



The South Olive School FY27 Collection Development Plan

by Michelle Dunlap

Educational Media Specialist

Read! *Read!* **READ!**

Signature Page

**The South Olive School
FY27 Collection Development Plan**



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Date Approved by Administration: May 7, 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

South Olive Elementary School is adding a middle school to become The South Olive School in the fall of 2026. Located in the South End Neighborhood of West Palm Beach, South Olive will be listed as a Choice School within the School District of Palm Beach County, specifically offering a specialized Engineering and Technology Exploration program. Our school just received a \$50,000 FPL Grant to create a STEM Lab for our students. This coming year our school will be adding a sixth grade, the following year seventh grade, and then the next year an eighth grade. Our school is located in the Latin Quarter of the city. Our school demographics reflect this. According to the Gold Report, our student population is 51% Hispanic, 37% White, and 7% Black. We have 514 students in grades K - 5, but counting our VPK Preschoolers, we have 555 South Olive Tigers on our campus. Our school has held a very high "B" rating the past several years. In FY26 we were designated a Title I and RAISE school, but may not be either FY27. The majority of our students qualify for Free and Reduced Lunch since 76.5% of our families are considered economically disadvantaged. We are an AVID school and strive to help prepare students for college and careers. According to our SIP (School Improvement Plan), in most instances, our school outperformed the district and state. Our three SIP Goals are to increase early literacy proficiency, enhance science instruction and engagement, and to reduce absenteeism by increasing student engagement.

School Mission Statement

South Olive Elementary is committed to providing a world-class education with excellence and equality to empower students with the assistance of district, school, family, and community partnerships to reach their highest potential with the most effective staff to foster the knowledge, skills, and ethics required for responsible citizenship and productive careers. (We hope to update our mission statement when our school name is officially changed.)

Media Center Mission Statement

South Olive's Library Media Center is a place where exploration, creativity, and imagination make learning exciting! The purpose of the library media fine arts program is to prepare, engage, and inspire our students for success now and in the future. During library media fine arts rotations, lessons:

- promote and celebrate reading.
- explain and encourage digital citizenship.
- strengthen research and tech skills.

The Library Media Center is a gathering place for students, staff, and our community. It is also a "5 C's" focused classroom - a place where Critical thinking, Creativity, Compassion, Communication, and Collaboration abound. These "C's" identified by the *Partnership for 21st Century Skills Team* are key skills needed to succeed in today's world and job market.

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 fine arts wheel rotation schedule with physical education, music, and art to ensure equitable access for all students. Instruction is provided in a week-long block for each grade each month to support academic standards and digital literacy. The program supports special school initiatives such as Battle of the Books / Scholastic Book Fairs / Literacy Week / plus other activities promoting and celebrating reading, plus provides a collaborative space for inquiry and research.

Goals and Objectives

- **Goal 1: Create a Reading Room with library books for grades 4-8**
 - Clear storage items from 166C.
 - Plan flex space seating for students in grades 4-8.
 - Move fiction library books and Graphic Novels into the space.
 - Use the Florida Room theme to create reading zones.
 - Order books that feature Florida authors, settings, and events.
 - Get student input for decor and design.
 - Pursue funding for furnishings.
 - Work with the teaching teams for ideas and scheduling beyond fine arts times.
 - Order past SSYRA Middle Grade Books and popular authors.
- **Goal 2: Identify "holes" in our library book collections**
 - Update shelf labels, signage, and section location map.
 - Identify sections/shelves that are low on books by letter or number.
 - Add more books for clubs and campus activities (i.e., chess, golf, etc.)
 - Continue to weed shelves based on the Titlewave Report suggestions.
 - Pull books for tastings by author letter or Dewey Number - notice interest levels.
 - Use data from needs assessments, surveys, and requests to add to the book wishlist.

- Find reviews to support selections and then post a list for stakeholders.
- Purchase Dewey Decimal Numbered books that will capture the interest of students and will also support science and ELA curriculum (poetry and biographies) needs.
- Compare book collections with other libraries to find missing popular authors.
- Pull lists of award-winning books to cross-check and consider adding.
- Add more eBooks to MackinVIA aimed primarily at grades 2-4, especially non-fiction.
- Order more Big Books for storytime.

