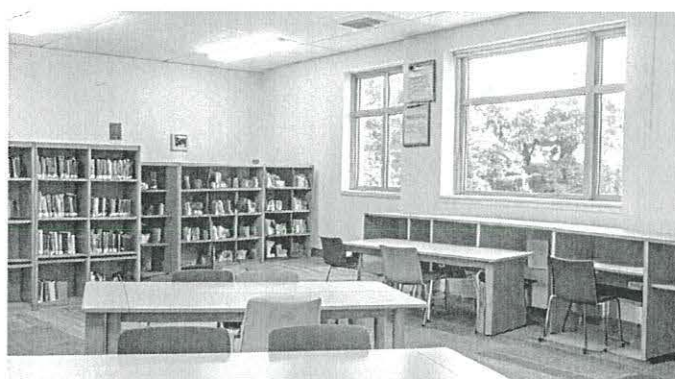


FY27 COLLECTION DEVELOPMENT PLAN



Northmore Elementary School
FY27 Collection Development Plan
Tonya Carter

Educational Media Specialist

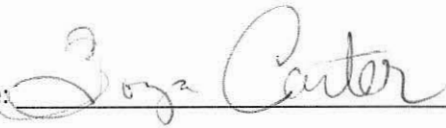
Signature Page

Northmore Elementary School
FY27 Collection Development Plan

Date Approved by Administration: _____

Media Specialist Name: _____ Tonya Carter _____

Media Specialist Signature: _____



Principal Name: _____ Cory Heath-Friess

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>	6-7
<u>Scope of the Collection</u>	7
<u>Equipment</u>	8
<u>Collection Development</u>	8-9
<u>Selection Evaluation and Criteria</u>	9-10
<u>Analysis of the Collection</u>	10-11
<u>Gifts and Donations</u>	12
<u>Collection Maintenance</u>	12-13
<u>Lost or Damaged Library Materials</u>	12
<u>Strategic Focus – Weeding & Acquisitions</u>	12
<u>Reconsideration of Materials</u>	13
<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

Northmore Elementary is a Title 1 school of Dual Language and Performing Arts Choice programming. It serves a culturally diverse population with a 44% ESOL/LEP population. Northmore is a C rated school. The Media Center serves approximately 703 students in PreK-5th grade with approximately 97 staff members. 100% of the student population is on Free and Reduced Lunch. (FRL). The demographic breakdown of the school is 3% White, 31% Black, 62% Hispanic, 53% male, and 47% female.

School Mission Statement

At Northmore Elementary, our mission is to create an academic and social environment that fosters, motivates, and inspires our students to gain the knowledge, skills, and ethics to develop into well educated, responsible, and caring citizens reaching their highest potential. The School District of Palm Beach County serves more than 189,000 students who speak 150 languages and dialects. We are a High-Performing School District with 335 Choice and Career Programs. Our mission is to educate, affirm, and inspire each student in an equity-embedded school system. Northmore Elementary envisions a dynamic, collaborative, multicultural school where education and lifelong learning are valued and supported, and all learners reach their highest potential and succeed in the global community.

Media Center Mission Statement

The mission of the North more Elementary Media Center is to foster a love of reading and learning for students. We hope to engage the students in 21st century learning, skills, and knowledge, in order to guide them to become productive and respectable members of society. The Media Center aims to provide a safe and welcoming environment for all students to feel comfortable expressing and seeing themselves represented in the library.

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 Northmore Elementary Media Center is open during school hours. The Library Media Specialist follows a six day rotation schedule for 30 minutes, seeing one of each grade level per day. Students may come to the media center before and after school. Students also have access to the Ben Carson Room to select and read books of their choice that are not available for checkout. The area is arranged with flexible seating. The main library utilizes book check out procedures, the SMART board, and flexible seating for reading enjoyment. Students enjoy lessons about basic library usage, the Dewey Decimal System, Library Skills, Digital Citizenship, and Research. The basic 30 minute lesson consists of a read aloud, activity or lesson, and book check out. The Media Specialist also incorporates the Social Studies State Statutes to assist the teachers, as well as supports the teachers in the standards and content they are covering. Theme events are also celebrated such as Black History Month, Hispanic Heritage Month, Women's History Month, Haitian History; Holocaust Education, Constitution Day, Flag Day, Independence Day, President's Day, American History, and more. Fourth grade students conduct the morning news every morning highlighting events and facts for that day, coordinated with the IT support person. We participate in Read for the Record, Florida National Literacy Week, host a book fair a year, and many other fun events and celebrations. The Mandel Library of West Palm Beach supports us in Winter and Summer Reading Challenges. The Media Specialist may host author visits. We receive book donations that are used to fill our Little Free Library in front of the school.

Goals and Objectives

1. Lego building for K-2
2. Conduct literacy events and outreach
3. Improve library care by students
4. Incorporate more STEM based activities for 4th and 5th Graders.

SMART GOALS

1. Improve the Easy section by purchasing
2. Improve the Non-Fiction section by weeding and purchasing
3. Add Spine Label Stickers by Genre

Budget and Funding

The LMC receives a school-based operating budget at the beginning of each 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>School-based Operating Budget</i>	<i>Budget FY26</i>	<i>Projected FY27 Budget</i>
<i>Account 551100 - Media Supplies</i>	<i>\$791</i>	<i>\$ 800</i>
<i>Account 553420 - Media Subscriptions (Periodicals-Newspapers)</i>	<i>\$260</i>	<i>\$260</i>
<i>Account 561100 - Library Books</i>	<i>\$879</i>	<i>\$880</i>
<i>Account 562230 - Media A/V Equipment</i>	<i>\$246</i>	<i>\$250</i>
<i>Account 564220 - Furn-Fix/Equip</i>	<i>\$433</i>	<i>\$440</i>
<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>	<i>\$436.26</i>	<i>\$436.26</i>
<i>State Media Allocation</i>	<i>FY26</i>	<i>Projected FY27</i>
<i>Account 561100 (program 3070) - Media Books</i>	<i>\$2100</i>	<i>\$2100</i>

Purchasing Plan FY27

Purpose	Amount
Easy Picture Books	\$1000
Fiction	\$1000
SSYRA Titles for Battle of the Books PLC Club	\$500
Easy Readers	\$500
Supplies	\$250
Author Visits	\$500
Incentives	\$150
Total:	\$3400.

