

FY 27 COLLECTION DEVELOPMENT POLICY



MANATEE ELEMENTARY SCHOOL SCHOOL DISTRICT OF PALM BEACH COUNTY

Revised by
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Signature Page

Manatee Elementary

FY27 Collection Development Plan

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PURPOSE OF COLLECTION DEVELOPMENT POLICY

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 AND SCHOOL COMMUNITY

Manatee Media Center serves approximately 1,150 students in Pre-K through Fifth grade, in addition to the faculty, staff, and parents. Manatee Elementary has a culturally and ethnically diverse student population representing different economic backgrounds, including: 491 White, 326 Hispanic, 2 Indian/Alaskan Native, 179 Black, 106 Asian/Pacific Islander, and 46 Multi-Racial students. 24.96% of Manatee Elementary's students are eligible for free and reduced lunch. Manatee Elementary serves students on the Autism Spectrum (ASD).

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.

MANATEE ELEMENTARY SCHOOL MISSION STATEMENT

The faculty and community of Manatee Elementary are committed to working together to prepare all students to achieve their maximum potential during elementary, middle, high school, and the years beyond. We accept the responsibility to promote diversity and inclusive education; thereby, enabling all students to acquire and/or maintain skills at or above grade level or show learning gains annually.

LIBRARY MEDIA CENTER MISSION STATEMENT

Manatee Elementary School is committed to providing the instruction, resources, and opportunities to gain the information literacy skills necessary for the 21st Century, implementing the Florida State Standards. 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. The library media staff:

- provide and promote extensive use of resources in multiple formats that are designed to meet the varying needs of all learners in all aspects of the curriculum
- provide a learning environment which promotes inquiry
- stimulate intellectual curiosity
- encourage pleasure reading
- develop diverse interests for the enjoyment of life-long learning
- provide and promote instruction to prepare students to become independent users of libraries and information resources.

The successful, self-aware learner should be able to:

- identify, plan, and use resources
- find and evaluate information
- organize and maintain information
- interpret and communicate information
- use computers and technology to process information
- use technology to present information
- work with a variety of technologies in a safe and digitally responsible manner

LIBRARY PROGRAM

At Manatee Elementary School, the library media center is on a fixed 8-day rotation of 30 minutes for all K-5 classes, including our ESE/ASD self-contained models. The library is open throughout each day that students are in attendance to ensure equitable access for all students to library media resources.

A core component of our school library media center program is the collaborative development of integrated information literacy lesson plans, aligned with Florida B.E.S.T. Standards, in partnership with classroom teachers. Each lesson will be followed by a book checkout period to promote reading engagement. Subsequently, students will have access to self-directed makerspace activities, including Legos, Keva Structures, Ozobots, and BeeBots, fostering creativity and hands-on learning. Furthermore, students in grades 2-5 will receive instruction on the self-checkout system, empowering them to independently access library resources

In addition, the Media Center promotes the Sunshine State Young Reader Award books and sponsors the Battle of the Books for grades 3-5. We will continue the “Bag Tag” program for any student who reads a Sunshine State Book, regardless of participation status in Battle of the Books. The top two teams that compete in the Battle of the Books, and any students who read all 15 Sunshine State books will be invited to a celebration in May. All students participate in voting for their favorite Sunshine State/Sunshine State Junior Book.

The ManaTV production studio is in use each morning for our ManaTV Morning News. Students apply and try out to be a part of the crew. We have 4 crews of 3rd and 4th-graders running the live morning announcements for our school.

The Media Center actively fosters a vibrant learning community through the implementation of school-wide events, designed to cultivate literacy and digital competency. These initiatives include:

Literacy Celebrations: Organized observances such as Dot Day, Hour of Code, Celebrate Literacy Week, Read Across America, Book Buddies, Poem in my Pocket Day, and Poetry Madness (during National Poetry Month) are promoted via morning announcements, engaging all students in grades Pre-K-5.

Digital Literacy and Citizenship: All students in grades K-5 participate in Hour of Code and digital citizenship lessons, ensuring proficiency in essential 21st-century skills. Grades 3-5 will participate in district AI lessons. FY 27 Manatee has been designated as an In-house STEM school, this program will support this initiative and provide a collaborative space for inquiry and research.

