



Palmetto Elementary School

FY27 Collection Development Plan

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Educational Media Specialist

Signature Page

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FY27 Collection Development Plan

Date Approved by Administration:

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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.

The collection is developed and maintained through a structured cycle involving policy formulation, strategic budget allocation, and continuous needs assessment. This rigorous process ensures the collection remains current and relevant through professional selection, systematic maintenance, and data-driven evaluation.

As our student body and faculty grow more diverse, the library actively adapts its holdings to reflect evolving interests and instructional requirements. Our primary objective is to curate a collection that is responsive to the specific needs of our community, offering high-quality resources in print, digital, and electronic formats.

To maintain alignment with school goals and state standards, the collection development plan is reviewed and updated annually. This ensures the library remains a vital resource that effectively supports the curriculum and fosters a lifelong love of learning among all users.

Background Statement & School Community

Palmetto Elementary Media Center serves 460 students in Kindergarten through Grade 5, in addition to the faculty, staff, and parents of that community of users. Palmetto Elementary is a B-rated school. Palmetto Elementary has a culturally and ethnically diverse student population representing different economic backgrounds, including 84% Hispanic, 5% African-American, 8% Caucasian. 55% of our students are male; 45% are female. Palmetto Elementary also serves the needs of Exceptional Student Education (ESE), English Language Learners (ELL), and students with Autism Spectrum Disorder (ASD).

School Mission Statement

Palmetto Elementary is committed to developing a community of lifelong learners with a global mindset, utilizing inquiry, knowledge, and compassion. To this end, we empower each other to take action, accept each other's differences, and create a more peaceful green world.

Palmetto Elementary remains dedicated to fostering a unified school culture, working collaboratively as a community to transform this shared vision into a tangible reality.

Media Center Mission Statement

The mission of the Palmetto Elementary Library Media Center is to provide a collaborative program that supports the development of inquiring, knowledgeable, and caring young people. It strives to assist all students in becoming global citizens with a lifelong love of reading and using information to create a better and more peaceful world through intercultural understanding and respect.

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

Foremost, among national standards for school library media center programs, is the need to work collaboratively with teachers to develop meaningful literacy information lesson plans that integrate into classroom learning. At Palmetto, the Media Specialist collaborates with teachers from all disciplines to increase student literacy achievement.

Palmetto Elementary is unique amongst the entire school district in that it has two campuses: one for Pre-K through 2nd grade and the other for 3rd through 5th grade. As a result, we have not one but two media centers.

The East Media Center is open Monday through Friday from 8 a.m. to 11 a.m. The West Media Center is open Monday through Friday from 7:30 a.m. to 8 a.m. and from 11 a.m. to 3 p.m. on a fixed schedule and also allows student access at other times to ensure equitable access for all students to library media resources. The program supports special school initiatives such as Battle of the Books and Literacy Week, and provides a collaborative space for inquiry and research.

The school administration and faculty know that recent research shows improved student learning gains when the library media center is available to students at the time of need.

In addition to other services, the library staff:

- Laminate items for teachers;
- Circulate Chromebooks and laptops;
- Supervise groups of students as needed

Goals and Objectives

First and foremost, our goal is to promote and encourage reading among our students, which will, in turn, increase their literary skills and serve as a foundation for their future.

Several years ago, 10,000 books were destroyed by termite and mold infestation. Due to budgetary

constraints, our Media Centers have never been able to regain the quantity of books we lost. This school year, we had to deselect over 800 non-fiction books due to outdated information and relevance.

Objective 1: To update and refresh the depth and breadth of our non-fiction selection.

Objective 2: To curate high-interest beginner reader books to target struggling readers on our 3rd-5th-grade campus.

Objective 3: To continue to expand newer, high-interest fiction and graphic novels to encourage and entice our students to develop a love of reading.

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	\$584	\$584
Account 553420 - Media Subscriptions (Periodicals-Newspapers)	\$356	\$356
Account 561100 - Library Books	\$1,052	\$1,052
Account 562230 - Media A/V Equipment	\$466	\$466
Account 564220 - Furn-Fix/Equip	\$188	\$188
Fundraising and/or Grants	FY26	Projected FY27
Media Center Internal Account number for your grant(s) (get this from your bookkeeper)	5-1700.00	5-1700.00
State Media Allocation	FY26	Projected FY27
Account 561100 (program 3070) - Media Books	\$1403	\$1403

Purchasing Plan FY27

Purpose	Amount
Library Books	\$1,350.00
Furnishings	\$ 400.00
Supplies	\$ 350.00
Total:	\$ 2,100.00

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, Reference Materials, and
- Digital: eBooks, Digital Audiobooks, Online Databases (School District 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

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.
- Makerspace: 3D Printers, Coding Kits, Building Manipulatives.

Media Production:

- TV Studio: Full Production Studio (Cameras, Tri-Caster/Mixer, Lighting, Green Screen).
- Mobile News: Portable News Crew Equipment (Mobile Green Screen and studio).

Teacher Support and Workroom:

- Laminator, Die-Cut Machine.
- A/V Support: Portable Projectors, PA System, Portable Speakers.

Circulation and Access:

- Devices: Student Chromebooks, Laptop Chargers, iPads(for Student/Staff Checkout)

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 growth in 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

At Palmetto Elementary, our selection and evaluation criteria for educational materials are guided by School Board Policy 8.12. This Policy outlines the principles and standards we adhere to when choosing materials for our students. Our selection criteria include:

1. Relevance and Curriculum Alignment: Materials must align with the curriculum standards and learning objectives established by the District. They should be relevant to the age and developmental level of our students.

