



ORCHARD
VIEW ELEMENTARY

FY27 Collection Development Plan

Lucianne Montana

Educational Media Specialist

Signature Page

Orchard View Elementary School
FY27 Collection Development Plan

Date Approved by Administration: **May 7, 2026**

Media Specialist Name: **Lucianne Montana**

Media Specialist Signature: 

Principal Name: **Danielle Garcia**

Principal Signature: 

Table of Contents

Signature Page.....	2
Table of Contents.....	3
Purpose of Collection Development Plan.....	3
Background Statement & School Community.....	4
School Mission Statement.....	4
Media Center Mission Statement.....	4
The Orchard View Elementary Library Media Center is dedicated to designing and maintaining a library media program that supports, compliments, and expands the instructional program of the school.....	4
Responsibility for Collection Management & Development.....	5
Library Program.....	5
Goals and Objectives.....	6
Budget and Funding.....	8
Purchasing Plan FY27.....	9
Scope of the Collection.....	9
Equipment.....	10
Collection Development and Maintenance.....	10
Selection and Evaluation Criteria.....	11
District-Wide “Procedures for Selecting and Developing Library Collections”.....	11
District Resources and Services.....	11
Collection Analysis.....	12
Collection Analysis By Category.....	13
Gifts and Donations.....	14
Collection Maintenance.....	14
Lost or Damaged Library Materials.....	15
Strategic Focus – Inventory, Deselection (Weeding), and Acquisitions.....	15
Reconsideration of Materials.....	15
Annual Evaluation and Revision of Collection Development Plan.....	16
Appendices.....	17
A: Library Bill of Rights.....	17
B: Intellectual Freedom Statement.....	17
C: Policy 8.12 - Selection of Library Media Center Materials, Classroom Library Materials, and Reading List Materials.....	17
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.....	17
E: Specific Material Objection Form.....	17

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.

As our student population changes, the Library Media Center (LMC) at Orchard View Elementary School (OVES), reassesses and adapts its collection to reflect new and differing areas of interest and concern. The collection development policy is annually evaluated and revised as necessary to provide guidance for implementing changes in the collection.

Background Statement & School Community

Orchard View Elementary opened in 1994. The current enrollment at Orchard View Elementary is 652 students. A Voluntary Pre-Kindergarten (VPK) program is offered at Orchard View as well as ASD and ESE pre-kindergarten units. Orchard View offers ASD (Autism Spectrum Disorder) (K-5) elementary student placement. In addition, Orchard View offers an AMP (Accelerated Math Plan) for advanced level students. This program provides a pathway for students to maximize their potential and support their continued growth in mathematics.

The Orchard View Media Center serves kindergarten through fifth grade students, faculty, staff, and parents. We have a Spanish community language facilitator and a Haitian Creole community language facilitator on campus.

According to our most current [FL DOE Report Card](#), approximately 12% of enrolled students are white, 63% black, 21% hispanic, and 4% are multiracial.

School Mission Statement

Orchard View Elementary School is committed to providing opportunities for all students to develop as literate, self-motivated persons of character in a safe, innovative, and challenging environment. The Vision of Orchard View Elementary School is to provide our students with a quality education and a lifelong commitment to learning while serving the community as productive members of society.

Media Center Mission Statement

The Orchard View Elementary Library Media Center is dedicated to designing and maintaining a library media program that supports, compliments, and expands the instructional program of the school.

The library media staff will 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 reading choices;
- provide and promote instruction to prepare students to become independent users of libraries and information resources.

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. The program supports special school initiatives such as Scholastic Book Fairs, Literacy Week, Book Character Day, Hour of Code, Internet/ Technology Safety Instruction and provides a collaborative space for inquiry and research.

SCHEDULE: The LMC runs on a five-day Fine Arts rotation wheel. Students attend Library Media once a week. During each class, students have a library/ reading lesson and participate in book check out.

