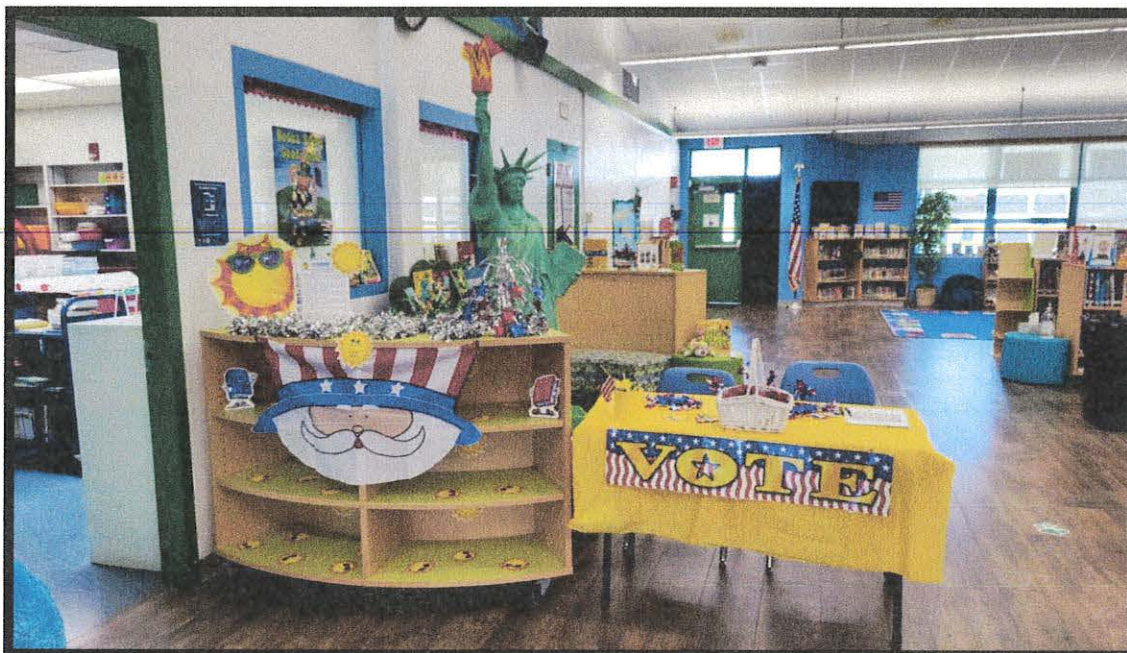




Timber Trace Elementary



FY27 Collection Development Plan

Shannon Culp, NBPTS, Florida Power-Library School

Educational Media Specialist

Signature Page

Timber Trace Elementary
FY27 Collection Development Plan

Date Approved by Administration:

May 5, 2026

Media Specialist Name: _____ Shannon Culp _____

Media Specialist Signature: *Shannon Culp* _____

Principal Name: _____ Kathy Pasquariello _____

Principal Signature: *K Pasquariello* _____

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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

The students of the Timber Trace Elementary School Media Center range from grades kindergarten through fifth. They represent culturally diverse ethnic and economic backgrounds. The Media Center also serves the faculty and staff of Timber Trace as well as others through Interlibrary Loans. Our school serves K-5th grade with 2 IND units. Our population is 765 students (54% white, 7% black, 23% hispanic, 11% asian and 6% mixed race) Our free and reduced lunch is at 25% of our students. 13% of our student population is ELL and 22% of our students receive ESE services. In-House Programming - Science, Technology, Engineering and Mathematics (STEM) The needs of our students impact our library collection and are considered when making selections and purchases.

School Mission Statement

The mission of Timber Trace Elementary School is to provide an education that prepares every child for successful life-long learning and for responsible citizenship. Parents, community, staff and students will share the responsibility of education in a safe climate that facilitates student achievement through active learning, self-esteem and mutual respect.

