



Loxahatchee Groves Elementary

FY27 Collection Development Plan

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Signature Page

Loxahatchee Groves Elementary
FY27 Collection Development Policy

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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

Loxahatchee Groves Elementary Media Center serves the needs of 687 children in grades Pre-Kindergarten-5th grade in addition to the faculty, staff and community of users. Loxahatchee Groves Elementary has a culturally and ethnically diverse student population representing different economic backgrounds and includes 39% Caucasian, 47% Hispanic, 10% African-American, and 4% other races.

20% of our students are ELL. These students have a first language other than English. Some of those languages include Spanish and Kanjobal speakers.

44% of our students qualify for Free or Reduced lunch.
Loxahatchee Groves serves the needs of 20% SWD.

Our school Special Programs include: PreK ESE, VPK Inclusion and STEAM

School Mission Statement

The mission of Loxahatchee Groves Elementary School is to educate the total child to the best of his or her ability and to prepare him/her to adapt to an ever-changing society with the knowledge and skills necessary.

Media Center Mission Statement

The mission of the Loxahatchee Groves Elementary Media Center is to provide access to and an appreciation of reading, support for the instructional program of the school, and utilizing a variety of ideas, information and resources in various formats to all members of the school community while developing twenty first century learners.

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. At LGES, the media center is open daily from 7:30 AM to 7:50 AM as a supplemental time to the regular school day to ensure equitable access for all students to library media resources. The program supports special school initiatives, like The Sunshine State Young Reader's Award (SSYRA) program, The FAME (Florida Association for Media in Education) Orange Blossom book list, Literacy Week and the Scholastic Book Fair. In conjunction with the SSYRA program, the library participates in a district-wide online Battle of the Books challenge. The Media center also provides a collaborative space for inquiry and research through STEAM initiatives.

Goals and Objectives

Goal 1: To increase the overall average publication date of the Loxahatchee Groves Elementary Library Media Center Collection and continue to fill in gaps by purchasing books that complement and complete collections in FY27.

Objective 1: To weed and replace outdated materials using Follett as a basis of analysis. Continue to purchase books that help develop a robust collection.

Objective 2: To weed materials based upon the significance to the reader, focusing on items which have never been or have not been recently circulated.

Goal 2: Increase circulation of nonfiction books.

Objective 1: Order Orange Blossom books in the spring in order to be ready for the start of the school year.

Objective 2: Create targeted displays that feature the Orange Blossom books.

Objective 3: Promote the Orange Blossom books with book talks. Students will select a "book of the month."

Goal 3: To develop student interest in reading for pleasure by exposing them to a wide range of appropriate literature.

Objective 1: Order SSYRA books in the spring in order to be ready for the start of the school year both in print and e-book formats.

Objective 2: Increase participation in library programs, such as SSYRA and offer incentive rewards, such as SSYRA brag tags.

Objective 3: Use the SSYRA books to create a "March Madness" book bracket to determine the school-wide favorite book.

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
<i>Account 551100 - Media Supplies</i>	\$278.19	\$278.19
<i>Account 553420 - Media Subscriptions (Periodicals-Newspapers)</i>	\$336.00	\$336.00
<i>Account 561100 - Library Books</i>	\$1007.00	\$1007.00
<i>Account 562230 - Media A/V Equipment</i>	\$448.00	\$448.00
<i>Account 564220 - Furn-Fix/Equip</i>	\$560.00	\$560.00
Fundraising and/or Grants	FY26	FY27
<i>Media Center Internal Account number for your grant(s) (get this from your bookkeeper)</i>	\$4531.00	\$4531.00
State Media Allocation	FY26	FY27
<i>Account 561100 (program 3070) - Media Books</i>	\$2022.00	\$2022.00

Purchasing Plan FY27

Purpose	Amount
Books	\$ 4,000
Makerspace	\$ 2,300
Supplies	\$ 330
Total:	\$ 6630

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, Online Databases (District and Site-Licensed).

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:

Loxahatchee Groves Elementary subscribes to an annual subscription of Book Taco to supplement the reading curriculum. This encourages students to build independent reading and comprehension skills.

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.
- Makerspace: Coding Kits and Building Manipulatives.

Media Production:

- TV Studio: Full Production Studio (Cameras/Tripods)

Teacher Support and Workroom:

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

Circulation and Access:

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

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:

School Board Policy 8.12 sets out the procedures for selecting and developing library collections, which are followed District-wide.

In selecting new books, we ensure that the books are supported by the current Florida B.E.S.T standards, school curriculum, and goals of the School Improvement Plan. All books must also have two professional reviews using School Library Journal, Horn Book, Booklist, Association for Library Service to Children, Kirkus, Young Adult Library Services Association, and/or Children's Catalog. Loxahatchee Groves Media Center materials are carefully evaluated prior to purchase. The materials are evaluated according to their aesthetic, literary and social value, appropriateness to student age and emotional maturity and relevance to the curriculum.

District-Wide "Procedures for Selecting and Developing Library Collections"

[School Board Policy 8.12](#) sets out the procedures for selecting and developing library collections, which are followed District-wide.