The media center is closed prior to classes due to PLC coverage and closed following classes due to student support in classrooms.

Library Media instruction begins with the basics of how to be a user of the library: how to use Destiny and how to locate books. In kindergarten through 2nd grade our focus is on sharing literacy (storybooks) to instill a love for reading. Grades 3-5 focus on locating books of interest, titles that support their curriculum, and instructional activities that support classroom curriculum.

SPECIAL INITIATIVES:

- **Scholastic Book Fair:** The LMC hosts 1 book fair each school year.

Students are able to purchase books of interest during these events.

- **Morning Announcements:** A select number of 5th grade students present the morning announcements. A live broadcast of the news show is presented each morning in the back of the media center.
- **Library Club:** This club meets afterschool, once a week to assist in taking care of the media center. Duties include shelving books, keeping the library organized and clean, and preparing for upcoming literacy events.
- **Digital Citizenship:** Each year the LMS provides school-wide TechSafe lessons in order to develop a strong sense of good digital citizenship.
- **Hour of Code:** Every December, Grade 3-5 students join millions of students around the world celebrating Computer Science Education Week with the Hour of Code activities.
- **Social Studies Statutes:** The LMS supports the instruction of several Florida state social studies standards.
- **Literacy Week/ Literacy Night:** Celebrate Literacy Week, Florida! (CLW) is designed to raise awareness about the importance of reading and to inspire Florida's students and families to make reading part of their daily routines. CLW events are hosted in the media center each year.
- **Book Character Day:** Each Fall we celebrate book characters by dressing in costume for a day.

Goals and Objectives

Goal 1: Update the Nonfiction section to decrease average age by 3 years through targeted purchasing and weeding.

- Weed 000-999, throughout the year.
- Allocated funds will be used to build up the collection where there are gaps.

Goal 2: Collaborate with K-2 teachers to support ELA standards through curated resources and extension lessons.

- Connect with teachers to strengthen ELA standards with extension lessons during media (fine arts).

Goal 3: Allocate time for Administrative Tasks

Materials Needing to be Vetted for Instruction/ Seeking Approval for Purchases / Updating Additional Materials Lists / Uploading quotes/lists to stakeholder website.

- Set aside a bi-weekly time block where instructional materials can be vetted for instruction for both teachers and administration.
- Management of the Collection: Set aside specific days each month that the media specialist can work on the upkeep and development of the library's book collection.

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.

The OVES administration uses a formula in order to disperse the appropriated funds. It is expected that the budget for the 2026-2027 school year will be similar to the school year of 2025-2026 budget line as follows:

<i>School-based Operating Budget</i>	<i>Budget FY26</i>	<i>Projected FY27 Budget</i>
<i>Account 551100 - Media Supplies</i>	\$178.00	\$178
<i>Account 553420 - Media Subscriptions (Periodicals-Newspapers)</i>	\$310.00	\$310
<i>Account 561100 - Library Books</i>	\$929.00	\$929
<i>Account 562230 - Media A/V Equipment</i>	\$404.42	\$400
<i>Account 564220 - Furn-Fix/Equip</i>	\$516.00	\$516
<i>Fundraising and/or Grants</i>	<i>FY26</i>	<i>Projected FY27</i>
<i>Media Center Internal Account number for your grant(s) (get this from your bookkeeper)</i>	\$4988.09	\$4988.09
<i>State Media Allocation</i>	<i>FY26</i>	<i>Projected FY27</i>
<i>Account 561100 (program 3070) - Media Books</i>	\$1,887.00	\$1,887

Purchasing Plan FY27

Purpose	Amount
Books (Updated Titles/ Bring up the Collection Age)	\$500.00
Supplies (Signage/ Student Book Baggies/ Poster Printer Materials/ Lamination)	\$1,300.00
A/V Equipment (Update Studio Equipment / New Scanner)	\$500.00
Total:	\$ 2,300.00

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, Professional Collection.
- **Digital:** eBooks, Online Databases (District and Site-Licensed).