2. Accuracy and Authority: We prioritize materials that are accurate, factually sound, and authored by reputable sources. We consider the qualifications and expertise of authors, publishers, and content creators.

3. Quality and Durability: We look for materials that are of high quality, both in content and physical construction. Durability is important to ensure that materials can withstand frequent use and remain relevant over time.

4. Engagement and Accessibility: Materials should be engaging and accessible to students of different learning styles and abilities. We consider factors such as readability, multimedia elements, and interactive features.

To support our critical thinking in material selection, we use reputable review tools and resources, including School Library Journal, Publishers Weekly, Kirkus Reviews, and educational research databases. These tools provide professional reviews, recommendations, and insights that inform our decision-making process. Additionally, we engage in collaborative discussions with educators, librarians, parents, and community stakeholders to gather diverse perspectives and feedback on potential materials.

5. Student Voice and Choice: We value student input in shaping the library collection. Student requests are a vital component of our collection development; however, these suggestions are vetted against the same standards of age-appropriateness and professional merit applied to all new acquisitions to ensure the collection remains balanced and suitable for our school community.

By following the School Board Policy 8.12 and employing rigorous evaluation criteria and reviewing tools, we ensure that the materials chosen for Palmetto Elementary meet high standards of quality, relevance, and educational effectiveness. This thoughtful approach to material selection supports our commitment to providing students with enriching and meaningful learning experiences.

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

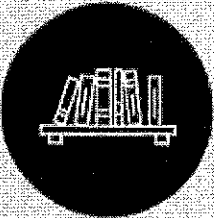
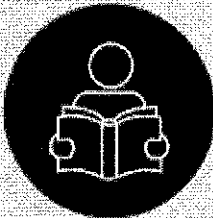
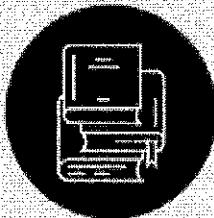
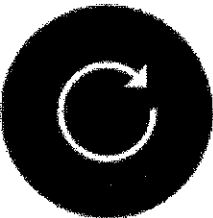
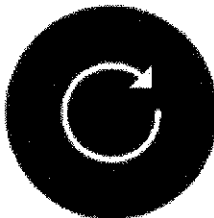
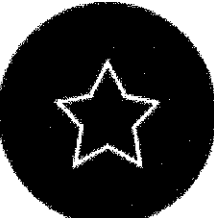
The School District Library Media Services Department supports school-based library media center personnel and establishes uniform policies and procedures for school library media centers throughout the District. These services include, but are not limited to:

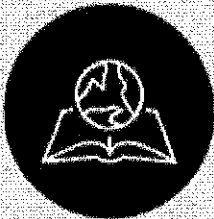
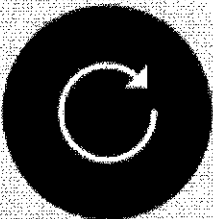
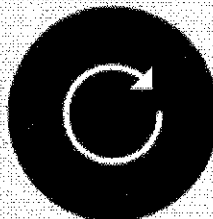
- Maintaining a professional library collection to assist with recertification and knowledge acquisition on education-related topics;
- Managing the online catalog, including the library inventory and circulation software;
- Selecting and making accessible online information databases for reference and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

			
8,371 Items in the Collection	14.4 Items per Student	54.6 Fiction Titles in the Collection	38% 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	70% Aged Titles	6% 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.	
			
31% Representative Titles in Collection	2001 Representative Titles Average Age	32% 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	18	2019
Philosophy & Psychology	22	2001
Religion	24	1994
Social Sciences	727	1997
Language	150	1999
Science	1,028	2007
Technology	326	2008
Arts & Recreation	564	2013
Literature	174	2000
History & Geography	167	2006
Biography	545	2001

Easy	2,984	1999
General Fiction	1,599	2006
Graphic Novels	277	2019

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. The inventory year 3 rotation is as follows: FY27 Non-Fiction, FY28 Easy/Biography, 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:

Our libraries are organized as follows: Fiction is alphabetized by authors' last names, Non-fiction is organized according to the Dewey Decimal System. Biographies are filed alphabetically by subject's last name. Graphic Novels are separated into their own section. Spanish Fiction is also organized into separate sections. Furthermore, in our West Campus 3rd-5th-grade Media Center, we use yellow spine stickers for 3rd-grade fiction and red spine stickers for 4th- and 5th-grade fiction.

Lost or Damaged Library Materials

In the event of lost or damaged library media resources, parents are formally notified to facilitate the collection of replacement fees. These funds are subsequently recouped and deposited into the school's internal media account to support the ongoing development of the collection.

Strategic Focus – Weeding and Acquisitions

School Year	Strategic Focus
FY27	Selection Priorities • Beginner Reader books, specifically to target 3rd-5th grade students • Graphic novels • Non-fiction (History, nature, animals, and science) • Fiction
	Inventory/Weeding Focus • Non-fiction
FY28	Selection Priorities • Beginner Reader • Graphic novels • Fiction • Non-fiction (we will continue to target areas of demand as we strive to rebuild our non-fiction sections)
	Inventory/Weeding Priorities • Easy • Biography
FY29	Selection Priorities • Fiction • Graphic novels • Non-fiction
	Inventory/Weeding Priorities • Fiction (General Fiction & Graphic Novels)

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)