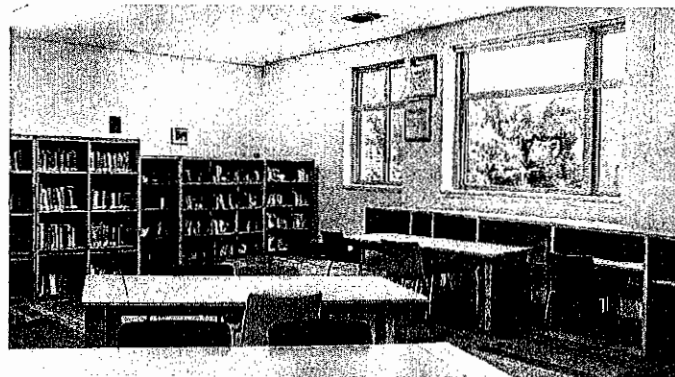


FY27 COLLECTION DEVELOPMENT PLAN



Royal Palm Beach Elementary School FY27 Collection Development Plan

Taylor Lynch

Educational Media Specialist

Signature Page

Royal Palm Beach Elementary School
FY27 Collection Development Plan

Date Approved by Administration: 3/23/26

Media Specialist Name: Taylor Lynch

Media Specialist Signature: Taylor Lynch

Principal Name: Tracy Ghetie

Principal Signature: Tracy Ghetie

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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 Royal Palm Beach Elementary School Media Center was established to support the various curriculums of students in grades K-5 in addition to the faculty, staff and parents of that community of users.

Our most current school population is at 660 students. RPBE has a culturally and ethnically diverse student population representing different economic backgrounds, which include the following:

- 31% White
- 25% Black
- 34% Hispanic
- 5% Asian
- 0% Native American
- 4% Multicultural
- 41 % of our students are on free or reduced lunch.
- 6% of our students are English language learners.

Royal Palm Beach Elementary is the autistic cluster site for the western communities.

School Mission Statement

The Mission of Royal Palm Beach Elementary School is to provide a nurturing environment which will promote positive self-esteem, academic accountability, develop technology advancements, and social and global awareness, among all culturally diverse students. The Vision of Royal Palm Beach Elementary School is to provide students with effective and relevant instruction to meet the needs of ALL students in a positive, supportive school climate.

Media Center Mission Statement

The Library Media Center aims to develop and sustain a program that aligns with and enhances the school's educational goals. The media specialist is tasked with:

- Offering and advocating for the extensive utilization of resources in various formats to cater to the diverse needs of learners across the curriculum.
- Cultivating an environment that fosters inquiry, ignites intellectual curiosity, and promotes the joy of reading.

- Cultivating a culture of lifelong learning by nurturing diverse interests and encouraging independent exploration of libraries and information sources.
- Providing instruction to equip students with the skills to navigate libraries and information resources independently.

A successful, self-aware learner should possess the ability to:

- Identify, plan, and effectively utilize resources to support their learning objectives.
- Locate and critically evaluate information to ensure its relevance and reliability.
- Organize and manage information effectively for future reference and application.
- Interpret and communicate information clearly and effectively.
- Utilize computers and technology proficiently to access, process, and present information in various formats.

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. Lessons for primary grades encompass a variety of essential skills, including library skills, basic research skills, interactive story read-alouds, physical movement activities, digital citizenship education, and introductory computer literacy such as typing, coding, and utilizing Google Docs and Slides. For intermediate grades, lessons include engaging read-aloud sessions, book exploration opportunities, advanced research skills development, participation in read-aloud activities, further exploration of coding concepts, continued emphasis on digital citizenship, and advanced library skills such as navigating

Destiny and locating materials using different call number systems.

Goals and Objectives

Goal 1: Purchase up to date books that relate to the needs and interests of the student population:

- increase the overall publication dates of Royal Palm Elementary School
- Weed and replace outdated materials, focusing on non-fiction books
- Weed materials focused on student interested, including books not circulated in a long period of time

Goal 2: Introduce students to a variety of genres and authors to create lifelong readers:

- Many read-alouds with these genres to introduce to students
- Use circulation data to choose four fiction genres that aren't circulating.
- Compare the same circulation statistics at the end of next year.

