

FY27 COLLECTION DEVELOPMENT PLAN



Sunset Palms Elementary FY27 Collection Development Plan

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Signature Page

Sunset Palms Elementary

FY27 Collection Development Plan

Date Approved by Administration: 4/13/20

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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

The Sunset Palms Media Center serves approximately 880 students in K through Fifth grade, along with faculty and staff. Sunset Palms Elementary has maintained the school's grade of "A" for the last 16+ years. Below is a breakdown of our school population:

White: 68%
Black: 8%
Hispanic: 17%
Asian: 4%
Multi: 4%
Free & Reduced Lunch: 11%

School Mission Statement

Sunset Palms Elementary School is dedicated to working collaboratively with all stakeholders in order to provide a safe and nurturing learning environment where all students can realize and achieve their utmost potential through a challenging and motivating curriculum. We believe it is our responsibility to encourage diverse educational opportunities in an inclusive setting whereby all students become literate, practical citizens of a global society.

Media Center Mission Statement

Sunset Palms Elementary School is committed to providing the instruction, resources, and opportunity to gain the information literacy skills necessary for the 21st Century, implementing the Florida State Standards. The Library Media Center is dedicated to designing and maintaining a library media program that supports, complements, and expands the instructional program of the school. The library media staff:

- provide and promote extensive use of resources in multiple formats that are designed to meet the varying needs of all learners in all aspects of the curriculum
- provide a learning environment which promotes inquiry
- stimulate intellectual curiosity
- encourage pleasure reading
- develop diverse interests for the enjoyment of life-long learning
- provide and promote instruction to prepare students to become independent users of libraries and information resources

The successful, self-aware learner should be able to:

- identify, plan, and use resources

- find and evaluate information
- organize and maintain information
- interpret and communicate information
- use computers and technology to process information
- use technology to present information
- work with a variety of technologies in a safe and digitally responsible manner

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 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 Battle of the Books, Literacy Week and provides a collaborative space for inquiry and research.

Goals and Objectives

Goal 1: To increase the student use of books and materials

Objectives:

- Collaborate with students to acquire material that support their personal and academic interests.
- Use our display shelves to feature text which supports both the curriculum and students' interest.

Goal 2: To update the overall average publication date of the Sunset Palms Elementary School Library Media Collection.

Objectives:

- To weed and replace outdated materials; focusing on science and technology.
- To weed materials based on the significance to the reader, focusing on items which have never been circulated or have not been circulated for long periods of time.

Goal 3: To support the students' 21st Century literacy skills through the incorporation of Technology.

Objectives:

- To teach all students to use Destiny to locate and check out books in the Media Center.
- To teach all students how to access and check out ebooks using MackinVia.
- To teach all students how to access online research programs, (Pebble go, Sirs, and Gale research)

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.

<i>School-based Operating Budget</i>	<i>Budget FY26</i>	<i>Projected FY27 Budget</i>
<i>Account 551100 - Media Supplies</i>	<i>\$984</i>	<i>\$984</i>
<i>Account 561100 - Library Books</i>	<i>\$1,724</i>	<i>\$1,724</i>
<i>Account 564220 - Furn-Fix/Equip</i>	<i>\$669</i>	<i>\$669</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>\$3,729</i>	<i>\$3,729</i>
<i>State Media Allocation</i>	<i>FY26</i>	<i>Projected FY27</i>
<i>Account 561100 (program 3070) - Media Books</i>	<i>\$2,628</i>	<i>\$2,628</i>

Purchasing Plan FY27

Purpose	Amount
Books	\$3,000
Supplies	\$1,000
Total:	\$4,000

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

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.

Teacher Support and Workroom:

- Production: Laminator, Die-Cut Machine.

