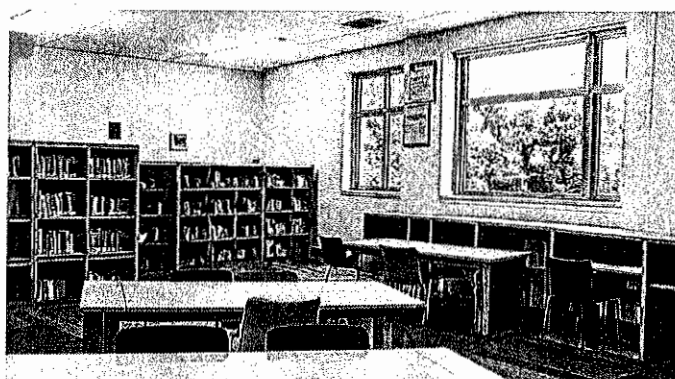


FY27 COLLECTION DEVELOPMENT PLAN



Palm Beach Gardens Elementary FY27 Collection Development Plan

Emily Evans M.Ed

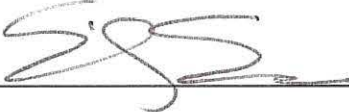
Educational Media Specialist

Signature Page

Palm Beach Gardens Elementary
FY27 Collection Development Plan

Date Approved by Administration: **5/5/26**

Media Specialist Name: _____ Emily Evans _____

Media Specialist Signature: _____  _____

Principal Name: _____ Kimberly Evans _____

Principal Signature: _____  _____

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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

The students at Palm Beach Gardens Elementary School Media Center range from grades kindergarten through fifth. They represent culturally diverse ethnic and economic backgrounds. We have ESE students, gifted students and we are a STEAM choice school.

According to Palm Beach County Public Schools Gold Report, below is the breakdown of our school population:

White - 191

Black - 229

Hispanic - 168

Asian - 66

Mixed - 39

Islander - 4

School Mission Statement

The mission of Palm Beach Gardens Elementary School is to promote the intellectual, social, physical and emotional growth of children and to provide a secure and stimulating learning environment for all students.

Media Center Mission Statement

Our media center's goal is to engage our students in all aspects of media. It is our goal to foster a life-long love of reading and life-long users of libraries and media centers. The program is set up to expose the students and faculty to a wide range of available materials, expand their understanding of how to access these materials and ensure they can fully navigate and find materials for personal enjoyment as well as materials they need for academic and life-long success.

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 STEM Fair and Literacy Week and provides a collaborative space for inquiry and research.

Goals and Objectives

Goal 1: To continue building an updated nonfiction print collection by using Follett Destiny computer software to analyze the numbers, age, type and usage of nonfiction shelf books.

Goal 2: To build an updated biography section by collaborating with teachers to see what their needs are when it comes to student research projects.

Goal 3: To encourage students to read across the genres in the fiction chapter book section.

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.

We also receive funds raised through the Scholastic Spring and Fall Book Fairs. Additionally, this year we received funds from PTA to purchase high interest books.

School-based Operating Budget	Budget FY26	Projected FY27 Budget
Account 551100 - Media Supplies	\$1,497.25	\$1500.00
Account 553420 - Media Subscriptions (Periodicals-Newspapers)	\$0	\$0
Account 561100 - Library Books	\$526.30	\$5000.00
Account 562230 - Media A/V Equipment	\$510.95	\$500.00
Account 564220 - Furn-Fix/Equip	\$74.50	\$75.00
Fundraising and/or Grants	FY26	Projected FY27
Media Center Internal Account number for your grant(s) (get this from your bookkeeper)	\$6,300.00	\$8500.00
State Media Allocation	FY26	Projected FY27
Account 561100 (program 3070) - Media Books	\$2,109.00	\$2000.00

Purchasing Plan FY27

Purpose	Amount
Age-Sensitive Areas from Titlewise Analysis - Book Fair Profit	\$2000
EASY Picture Books and Fiction Chapter Books	\$3000
Total:	\$5000

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.
- Audiovisual: DVDs (Educational Use Only), Manipulatives/Realia.

