

WASHINGTON ELEMENTARY SCHOOL
FY27 Collection Development Plan



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Signature Page

Washington Elementary School

FY27 Collection Development Plan

05/12/2026

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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

Located in the beautiful city of Riviera Beach, FL, the students of Washington Elementary School are in grades Kindergarten through Fifth grade. We currently have an enrollment of 250 students with growth projected to 350 by next school year. Although we currently have 85% African American Students, we have a rapidly increasing Hispanic population . Many of these students have limited English proficiency. Our students come from an urban neighborhood area that has multiple challenges. These challenges include poverty, crime, and housing instability. Students who attend Washington Elementary are primarily from the immediate vicinity of the school. The graduation rates in the community indicate the need for intensive family literacy programs and activities, especially in ages 0-4.

School Mission Statement

Washington Elementary Magnet School envisions a dynamic collaborative multicultural community where education and lifelong learning are valued and supported, and all learners reach their highest potential and succeed in a global economy.

Media Center Mission Statement

The Media Center will promote respect for diversity and equality, strengthen the social and emotional skills of our students which creates a safe place for all. We will prepare students to develop higher thinking skills, open minds, creativity, responsible decision making, and problem solving skills needed for life. We will teach these skills through literacy and STEAM-based activities. Media Center Mission Statement.

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 Flexible schedule to ensure equitable access for all students. Instruction is provided weekly and at point of need to support academic standards and digital literacy. The program supports special school initiatives such as STEM Fair / Literacy Week / Our School's Initiative and provides a collaborative space for inquiry and research.

Goals and Objectives

Goal 1: To support the students literacy skills through the incorporation of technology.

Objective 1: To teach all students to use Destiny to locate and check out books in the media center.

Objective 2: To teach students how to access Books, as well as other sources of eBooks.

Goal 2: To support the students 21st century literacy skills.

Goal 3: To increase the overall average publication date of Washington Elementary's Media Collection.

Objective: To weed and replace outdated materials.

Goal 4: To incorporate the use of SMART Board technology into Media Center lessons.

Goal 5: To support the District's goal of college and career ready students.

Goal 6: To have an open house in the library once a month and invite families to come browse the library's collection, get a parent mini-workshop, and get to know the librarian.

Objective: To ensure the library use extends beyond the school day and involves families and community.

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	305.000	305.000
Account 553420 - Media Subscriptions (Periodicals-Newspapers)	183.000	183.000
Account 561100 - Library Books	548.000	548.000
Account 562230 - Media A/V Equipment	244.000	244.000
Account 564220 - Furn-Fix/Equip	305.000	305.000
Fundraising and/or Grants	FY26	Projected FY27
Media Center Internal Account number for your grant(s) (get this from your bookkeeper)		
State Media Allocation	FY26	Projected FY27
Account 561100 (program 3070) - Media Books	\$807	\$807

Purchasing Plan FY27

Purpose	Amount
Books	\$1355
Supplies	\$305
STEM	\$732
Total:	\$2,392

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. The collection development is focused on the curriculum of Washington Elementary School, which follows the guidelines of the School District of Palm Beach County, which in turn are governed by the Department of Education of the State of Florida. According to best practices for school libraries in the United States, the print and non-print collection at Washington Elementary is being arranged by the Dewey Decimal Classification System.

Formats:

- Print: Hardcover and Paperback Books, Graphic Novels, Reference Materials
- Audiovisual: DVDs (Educational Use Only), Manipulatives/Realia.

Special Emphasis:

The collection maintains a special emphasis on fiction texts .

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: Interactive Flat Panel, Document Camera, Sound System.
- Makerspace: 3D Printers, 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.

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 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

As a non-certified Educational Media Specialist, all library and instructional materials are submitted to the District Library Media Services Department for professional vetting and approval prior to acquisition. This process ensures compliance with Florida Statute 1006.28 and School Board Policy 8.12. Materials are reviewed by certified district personnel for educational significance, age appropriateness, accuracy, 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 efficiently and effectively search for and find specific facts.

Collection Analysis Use Titlewave to Fill in This Infographic

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.

			
3,422 Items in the Collection	13.7 Items per Student	53% 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.			
	2007 Average Age of the Collection	61% 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.	
			
34% Representative Titles in Collection	2008 Representative Titles Average Age	36% 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	17	2009
Philosophy & Psychology	24	2008
Religion	11	2004
Social Sciences	256	2005
Language	14	2006
Science	370	2007
Technology	159	2008
Arts & Recreation	232	2004
Literature	66	2007
History & Geography	163	2010
Biography	258	2008
Easy	1120	2006
General Fiction	693	2008
Graphic Novels	82	2016

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, FY28 Non-fiction, 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:

Fiction is shelved in alphabetical order, by author's last name. Non-fiction is shelved in Dewey Decimal order. Biographies are filed by Subject Last Name. Graphic Novels are separated into their own section. Easy Read Books are shelved in alphabetical order by authors last name.

Lost or Damaged Library Materials

Our school will follow the SDPBC policy regarding lost and damaged library materials

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

School Year	Strategic Focus
FY27	Selection Priorities ● Priority 1 Replacing aged science texts ● Priority 2 Adding graphic novels ● Priority Adding STEM related books
	Inventory and Deselection (Weeding) Focus ● Priority 1 Removing aged texts of all genres (weeding) ● Priority 2 Place books in dewey decimal order ● Inventory focus: Easy Read Section
FY28	Selection Priorities ● Priority 1 Build early childhood section of the library ● Priority 2 Develop stem section of the library ● Priority 3 Build digital collection
	Inventory and Deselection (Weeding) Priorities ● Priority 1 Reorganize entire library/ media center ● Priority 2 Label all book sections ● Priority 3 Remove aged books (weeding) ● Inventory Focus: Non-Fiction
FY29	Selection Priorities ● Priority1 Remove all aged books from technology sect. ● Priority 2 Develop a set of inventory cycles. ● Priority 3 Establish written library management policy.
	Inventory and Deselection (Weeding) Priorities 1) Fiction (General Fiction). Begin a new 3-year cycle

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)

Washington Elementary School_Collection DevelopmentPlan_FY27 Template 3

Final Audit Report

2026-05-12

Created:	2026-05-11
By:	Kimberly Bower (kimberly.bower@palmbeachschools.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAA8rcSUEq3ZMWhDt0zgXPUC_Fa_s_Djm3p

"Washington Elementary School_Collection DevelopmentPlan_FY27 Template 3" History

-  Document created by Kimberly Bower (kimberly.bower@palmbeachschools.org)
2026-05-11 - 7:47:55 PM GMT- IP address: 165.161.27.105
-  Document emailed to Vernicka Murray (vernicka.murray@palmbeachschools.org) for signature
2026-05-11 - 7:49:53 PM GMT
-  Email viewed by Vernicka Murray (vernicka.murray@palmbeachschools.org)
2026-05-11 - 7:49:59 PM GMT- IP address: 74.125.210.36
-  Document e-signed by Vernicka Murray (vernicka.murray@palmbeachschools.org)
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2026-05-12 - 11:50:30 AM GMT- IP address: 74.125.210.35
-  Signer sandra.hamilton@palmbeachschools.org entered name at signing as Sandra Hamilton
2026-05-12 - 11:53:08 AM GMT- IP address: 165.161.27.71
-  Document e-signed by Sandra Hamilton (sandra.hamilton@palmbeachschools.org)
Signature Date: 2026-05-12 - 11:53:10 AM GMT - Time Source: server- IP address: 165.161.27.71 - Signature Appearance Selected: DRAW
-  Agreement completed.
2026-05-12 - 11:53:10 AM GMT