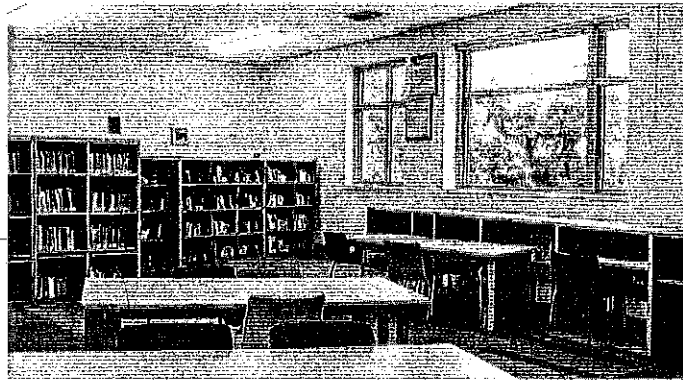


FY27 COLLECTION DEVELOPMENT PLAN



Melaleuca Elementary School FY27 Collection Development Plan

Sharmaree Centorani

Educational Media Specialist

Signature Page

Melaleuca Elementary School
FY27 Collection Development Plan

Date Approved by Administration: **5/5/2026**

Media Specialist Name: _____ Sharmaree Centorani _____

Media Specialist Signature: Shm Cent

Principal Name: _____ Dr. Deborah Maupin _____

Principal Signature: Deborah Maupin

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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

Melaleuca Elementary School (MES) is a Title I K-5 School that offers AMP (Accelerated Math Program) and has a Dual Language program. In addition, it is an AVID and Global Leader school. MES offers two aftercare programs for students: 21st Century Keen Kidz and MES Aftercare. The current student enrollment is 631.

School Mission Statement

Melaleuca Elementary will instill in our school community the requisite social, academic, technological, and critical thinking skills for promoting success in an ever changing global society. At Melaleuca Elementary, we strive to offer all students with a well rounded education that will provide every student with the foundation necessary for them to be college and career ready. Melaleuca Elementary strives to ensure that every student is important.

Media Center Mission Statement

The Melaleuca Elementary Library Media Center is committed to supporting our school's mission by providing the instruction, resources, and opportunity to gain the Information Literacy skills necessary for the 21st century that serve as a foundation for lifelong learning.

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 rotating 15 day block schedule to ensure equitable access for all students. Instruction is provided daily to support academic standards and digital literacy. The program supports special school initiatives such as AVID, Literacy Week, Digital Citizenship, Global Leaders and provides a collaborative space for inquiry and research.

Goals and Objectives

Goal 1: Increase the overall average publication age of the MES collection.

- *weed and replace outdated material, focusing on areas of science, history, and technology.*
- *prioritize purchasing materials with new publication dates.*

Goal 2: Increase the number of Spanish language books in the Media Center.

- *collaborate with 4-5 DL teachers to determine titles to add to collection*
- *purchase books to support our school's Dual Language program beginning with grades 4-5 in FY27.*

Goal 3: Support school wide global learning initiative

- *vet & purchase nonfiction global learning mentor texts for classrooms*
 - *create global learning mentor text set book bins*
 - *create project-based learning media lessons attached to the SDGs*
-
-

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
Account 551100 - Media Supplies	\$586.09	\$582
Account 553420 - Media Subscriptions (Periodicals-Newspapers)	\$252	\$252
Account 561100 - Library Books	\$757	\$757
Account 562230 - Media A/V Equipment	\$337	\$337
Account 564220 - Furn-Fix/Equip	\$421	\$421
Fundraising and/or Grants	FY26	Projected FY27
Media Center Internal Account number for your grant(s) (get this from your bookkeeper)	\$1175.43	\$825.43
State Media Allocation	FY26	Projected FY27
Account 561100 (program 3070) - Media Books	\$1881	\$1881

Purchasing Plan FY27

Purpose	Amount
Books	3000
Supplies	750
STEM/Makerspace	250
Total:	\$4000

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).

Special Emphasis:

The collection maintains a special emphasis on Spanish texts to support dual language program as well as non-fiction texts to support the STEM and global initiatives.

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:

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, Projector System.

- Makerspace: Coding Kits and Building Manipulatives.

Media Production:

- TV Studio: Full Production Studio (Cameras, Tri-Caster/Mixer, Lighting, Green Screen).
- Mobile News: Portable News Crew Equipment (iPads, Mobile Green Screen).
- Student Production: Cameras/Tripods, Microphones, Podcasting Equipment, Production iPads.

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, iPads/Tablets (for Student/Staff Checkout)
- Peripherals: Headphones, Webcams, Wireless Mice
- B&W Printer, Color Printer

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

In accordance with School District of Palm Beach County Board Policy 8.12 - Selection of Library Media Center Materials (see Appendix), Melaleuca Elementary School Media Center uses the following professional reviewing sources to aid in the selection of library media center materials.

