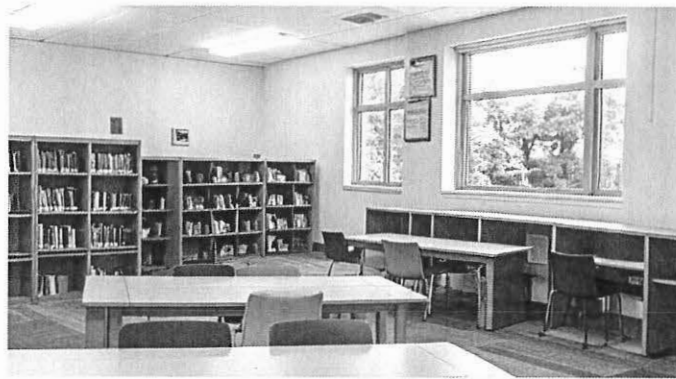


FY27 COLLECTION DEVELOPMENT PLAN



Palm Beach Public Elementary FY27 Collection Development Plan

Danielle Symanski

Educational Media Specialist

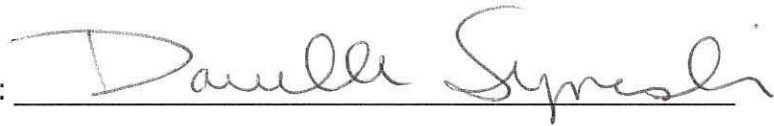
Signature Page

Palm Beach Public
FY27 Collection Development Plan

Date Approved by Administration: **4/23/2026**

Media Specialist Name: Danielle Symanski

Media Specialist Signature:



Principal Name: Christie Schwab

Principal Signature:

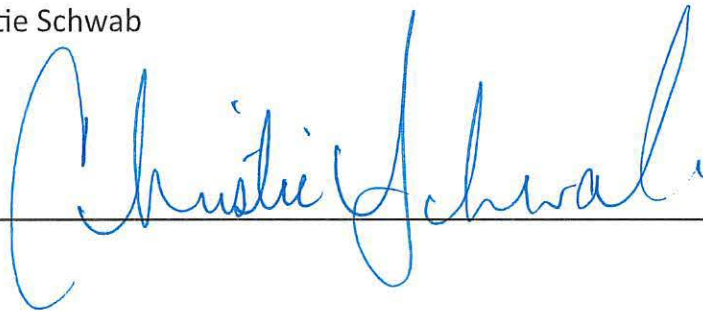


Table of Contents

<u>Purpose Statement</u>	4
<u>Background Statement & School Community</u>	4
<u>School Mission Statement</u>	4
<u>Media Center Mission Statement</u>	4
<u>Responsibility for Collection Management Development</u>	4
<u>Library Program</u>	5
<u>Goals and Objectives</u>	5
<u>Budgeting and Funding</u>	6
<u>Scope of the Collection</u>	7
<u>Equipment</u>	8
<u>Collection Development</u>	8
<u>Selection Evaluation and Criteria</u>	9
<u>Analysis of the Collection</u>	10
<u>Gifts and Donations</u>	11
<u>Collection Maintenance</u>	11
<u>Lost or Damaged Library Materials</u>	12
<u>Strategic Focus – Weeding & Acquisitions</u>	12
<u>Reconsideration of Materials</u>	12
<u>Appendices</u>	14
<u>A - Library Bill of Rights</u>	14
<u>B - ALA Intellectual Freedom Statement</u>	14
<u>C - Board Policy 8.12</u>	14
<u>D - Board Policy 8.1205</u>	14
<u>E - Specific Material Objection Form</u>	14

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

The students of the Palm Beach Public Media Center range from kindergarten through fifth grade. Our student population, made up of 333 students, has a diverse ethnic and economic background, specifically 195 white, 92 Hispanic, 20 African American, and 26 other ethnically diverse students. 55% of those students are free/reduced lunch recipients. Palm Beach Public has a large gifted population, as well as ESE (159) and ESOL (62) students. Palm Beach Public is a Strings Choice school.

School Mission Statement

Palm Beach Public School prepares students with the academic skills and character traits necessary to reach their academic potential. Palm Beach Public has become actively engaged in developing a School-wide Positive Academic and Behavior Support Plan called S.O.A.R. designed to promote and foster personal and academic responsibility and a sense of community. To be a part of the Palm Beach Public Community, each student is expected to be a S.O.A.R. student both inside and outside the classroom. Both students and staff have embraced this encouraging, rewarding, and harmonious school-designed plan that enables students to reach their full potential.

Media Center Mission Statement

The Media Specialist teaches classes as part of the Fine Arts Enrichment Program which supports the Language Arts, Media Literacy, Technology, and other benchmarks across the academic curriculum. The 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 center promotes an understanding of the importance of reading, creates a learning environment which promotes inquiry, stimulates intellectual curiosity, encourages reading for pleasure, supports staff members with materials to assist instruction within classrooms, develops diverse interests, uses technology to present information, and promotes instruction to prepare students to become independent users of libraries and life long 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.