District Resources and Services

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

- Maintaining a professional library collection to assist with recertification and knowledge acquisition on education-related topics;
- Managing the online catalog, including the library inventory and circulation software;
- Selecting and making accessible online information databases for reference and research;
- Providing guidance and training to school library media staff in program planning, curriculum development, budget, technology, collection maintenance, facility use, and media production;
- Participating in inter-departmental curriculum development, facility planning, personnel staffing, and task forces at the administrative level;
- Managing technical services for acquiring and processing resources for schools;
- Distributing to schools and monitoring categorical and capital budgets allocated for library programs and
- Fostering a global range of services that facilitate the transformation of school-based library activities to meet the changing needs of an information society.

The School District Library Media Services Department collaborates with other District departments, including the Department of Educational Technology, to provide selected electronic information, the technology to access it, and the training needed to efficiently and effectively search for and find specific facts.

Collection Analysis

The collection is developed for and influenced by students, their interests, academic needs, and alignment with the curriculum. The data below is a snapshot of the collection based on a Titlewise Analysis.

			
10,652 Items in the Collection	15.1 Items per Student	57% Fiction Titles in the Collection	43 % 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.			
	2011 Average Age of the Collection	40% 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.	
			
23% Representative Titles in Collection	2010 Representative Titles Average Age	29% SLL Titles in Collection	2012 SLL Titles Average Age

Collection Analysis By Category

This section provides a detailed look at the current library collection by classification and genre. It was gathered from Follett Destiny, the library management system, and Titlewave, the vendor's ordering and analysis tool.

Section	# of Titles	Average Age (year)
Computer Science, Information & General Works	85	2015
Philosophy & Psychology	32	2014
Religion	39	2014
Social Sciences	389	2007
Language	55	2006
Science	1,171	2012
Technology	595	2012
Arts & Recreation	615	2015
Literature	74	2007
History & Geography	378	2011
Biography	438	2011
Easy	3,322	2010
General Fiction	1,983	2014
Graphic Novels	198	2019

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.

- FY2027: Inventory Nonfiction Section, including Graphic Novels
- FY2028: Inventory Foreign Language & Easy Sections
- FY2029: Inventory Biography & Fiction Sections

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:

Everyone/Picture Books- This section is in alphabetical order, by author's last name. Popular book series and beginning reader books are separated into their own section.

Nonfiction-This section is subdivided into smaller sections and organized using the Dewey Decimal System.

Fiction-This section is organized in alphabetical order, by author's last name. Popular book series and beginning reader chapter books are separated into their own section.

Graphic Novels- This section is separated into their own section and organized in alphabetical order, by author's last name.

Lost or Damaged Library Materials

Any books that are lost during the school year are subject to a maximum \$5.00 fine. These funds will be used to purchase replacement books.

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

School Year	Strategic Focus
FY27	Selection Priorities • Non fiction- 000-299 • Nonfiction 300s (Social Sciences) • Foreign Language
	Inventory and Deselection (Weeding) Focus Inventory: ■ Nonfiction Section, including Graphic Novels Weeding: ■ Nonfiction- 300's (Social Sciences) ■ Nonfiction- 700-780 (Arts & Recreation, not GN or sports) ■ Foreign Language
FY28	Selection Priorities • Non fiction-400's (Language) • Nonfiction- 700-780 (Arts & Recreation) • Non fiction-800's (Poetry & Jokes)
	Inventory and Deselection (Weeding) Priorities Inventory: ■ Inventory Foreign Language & Easy Sections Weeding: ■ Non fiction- 400s (Language)

	■ Non fiction-800's (Poetry & Jokes)
FY29	Selection Priorities ● Non fiction-600's (Technology) ● Nonfiction- 900's (History & Geography)
	Inventory and Deselection (Weeding) Priorities Inventory: ■ Fiction (General Fiction and Biographies) Weeding: ■ Non fiction- 600's (Technology) ■ Nonfiction- 900's (History & Geography)

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)

Audit trail

Details

FILE NAME	LoxahatcheeGrovesElementary_CollectionDevelopmentPlan_FY27 - 5/5/26, 10:49 AM
STATUS	Signed
STATUS TIMESTAMP	2026/05/05 14:52:13 UTC

Activity

SENT	ashley.rubenstein@palmbeachschools.org sent a signature request to: - Ashley Rubenstein (ashley.rubenstein@palmbeachschools.org) - Richard Myerson (richard.myerson@palmbeachschools.org)	2026/05/05 14:48:33 UTC
SIGNED	Signed by Ashley Rubenstein (ashley.rubenstein@palmbeachschools.org)	2026/05/05 14:50:16 UTC
SIGNED	Signed by Richard Myerson (richard.myerson@palmbeachschools.org)	2026/05/05 14:52:13 UTC
COMPLETED	This document has been signed by all signers and is complete	2026/05/05 14:52:13 UTC

The email address indicated above for each signer may be associated with a Google account, and may either be the primary email address or secondary email address associated with that account.