- School Library Journal - <https://www.slj.com/section/reviews>
- Booklist - <https://www.booklistonline.com/>
- Kirkus Reviews - <https://www.kirkusreviews.com/>
- Publisher's Weekly - <https://www.publishersweekly.com/pw/reviews/index.html>

Melaleuca Elementary School Media Center only uses reviews from professional reviewing sources. Reviews from Amazon, Goodreads, Common Sense Media, and the like will not be considered when selecting library media center materials.

In addition, material will be vetted for educational significance, age appropriateness, accuracy, and curriculum alignment.

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

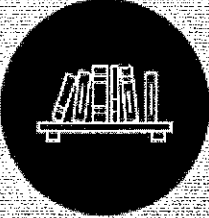
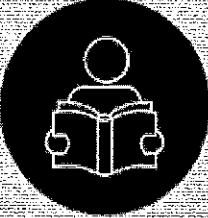
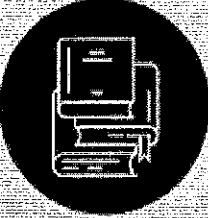
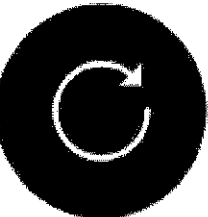
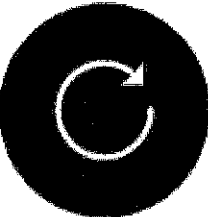
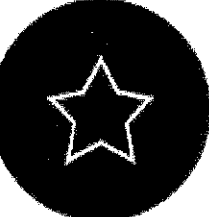
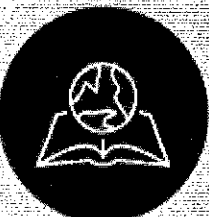
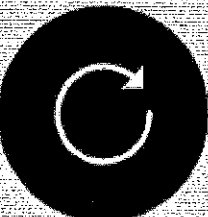
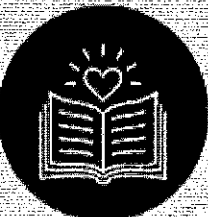
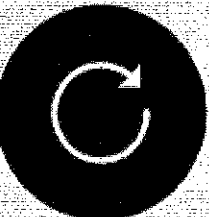
The School District Library Media Services Department supports school-based library media center personnel and establishes uniform policies and procedures for school library media centers throughout the District. These services include, but are not limited to:

- 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.

			
7077 Items in the Collection	11.0 Items per Student	16% Fiction Titles in the Collection	35% Percent of nonfiction in the collection
Library media resources are curated to include recently published works and classics that rightfully impact the average age of the collection.			
	2009 Average Age of the Collection	51% 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.	
			
30% Representative Titles in Collection	2009 Representative Titles Average Age	36% 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	28	2014
Philosophy & Psychology	46	2006
Religion	7	2009
Social Sciences	360	2006
Language	34	2003
Science	1016	2007
Technology	300	2006
Arts & Recreation	444	2015
Literature	62	2004
History & Geography	175	2006
Biography	326	2008
Easy	2466	2009
General Fiction	1148	2013
Graphic Novels	332	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 Non-fiction, FY28 Easy, and FY29 Fiction

Ongoing Maintenance:

Collection maintenance is a continuous process that extends beyond the annual inventory window. Materials are repaired, relabeled, and deselected throughout the school year to maintain a high standard of accessibility and visual appeal.

Collection Organization and Visual Navigation:

Melaleuca's media center is organized to best assist our students locating books of interest. Non-fiction hardcovers are filed by Dewey Decimal system. Non-fiction paperbacks are filed by Dewey Decimal system in yellow baskets on the top shelves. Fiction is filed alphabetically by the author's last name. Biographies are located on shelves near the circulation desk. Graphic Novels are separated into their own section near the media specialist's office. Upper level texts (grades 4 and 5) have a section in front of the circulation desk. Professional texts are behind the circulation desk.

Lost or Damaged Library Materials

Melaleuca Elementary does not charge fees for materials returned late. Fines for lost/damaged materials will be collected in accordance with 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". Lost/damaged materials fees can be waived at the discretion of the Media Specialist and administration.

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

School Year	Strategic Focus
FY27	Selection Priorities
	Fiction
	Inventory and Deselection (Weeding) Focus 1) Non-Fiction 000-999, Biographies, Reference, Professional 2) Easy E AAA - E ZZZ
FY28	Selection Priorities
	Non-Fiction updated science, and history/social studies, biographies
	Inventory and Deselection (Weeding) Priorities 1) Easy E AAA - E ZZZ 2) Fiction
FY29	Selection Priorities
	Easy
	Inventory and Deselection (Weeding) Priorities 1) Fiction (General Fiction, Easy, Story Collection, Graphic Novels). 2) Non-Fiction 000-999, Biographies, Reference, Professional

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)