Special Emphasis:

Foreign Language Books: The Orchard View Elementary Media Center contains a selection of books in Spanish, French, and a few books in Haitian Creole.

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:

- Classroom Technology: Interactive Flat Panel, Document Camera, Sound System, 1:1 student chromebooks.

Media Production:

- TV Studio: Full Production Studio (Cameras, Tri-Caster/Mixer, Lighting, Microphones, Green Screen).

Teacher Support and Workroom:

- Production: Large Format (Poster) Printer, Laminator, Die-Cut Machine.

Circulation and Access:

- Devices: Student Laptops/Chromebooks, Laptop Chargers, iPads/Tablets (for Staff Checkout)
- 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](#) lays the foundation for our school's policy alignment. School Library Journal, Kirkus Reviews, Publisher's Weekly, Florida Electronic Library, and Booklist are the professional tools used to assist in planning material selection. School Board Policy allows these specific reviewing tools in the process of making school-wide instructional decisions. Materials are selected for the purpose of supporting instructional programs/ curriculum alignment, reaching varying interests that are age appropriate, and promoting a love of reading.

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.

			
14,518 Items in the Collection	24 Items per Student	17% Fiction Titles in the Collection	41% 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.			
	2003 Average Age of the Collection	68% 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.	

			
26% Representative Titles in Collection	2004 Representative Titles Average Age	31% SLL Titles in Collection	2006 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	44	2008
Philosophy & Psychology	118	1999
Religion	52	1997
Social Sciences	983	1997
Language	352	1997
Science	1827	2000
Technology	608	2001
Arts & Recreation	906	2010
Literature	402	1995
History & Geography	689	2000
Biography	859	2007
Easy	4524	2002
General Fiction	2417	2009
Graphic Novels (741.5)	456	2014

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, Orchard View Elementary's 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. See below for the 2027- 2029 rotation schedule.

2027: Easy/ Picture Books (E) & Professional (PRO)

2028: Nonfiction (000-999) Fiction (F) & Biographies (92)

2029: Fiction (F) & Biographies (92)

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 Library Media Center has several sections. We organize our books by using the classic Dewey Decimal System. All books have a call number on their spine.

E: We have the E/Easy/Everyone section in the center of the library, where picture books are shelved using the Dewey Decimal System.

000-999 A Non-Fiction Area fills different bookshelves along the perimeter of the hub. These books are filed 000-999, using the Dewey Decimal System.

F: The Fiction section is located on the back wall of the media center. Such books are also shelved according to the Dewey Decimal System.

92: Biographies are filed by Subject Last Name.

Intermediate: In addition, we try to be very cautious about students selecting age-appropriate books, therefore intermediate books have their own section.

741.5: Graphic Novels are separated into their own section within the 700's. They are placed in several labeled, bright colored bins 'Graphic Novels'.

Lost or Damaged Library Materials

Orchard View Elementary does charge fines for lost/damaged materials in accordance with 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".

In some cases, the fine may be waived due to specific circumstances limiting a student's ability to meet their obligations. This will be determined and assessed by the Library Media Specialist.

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

School Year	Strategic Focus
FY27	Selection Priorities Update Non-fiction- Purchase new/popular titles
	Inventory and Deselection (Weeding) Priorities - Inventory: E (Easy/Everyone) & Professional (PRO) - Weed: Nonfiction (000-999)
FY28	Selection Priorities - Update (F) Fiction- Purchase new/popular titles - Update (E) Easy - Purchase new/popular titles
	Inventory and Deselection (Weeding) Priorities - Inventory: Inventory: Nonfiction (000-999) - Weed: (92) Biographies
FY29	Selection Priorities - Update 398 Collection- Purchase modern tales - Update Biographies -- Purchase new/popular titles
	Inventory and Deselection (Weeding) Priorities - Inventory: F (Fiction) & 92 (Biographies) - Weed: (E)- Easy

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)