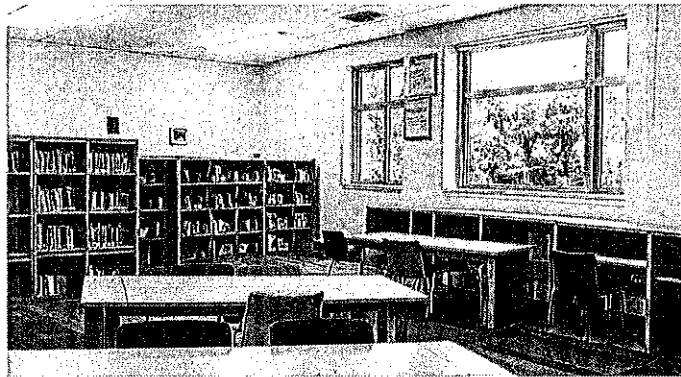


# FY27 COLLECTION DEVELOPMENT PLAN



## Pierce Hammock Elementary FY27 Collection Development Plan

Amy Ramsdell

Educational Media Specialist

**Signature Page**

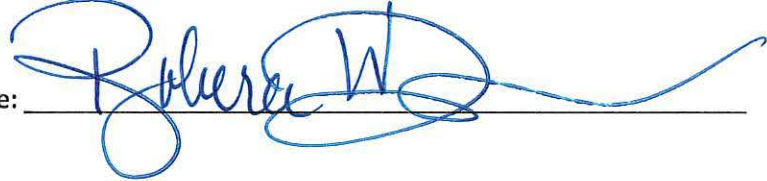
**Pierce Hammock Elementary**  
FY27 Collection Development Plan

Date Approved by Administration:

**Media Specialist Name:** Amy Ramsdell

**Media Specialist Signature:** \_\_\_\_\_

**Principal's Name:** Robera Walker-Thompson

**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 users of Pierce Hammock Elementary School Library Media Center come from grades kindergarten through fifth grade in addition to the faculty, staff, and parents of our community.

According to the data, Pierce Hammock Elementary has a culturally and ethnically diverse student population of 445 students which includes 44% White, 29% Hispanic, 13% Black, 14% Other. English Language Learners make up 8% of the student population. The Pierce Hammock Elementary School Library Media Center supports the curricular needs of all groups of students including unique groups like the Gifted, ESE, and ELL. The Media Center also supports the in-house Multimedia & TV Production Choice Program. More information about PHES can be found at:

[Pierce Hammock Virtual Showcase](#)

## **School Mission Statement**

Pierce Hammock Elementary School creates an academic environment for students to learn from highly trained professionals and collaborate with peers. Teachers will provide opportunities for students to engage in tiered instruction identifying the need for additional support and/or enrichment. Ongoing progress monitoring allows for teachers, parents/guardians, students, and community members to foster academic growth and evaluate overall student achievement.

## **Media Center Mission Statement**

The Pierce Hammock Elementary School Library/Media Program's mission is to develop independent, effective and discriminating users of ideas and information. To promote literacy, the enjoyment of reading, and lifelong library use for learning with up-to-date, high quality accessible materials.

## **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 Battle of the Books, Literacy Week, Coding and Programing, Ozobot Exploration, TV Production through an inhouse daily news broadcast and through Media Center rotations and provides a collaborative space for inquiry and research.

### **Goals and Objectives**

Goal 1: By the end of the school year FY27, in order to increase the average age of the PHES library book collection to 2016, the media center will purchase 150 new fiction and/or nonfiction high interest books at reading levels K-5 with copyright dates greater than 2021. A weeding of outdated books and those that may have less significance to our readers will also be done for this year's inventory section.

Goal 2: By the end of school year FY27, in order to assist in raising student academic achievement the Media Center will check out 10,000 or more books during the school year FY27 as shown by data from the Follett Destiny Software.

Goal 3: To support the TV production choice program by curating an accessible and representative library collection that enables students to create video book reviews, develop media literacy skills, and actively engage with library materials as readers, reviewers, and content creators.