Goal 3: To support the students 21st Century literacy skills through the incorporation of technology:

- To support students' 21st-century literacy skills through the integration of technology by increasing access to and use of digital resources, including eBooks on MackinVIA, in order to enhance reading engagement, digital navigation skills, and independent learning.

Budget and Funding

The media center is given a school-based operating budget at the beginning of every school year. The Royal Palm Beach Elementary School administration uses a formula to disperse the appropriated funds. The budget for the 2026-2027 school year is expected to be similar to the 2025-2026.

<i>School-based Operating Budget</i>	<i>Budget FY26</i>	<i>Projected FY27 Budget</i>
<i>Account 551100 - Media Supplies</i>	<i>\$422</i>	<i>\$430</i>
<i>Account 553420 - Media Subscriptions (Periodicals-Newspapers)</i>	<i>\$240</i>	<i>\$230</i>
<i>Account 561100 - Library Books</i>	<i>\$864</i>	<i>\$850</i>
<i>Account 562230 - Media A/V Equipment</i>	<i>\$384</i>	<i>\$380</i>
<i>Account 564220 - Furn-Fix/Equip</i>	<i>\$480</i>	<i>\$480</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>\$0</i>	<i>\$0</i>
<i>State Media Allocation</i>	<i>FY26</i>	<i>Projected FY27</i>
<i>Account 561100 (program 3070) - Media Books</i>	<i>\$1881</i>	<i>\$1880</i>

Purchasing Plan FY27

Purpose	Amount
ebooks	\$700
books	\$900
supplies	\$400
Total:	\$2,000

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, Periodicals (Magazines/Newspapers), Professional Collection
- Digital: eBooks, Digital Audiobooks, Online Databases (District and Site-Licensed).

Special Emphasis:

Our collection development efforts prioritize both student enjoyment and alignment with the curriculum at Royal Palm Beach Elementary School, adhering to the guidelines established by the School District of Palm Beach County, governed by the Department of Education of the State of Florida as outlined in School Board Policy 8.12 (refer to Section 2 d). Ensuring the selection of materials suitable for our diverse school community is of utmost importance. The collection encompasses a wide range of reading levels and genres, including informational and fictional texts, multicultural literature, graphic novels, numerous award-winning titles, and recommendations from teachers, parents, and staff. Additionally, we offer access to over 700 electronic book resources available to students 24/7 through their portal.

In accordance with best practices for school libraries in the United States, our print and digital collection at Royal Palm Beach Elementary School is organized using the Dewey Decimal Classification System. Supplementing our

resources are district-wide subscriptions to electronic databases, enhancing access to a wealth of information. Furthermore, through collaboration with other media specialists in Palm Beach County, the Royal Palm Beach Elementary School library can augment its collection to fulfill any significant resource needs of its patrons.

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: 25
- Classroom Technology: Interactive Flat Panel, Document Camera, Sound System.

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

When building the media center's collection, the media specialist relies on reputable and professionally recognized reviewing periodicals such as School Library Journal, Horn Book, and Kirkus Reviews. Additionally, book award lists from the American Library Association are carefully considered and researched. Media selections undergo thorough scrutiny, with preference given to those positively reviewed by two or more professional sources whenever possible. This diligent search process may involve consulting resources like School Library Journal, Horn Book, Booklist, Association for Library Service to Children, Kirkus, Young Adult Library Services Association, and/or Children's Catalog.

The collection is curated with several key objectives in mind: to cater to reader interests, support state academic standards and aligned curriculum, and meet the academic needs of both students and faculty. Materials are chosen to facilitate instruction, foster a love of reading, facilitate research and exploration, and provide meaningful information literacy experiences for various stakeholders, including class groups, individual students, teachers, and administrators.

Moreover, the collection aims to reflect the diverse cultures, ethnic groups, languages, and religious beliefs present within the community. It is meticulously curated to ensure it is free from bias, stereotypes, distortions, and prejudices, thereby promoting inclusivity and equity for all patrons.

