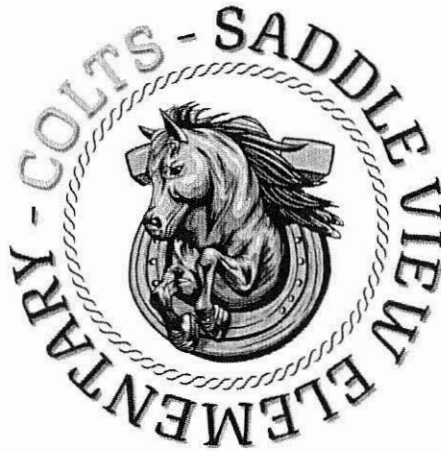


FY27 COLLECTION DEVELOPMENT PLAN



Saddle View Elementary FY27 Collection Development Plan

Wendy P. Schneider

Educational Media Specialist

Signature Page

Saddle View Elementary
FY27 Collection Development Plan

Date Approved by Administration: **April 22, 2026**

Media Specialist Name: Wendy P. Schneider

Media Specialist Signature: _____

Principal Name: Dawn L. Ross

Principal Signature: _____

Table of Contents

<u>Purpose Statement</u>	Page 4
<u>Background Statement & School Community</u>	Page 4
<u>School Mission Statement</u>	Page 4
<u>Media Center Mission Statement</u>	Page 4
<u>Responsibility for Collection Management Development</u>	Page 4
<u>Library Program</u>	Page 5
<u>Goals and Objectives</u>	Page 5
<u>Budgeting and Funding</u>	Page 6
<u>Scope of the Collection</u>	Page 7
<u>Equipment</u>	Page 8
<u>Collection Development</u>	Page 9
<u>Selection Evaluation and Criteria</u>	Page 9
<u>Analysis of the Collection</u>	Page 10
<u>Gifts and Donations</u>	Page 12
<u>Collection Maintenance</u>	Page 12
<u>Lost or Damaged Library Materials</u>	Page 12
<u>Strategic Focus – Weeding & Acquisitions</u>	Page 13
<u>Reconsideration of Materials</u>	Page 13
<u>Appendices</u>	Page 14
<u>A - Library Bill of Rights</u>	Page 14
<u>B - ALA Intellectual Freedom Statement</u>	Page 14
<u>C - Board Policy 8.12</u>	Page 14
<u>D - Board Policy 8.1205</u>	Page 14
<u>E - Specific Material Objection Form</u>	Page 14

Purpose of Collection Development Plan

This Collection Development Plan serves as the school's official guide for the selection, acquisition, maintenance, and management of library media resources. Its purpose is to ensure that the collection supports the school's curriculum and instructional goals while strictly adhering to the statutory requirements of Florida Statute 1006.28 and School Board Policy 8.12.

Background Statement & School Community

The school community of Saddle View Elementary School Library Media Center is composed of students from grades VPK through fifth grade, in addition to the parents of that community of users, and faculty and staff.

Saddle View Elementary has a culturally and ethnically diverse student population representing different economic backgrounds. The PBCSD Principal and Principal Supervisor Dashboard lists enrollment as 695 students as of 4/20/26. The student community is 49% White, 10% Black, 32% Hispanic, 5% Asian, and 4% Mixed Race. 55% of students are male and 45% are female. 20% of students are considered Free/Reduced Lunch students. 10% of students require ELL services and 25% of students are ESE, including Gifted. Saddle View Elementary is a dynamic Ron Clark Academy House System School.

School Mission Statement

The mission of the Saddle View Elementary School is to foster a safe, welcoming and inclusive environment that is committed to academic excellence. Through our SVES House System, we strive to empower students and support educators to strengthen the bonds that make our school a place where every child can reach their full potential.

Media Center Mission Statement

The mission of the Library Media Center is to provide the tools and materials necessary for students to achieve their educational and personal goals through encouraging inquiry, a love of literature, and informational literacy in a welcoming and inclusive environment.

Our library is an active and vibrant hub of activity encompassing print media, electronic media, coding, cooperative building, puzzles, and hands on STEM aligned with standards based content.

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, Fall and Spring Book Fairs, Literacy Week, Read Across America, and the Sunshine State Young Readers program and provides a collaborative space for inquiry and research.

Goals and Objectives

Goal 1 : Increase inclusiveness of and accuracy in the library collection in FY27

- Objective 1: Use data from Titlewave to grow the number of diverse/underrepresented titles to reflect the culture of our students
- Objective 2: Weed the library to remove low circulating titles
- Objective 3: Promote library displays that include characters and/or authors from diverse populations, with diverse points of view

Goal 2: Increase circulation data in FY27

- Objective 1: Plan and implement school wide reading challenges and/or reward program throughout the school year
- Objective 2: Grow Battle of the Books membership to at least 25 students by promoting Sunshine State titles

Goal 3: Grow the MackinVia eBook Collection

- Objective 1: Use data from a needs assessment to inform MackinVia Ebook selections
- Objective 2: Purchase up-to-date e-books that relate to the needs and interests of the student population in FY27

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.