● **Goal 3: Maintain high participation in reading SSYRA-nominated books FY26**

- Ask PTO, Kiwanis Club, and business partners to purchase sets for grades 3-5 ELA classes and new 6th-grade classes
- Procure a set of SSYRA 3-5 and 6-8 plus SSYRA Jr. books for the library in Destiny and digital versions for MackinVIA
- Plan library media fine arts lessons to promote books: read-aloud, book tastings, special activities to showcase authors & genres, etc.
- Increase the number of students who vote for the winning book (read 3 to vote)
- Maintain FAME Membership to allow voting and access to resources
- Use new technology in the updated TV Studio for book teasers
- Request *Book Taco* to add the SSYRA and SSYRA Jr. titles to its platform
- Meet with the ELA team for grades 3-6 and talk up the Battle of the Books
- Consider labeling SSYRA-nominated books with a notation on the top
- Create a bulletin board or display to promote participation
- Arrange for the principal to sign Battle of the Book certificates and hand out dog tags.
- Post a challenge to read all 15 books to be invited to the Principal's Pizza Party in May. (Print special FAME certificate of Read ALL 15! in color for these students.)
- Send home SSYRA book lists at the end of the year to match students' rising grades.
- Participate in the SDPBC Tournament

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	\$560	\$550
Account 553420 - Media Subscriptions (Periodicals-Newspapers)	\$241.43	\$240
Account 561100 - Library Books	\$616	\$600
Account 562230 - Media A/V Equipment	\$274	\$250
Account 564220 - Furn-Fix/Equip	\$342	\$340
Fundraising and/or Grants	FY26	Projected FY27
Media Center Internal Account 5-1700	\$5,903.20	\$6,000
State Media Allocation	FY26	Projected FY27
Account 561100 (program 3070) - Media Books	\$1,190	\$1,200

Purchasing Plan FY27

Purpose	Amount
Furniture (48" navy blue round table for teacher workroom)	\$250
Books	\$5,000
Supplies for the library and teacher workroom	\$600
Reading Awards (brag tags, prizes, medals)	\$200
Games, Activities, Puzzles	\$500
Florida Reading Room Furnishings for Grades 4-8	\$25,000
Bookmarks, Contest paper, Certificates	\$250
Total:	\$31,800

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, plus Graphic Novels
- Digital: eBooks, Digital Audiobooks, Online Databases (District and Site-Licensed).

Special Emphasis:

Our collection has a special emphasis on STEAM topics and biographies/ fiction featuring positive difference makers.

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.

Site Licenses:

- Book Taco (purchased by our School Advisory Council)

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: 23 Windows Desktop Student Workstations.
- Classroom Technology: Interactive Flat Panel, Document Camera, Sound System.
- Makerspace: Bee-Bots, Ozobots, 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: Booklet Binder, Windows Computer, Copier, Laminators, Die-Cut Machine.
- Sharing Shelves: Supplies, Activities, Games, Seasonal Decor, etc.

Circulation and Access:

- Devices: Laptop Chargers for tables available for long meetings

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 considered for purchase are selected based on the criteria established in SDPBC Policy 8.12. There are many professional reviews to consider when choosing a book. The *School Library Journal* Book Review offers professional reviews of approximately 6,000 current titles published for children and young adults across a wide range of genres and subject areas. *The Horn Book, Inc. Guide/Reviews Database* offers short, critical reviews by trusted professionals of recommended hardcover trade books published in the United States for young people from 2000 to the present. *Booklist Reader* features diverse readers' advisory recommendations for readers and listeners of all ages. *The Children's Book Review* has been a resource devoted to children's literature and literacy since 2008, finding the best books for kids of all ages. Many other professional review sites also put together reviews and book lists to help with book selections for our Library Media Center. Many factors are taken into consideration as per SDPBC Policy 8.12. Award-winning materials are also considered for our Library Media Center, such as books on these lists: The Newbery Medal and Honor Books, Coretta Scott King Book Awards, Caldecott Medal Winners, Pura Belpre Awards, Sunshine State Young Reader Award Nominees and Winners, Florida Literacy Association's Children's Book Award Nominees, and more. Materials are also considered for purchase based on the reputation and significance of the author/producer. South Olive Elementary School supports *Intellectual Freedom* as stated in documents published by the American Library Association. When selecting books, I also consider their educational significance, age appropriateness, accuracy, and how well they align with our curriculum. I want our students to read, read, read!

