

FY27 COLLECTION DEVELOPMENT PLAN



Lake Park Elementary School FY27 Collection Development Plan

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Signature Page

Lake Park Elementary School
FY27 Collection Development Plan

Date Approved by Administration **04/07/2026**

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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

Lake Park Elementary School is a Title I neighborhood school serving approximately 380 students in pre-kindergarten through fifth grade. The student population is entirely economically disadvantaged, with 88% qualifying for free or reduced-price lunch.

The school offers a Haitian Creole dual language program, and 46% of students are identified as English Language Learners.

School Mission Statement

Lake Park Elementary is committed to providing an equitable, high-quality educational experience so that each student reaches his or her highest potential. Our empathetic staff will support the instructional and social-emotional needs of all students.

Media Center Mission Statement

The Lake Park Elementary Media Center is dedicated to designing and maintaining a library media program that supports, complements, and expands the instructional program of the school. It strives to assist all students in becoming global citizens who have a lifelong love of reading and who use information to create a better and more peaceful world through intercultural understanding and respect.

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 is open every day that students and/or faculty are in attendance. Research and reference materials are available at all times through the district-wide electronic subscription databases. At LPES, the media specialist is on the Fine Arts wheel and has scheduled classes 5 days a week. The LPES library

media center offers extended hours before classes, Monday through Friday. This year's instruction has been focused on hands-on learning with Makerspace, building and advancing technology skills, and learning research skills. Media lesson plans are designed to support the information and Media Literacy standards embedded in Language Arts for Kindergarten through fifth grade. The program supports special school initiatives such as Literacy Week, Read for the Record, and Read Across America Week.

Goals and Objectives

Goal 1: To increase the overall average publication date of Lake Park Elementary Media Collection.

- To weed out and replace outdated materials, focusing on non-fiction
- To weed out materials based on the significance to the readers, focusing on items that have never circulated or have not circulated for long periods.
- To genrefy the fiction section

Goal 2: 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 the ebooks using MackinVia.
- Teach and model the use of computers, iPads, and various software programs for effective research, safe communication, and expressive presentations (for example, Adobe, Book Creator, Google Suite Applications, coding, digital citizenship, World Book, Gale, SIRS Discoverer, Teaching Books, etc.).
- To learn how to use AI programs safely

Goal 3: Extend MakerSpace options, including coding and robotics for elementary

- Write grants to raise funds to purchase MakerSpace materials
- Research the most innovative products to add to our LPES MakeSpace

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>\$96</i>	<i>\$96</i>
<i>Account 553420 - Media Subscriptions (Periodicals-Newspapers)</i>	<i>\$158</i>	<i>\$158</i>
<i>Account 561100 - Library Books</i>	<i>\$673</i>	<i>\$675</i>
<i>Account 562230 - Media A/V Equipment</i>	<i>\$210</i>	<i>\$210</i>
<i>Account 564220 - Furn-Fix/Equip</i>	<i>\$263</i>	<i>\$263</i>
<i>State Media Allocation</i>	<i>FY26</i>	<i>Projected FY27</i>
<i>Account 561100 (program 3070) - Media Books</i>	<i>\$1134</i>	<i>\$1135</i>

Purchasing Plan FY27

Purpose	Amount
STEM	500
Books	1000
Total:	\$1500

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, and Professional Collection.
- Digital: eBooks, Digital Audiobooks, Online Databases (District).
- Audiovisual: Manipulatives/Realia.

Digital Resources:

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

Site Licenses:

- StoryWorks
- Readinga-z

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, Sound System.
- Makerspace: Building Manipulatives.

Media Production:

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

Teacher Support and Workroom:

- Production: Laminator, Die-Cut Machine, Cricut

Circulation and Access:

- Devices: iPads and chargers (for students)

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 the School District of Palm Beach County Board Policy 8.12 Selection of Library Media Materials

- Other reputable, unbiased, professional reviewing sources used for selection include Booklist, Hornbook, Kirkus Review, and School Library Journal.
- The LMC materials are selected based on many factors. The materials are evaluated for their aesthetic, literary, and social value, appropriateness to student age, emotional maturity, and relevance to the curriculum.
- The LMC materials reflect sensitivity to the achievements, needs, and rights of men and women, various ethnic groups, and other cultures.
- The selection of LMC materials about political theories and ideologies, religion, public issues, and controversial topics is directed toward maintaining an unbiased, balanced representation of various opinions.
- LMC 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 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 the curriculum course of study.