Community Partnerships: Collaborations with external entities, exemplified by the Park Vista High School Band's participation as guest readers for World Read Aloud Day, enrich the student experience.

Book Fairs: The Media Center will continue to host an off-campus book fair at Barnes & Noble in the fall, Literati online book fair in November, and an on-campus Scholastic fair in the Spring, promoting access to diverse reading materials. FY 27, we will host an online Literati book fair in April for the Summer Reading kickoff, instead of in November.

Summer Reading Initiative: A Summer Reading Challenge will be implemented to encourage continued literacy development. Students who complete the challenge will be recognized at a celebratory event in September 2026.

GOALS AND OBJECTIVES

Goal 1: To increase the overall average publication date of the Manatee Elementary Library Media Collection by one year.

- To weed out materials based upon the significance to the reader, focusing on items that have never circulated or have not circulated for 8 years or more.
- Using Titlewave as a basis of analysis, continue to purchase books that help develop a robust collection on topics defined by age-sensitive areas on the Titlewave Analysis.

Goal 2: Cultivate a "reading for pleasure" culture by hosting one high-engagement, "Drop Everything and Read" (DEAR) event in the media center per trimester, aiming for a 20% increase in student-reported reading enjoyment.

Goal 3: Increase the average circulation rate by 2 books per student by the end of the academic year through targeted collection curation and personalized student engagement.

- Increase engagement by participating in Book Tastings in the Media Center.
- Increase engagement by having our administration and staff read the first chapters of selected books for upper-grade level students
- Create monthly Read-a-Like displays to scaffold student book selection, intentionally guiding readers from popular 'gateway' titles toward a broader range of genres and authors.

BUDGET AND FUNDING

<i>School-based Operating Budget</i>	<i>Budget FY26</i>	<i>FY27 Projected Budget</i>
<i>Account 551100 - Media Supplies</i>	<i>421.00</i>	<i>421.00</i>
<i>Account 553420 - Media Subscriptions (Periodicals-Newspapers)</i>	<i>540.00</i>	<i>540.00</i>
<i>Account 561100 - Library Books</i>	<i>1620.00</i>	<i>1620.00</i>
<i>Account 562230 - Media A/V Equipment</i>	<i>720.00</i>	<i>720.00</i>
<i>Account 564220 - Furn-Fix/Equip</i>	<i>900.00</i>	<i>900.00</i>
<i>Fundraising/ Grants</i>	<i>Budget Amount</i>	<i>Projected FY27</i>
<i>Media Center Internal Account 51700</i>	<i>5135.55</i>	<i>5135.55</i>
<i>State Media Allocation</i>	<i>Budget Amount</i>	<i>Projected FY27</i>
<i>Account 556110 (program 3070) - Media Books</i>	<i>3369.00</i>	<i>3369.00</i>

2026-2027

Approximate Purchasing Plan	
Purpose	Amount
Supplies	approx \$3000
Books	approx \$8000
Awards, Rewards, and Events	approx \$1000
Total:	\$12,000.00

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: DVDs (Educational Use Only), 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.

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 Labs: Media lab contains 31 Chromebooks and 11 touchscreens for ESE access, and the Computer lab contains 32 student desktops
- Classroom Technology: Interactive Flat Panel, Document Camera, Chromebooks for student use, and Sound System.
- Makerspace: 10 Ozobots, 9 BeeBots, 2 Osmo kits, and 6 iPads

Media Production:

- TV Studio: Full Production Studio (Cameras, Microphones, Sound Board, and Tri-Caster/Mixer).

Teacher Support and Workroom:

- Production: Large Format (Poster) Printer, Laminator, Die-Cut Machine, Standard Color printer, 2 paper cutters, and a spiral binding machine for book making.

