

Sunrise Park Elementary School

FY27 Collection Development Plan



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Signature Page

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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

Sunrise Park Elementary currently enrolls around 1100 students, including Pre-K. The school's Media Center caters to Kindergarten through fifth grade students, as well as faculty and staff. It offers resources tailored to the culturally diverse needs of students, including those with Specific Language Learning (SLL) requirements. According to The Gold Report, the student body comprises approximately 697 white students, 52 Black students, 287 Hispanic students, 30 Asian students, and 34 students of mixed ethnicity.

Sunrise Park Elementary offers a range of academic and enrichment programs, including STEM, Science, and Art, as well as extracurricular opportunities such as Spanish Club, Student Voice Initiative, Teachers of Tomorrow Club, and Club Color Me Happy, which supports students' social-emotional development.

These programs directly inform the development of the Media Center collection. Materials are selected to support STEM learning, scientific inquiry, and creative expression, as well as to promote cultural awareness and language development. In addition, the collection includes resources that support social-emotional learning, leadership, and personal growth, aligning with the goals of Club Color Me Happy, Student Voice, and Teachers of Tomorrow.

The Media Center collection is intentionally curated to reflect the diverse academic and social-emotional needs of the school community, ensuring equitable access to relevant, inclusive, and high-quality resources for all students. Through intentional alignment with school programs and student needs, the Media Center serves as a dynamic hub that supports academic achievement, fosters social-emotional growth, and empowers all students to explore, learn, and lead.

School Mission Statement

The Sunrise Park Elementary School community is dedicated to providing a high-quality education with excellence that empowers all of our students to reach their academic potential. Our staff is committed to promoting the knowledge and skills necessary for students to be global citizens who are college and career ready.

Media Center Mission Statement

The Sunrise Park Elementary Library Media Center is dedicated to equipping students with essential information literacy skills required for success in the 21st century, aligned with Florida State Standards. Our mission is to develop and maintain a library media program that enhances and extends the school's instructional endeavors.

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 Sunrise Park Elementary Library Media Center operates as an open access facility, welcoming students and staff to utilize its resources throughout the school day. Classes are scheduled on an 8-day rotation basis, ensuring that every student has regular access to the Library Media Center. The library media program is designed with the goal of offering students a diverse array of resources and technology while equipping them with the skills needed to utilize these resources proficiently and productively. Additionally, the program aims to foster a passion for reading among students. Furthermore, we integrate Skills for Learning and Life (SLL) into our media offerings to enhance students' abilities in various aspects of their academic and personal development.

Goals and Objectives

Goal 1: Support Literacy Achievement Across All Content Areas (*Aligned to SIP: ELA Achievement & Literacy Growth*)

Specific: Strengthen reading comprehension and independent reading through access to high-quality, diverse, and curriculum-aligned resources.

Measurable: Increase student reading engagement, as measured by a **15% increase in book circulation and reading participation.**

Time-Bound: Progress monitored quarterly and evaluated by May 2027.

Objectives:

- Collaborate with teachers to support **ELA and content-area literacy instruction** through targeted resources.
- Promote **high-interest, level-appropriate texts** to support diverse learners.

Support school-wide literacy initiatives such as **reading challenges and themed literacy events.**

Goal 2: Increase Student Engagement and Voice in Learning (*Aligned to SIP: Student Engagement & School Climate*)

Specific: Empower students to take an active role in the Media Center through leadership and choice.

Measurable: Increase student participation in Media Center programs and leadership opportunities by **20%**.

Time-Bound: Student Media Team launched by Fall 2026; progress reviewed by May 2027.

Objectives:

- Establish a **Student Media Team** to support student voice and leadership.
- Incorporate **student choice in book selection and programming**.
- Provide opportunities for students to **lead book talks, create displays, and promote reading**.

Goal 3: Enhance Digital Literacy and 21st-Century Skills (*Aligned to SIP: Technology Integration & College/Career Readiness*)

Specific: Strengthen students' digital literacy, research skills, and responsible technology use.

Measurable: Increase student use of digital resources by **20%** and ensure all grade levels receive instruction.

Time-Bound: Monitor quarterly and evaluate by May 2027.

Objectives:

- Provide **digital literacy and research lessons** for all grade levels.
- Teach **digital citizenship and media literacy skills**.
- Promote use of **databases, eBooks, and technology tools** to support learning.