The Media Center is on the Fine Arts wheel and receives K-5 classes all day in 35 minute blocks for instruction. Check out occurs on a four day rotation. In a typical block, students listen to a targeted read aloud which supplements the grade level benchmark standard, complete a reflection activity/exit ticket, and complete check out procedures.

Students in grade 2 focus on creating google slide presentations for reflection. Students in grades 3-5 incorporate Adobe Express into their lessons. They create posters, animations, videos, and webpages that are based on the standard.

The program supports special school initiatives such as Literacy Week, Read Across America, International Dot Day, Read for the Record, author visits for grades 2, 3,4, and 5. and provides a collaborative space for inquiry and research

The media center also houses the news studio with a news crew of 16 students.

Goals and Objectives

Goal 1: To expand digital creativity for upper elementary students (Grades 4 and 5)

- Use Adobe Express to create standard based videos to be used on the morning news show
- Use Bookcreator to encourage online creation of books

Goal 2: To provide opportunities for students to become confident speakers

- Create assignments that students will have to orally present to their class upon completion
- Allow students time to collaborate with others and communicate their ideas

Goal 3: To continue to purchase books that will complement and complete our current book selection

- Use Titlewave to complete a book analysis
- Generate student interest surveys

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 receive state and district funds for supplies and books. I am also able to utilize funds from the internal library account and funds that were raised from the Fall Scholastic Book Fair.

<i>School-based Operating Budget</i>	<i>Budget FY26</i>	<i>Projected FY27 Budget</i>
<i>Account 551100 - Media Supplies</i>	<i>\$213</i>	<i>\$213</i>
<i>Account 553420 - Media Subscriptions (Periodicals-Newspapers)</i>	<i>\$199</i>	<i>\$199</i>
<i>Account 561100 - Library Books</i>	<i>\$477</i>	<i>\$477</i>
<i>Account 562230 - Media A/V Equipment</i>	<i>\$212</i>	<i>\$212</i>
<i>Account 564220 - Furn-Fix/Equip</i>	<i>\$265</i>	<i>\$265</i>
<i>Fundraising and/or Grants</i>	<i>FY26</i>	<i>Projected FY27</i>
<i>Media Center Internal Account 5-1700.00</i>	<i>\$1942</i>	<i>\$1942</i>
<i>State Media Allocation</i>	<i>FY26</i>	<i>Projected FY27</i>
<i>Account 561100 (program 3070) - Media Books</i>	<i>\$1020</i>	<i>\$1020</i>

Purchasing Plan FY27

Purpose	Amount
Books	\$2300
Supplies	\$200
Total:	\$2500

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
- Digital: eBooks, Online Databases (District).

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.

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: Microphones, Podcasting Equipment, Production iPads.

Teacher Support and Workroom:

- Production: 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

Books will be selected according to the Board Policy 8.12 on Selection. All books will require two positive reviews conducted through Titlewave and Mackin in order to be considered for selection. Books are chosen by their educational significance, age appropriateness , and student interest.

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.

			
10,373 Items in the Collection	24 Items per Student	26% 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.			
	2009 Average Age of the Collection	51% Aged Titles	12% 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.	
			
27% Representative Titles in Collection	2007 Representative Titles Average Age	32% SLL Titles in Collection	2009 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	63	2016
Philosophy & Psychology	55	2014
Religion	24	2007
Social Sciences	613	2002
Language	79	2010
Science	1136	2011
Technology	598	2010
Arts & Recreation	857	2017
Literature	123	2002
History & Geography	708	2011
Biography	526	2005
Easy	2774	2005
General Fiction	2683	2009
Graphic Novels	417	2020

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.

SY 2026-27 (FY27)—Non-Fiction and Biography inventoried

SY 2027-28 (FY28)—Easy inventoried

SY 2028-29 (FY29)—Fiction inventoried

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 divided into three primary sections- Easy, Non-fiction, and Fiction. The easy and fiction sections are organized in alphabetical order by author's last name. The Nonfiction section is organized numerically by using the Dewey system. Graphic novels, poetry, and fairy tales are kept separate from the main shelves. Series books are grouped and organized by shelf number and series title. All paperback books, fiction and nonfiction, (used for kindergarten) are separated from the main shelves as well.

Lost or Damaged Library Materials

Our school policy for lost or damaged books is to charge fees in accordance with School Board Policy 2.21B(9) . Notices are sent home with students. If students return the notice with payment, the fee is collected and deposited into the media internal account for book replacement. If fees are not returned, the fee is removed and set to 0 once the book is deleted from the system as lost.

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

School Year	Strategic Focus
FY27	Selection Priorities Non-Fiction
	Inventory and Deselection (Weeding) Focus 1) Non-fiction, Biographies, and Graphic Novels (all Dewey numbers) inventoried and weeded
FY28	Selection Priorities Easy
	Inventory and Deselection (Weeding) Priorities 1) Easy section inventoried and weeded
FY29	Selection Priorities Fiction
	Inventory and Deselection (Weeding) Priorities 1) Fiction section inventoried and weeded

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 February 5, 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 February 2, 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 February 2, 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 February 2, 2026)

E: Specific Material Objection Form

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

[Link](#) (Accessed February 2, 2026)