Media Center Mission Statement

Our Library Media Center is committed to supporting the academic curriculum at Timber Trace and encouraging our students to read for pleasure! Lessons taught consist of literature appreciation and research and reference skills. Students are encouraged to utilize both print materials and online reference/technology tools when performing research. The Library Media Center provides an extensive collection of books and technology tools to support our students and teachers. It is the HUB and HEART of our school.

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 Hybrid schedule to ensure equitable access for all students. Instruction is provided bi-weekly to support academic standards and digital literacy. The program supports special school initiatives such as Battle of the Books, Literacy Week, Author Visits, Makerspace and provides a collaborative space for inquiry and research.

Goals and Objectives

Goal 1: Incorporate Technology into the Media Curriculum, as we will be losing our Tech Teacher.

To utilize Chromebooks and Google Suite Apps with students in meaningful ways to access library materials, conduct research, and extend learning.

Expand digital creativity for upper elementary students that provide a more hands-on approach to a blending of curriculum, standards and student interests. --Use Adobe Express with middle grades to create collages/posts to reflect and show the mastering of standards

Goal 2: Collaborate with classroom teachers on Research Project Topics (science or social studies)

Attend intermediate PLCs to discuss science scope and sequence and how to incorporate it into the media center lessons (books and research) resulting in an increase of our scores.

Goal 3: Update and build the collection to support the school curriculum and meet the needs of students, teachers, and administration. Our current age of the collection is 2004.

Next year I would like to increase the age of the collection by at least five years by weeding and replacing outdated materials, focusing on the non-fiction science, geography and technology collection. Update collection with current fiction in the Easy and Fiction sections

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	\$1,631	\$2000
Account 553420 - Media Subscriptions (Periodicals-Newspapers)	0	\$300
Account 561100 - Library Books	0	\$3000
Account 562230 - Media A/V Equipment	0	\$500
Account 564220 - Furn-Fix/Equip	\$1,358	\$1500
Fundraising and/or Grants	FY26	Projected FY27
Media Center Internal Account number for your grant(s) (get this from your bookkeeper)	\$2000	\$3000
State Media Allocation	FY26	Projected FY27
Account 561100 (program 3070) - Media Books	\$2307	\$2400

Purchasing Plan FY27

Purpose	Amount
Rewards	\$2000
Books	\$4000
Supplies	\$1000
STEM/Makerspace/Projects	\$1000
Technology(AV equipment/clerk computer)	\$750
Total:	\$8,750

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 and Site-Licensed).
- Audiovisual: DVDs (Educational Use Only), Manipulatives/Realia.

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:

At this time our school maintains a Book Taco and RAZ Kids school wide subscription.

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: [Number] Desktop Student Workstations.
- Classroom Technology: Interactive Flat Panel, Document Camera, Sound System.
- Makerspace: Coding Kits, Building Manipulatives, Games.

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)

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 on the basis of the following criteria:

Firsthand examination by a library media professional

- Recommendation by a faculty member
- A favorable review in a reputable, unbiased, professionally prepared selection tool,

including but not limited to:

ü Booklist

ü School Library Journal

ü BookTalk

ü BookReport

ü Bulletin for the Center for Children's Books

ü Kirkus Reviews

ü Online-Offline

ü Book Links

ü T.H.E. Journal

- Award winning materials included but not limited to the following awards:

ü The Newbery Award

ü The Caldecott Award

ü The Alex Award

ü The Pulitzer Prize for Literature

ü The Nobel Prize for Literature

ü Sunshine State Young Reader's Award Nominees

ü Florida Reading Association Children's Book Award Nominees

- Educational Significance
- Need and value to the collection/curriculum
- Quality of the writing/production
- Readability level
- Organization and presentation of content
- Relationship to the course of study and curriculum
- Reputation of the publisher/producer
- Reputation and significance of the author/producer, et al
- Timeliness or permanence
- Quality of format
- Degree of potential user appeal

