



FY27 COLLECTION DEVELOPMENT PLAN

Seminole Trails Elementary School

FY27 Collection Development Plan

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Seminole Trails Elementary School
FY27 Collection Development Plan

Date Approved by Administration: May 8th, 2026

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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

Seminole Trails Elementary School was opened in 1989 in West Palm Beach, Florida. Seminole Trails Elementary School serves a multi-ethnic student population of 710 students in Pre-K–5th grade. They come from a predominantly economically disadvantaged community. The ethnic composition of the student body is 4% White, 66% Black, and 21% Hispanic. The percentages of students designated as English Language Learners (ELL) and Exceptional Student Education (ESE) are 24% and 29%, respectively. The percentage of students receiving free and reduced lunch is 63%.

School Mission Statement

The mission of Seminole Trails Elementary School is to provide a safe, nurturing environment where diversity is celebrated, mutual respect among adults and children is practiced, and parents and caregivers are seen as valued partners in establishing the foundations of academics and lifelong learning.

Media Center Mission Statement

The mission of the Seminole Trails Elementary Library Media Center is to provide a collaborative program that will instruct, enhance, and support the goals and objectives of the entire school. It strives to assist all members in becoming effective users of ideas and information while providing an environment that encourages a lifelong love of reading. The media center collection will provide materials that support and enrich the instructional program. Materials will reflect a wide range of interests, varying levels of difficulty, and diverse appeal, consistent with our school population.

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 Seminole Trails Elementary School library program is based on a fixed, five-day rotating schedule. The media specialist instructs the same K-5 grade classes for one entire week. The classes are rotated every six weeks, - schedule A-F. Instruction may include thematic topics such as Digital Citizenship, Media Literacy, Research, and online reading Apps such as PebbleGo, TumbleBooks, BrainPOP, Starfall, and WorldBook. In addition, students are instructed in the following thematic units: Thanksgiving, The Pilgrims, Hanukkah, Christmas, and Kwanzaa. President History, Martin Luther King Jr, Black History, Women's History, Conservation, Recycling, Pollution, Natural Resources. Along with online learning, such as CANVA and Adobe. The program supports special school initiatives such as Literacy Week and provides a collaborative space for inquiry and research.

Goals and Objectives

The objective of the Media Center at Seminole Trails Elementary is to assist in increasing reading scores at our school. These goals will be measured through improved FAST reading scores. To obtain this goal, we will do the following:

- Support reading and writing through literacy skills that incorporate technology, such as Canva and Adobe.
- Book Selections
- Literacy celebrations
- Author visits
- Maximize circulation
- Ben Carson Reading Room
- D.E.A.R. Drop Everything and Read
- Encourage summer reading through SAC meetings
- Utilize Chromebooks for research and silent reading

Budget and Funding

The Budget for the FY27 school year is expected to remain the same. Little or no change is expected.

<i>School-based Operating Budget</i>	<i>Budget FY26</i>	<i>Projected FY27 Budget</i>
<i>Account 551100 - Media Supplies</i>	<i>\$627</i>	<i>\$627</i>

<i>Account 553420 - Media Subscriptions (Periodicals-Newspapers)</i>	<i>\$356</i>	<i>\$356</i>
<i>Account 561100 - Library Books</i>	<i>\$927</i>	<i>\$927</i>
<i>Account 562230 - Media A/V Equipment</i>	<i>\$412</i>	<i>\$412</i>
<i>Account 564220 - Furn-Fix/Equip</i>	<i>\$515</i>	<i>\$515</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>\$2500</i>	<i>\$2500</i>
<i>State Media Allocation</i>	<i>FY26</i>	<i>Projected FY27</i>
<i>Account 561100 (program 3070) - Media Books</i>	<i>\$1917</i>	<i>\$1900</i>

Purchasing Plan FY27

Purpose	Amount
Books	927.00
Library Media Supplies	627.00
Internal Accounts	5570.67
Total:	\$7,124.67

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)
- Audiovisual: DVD's (Educational Use Only)
- Manipulatives/Realia

Special Emphasis:

Seminole Trails Elementary School is an AVID School.

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: Smartboard, Interactive Flat Panel, Document Camera, Sound System.
- Makerspace: 3D printers and building manipulatives.

