

FY27 COLLECTION DEVELOPMENT PLAN



Starlight Cove Elementary FY27 Collection Development Plan

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Educational Media Specialist

Signature Page

Starlight Cove Elementary
FY27 Collection Development Plan

Date Approved by Administration: 5/8/20

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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

Starlight Cove has a culturally and ethnically diverse student population representing different economic backgrounds. We are a Title 1, PreK-5th grade school, with 100% of our student population on free or reduced lunch. Our demographics are as follows: (685 students enrolled) 8% White, 25% Black, 63% Hispanic. 46.2% of our student population is in the ELL program. The languages spoken at our school are English, Spanish, Haitian Creole, Akateko, Bengali, Burmese, Chuj, Ixil, Kanjobal, Mam, Portuguese, and Zuni. Student programs are in place for the large ESOL and ESE population.

School Mission Statement

The mission of Starlight Cove Elementary is to provide our students with a safe, educationally stimulating and creative learning environment. Staff, students, and parents are committed to increasing student achievement in the areas of Reading, Writing, Math, and Science as measured by performance on the Florida Assessments. Together we are working to ensure academic success and meet the needs of our diverse learning community.

Media Center Mission Statement

The Starlight Cove Elementary School Media Program is committed to excellence in education and the preparation of all our students with the knowledge, skill and ethics required to become effective users of ideas and information. The mission is to provide a collection of materials to implement, enrich and support the curriculum and to meet the individual educational, emotional and recreational needs of the students, faculty and staff. The purpose of the school library media center is to provide developmentally appropriate instructional materials and recreational materials so that each student has the potential to develop to the best of his or her ability, mentally exploring the widest possible opportunities. The collection should support the curriculum in all disciplines as well as provide a common body of knowledge.

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 seven to eight day 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 Book Fair, STEM Fair and Literacy Week and provides a collaborative space for inquiry and research.

Goals and Objectives

1. Reimagine the Library as a Creative Innovation Hub

Objectives:

- Develop a makerspace or “creation station” where students can explore coding, building, crafting, and problem-solving.
- Provide opportunities for students to create digital stories, podcasts, videos, or presentations that connect to classroom learning.
- Foster creativity and curiosity through hands-on, project-based learning experiences.

2. Ignite a Schoolwide Culture of Reading, Joy, and Engagement

Objectives:

- Launch interactive reading initiatives (book tastings, themed reading challenges, student book clubs) that increase student motivation and reading stamina.
- Empower students to recommend, review, and showcase books through displays, morning announcements, or digital platforms.
- Increase circulation and student choice by regularly refreshing high-interest, diverse, and culturally relevant texts.

3. “Mystery Book Drops” and Unexpected Reading Moments

Objectives:

- Surprise students with hidden or randomly delivered books around campus tied to clues or mini-challenges.
- Use spontaneous pop-up reading events in unusual places to make reading feel exciting and unpredictable.
- Invite special community guests to the campus for a fun read aloud experience.

Budget and Funding

The Starlight Cove Media Center is given a school-based operating budget at the beginning of every school year. The administration uses a formula to disperse the appropriated funds. The budget for the FY27 school year is expected to be similar to the FY26. The media center also receives State Categorical funds (3070) to purchase library books. The Media Specialist is also allotted a dollar amount through Class Wallet annually. If a Scholastic Book Fair is held, Scholastic Dollars are earned to spend on library books.

<i>School-based Operating Budget</i>	<i>Budget FY26</i>	<i>Projected FY27 Budget</i>
<i>Account 551100 - Media Supplies</i>	<i>\$2773.00</i>	<i>\$2773.00</i>
<i>Account 553420 - Media Subscriptions (Periodicals-Newspapers)</i>	<i>\$345.00</i>	<i>\$350.00</i>
<i>Account 561100 - Library Books</i>	<i>\$2220.00</i>	<i>\$2300.00</i>
<i>Account 562230 - Media A/V Equipment</i>	<i>\$0</i>	<i>\$0</i>
<i>Account 564220 - Furn-Fix/Equip</i>	<i>\$0</i>	<i>\$0</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>\$1340.79</i>	<i>\$1340.79</i>
<i>State Media Allocation</i>	<i>FY26</i>	<i>Projected FY27</i>
<i>Account 561100 (program 3070) - Media Books</i>	<i>\$2220.00</i>	<i>\$2300.00</i>

Purchasing Plan FY27

Purpose	Amount
Books	\$4500.00
Supplies	\$400.00
Furniture, Fixtures	\$500.00
Makerspace/STEM	\$500.00
Program Cost	\$1,000.00
Vending Machine Books	\$3000.00
Total:	\$9900.00

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, Professional Collection.
- Digital: eBooks, Online Databases (District).
- Audiovisual: DVDs (Educational Use Only).

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 Station: Four Student Laptop Workstation.
- Classroom Technology: Interactive Flat Panel, Document Camera, Sound System.

