

FY27 COLLECTION DEVELOPMENT PLAN



Pine Grove Elementary

FY27 Collection Development Plan

Lorna Smith

Educational Media Specialist

Signature Page

Pine Grove Elementary
FY27 Collection Development Plan

Date Approved by Administration: 5/6/26

Media Specialist Name: Lorna Smith

Media Specialist Signature: 

Principal Name: Shauntay King

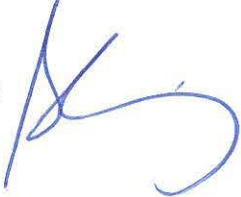
Principal Signature: 

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>	4-5
<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
<u>Selection Evaluation and Criteria</u>	9-10
<u>Analysis of the Collection</u>	11
<u>Gifts and Donations</u>	12
<u>Collection Maintenance</u>	12
<u>Lost or Damaged Library Materials</u>	13
<u>Strategic Focus – Weeding & Acquisitions</u>	14
<u>Reconsideration of Materials</u>	14
<u>Appendices</u>	15
<u>A - Library Bill of Rights</u>	15
<u>B - ALA Intellectual Freedom Statement</u>	15
<u>C - Board Policy 8.12</u>	15
<u>D - Board Policy 8.1205</u>	15
<u>E - Specific Material Objection Form</u>	15

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

Pine Grove Elementary school accommodates K-5 students and has an annual enrollment of about 400 students. The demographics are as follows: 77% black, 3% white, 18% Hispanics, and 1% multi-racial. 99% of the student body qualifies for free and reduced lunch. The library also serves the faculty and staff as well as the two aftercare programs which are housed at the school.

School Mission Statement

The parents, staff, and community of Pine Grove will provide a safe, nurturing, and equitable educational environment that meets the social, academic and physical needs of each student so that all students will be successful learners and productive citizens.

Media Center Mission Statement

The mission of the Pine Grove Media Center is to build a collection that provides support for the curriculum and promotes responsible use of technology. The media center also aims to promote reading for information and pleasure in an effort to help students to become lifelong readers/learners as they strive to become well rounded citizens and make their contribution to society,

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 on a six day rotation to support academic standards and digital literacy. The program supports special school initiatives such as Battle of the Books, Literacy Week, and provides a

collaborative space for inquiry, creativity, and research.

Materials from the media center are accessible to patrons between the hours of 7:30 A.M. and 2:05 P.M. The library operates as a part of the fine arts wheel which means that classes K-5 are scheduled daily. Materials provided electronically by the school district are available to students on a 24-hour basis.

The Library is currently a part of the Fine Arts Wheel which means that all K-5 students rotate through at least once each week. This provides an excellent opportunity to incorporate standards being taught at each grade level to support classroom learning. Students will be given an opportunity to develop their creative abilities through Makerspace. The library is open all day on students' attendance days, and students and teachers have the opportunity to access materials throughout the day.

On a regular basis, students in grades 2-5 are provided with typing instruction using ed club courses Typing Jungle and Jungle Jr. to improve their typing skills.

The celebration of Literacy Week, Read for the Record, International Dot Day and Participating in Battle of the Books are other activities conducted throughout the school year.

Laminating jobs and poster making for the staff are also done in the media center.

Goals and Objectives

Goal 1: Increase the use of Technology and use of Ebooks in destiny and MackInvia

- Action step 1: Provide frequent and continued instruction on how to search the catalog online and checkout ebooks.
- Action step 2: Use Chromebooks to help develop students' research skills and utilize programs such as Typing Club and Canva

Goal 2: Improve the age of the collection

- Action Step 1: Use Titlewave analysis to weed out outdated and unpopular titles
- Action step 2: Purchase books with newer publication (copyright) dates

Goal 3. Increase the circulation of books not frequently used

- Action step 1: Inform teachers of material that are available to support the curriculum
- Action Step 2: Create displays to promote items not frequently chosen
- Action step 3: Provide incentives to check out and return books on time.