Media Production:

- TV studio: Full production Studio (camera, TriCaster/mixer, lighting, Green Screen).
- Mobile News: Portable News Crew Equipment (iPads, mobile green screen).
- Student Production: Camera/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.

Circulation and Access:

- Devices: Student Laptops/Chromebooks (Daily Loaners), Laptop Chargers, Hotspots, iPads/Tablets (for Student/Staff Checkout)
- Peripherals: Headphones, Webcams, Calculators.

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

Materials considered for purchasing are selected based upon a set of criteria established by the School District of Palm Beach County's Policy 8.12, Selection of Library Media Materials. In addition, professional reviews from sources such as School Library Journal, Kirkus Reviews, Booklist, Horn Book, and others may be used in the selection process. Finally, other factors to consider include the curriculum of study, educational significance, the needs and interests of stakeholders, the value added to the collection of materials serving K-5 students, and curriculum alignment.

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

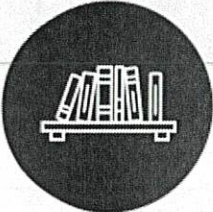
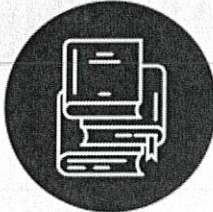
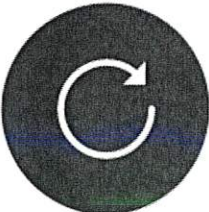
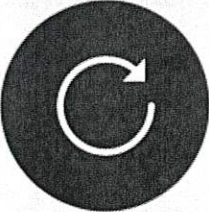
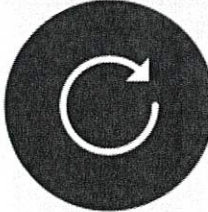
The School District Library Media Services Department supports school-based library media center personnel and establishes uniform policies and procedures for school library media centers throughout the District. These services include, but are not limited to:

- 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 search efficiently and effectively for 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.

			
13,803 Items in the Collection	14.4 Items per Student	47% Fiction Titles in the Collection	36% 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.			
	2008 Average Age of the Collection	43% Aged Titles	3% 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.	
			
3,054 Representative Titles in Collection	2008 Representative Titles Average Age	6,034 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	46	2012
Philosophy & Psychology	54	2010
Religion	37	2006
Social Sciences	574	2004
Language	39	2006
Science	1,151	2008
Technology	373	2011
Arts & Recreation	901	2013
Literature	247	2003
History & Geography	628	2009
Biography	860	2010
Easy	2,502	2007
General Fiction	1703	2012
Graphic Novels (741.5)	2454	2002

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. My rotation is as follows:

FY2027: Inventory Easy Reading Section

FY2028: Inventory Foreign Language & Non-Fiction Section

FY2029: Inventory Fiction Section

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 Seminole Trails Elementary School library is organized to maintain consistency. For example, it is genrefied by the subject using colored spine labels. Biographies are filed by the author's last name. Graphic Novels are separated into their own section.

Lost or Damaged Library Materials

Fines are allotted to lost or damaged library materials. There are no exceptions to this policy.

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

School Year	Strategic Focus
FY27	Selection Priorities • Priority 1- Social Science • Priority 2- Life Sciences & Biology • Priority 3- History & Geography
	Inventory and Deselection (Weeding) Focus • 2026 (e.g., Non-Fiction 000-599 + Biographies). • Inventory Easy Reading Section

FY28	Selection Priorities The buying goals at Seminole Trails Elementary will be to purchase more Kindergarten and fiction books
	Inventory and Deselection (Weeding) Priorities • Religion • Philosophy and Psychology • History & Geography • (e.g., Non-Fiction 600-999 + Reference).] • Weeded sections: 001.94-973 LAK • Inventory Foreign Language & Non-Fiction Section
FY29	Selection Priorities Seminole Trails will purchase more Kindergarten books, along with graphic novels and STEM books.
	Inventory and Deselection (Weeding) Priorities • Priority 1- Political Science • Priority 2- Life Sciences and Biology • Priority 3- History & Geography • 001.94-973 LAK • FY2029: Inventory Fiction Section

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)

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Final Audit Report

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