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.

			
5754 Items in the Collection	16.8 Items per Student	10 % Fiction Titles in the Collection	29 % Nonfiction Titles in the collection
Library media resources are curated to include recently published works and classics that rightfully impact the average age of the collection.			
	1999 Average Age of the Collection	84 % Aged Titles	6 % 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	1999 Representative Titles Average Age	27 % SLL Titles in Collection	2002 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	2	2016
Philosophy & Psychology	15	2004
Religion	4	1998
Social Sciences	398	1996
Language	39	1999
Science	510	2000
Technology	201	2001
Arts & Recreation	191	2010
Literature	121	1995
History & Geography	195	2001
Biography	167	2005
Easy	1527	1998
General Fiction	585	2009
Graphic Novels	76	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.

FY27 Easy
 FY28 Non-Fiction and Biographies
 FY 29 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 into sections. The fiction section is genreified with spine labels, all of which are being switched to Demco genre stickers. Graphic Novels have their own section in the fiction section. The easy books are sorted in bins by the author's last name. All biographies are housed in the non-fiction section, sorted by the subject's last name.

Lost or Damaged Library Materials

Lake Park Elementary does not charge students for lost or damaged books.

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

School Year	Strategic Focus
FY27	Selection Priorities Easy and Early Chapter Books
	Inventory and Deselection (Weeding) Focus 1) Inventory : E AAA-E ZZZ 2) Weed E AAA- E ZZZ
FY28	Selection Priorities Non Fiction and Biographies
	Inventory and Deselection (Weeding) Priorities 1) Inventory Non Fiction 000.000-999.999 and biogprahies 92AAA-92ZZ 2) Weed Non Fiction 000.000-999.999 and biogprahies 92AAA-92ZZ
FY29	Selection Priorities Fiction and graphic novels
	Inventory and Deselection (Weeding) Priorities 1) Fiction and Graphic Novel 2) Weed Fiction and Graphic Novels

Reconsideration of Material

Objection Protocols: In the event of a citizen objection to any material within the library or classroom collection, the school shall strictly follow the procedures outlined in School Board Policy 8.1205. Copies of this policy and the Specific Material Objection Form are included in the Appendices of this document for immediate reference.

Status of Challenged Materials: Materials currently under objection shall be managed in accordance with the District's reconsideration procedures. Except where immediate removal is required by state statute (e.g., alleged sexual conduct), no material shall be removed or restricted solely based on an objection until the formal review process has been completed.

Annual Evaluation and Revision of Collection Development Plan

This collection development plan will be reviewed annually.

Appendices

A: Library Bill of Rights

"Library Bill of Rights", American Library Association, June 30, 2006.

[Link](#) (Accessed March 13, 2026)

Document ID: d03f6aae-7e51-46b3-afed-50fa0809f8ca

B: Intellectual Freedom Statement

"The Freedom to Read Statement", American Library Association, July 26, 2006.

[Link](#) (Accessed March 13, 2026)

Document ID: 24cc13f0-22e4-4c16-ba92-d68ee65b9e28

C: Policy 8.12 - Selection of Library Media Center Materials, Classroom Library Materials, and Reading List Materials

School Board of Palm Beach County (November 14, 2023). Selection of Library Media Center Materials and Reading List Materials.

[Link](#) (Accessed March 13, 2026)

D: Policy 8.1205 - Objection Procedures for Specific Library Media Center, Classroom Library, Reading List, Supplemental or Instructional Materials That Have Not Gone Through the Board Adoption Process

School Board of Palm Beach County (November 14, 2023). Objection Procedures for Specific Library Media Center, Classroom Library, Reading List, Supplemental or Instructional Materials That Have Not Gone Through the Board Adoption Process.

[Link](#) (Accessed March 13, 2026)

E: Specific Material Objection Form

School Board of Palm Beach County (November 14, 2023). Specific Material Objection Form.

[Link](#) (Accessed March 13, 2026)

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Final Audit Report

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