Special Emphasis:

The collection maintains a special emphasis on non-fiction texts to support the STEM program.

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).
- 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.

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

For the library media center and classroom using several of the criteria outlined below, as appropriate for the media type. However, in accordance with Fla. Stat. § 847.012, criteria "xvi" and "xvii" below (relating to obscenity and copyright) must be two of the criteria used in the evaluation of all materials.

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

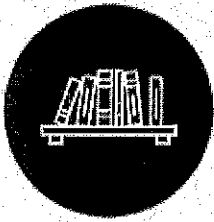
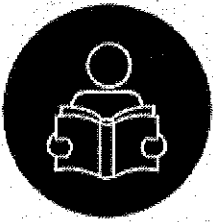
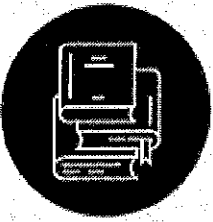
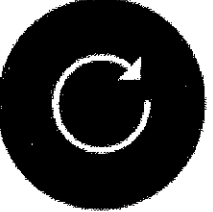
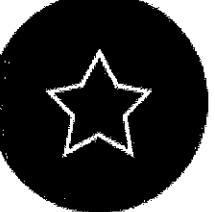
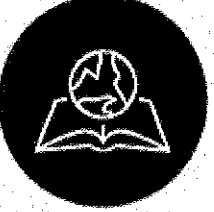
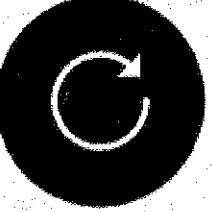
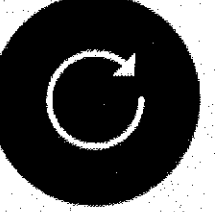
The School District Library Media Services Department supports school-based library media center personnel and establishes uniform policies and procedures for school library media centers throughout the District. These services include, but are not limited to:

- 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.

			
11,549 Items in the Collection	19 Items per Student	22% Fiction Titles in the Collection	32% 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	64% Aged Titles	4% 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	2002 Representative Titles Average Age	35% SLL Titles in Collection	2004 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	75	2008

Philosophy & Psychology	33	2007
Religion	43	1998
Social Sciences	744	1997
Language	86	1998
Science	1089	2007
Technology	397	2010
Arts & Recreation	589	2014
Literature	192	1999
History & Geography	497	2007
Biography	511	2007
Easy	3599	1999
General Fiction	2565	2007
Graphic Novels (741.5)	125	2015

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.

Years	Sections to Inventory
FY 27	Fiction Chapter Books
FY 28	Fiction Easy
FY 29	Non-Fiction & Biographies

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:

Fiction is genreified by subject using colored spine labels, Biographies are filed by Subject Last Name, Graphic Novels are separated into their own section.

Lost or Damaged Library Materials

Our school does not charge fines for lost or damaged library materials. When a book is determined to be lost or damaged beyond repair, it is deleted from the system. However, we make several efforts to recover the item by sending home multiple notices to families. While there is no obligation to pay for or replace the item, families are welcome to provide a new copy of the same book if they choose to do so.

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

School Year	Strategic Focus
FY27	Selection Priorities
	Fiction Chapter Books
	Inventory and Deselection (Weeding) Focus 1) Fiction Chapter Books 2) Fiction Chapter Books
FY28	Selection Priorities
	EASY picture Books
	Inventory and Deselection (Weeding) Priorities 1) EASY Picture Books 2) Easy Picture Books
FY29	Selection Priorities
	Non-Fiction & Biographies
	Inventory and Deselection (Weeding) Priorities 1) Non-Fiction 000.00-999.99 & Biographies 92 2) Non-Fiction 000.00-999.99 & Biographies 92

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)