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

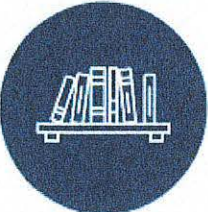
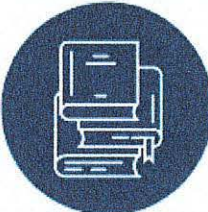
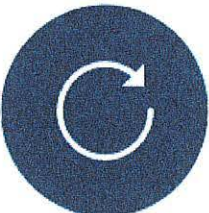
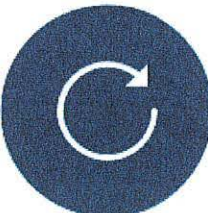
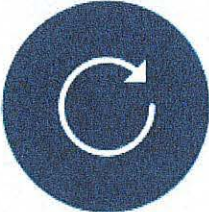
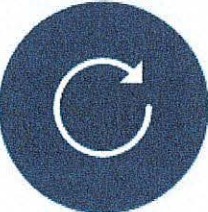
The School District Library Media Services Department supports school-based library media center personnel and establishes uniform policies and procedures for school library media centers throughout the District. These services include, but are not limited to:

- 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.

			
37,164 Items in the Collection	43.6 Items per Student	40% Fiction Titles in the Collection	22% 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.			
	2004 Average Age of the Collection	69% 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.	
			
26% Representative Titles in Collection	2005 Representative Titles Average Age	35% SLL Titles in Collection	2005 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	54	2016
Philosophy & Psychology	11	2014
Religion	46	207
Social Sciences	1,884	2003
Language	697	2002
Science	2,623	2007
Technology	868	2008
Arts & Recreation	964	2013
Literature	232	2003
History & Geography	947	2006
Biography	1,692	2003
Easy	11,671	2002
General Fiction	14,876	2005
Graphic Novels	607	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.

2023 Biography, Biography RR, Book Club A-Z, Early Chapter, Easy, Easy Biography,
Easy Graphic Novels, Easy NonFiction II, Fiction, Languages Easy, Languages Fiction,
Languages NF, Wordless Picture Books

2024

All of Fiction Sublocations were inventoried and weeded in 2024-2025 school year.

2025

Early Chapter FY26

Fiction Adventure FY26

Fiction Fantasy FY26

Fiction Historical FY26

Fiction Humorous FY26

Fiction Mystery FY26

Fiction Realistic FY26

Fiction Sports FY26

Graphic Novel FY26

Intermediate Fiction FY26

Scary Fiction FY26

Science Fiction FY26

The district mandated that we inventory and weed our Fiction section again in FY26.

Next year we will weed and inventory our Non Fiction collection.

We are able to weed by sublocations :)

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:

Our books are color coded by genre for easier shelving in 3-5 grade Fiction. Our Early Chapter books are shelved by series. We also have holiday stickers in order to find them faster. We have the media center set up into Primary and Intermediate Shelves for ease of book selection.

Lost or Damaged Library Materials

The media center sends automated overdue notices electronically every Monday evening at 8:00 pm to students. We also print overdue notices when classes are scheduled to check out. We do charge for lost or damaged books. A letter is sent home to the parents. If there is a financial difficulty with payment, we will forgive the books.

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

School Year	Strategic Focus
FY27	Selection Priorities ● SSYRA ● Nonfiction(Sciences and Geography) ● Biographies
	Inventory and Deselection (Weeding) Focus ● Nonfiction ● Easy ● Biographies
FY28	Selection Priorities ● SSYRA ● Early Chapter books ● Easy Nonfiction
	Inventory and Deselection (Weeding) Priorities ● Professional ● Easy ● Resource Room ● Class Sets
FY29	Selection Priorities ● SSYRA ● Graphic Novels
	Inventory and Deselection (Weeding) Priorities ● Fiction (General Fiction, Easy, Story Collection, Graphic Novels).

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)