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, Digital Audiobooks, Online Databases (District and Site-Licensed).

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

The Media Center has a SMART Board, 2 copy machines, a color printer in the office, and laminator and poster maker in the IT office. There is also TV studio equipment with cameras, microphones, TV's, monitors, switch boards and sound boards. There is also an Elison press for cut outs and a book binding machine.

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.

Circulation and Access:

- Devices: Student Laptops/Chromebooks (Daily Loaners), Laptop Chargers, Hotspots, iPads/Tablets (for Student/Staff Checkout)
- Peripherals: Headphones, Webcams, Calculators.

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 the growth of factual knowledge, 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

Materials considered for purchase are selected based on the criteria established in School Board Policy 8.12 Selection of Library Media Materials. (See Appendix A). Other reputable, unbiased, professional reviewing sources used for selection include Booklist, Hornbook, Kirkus Review, and School Library Journal. The Library Media Center materials are selected based on many factors. They are evaluated for their aesthetic, literary, and social value, appropriateness to student age, and emotional maturity and relevance to the-curriculum.

The library Media Center materials reflect sensitivity to achievement, needs, and rights of men and women, various ethnic groups, and other cultures. The selection of Library Media Center materials about political theories and ideologies, religion, public issues, and controversial topics is directed toward maintaining an unbiased, balanced representation of various opinions. Library Media Center materials are judged as a whole, considering the author's/producer's intent rather than focusing solely on individual pages, phrases, pictures, or incidents taken out of context. Other factors considered in the final decision to purchase new materials include their educational significance, need, value to the collection as a whole, and their relationship to students' interests and the curriculum course of study.

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:

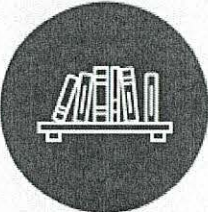
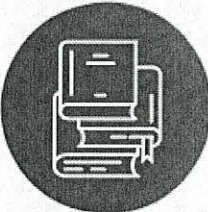
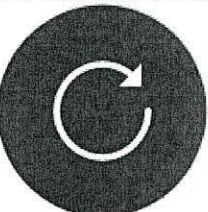
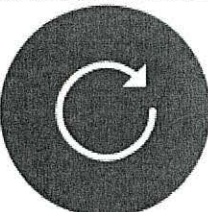
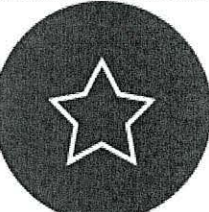
- Maintaining a professional library collection to assist with recertification and knowledge acquisition on education-related topics;
- Managing the online catalog, including the library inventory and circulation software;
- Selecting and making accessible online information databases for reference and research;

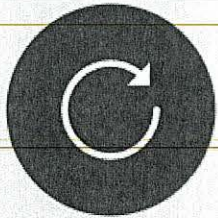
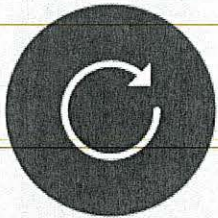
- Providing guidance and training to school library media staff in program planning, curriculum development, budget, technology, collection maintenance, facility use, and media production;
- Participating in inter-departmental curriculum development, facility planning, personnel staffing, and task forces 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 <<Use Titlewave to Fill in This Infographic>>

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.

			
6,495 Items in the Collection	10.1 Items per Student	20% Fiction Titles in the Collection	44% 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.			
	2008 Average Age of the Collection	55% Aged Titles	12% Newer than 5 Years
Library media resources should be representative of the school.		Skills for Learning & Life (SLL) library media resources can contribute to character development and student wellbeing.	

			
30% Representative Titles in Collection	2007 Representative Titles Average Age	34% Student Wellbeing (SLL) Titles in Collection	2009 Student Wellbeing (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	Average Age (year)	# of Titles
Computer Science, Information & General Works	2014	37
Philosophy & Psychology	2008	56
Religion	2003	25
Social Sciences	2004	54
Language	2007	100
Science	2006	994
Technology	2007	334
Arts & Recreation	2016	437
Literature	2007	72
History & Geography	2008	305
Biography	2006	209
Easy	2007	1498
General Fiction	2010	1322
Graphic Novels	2019	107

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:Fiction
- FY28:Easy
- FY29:Non-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:

The books are arranged on the shelves to be more user friendly and relabeling of the fiction books by spine sticker label as well as baskets in the library for popular titles with picture labels. I also reprinted the Dewey letter and number labeling system for easier readability.

Lost or Damaged Library Materials

The students are really taking great effort to return or pay for missing books.

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

School Year	Strategic Focus
FY27	Selection Priorities
	Inventory and Deselection (Weeding) Focus 1) Inventory: Easy and Fiction Sections 2) Weeding: Outdated Materials in general
FY28	Selection Priorities 1) Fiction Sections 2) Spanish Titles Non-Fiction

	Inventory and Deselection (Weeding) Priorities 1) Inventory: Biography, Non-Fiction 2) Weeding: Fiction
FY29	Selection Priorities]
	Inventory and Deselection (Weeding) Priorities 1) Inventory: Fiction (General Fiction, Easy, Story Collection). 2) Weeding:

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)