Circulation and Access:

- Devices: Student Laptops/Chromebooks, Laptop Chargers, iPads/Tablets (For Media Center use)
- Peripherals: Headphones, cassette/CD players, and DVDs

COLLECTION DEVELOPMENT

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

Adhering to state and district guidelines, the Media Specialist utilizes a variety of resources to select and evaluate new instructional and student-choice materials. This selection process is driven by data from Titlewave analysis, curricular needs, and direct requests from students, staff, and stakeholders. Every resource is intentionally chosen for its educational significance, factual accuracy, and curricular alignment, with a steadfast commitment to providing age-appropriate content for a diverse student body. Furthermore, to ensure professional rigor, all books are vetted using at least two reputable review sources, which include but are not limited to:

- Mackin/Titlewave (various review sources)
- We Need Diverse Books
- Kirkus Reviews
- School Library Journal
- ALA Booklist
- National Science Teacher Association, Outstanding Science Trade Books for Students

These guidelines will be followed for all new material orders and donations. Information resources will be collected in a variety of formats to meet the learning needs of all students. These formats include print, non-print, and electronic.

DISTRICT-WIDE PROCEDURES FOR SELECTING AND DEVELOPING LIBRARY COLLECTIONS

[School Board Policy 8.12](#) sets out the procedures for selecting and developing library collections. These procedures 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.

			
8,893 Items in the Collection	7.7 Items per Student	28% Fiction Titles in the Collection	36% Percent of nonfiction in the collection
Library media resources are curated to include both recently published works and classics that both rightfully impact the average age of the collection.			
	2013 Average Age of the Collection	29% Aged Titles	21% Newer than 5 Years
Library media resources should be representative of the school.		Social-Emotional Learning (SEL) library media resources can contribute to character development.	
			
2,353 Representative Titles in Collection	2013 Representative Titles Average Age	3,240 SEL Titles in Collection	2015 SEL Titles Average Age

COLLECTION ANALYSIS BY CATEGORY

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

Section	# of Titles	Average Age
Computer Science, Information & General Works	63	2016
Philosophy & Psychology	79	2019
Religion	17	2006
Social Sciences	349	2006
Language	57	1998
Science	779	2016
Technology	463	2018
Arts & Recreation	1103	2018
Literature	71	2010
History & Geography	234	2015
Biography	275	2016
Easy	2052	2011
General Fiction	2528	2015
Graphic Novels	610	2018

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. The following will be inventoried in the Manatee Media Center.

Year 1 (2027) Nonfiction and Biographies

Year 2 (2028) Easy/Professional Library

Year 3 (2029) 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:

Our media center is thoughtfully organized into five primary sections—Fiction, Everybody, Graphic Novels, Biographies, and Non-fiction—to ensure patrons can easily locate materials. While the overall collection follows the Dewey Decimal Classification System for non-fiction, we utilize specialized logic for high-traffic areas to improve accessibility. Specifically, we have established two distinct subsections for our emerging readers: the "Pink and Blue" collection, which features early first-chapter books organized by series title, and the "Series Everybody" section, which pulls together popular picture books by series rather than author. Biographies are shelved separately to highlight individual lives, and Graphic Novels are maintained as a standalone section to cater to visual storytelling preferences.

LOST OR DAMAGED LIBRARY MATERIALS

Manatee Elementary School follows [School Board Policy 2.21B\(9\)](#), which states: “If a student loses or damages District property, including library books and textbooks loaned to said student, said student shall be required to pay for, replace or repair said district property.” We make an attempt to collect on the lost or damaged books by sending out overdue notices once a trimester. As books are returned damaged, we immediately send a notice home with the student. Parents also receive automatic emails every Monday from the Destiny Catalog system.

At the beginning of the school year, students with outstanding books will receive notification of missing books included in the Meet the Teacher packet. At the end of the school year, students with outstanding materials are issued a letter containing a comprehensive search checklist. To qualify for full fine forgiveness, students must complete the checklist and return the form with a parent or guardian's signature, certifying that a thorough search for the missing books was conducted. Once the signed verification is submitted, all associated replacement fees will be waived.

Strategic Focus – Weeding and Acquisitions

School Year	Strategic Focus
FY27	Selection Priorities • Non-Fiction and Biographies • Update Aged-Areas on Titlewave Analysis
	Weeding Priorities • Non-Fiction • Biography • Any worn material
FY28	Selection Priorities • Easy • Beginning Chapter Books • Update Aged-Areas on Titlewave Analysis
	Weeding Priorities • Easy • Any worn material
FY29	Selection Priorities • Fiction • Update Aged-Areas on Titlewave Analysis
	Weeding Priorities • Fiction • Any worn material

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 CDP

This collection development plan will be reviewed each school year.

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.