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. The Sunrise Park Elementary Library Media Center is given a school-based operating budget at the beginning of every school year. The administrator uses a formula in order to disperse the appropriated funds. Below is the current budget of all accounts. The expected budget for the 2026-2027; The school year will be similar to that of the current year.

School-based Operating Budget	Budget FY26	Projected FY27 Budget
<i>Account 551100 - Media Supplies</i>	<i>\$2518.83</i>	<i>\$3200.00</i>
<i>Account 553420 - Media Subscriptions (Periodicals-Newspapers)</i>	<i>\$0</i>	<i>\$0</i>
<i>Account 561100 - Library Books</i>	<i>\$1525.00</i>	<i>\$1500.00</i>
<i>Account 562230 - Media A/V Equipment</i>	<i>\$0</i>	<i>\$0</i>
<i>Account 564220 - Furn-Fix/Equip</i>	<i>\$600</i>	<i>\$1000</i>
Fundraising and/or Grants	FY26	Projected FY27
<i>Media Center Internal Account number for your grant(s) (get this from your bookkeeper)</i>	<i>\$3375.00</i>	<i>\$2500.00</i>
State Media Allocation	FY26	Projected FY27
<i>Account 5-1700.00 (program 3070) - Media Books</i>	<i>\$2733.00</i>	<i>\$3285.00</i>

Purchasing Plan FY27

Purpose	Amount
Books	1500.00
Supplies	3200.00
Total:	\$4700.00

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 and Site-Licensed).

Special Emphasis:

A special emphasis in our collection is placed on non-fiction materials that support STEM (Science, Technology, Engineering, and Mathematics) programs. These materials are curated to enhance learning experiences in these critical areas, fostering inquiry, critical thinking, and problem-solving skills among our students.

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:**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.

Media Production:

- TV Studio: Full Production Studio (Cameras, Tri-Caster/Mixer, Lighting, 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, 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

The collection development policy of Sunrise Park Elementary School Library Media Center is deeply rooted in the Board Policy on Selection, which serves as the foundation for our selection and evaluation criteria. Our primary goal is to provide a diverse and inclusive collection that meets the informational, educational, and recreational needs of our students, faculty, and staff.

Selection Criteria:

1. **Relevance to Curriculum and Information Needs:** Materials selected must support and enhance the curriculum and information needs of students and educators. We prioritize materials that align with instructional goals and promote critical thinking, creativity, and cultural understanding.
2. **Accuracy and Authority:** We prioritize materials that are accurate, current, and authoritative. Informational materials undergo rigorous evaluation to ensure factual accuracy and reliability.
3. **Quality and Suitability:** Materials are evaluated based on their overall quality, including content, writing style, illustrations (for visual materials), and production values.
We ensure that materials are suitable for the intended age group and reading level.
4. **Reputation and Reviews:** We consider reviews from reputable sources such as School Library Journal, Booklist,

and professional journals. Reviews help us assess the quality, appropriateness, and potential impact of materials on our collection.

5. **Diversity and Inclusivity:** We strive to represent diverse perspectives, experiences, and voices in our collection. Materials that promote cultural diversity, inclusivity, and social equity are given special consideration.
6. **Relevance to Community Interests:** We take into account the interests and preferences of our school community, including students, educators, and parents. Popular and high-demand materials that align with community interests are considered for inclusion.
7. **Budgetary Considerations:** While quality and relevance are paramount, we also consider budgetary constraints when making selection decisions. We seek to maximize the value of each acquisition while ensuring a balanced and comprehensive collection.

The selection process involves thorough review and discussion among library staff, educators, and administration. We utilize a variety of reviewing tools and resources such as online databases, publisher catalogs, professional recommendations, and user feedback to inform our decisions. Additionally, we regularly review and update our collection development policy to adapt to evolving educational needs and community interests.

By adhering to these selection and evaluation criteria, we ensure that our library collection remains dynamic, engaging, and reflective of the diverse learning needs of our school community.