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

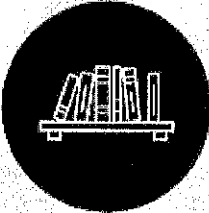
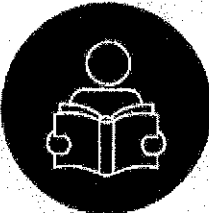
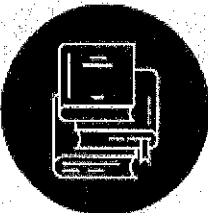
The School District Library Media Services Department supports school-based library media center personnel and establishes uniform policies and procedures for school library media centers throughout the District. These services include, but are not limited to:

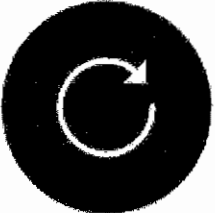
- Maintaining a professional library collection to assist with recertification and knowledge acquisition on education-related topics;
- Managing the online catalog, including the library inventory and circulation software;
- Selecting and making accessible online information databases for reference and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

			
10,636 Items in the Collection	21.3 Items per Student	57% Fiction Titles in the Collection	43% 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.			
	2006 Average Age of the Collection	62% Aged Titles	9% 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.	
			
28% Representative Titles in Collection	2006 Representative Titles Average Age	3,633 SLL Titles in Collection	2008 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	67	2014
Philosophy & Psychology	44	2009
Religion	32	2008
Social Sciences	567	2001
Language	69	2003
Science	1,368	2005
Technology	505	2007

Arts & Recreation	835	2016
Literature	159	2000
History & Geography	331	2007
Biography	517	2007
Easy	2,977	2004
General Fiction	3,097	2008
Graphic Novels	521	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

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:

As the school librarian undertakes an inventory of the school library collection and equipment, the process will serve to identify any losses and identify damaged or worn materials for potential replacement. Furthermore, the inventory will inform decisions to deselect and remove materials that are no longer aligned with the curriculum or of interest to students. Additionally, a collection maintenance plan will be implemented on a three-year rotation, involving systematic inspection of materials. This inspection will facilitate the removal of outdated, damaged, or irrelevant materials from the collection to ensure its continued relevance and utility.

Lost or Damaged Library Materials

In the event of lost or damaged books, replacement costs will be required

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

School Year	Strategic Focus
FY27	Selection Priorities ● Expand high-interest nonfiction texts to support curriculum areas (science, social studies, STEM). ● Increase diversity and representation in nonfiction and biography collections. ● Purchase updated, age-appropriate informational texts to replace outdated materials. ● Continue to grow the eBook collection on MackinVIA to support digital literacy and student access both in school and at home. Inventory and Deselection (Weeding) Focus ● Inventory: Nonfiction 000–599 + Biographies ● Weeding: Nonfiction 000–599 + Biographies (focus on outdated, damaged, low-circulation, and inaccurate materials)
FY28	Selection Priorities ● Strengthen upper nonfiction (600–999) with current, engaging, and curriculum-aligned resources. ● Add more STEM, career exploration, and real-world connection texts. ● Continue expanding multicultural and inclusive titles across all nonfiction areas. ● Increase digital resources and eBooks through MackinVIA to support 21st-century learning skills. Inventory and Deselection (Weeding) Priorities ● Inventory: Nonfiction 600–999 + Reference ● Weeding: Nonfiction 600–999 + Reference (remove outdated reference materials and replace with current print and digital resources)
FY29	Selection Priorities Refresh and expand fiction collections (Easy, General Fiction, Graphic Novels, Story Collections). Increase high-interest, diverse, and inclusive literature to reflect student populations and interests. Add popular series, award-winning titles, and student-requested books. Continue to build the eBook fiction collection on MackinVIA to increase access and engagement.

	Inventory and Deselection (Weeding) Priorities ● Inventory: Fiction (General Fiction, Easy, Story Collection, Graphic Novels) ● Weeding: Fiction (remove worn, outdated, low-interest, or low-circulation titles; replace with engaging, relevant texts)
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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)