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

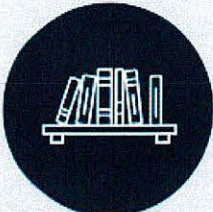
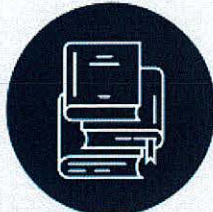
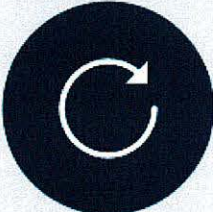
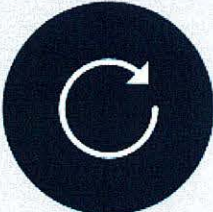
The School District Library Media Services Department supports school-based library media center personnel and establishes uniform policies and procedures for school library media centers throughout the District. These services include, but are not limited to:

- 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.

			
9,238 Items in the Collection	18.5 Items per Student	25% Fiction Titles in the Collection	37% 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.			
	2010 Average Age of the Collection	42% Aged Titles	16% 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.	
			
31% Representative Titles in Collection	2009 Representative Titles Average Age	34% SLL Titles in Collection	2012 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	75	2015
Philosophy & Psychology	29	2013
Religion	53	2009
Social Sciences	467	2003
Language	40	2002
Science	952	2011
Technology	313	2012
Arts & Recreation	758	2017
Literature	150	2003
History & Geography	617	2008
Biography	747	2005
Easy	2,751	2009
General Fiction	2,316	2013
Graphic Novels (741.5)	398	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 Easy, Graphic Novels, Biographies; FY28 Non-Fiction - Dewey 000 - 999; 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:

Easy Books are organized alphabetically by author. Easy hardback picture books are on the south and west walls surrounding the library tables. Paperbacks are in the center section of the library by the drinking fountains. Easy paperbacks are sorted in bins by authors' last names. Easy early readers are on shelves in baskets. Dewey paperbacks are sorted by number in bins next to the fountains. Books in other languages are in baskets under the paperback non-fiction. Graphic Novels are organized in spinner racks in the paperback section. One rack is sorted and labeled by series/ author. The other rack is assorted 741.5. The hardback Dewey Decimal Books are in number order on the north wall under the stained glass windows. The biographies of individuals and collections (92 and 920) are organized next to the Dewey books on the west wall by the TV studio. Fiction Books are organized in alphabetical order by author. In the center shelves are fiction books for grades 1-3. In the Reading Room for grades 4-8 are more fiction books on a wooden rolling shelf. (Other middle school books will also be housed in the Florida Reading Room once we add a middle school.)

Lost or Damaged Library Materials

If books are overdue and lost, we ask that students find and return them, replace them (with a note so it is credited to their account), or pay for them. At the end of the school year, a fine will be posted as an obligation in SIS for the value of any lost books in accordance with [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 to pay for, replace or repair said district property." As a practice, we do not refund monies if a long-lost book is finally found. The fine paid is considered a donation. Exceptions to this rule would be made with administration approval.

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

School Year	Strategic Focus
FY27	Selection Priorities SSYRA Nominated Books, E books (picture books, early readers, and seasonal holiday books), Graphic Novels, Biographies, Florida Authors and Topics with addition of middle school students in mind.
	Inventory and Deselection (Weeding) Focus 1) Inventory: E for Everybody (Hardback and Paperback Books) plus Non-Fiction Biographies (Dewey 92 & 920) and Graphic Novels (741.5). 2) Weed: E for Everybody (Hardback and Paperback Books) plus Non-Fiction Biographies (Dewey 92 & 920) and Graphic Novels (741.5).
FY28	Selection Priorities SSYRA Nominated Books, Fill In Series, Favorite Fiction Authors, Poetry, Engineering & Technology, eBooks for MackinVIA
	Inventory and Deselection (Weeding) Priorities 1) Non-Fiction 000 - 999 (without 92, 920, or 741.5) 2) Non- Fiction 000 - 999
FY29	Selection Priorities SSYRA, Fiction (Digital & Print)
	Inventory and Deselection (Weeding) Priorities 1) Fiction (General Fiction) 2) Fiction (General 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)