. Furthermore, our materials reflect many cultures and ethnic groups. Materials that contain political theories and ideologies, religion, public issues and controversial topics have a balanced representation with various opinions.

The media specialist has the responsibility of coordinating the collection development program. The media specialist uses input from teachers and stakeholders to ensure that the collection meets the needs of the school. The media specialist attends meetings, conferences and professional development to obtain information on new equipment, materials and the latest practices related to state standards and student achievement.

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

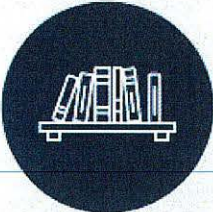
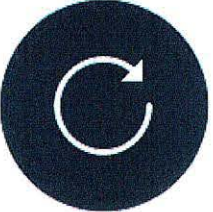
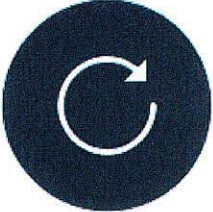
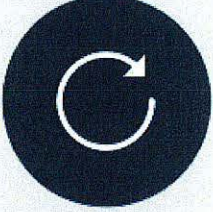
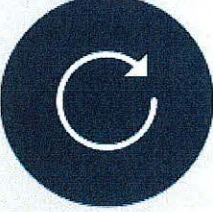
procedures for school library media centers throughout the District. These services include, but are not limited to:

- 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.

			
11,081 Items in the Collection	15.8 Items per Student	34% Fiction Titles in the Collection	33% 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	44% Aged Titles	8% 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.	
			
33% Representative Titles in Collection	2008 Representative Titles Average Age	38% 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	58	2015

Philosophy & Psychology	39	2015
Religion	42	2005
Social Sciences	506	2000
Language	50	2003
Science	1,228	2012
Technology	367	2012
Arts & Recreation	879	2014
Literature	169	2003
History & Geography	327	2010
Biography	515	2010
Easy	3,094	2007
General Fiction	3,741	2012
Graphic Novels	463	2015

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

To maintain the Jerry Thomas library media collection, the Media Specialist will:

- Utilize collection analysis reports such as Titlewise to determine areas in need of additional resources or weeding.
- Examine curriculum content to determine adequacy of collection materials.
- Maintain an ongoing list of topics/areas that are in need of more resources.
- Ask staff to provide a list of research topics for which resources are needed.
- Conduct surveys of students and staff to determine adequacy and relevance of materials, as well as types of informational, curriculum and pleasure reading material to be added to the collection.

- Conduct an annual inventory of the collection to determine replacements, missing items and other material needs. Inventory will be completed on a three year rotational basis as per School Board Policy 8.12, (5) *Library media materials acquired with funds from the General Appropriation Act of the State of Florida are to be cataloged and inventoried as part of the library media collection. Library media materials may be inventoried in one to three year cycles.*

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.

For the next three years, inventoried sections will be:

FY27: Inventory Biography & Nonfiction Sections

FY28: Inventory Easy Fiction Section

FY29: Inventory Fiction Section

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:

MAIN ROOM

Non-Fiction (Easy)

- Labeled with an **ORANGE** dot sticker on the front cover
- Sorted by labeled red bins to the left of book vending machine

Fiction

- Labeled with F and first 3 letters of author's last name
- Shelved alphabetically by author in aisles

Non-Fiction

- Labeled numerically and by first 3 letters of author's last name
- Shelved on back walls numerically (try to do by author when numbers are the same- this is a work in progress)

Who/What/Where? Books

- Located on stand alone shelves in multi-color bins near the back

door/Makerspace entrance. The shelf is marked "Who HQ?"

BEST Standards Books

- Located on the end of the Non-Fiction section (near the 900s and reference books)
- Organized into grade level sections and labeled with a **LIGHT BLUE** sticker on the front of the book that says "BEST ELA"

Biographies

- Labeled with 92 and first 3 letters of the person's last name
- Shelved alphabetically on wall near the large rug

Fiction Books by Theme

- Labeled with F and first 3 letters of author's last name
- Will have a sticker on the spine showing themes including **Mystery, Dogs, Horses, Cats, Scary, Historical Fiction, and Sports.**
- Shelved on curved book shelves near the back entrance of the library. Organized by theme and then the first 3 letters of the author's last name
- NOTE: Holiday theme books are marked with a **YELLOW** dot sticker on the front and the specific holiday (Christmas, Valentine's Day, etc.) on the spine and kept in storage closet next to the Book Vending machine unless currently on display

Graphic Novels

- Labeled with Graphic Novel sticker on the spine
- Located near front entry facing doors
- Sorted by series
- If single book or no section try to sort by theme on bottom shelf

Large Print Fiction Section

- Labeled with a Large Print sticker on the spine
- Located near the front entrance on stand alone shelves outside the Media Center office
- Sorted alphabetically by author's last name as indicated on the spine of the book

Sunshine State Young Reader Award Books (SSYRA)

- Displayed in front of Media Center near entry near SSYRA posters and "flower wall"
- Will be sorted by Mrs. Wilson to be put in either section for K-2 (on turquoise shelf) or 3-5 (across from graphic novels near the front entry)

BACK ROOM (behind the wall)

Easy Readers

- Labeled with E and the first 3 letters of the author's last name

- Shelved alphabetically by author's last name
- Paperbacks go right after the letter on shelf (not by author with hard cover)

Beginning Chapter Books

- Shelved by series in baskets and on shelves in between closet and copy room doors
- Labeled with **GREEN** dot sticker on the front cover
- If the series does not have a bin/shelf on left side of room it goes on turntables on top right shelf

Early Leveled Readers

- Labeled with a **PINK** dot sticker on the front cover
- Go on blue cart across from book vending machine
- Sorted by level 1, 2, 3, and 4 (or no level)

Spanish/Multicultural Books

- Labeled with **DARK BLUE** dot sticker on the front cover AND/OR a multicultural sticker on the spine
- Stored on green cart to the right of the book vending machine and organized on shelves as either Easy Fiction, Non-fiction or Chapter Books (Fiction and Graphic Novels).

Visual sticker guide as mentioned above:



Lost or Damaged Library Materials

If a student loses or damages District property, including library books, said student shall be required to pay for, replace or repair said items. Fines will be assessed through Destiny. There will be no fees for late materials in accordance with [School Board Policy 2.21B\(9\)](#).

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

School Year	Strategic Focus
FY27	Selection Priorities • Bilingual/Multicultural • Beginning Chapter books • SSYRA titles
	Inventory and Deselection (Weeding) Focus • Inventory: Non-fiction & Biography • Weeding: Aged Non-fiction Titles (specifically Dewey 370, 390, 420, 450, and all the 800s)
FY28	Selection Priorities • Non-fiction (specifically to focus on updating Social Sciences, Languages, Religion & Literature) • SSYRA titles
	Inventory and Deselection (Weeding) Priorities • Inventory & Weeding: Easy Fiction
FY29	Selection Priorities • Fiction – Diverse & SLL titles • Graphic Novels • SSYRA titles
	Inventory and Deselection (Weeding) Priorities • Inventory: Fiction (to include Large Print titles) • Weeding: Non-fiction and Biography

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)