<i>School-based Operating Budget</i>	<i>Budget FY26</i>	<i>Projected FY27 Budget</i>
<i>Account 551100 - Media Supplies</i>	<i>\$542</i>	<i>\$542</i>
<i>Account 553420 - Media Subscriptions (Periodicals-Newspapers)</i>	<i>\$260</i>	<i>\$260</i>
<i>Account 561100 - Library Books</i>	<i>\$779</i>	<i>\$779</i>
<i>Account 562230 - Media A/V Equipment</i>	<i>\$346</i>	<i>\$346</i>
<i>Account 564220 - Furn-Fix/Equip</i>	<i>\$433</i>	<i>\$433</i>
<i>Fundraising and/or Grants</i>	<i>FY26</i>	<i>Projected FY27</i>
<i>Media Center Internal Account number 5-1700.00</i>	<i>\$2300</i>	<i>\$8,000</i>
<i>State Media Allocation</i>	<i>FY26</i>	<i>Projected FY27</i>
<i>Account 561100 (program 3070) - Media Books</i>	<i>\$1908</i>	<i>\$2000</i>

Purchasing Plan FY27

Purpose	Amount
Primary book display case	\$1000
books	\$2500
supplies	\$500
STEM	\$500
electronic databases/e-books	\$500
Total:	\$5000

Scope of the Collection

The Library Media Center manages a comprehensive collection of print, digital, and technological resources selected to support the school's instructional goals and the diverse needs of the student community. The following sections outline the specific formats and equipment currently maintained within the collection.

Formats:

- Print: Hardcover and Paperback Books, Graphic Novels, Reference Materials
- Digital: eBooks, Digital Audiobooks, Online Databases (District provided via students' portals)

Special Emphasis:

The collection maintains a special emphasis on non-fiction texts to support the STEM and eSports lab as well as agricultural materials supporting our agricultural curriculum.

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:

- Chromebook Cart: 24 Student Chromebooks
- Classroom Technology: Interactive Flat Panel, Document Camera, Sound System
- Makerspace: Ozobot coding robots, Building Manipulatives

Media Production:

- TV Studio: Full Production Studio (Cameras, Tri-Caster/Mixer, Lighting, Green Screen)
- Mobile News: Portable News Crew Equipment (Cameras, Wireless Microphones, MacBook, Mobile Green Screen)
- Student Production: Cameras/Tripods, Microphones, Podcasting Equipment

Teacher Support and Workroom:

- Production: Large Format (Poster) Printer, Laminator, Cricut Venture
- A/V Support: Portable Projectors, PA System, Portable Speakers and microphones

Circulation and Access:

- Devices: Student Laptops/Chromebooks, Laptop Chargers

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

Materials for the Saddle View Elementary Library are selected using a variety of criteria. As per School Board Policy 8.12: materials are considered for their instructional value in accordance with the State curriculum. Materials are selected to give students a variety of choices in their selections, including materials that support the diverse school population, materials that support state standards and align with curriculum, and materials that promote reading for pleasure at the preK through fifth grade level. Input for new materials is taken from students, staff, and shareholders. Materials are selected based on reviews in professional journals such as School Library Journal and The Horn Book as well as their literary merit, appropriateness, and accuracy.

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.

			
6,883 Items in the Collection	9.2 Items per Student	33% Fiction Titles in the Collection	67 % 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.			
	2020 Average Age of the Collection	4% Aged Titles	70% 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.	

			
Diverse Titles 26% Representative Titles in Collection	Diverse Titles Average Age 2020 Representative Titles Average Age	SLL Titles 47% SLL Titles in Collection	SLL Titles Average Age 2020 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	83	2020
Philosophy & Psychology	29	2021
Religion	16	2021
Social Sciences	307	2021
Language	15	2022
Science	799	2021
Technology	404	2020
Arts & Recreation	453	2021
Literature	91	2021
History & Geography	257	2021
Biography	567	2021
Easy	1,535	2018
General Fiction	1,577	2019
Graphic Novels (741.5)	744	2020

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 Saddle View Elementary collection will be inventoried in the following order:

Spring 2027 - Easy

Spring 2028 - Nonfiction

Spring 2029 - Fiction

Ongoing Maintenance:

Collection maintenance is a continuous process that extends beyond the annual inventory window. Materials are repaired, relabeled, and deselected throughout the school year to maintain a high standard of accessibility and visual appeal.

Collection Organization and Visual Navigation:

The collection is organized into three main sections: Easy, Nonfiction, and Fiction. Easy books are alphabetized by author's last name and shelves are marked with big alphabet signs for easy navigation. Nonfiction books are arranged in Dewey number order with biographies (092) and graphic novels (741.5) separated onto their own respective shelves. Fiction books are arranged in alphabetical order by author's last name. Alphabet place cards precede each section of books and the shelves are labeled A-G, H-O, and P-Z. Each year's current Sunshine State (SSYRA) books are shelved separately for ease in locating. The spine is labeled SSYRA with the current year in addition to the regular spine label. Beginning chapter books for younger readers are placed together in alphabetical order by author's last name on their own shelf. These books have a bright green dot sticker on the spine identifying them as beginner reader books.

Lost or Damaged Library Materials

Compensation for lost or damaged materials is expected to be made by the student's family. Funds are collected to replace the materials so they may remain in our inventory. Late notices are printed monthly in an attempt to receive all overdue materials before payment is expected. Exceptions may be made in the event that a student has a clean library record and/or paying for the material would cause a

hardship. In this event, the material is marked lost with no repurchase price noted so the student's record is cleared.

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

School Year	Strategic Focus
FY27	Selection Priorities Add to series, update collection with award-winning titles
	Inventory and Deselection (Weeding) Focus 1) Easy books inventoried 2) All sections weeded to remove low circulated titles
FY28	Selection Priorities Expand Easy section to include Read to Self books Level 1, 2, and 3
	Inventory and Deselection (Weeding) Priorities 1) Nonfiction 000-740.99 and 741.6-999.99 inventoried 2) All sections weeded to remove low circulated, damaged, or out of date titles
FY29	Selection Priorities Align collection with the culture and programs of the school including STEM and agriculture and increase titles available
	Inventory and Deselection (Weeding) Priorities 1) Fiction (General Fiction, Easy, Story Collection, Graphic Novels) inventoried 2) All sections weeded to remove low circulated, damaged, or out of date titles

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)