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	100	\$161
Account 553420 - Media Subscriptions (Periodicals-Newspapers)	0	\$155
Account 561100 - Library Books	1200	\$464
Account 562230 - Media A/V Equipment	0	\$206
Account 564220 - Furn-Fix/Equip	0	\$258
Fundraising and/or Grants	FY26	Projected FY27
Media Center Internal Account number for your grant(s) (get this from your bookkeeper)	1200	\$1500
State Media Allocation	FY26	Projected FY27
Account 561100 (program 3070) - Media Books	1100	\$1034.09

Purchasing Plan FY27

Purpose	Amount
Books	\$750
Supplies	\$250
Stem activities	\$300
Graphic novels, Non-fiction - Technology, Science, Social Science	\$1200
Total:	\$2,500

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, Digital: eBooks,
- Digital Audiobooks, Online Databases - District Licensed.

Special Emphasis:

The collection includes a small section of books in other languages. The purpose of this section is to provide reading materials to support our ELL students.

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:

- Computers: All students in grades K-5 have individual laptops. In addition the Media center has a computer cart to facilitate activities done in the media center.
- Classroom Technology: Interactive Flat Panel, Document Camera, Sound System.
- Makerspace: 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:

- 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

Criteria for selecting and evaluating books for the media center at Pine Grove elementary Elementary School. is based on School Board Policy 8.12. All materials are evaluated and chosen paying attention to their appropriateness to student age and emotional maturity and relevance to the curriculum. To assure the above criteria are being met professional reviewing sources are consulted before purchasing items for the media center. Materials selected for the media center should have 3 positive professional reviews. Reputable, unbiased, professional reviewing sources used for selection include: School Library Journal, Booklist, Book Report, and Kirkus Reviews

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

- 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.

			
6,550 Items in the Collection	18.7 Items per Student	10% Fiction Titles in the Collection	47% 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.			
	2002 Average Age of the Collection	77% Aged Titles	5% 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.	
			
26% Representative Titles in Collection	2005 Representative Titles Average Age	31% SLL Titles in Collection	2006 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	46	2007
Philosophy & Psychology	74	2001
Religion	21	2001
Social Sciences	517	2019
Language	145	1995
Science	978	2001
Technology	418	2002
Arts & Recreation	467	2005
Literature	157	2000
History & Geography	238	2002
Biography	336	2006
Easy	2002	2001
General Fiction	2012	659
Graphic Novels	144	2017

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 Non-Fiction, FY28 Easy, 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:

A special section at the front of the library is dedicated to new books added to the collection. The purpose of this is to attract students' interest and provide easy accessibility to new additions to the library collection. Graphic novels (series) are housed on a revolving bookshelf along with other popular series. There is also a stand alone bookshelf with new additions to the Easy section

Three clearly labeled Attractive multicolored book carts, one each for Fiction, Non fiction and Easy, are used to store books in transition between check in and shelving.

General fiction and Biographies are filed by subject/authors' last name. Colorful dividers with graphics are used to organize Non-fiction books by subject. This facilitates the easy identification of materials for specific topics. There is also a small collection of books in the Haitian Creole and Spanish to support our ELL students as they acquire English literacy.

Lost or Damaged Library Materials

In accordance with School Board Policy 2.21B(9) which states: "If a student loses or damages district property, including library books and text books loaned to said student, the student is required to pay for, replace or repair said district property. Fines for late or overdue materials are not encouraged, however, at PGES, in order to develop responsibility, students will be required to pay a fine of \$5 for paperback and \$10 for hardcover books.

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

School Year	Strategic Focus
FY27	Selection Priorities SSYRA and SSYRA Jr
	Inventory and Deselection (Weeding) Focus 1) Inventory this year Non-Fiction 000-999 + Biographies 2) Weed this year: Non-Fiction 000 -999.
FY28	Selection Priorities SSYRA and SSYRA Jr
	Inventory and Deselection (Weeding) Priorities 1) Inventory this year Easy 2) Weed this year: Easy
FY29	Selection Priorities SSYRA and SSYRA Jr
	Inventory and Deselection (Weeding) Priorities 1) Fiction (General Fiction, Easy, Story Collection, Graphic Novels). 2) weed this year. Fiction

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)