## 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.

In the FY26 budget column, replace the amounts with your actual budget obtained from your bookkeeper. The FY27 Projected Budget column can contain the same dollar amounts as FY26.

| <b>School-based Operating Budget</b>                                                   | <b>Budget FY26</b> | <b>Projected FY27 Budget</b> |
|----------------------------------------------------------------------------------------|--------------------|------------------------------|
| Account 551100 - Media Supplies                                                        | \$584              | \$584                        |
| Account 553420 - Media Subscriptions<br>(Periodicals-Newspapers)                       | \$356              | \$356                        |
| Account 561100 - Library Books                                                         | \$1052             | \$1052                       |
| Account 562230 - Media A/V Equipment                                                   | \$466              | \$466                        |
| Account 564220 - Furn-Fix/Equip                                                        | \$188              | \$188                        |
| <b>Fundraising and/or Grants</b>                                                       | <b>FY26</b>        | <b>Projected FY27</b>        |
| Media Center Internal Account number for your grant(s) (get this from your bookkeeper) | \$2500             | \$2500                       |
| <b>State Media Allocation</b>                                                          | <b>FY26</b>        | <b>Projected FY27</b>        |
| Account 561100 (program 3070) - Media Books                                            | \$1403             | \$1403                       |

## Purchasing Plan FY27

| Purpose                                                                                                      | Amount        |
|--------------------------------------------------------------------------------------------------------------|---------------|
| Provide basic teaching supplies for working with classes including: copy paper, pencils, crayons, glue, etc. | \$200         |
| Purchase teacher workroom supplies; laminating, bulletin board paper etc.                                    | \$500         |
| Provide basic supplies to support the media center mission. Posters, incentives, bookmarks                   | \$200         |
| Purchase 250 new library books                                                                               | \$7000        |
| Book Repair Supplies                                                                                         | \$200         |
| STEM Centers                                                                                                 | \$500         |
|                                                                                                              |               |
| <b>Total:</b>                                                                                                | <b>\$8600</b> |

### Scope of 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.
- Digital: eBooks, Digital Audiobooks, Online Databases (District and Site-Licensed).
- Audiovisual: DVDs (Educational Use Only), Manipulatives/Realia.

#### 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:**

- Computer Lab: 20 Desktop Student Workstations.
- 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 (iPads, Mobile Green Screen).
- Student Production: Cameras/Tripods, Microphones, Podcasting Equipment, Production iPads.

#### **Teacher Support and Workroom:**

- Laminator, Die-Cut Machine.

#### **Circulation and Access:**

- Devices: Student Laptops/Chromebooks (Daily Loaners), Laptop Chargers, iPads/Tablets

### **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.

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### **Selection and Evaluation Criteria**

In accordance with School District Policy 8.12 - Selection of Library Media Materials(see Appendix C), Pierce Hammock Elementary School Media Center uses 2 or more of the following professional reviewing sources and may use these listed book award sources to assist in the selection of library media center materials;

- ALA Notable Children's Books
- Booklist
- Horn Book
- School Library Journal
- Robert F Sibert Informational Book Awards and Honors
- Kirkus Reviews
- School Library Connection
- Caldecott Medals & Honors
- Newbery Medals & Honors
- Theodor Seuss Geisel Award & Honors
- Coretta Scott King Illustrator Award & Honors
- Theodor Seuss Geisel Award & Honors
- Pura Belpre Illustrator Award & Honors

Pierce Hammock Elementary School Media Center uses reviews from professional reviewing sources only. Reviews from Amazon, Goodreads, Common Sense Media, and the similar will not be considered when selecting library media center 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

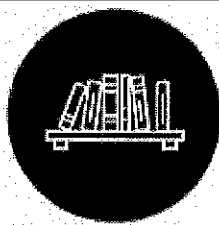
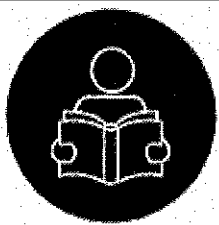
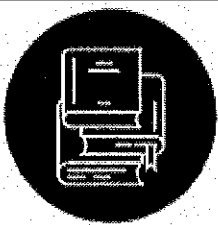
The School District Library Media Services Department supports school-based library media center personnel and establishes uniform policies and procedures for school library media centers throughout the District. These services include, but are not limited to:

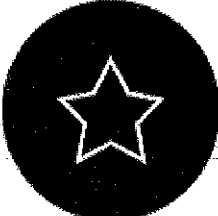
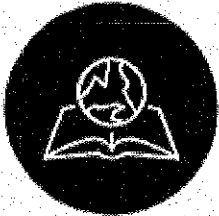
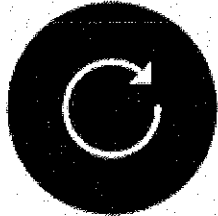
- Maintaining a professional library collection to assist with recertification and knowledge acquisition on education-related topics;
- Managing the online catalog, including the library inventory and circulation software;
- Selecting and making accessible online information databases for reference and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

|                                                                                     |                                                                                     |                                                                                      |                                                                                       |
|-------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|
|  |  |  |  |
| <b>5,065</b><br>Items in the Collection                                             | <b>8.9</b><br>Items per Student                                                     | <b>56%</b><br>Fiction Titles in the Collection                                       | <b>44%</b><br>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. |  |                   |  |
|                                                                                                                                                | <b>2014</b><br>Average Age of the Collection                                      | <b>31%</b><br>Aged Titles                                                                           | <b>25%</b><br>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. |                                                                                     |
|                                                               |  |                   |  |
| <b>31%</b><br>Representative Titles in Collection                                                                                              | <b>2014</b><br>Representative Titles Average Age                                  | <b>42%</b><br>SLL Titles in Collection                                                              | <b>2015</b><br>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 | 60          | 2018               |
| Philosophy & Psychology                       | 22          | 2018               |
| Religion                                      | 26          | 2009               |
| Social Sciences                               | 225         | 2013               |
| Language                                      | 14          | 2017               |
| Science                                       | 585         | 2014               |
| Technology                                    | 245         | 2013               |

|                                                    |       |      |
|----------------------------------------------------|-------|------|
| Arts & Recreation                                  | 584   | 2017 |
| Literature                                         | 75    | 2011 |
| History & Geography                                | 170   | 2016 |
| Biography                                          | 214   | 2009 |
| Easy                                               | 1,508 | 2015 |
| General Fiction                                    | 1,321 | 2014 |
| Graphic Novels (741.5) See Help document if needed | 397   | 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, 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 Easy

FY28 Non-fiction

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:

Early Fiction materials are organized in forward-facing bins and arranged alphabetically by the author's last name. High-interest and popular authors are featured in individual baskets to promote visibility and ease of access.

Early Chapter Books are housed in a designated section and organized in forward-facing bins alphabetically by author's last name. Frequently requested authors are highlighted in separate baskets to support student choice and independent selection.

The Fiction collection is organized by genre and dynamically shelved, with titles arranged alphabetically by the author's last name within each genre. Popular authors are featured in bins to support efficient browsing and student engagement.

Nonfiction materials are organized by topic, clearly labeled, and grouped together in forward-facing bins to support inquiry, research, and independent exploration.

Biographies are organized into labeled bins by category to facilitate browsing and ease of use.

## Lost or Damaged Library Materials

The Pierce Hammock Media Center follows School 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". Our current media center policy is to not charge for damage to books unless that damage causes the book to be unusable. If books are not returned in a timely manner then a charge will be made to the parent. Pierce Hammock will seek a replacement or payment to cover the replacement as per School District Policy. We do not charge late fees/fines

## Strategic Focus – Weeding and Acquisitions

| School Year | Strategic Focus                                                                       |
|-------------|---------------------------------------------------------------------------------------|
| FY27        | <b>Selection Priorities</b><br>-Easy<br>-Fiction<br>-Nonfiction                       |
|             | <b>Inventory/Weeding Focus</b><br>Inventory and weed Easy Readers, Weeding ongoing    |
| FY28        | <b>Selection Priorities</b><br>-Easy<br>-Fiction<br>-Nonfiction                       |
|             | <b>Inventory/Weeding Priorities</b><br>Inventory and weed Nonfiction, Weeding ongoing |
| FY29        | <b>Selection Priorities</b><br>-Easy<br>-Fiction                                      |

|  |                                             |
|--|---------------------------------------------|
|  | -Nonfiction                                 |
|  | <b>Inventory/Weeding Priorities</b>         |
|  | Inventory and weed Fiction, Weeding ongoing |

### **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

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"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)