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

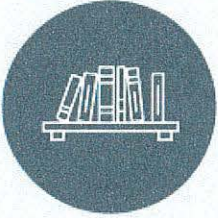
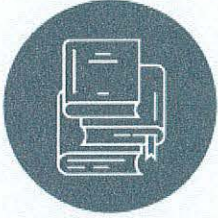
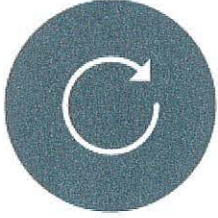
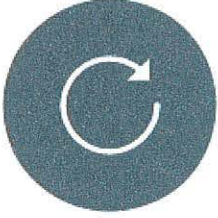
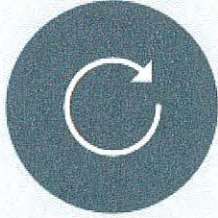
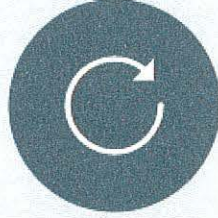
The School District Library Media Services Department supports school-based library media center personnel and establishes uniform policies and procedures for school library media centers throughout the District. These services include, but are not limited to:

- 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.

			
14,773	16.2	25%	45%
Items in the Collection	Items per Student	Fiction Titles in the Collection	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.			
	2005 Average Age of the Collection	66% Aged Titles	6% 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.	
			
30% Representative Titles in Collection	34% Representative Titles Average Age	34% SLL Titles in Collection	2007 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	69	2008
Philosophy & Psychology	112	2004
Religion	79	2003
Social Sciences	1031	2001
Language	101	2001
Science	1827	2005
Technology	991	2006
Arts & Recreation	1220	2013
Literature	310	2001
History & Geography	845	2002
Biography	1103	2005
Easy	2899	2004
General Fiction	3679	2006
Graphic Novels (741.5) See Help document if needed	4408	2004

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 Library Media Specialist will conduct inventory on a three-year rotation as per Board Policy 8.12 (8). The rotation plan by year is as follows:

- 2026: Fiction
- 2027: Non-fiction
- 2028: Biography
- 2029: Easy

Organizational Systems:

The library employs a comprehensive labeling, shelving, and organizational system to facilitate efficient access to materials. Fiction and Non-fiction materials are categorized using the Dewey Decimal Classification System, while Easy materials are organized using a simplified alphabetical system by author's last name. Additionally, the library utilizes color-coded stickers to denote reading levels for Easy materials and genres for Fiction materials.

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:

Library Organizational System – Sunrise Park Elementary

The Sunrise Park Media Center uses a **hybrid organizational system** to support student access and ease of use:

- **Fiction:** Organized using a **genrefied system**, with books grouped by genre (e.g., realistic fiction, fantasy, mystery, graphic novels) and identified with **color-coded spine labels**. Within each genre, books are arranged alphabetically by author's last name.
- **Nonfiction:** Organized using the **Dewey Decimal System**, allowing students to locate informational texts by subject area.
- **Biographies:** Shelved in a separate section and organized **alphabetically by the subject's last name**.
- **Graphic Novels:** Housed in a **separate, clearly labeled section** to increase visibility and student access.
- **Picture Books (Easy/E):** Arranged **alphabetically by author's last name** for primary grade accessibility.

This organizational structure ensures materials are **easy to locate, student-friendly, and consistently maintained**, supporting both independent student use and instructional needs.

Lost or Damaged Library Materials

Sunrise Park Elementary maintains a **no late fee policy** for overdue materials. For lost or damaged items, families may be asked to **replace the item or cover the cost**, with flexibility provided as needed. Exceptions are considered on a **case-by-case basis**, and **no student is denied access** to library materials due to financial hardship.

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

School Year	Strategic Focus
FY27	Selection Priorities Expand high-interest, diverse, and student-requested titles; replace outdated materials; and strengthen curriculum-aligned resources while growing popular genres and series.
	Selection Priorities • Fiction • Easy • Non-fiction
FY28	Inventory Priorities • Easy • Non-Fiction • Fiction
	Weeding Priorities • Fiction • Easy • Non-Fiction
FY29	Selection Priorities • Non-Fiction • Fiction • Easy
	Inventory and Deselection (Weeding) Priorities 1) Fiction (General Fiction, Easy, Story Collection, Graphic Novels). Inventory & Weeding Priorities • Inventory: Fiction (General Fiction, Easy, Story Collection, Graphic Novels) • Weeding: ○ General Fiction (FIC) – outdated, low-circulating, damaged ○ Easy (E) – worn or no longer relevant ○ Story Collections – condition and circulation review ○ Graphic Novels – damaged, outdated, low-interest; refresh series

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)