Media Production:

- TV Studio: Full Production Studio (Cameras, Tri-Caster/Mixer, Lighting, Green Screen).
- Student Production: Cameras/Tripods, Microphones, Podcasting Equipment.

Teacher Support and Workroom:

- Production: Large Format (Poster) Printer, Laminator, Die-Cut Machine.

Circulation and Access:

- Devices: Student Laptops/Chromebooks (Daily Loaners), Laptop Chargers, and Ipads

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

My selection process for instructional and library materials is grounded in School Board Policy 8.12, which serves as the guiding framework to ensure that all resources support the district's educational mission, uphold community standards, and respect diverse perspectives. In alignment with this policy, I apply a consistent, transparent approach to evaluating materials before they are recommended or included.

To inform my decisions, I rely on established professional review sources known for their credibility and rigor. These include *School Library Journal*, *The Horn Book Magazine*, *Kirkus Reviews*, and *Booklist*. These journals provide expert, unbiased evaluations that help ensure selected materials meet high literary and educational standards.

In evaluating materials, I apply several critical criteria. I look for clear educational significance and value, ensuring that each resource contributes meaningfully to student learning. Age appropriateness is carefully considered, including reading level, thematic content, and developmental suitability. I also assess accuracy and currency of information, particularly for nonfiction works. Additionally, I prioritize alignment with curriculum goals and standards, as well as the inclusion of diverse viewpoints and experiences that enrich the learning environment. Through this structured and policy-aligned process, I strive to build a balanced, relevant, and high-quality collection of materials.

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:

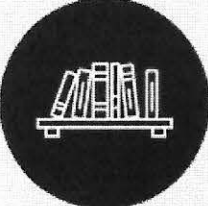
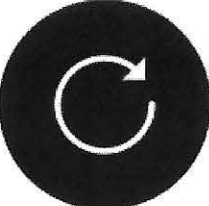
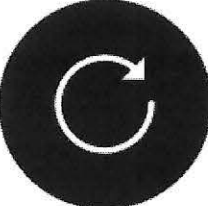
- Maintaining a professional library collection to assist with recertification and knowledge acquisition on education-related topics;
- Managing the online catalog, including the library inventory and circulation software;
- Selecting and making accessible online information databases for reference and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

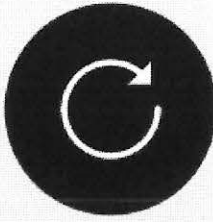
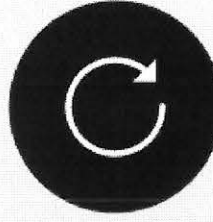
- Providing guidance and training to school library media staff in program planning, curriculum development, budget, technology, collection maintenance, facility use, and media production;
- Participating in inter-departmental curriculum development, facility planning, personnel staffing, and task forces 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.

			
14,108 Items in the Collection	18.1 Items per Student	23% Fiction Titles in the Collection	41% 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.			
	2000 Average Age of the Collection	80% Aged Titles	4% 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	1999 Representative Titles Average Age	36% SLL Titles in Collection	2001 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	45	2016
Philosophy & Psychology	32	2016
Religion	30	1999
Social Sciences	1,118	1996
Language	233	1994
Science	1560	2001
Technology	734	2003
Arts & Recreation	750	2008
Literature	412	1996
History & Geography	816	2000
Biography	837	2001
Easy	4164	1997
General Fiction	3199	2002
Graphic Novels	351	2014

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 rotation plan will be as follows: FY27 Non-Fiction, FY28 Easy, 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:

The library is organized by separated sections. The Easy section is labeled with E for Easy and filed alphabetically. The Fiction section is separated by genre with spine labels indicating the genre then filed in alphabetical order. The Biographies are separated and filed by Subject Last Name. The Graphic Novels are also separated into their own section by series. The Non-Fiction is separated and filed in order of the Dewey Decimal System. All new books are in a "New Section," for a few months then added into the library sections to make room for more new books.

Lost or Damaged Library Materials

The student is not charged a late fee but will be charged a standard fee of \$10.00 if they lose or damage a book. The fee will be placed on student accounts if fines and fees are not paid.

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

School Year	Strategic Focus
FY27	Selection Priorities Non-Fiction
	Inventory and Deselection (Weeding) Focus 1) The specific Dewey ranges I will inventory this year will be Non-Fiction 000-599 + Biographies. 2) The Dewey ranges I will weed this year will be 000-599 + Biographies.
FY28	Selection Priorities Easy
	Inventory and Deselection (Weeding) Priorities 1) The specific Dewey ranges I will inventory this year will be Non-Fiction 600-999 + Reference. 2) The Dewey ranges I will weed this year will be 600-999 + Reference.
FY29	Selection Priorities Fiction
	Inventory and Deselection (Weeding) Priorities 1) The section I will inventory this year will be Fiction (General Fiction, Easy, Story Collection, Graphic Novels). 2) The sections I will weed this year will be Easy.

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)