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 the School District of Palm Beach County Board Policy 8.12 Selection of Library Media Materials. (See Appendix A). Other reputable, unbiased, professional reviewing sources used for selection include Booklist, Hornbook, Kirkus Review, and School Library Journal. The LMC materials are selected based upon many factors. The materials are evaluated for their aesthetic, literary, and social value, appropriateness to student age, and emotional maturity and relevance to the curriculum. The LMC materials reflect sensitivity to the achievements, needs, and rights of men and women, various ethnic groups, and other cultures. The selection of LMC materials about political theories and ideologies, religion, public issues, and controversial topics are directed toward maintaining an unbiased, balanced representation of various opinions. LMC materials are judged as a whole considering the author's/producer's intent rather than focusing solely upon individual pages, phrases, pictures, or incidents taken out of context. Other factors considered in the final decision to purchase new materials include their educational significance, need,

and value to the collection as a whole and their relationship to the interests of students and the curriculum course of study.

User Needs: At Sunset Palms Elementary, we have a variety of patrons to provide for, including students, faculty, and staff members. Our utmost concern and duty are to select and deliver materials for these patrons. We use a variety of resources to keep our collection rich and diverse. We strive to keep the collection current and updated with topics and interest levels. We encourage our patrons to request materials they feel would enhance our current collection. We are currently in the process of adding current book series and high interest fiction/non-fiction into circulation. Students and faculty can borrow any book in the Palm Beach County School District through an interlibrary loan. **Diversity:** We strive to provide students with books and materials in which they can relate to and see themselves. Our library does not discriminate based on race, religion, gender, national origin, the author's political views, the material, or the user. Our goal is to provide a collection that mirrors our student's ethnic backgrounds, socio-economic standings, and various abilities.

Quality: We aim to provide quality material to our patrons. When acquiring both print and electronic materials for the collection, we use various resources to evaluate the material before purchasing it. It is important that we use standards established by library professionals and use resources such as book reviews and books that have won esteem by winning awards such as ALA Youth Media Awards and The Newbery Award. It is necessary to rotate through various resources when selecting materials to ensure the collection is diverse and unbiased. Consulting different resources will also provide the books we have chosen are appropriate and suitable for our elementary-level population. The resources that we use when selecting items for the library include but are not limited to:

- Booklist
- Books In Print
- School Library Journal
- Horn Book
- ALA Youth Media Awards
- Kirkus

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.

			
15,377 Items in the Collection	15.4 Items per Student	35% Fiction Titles in the Collection	32% 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.			
	2009 Average Age of the Collection	56% Aged Titles	7% 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.	

			
29% Representative Titles in Collection	2009 Representative Titles Average Age	40% SLL Titles in Collection	2010 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	83	2015
Philosophy & Psychology	47	2011
Religion	30	2009
Social Sciences	462	2009
Language	99	2007
Science	1,229	2009
Technology	663	2010
Arts & Recreation	1,791	2015
Literature	203	2008
History & Geography	347	2010
Biography	671	2011
Easy	4,293	2005
General Fiction	5,400	2011
Graphic Novels	798	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.

FY26 - Easy

FY27 - Non-Fiction

FY28 - 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 Everyone/Easy and Fiction sections are organized alphabetically by author. Non-Fiction is organized using Dewey Classification. Biographies are organized alphabetically by subject's last name. Graphic Novels are in a separate section.

Lost or Damaged Library Materials

Sunset Palms Elementary School will charge fees for lost/damaged materials per Board Policy 2.218(9), which states: "If a student loses or damages district property, including library books and textbooks loaned to said student, said student shall be required to pay for, replace or repair said district property". If the lost item is found after payment has been made, a refund will be issued.

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

For the next three years, inventoried sections will be:

- FY27: Inventory Easy Section
- FY28: Inventory Non-Fiction
- FY29: Inventory Fiction Section

School Year	Strategic Focus
FY27	Selection Priorities • Non-Fiction • SSYR titles, replacement of damaged/lost books • Fiction and graphic novels
	Inventory and Deselection (Weeding) Focus • Easy/Everyone • Low Circulation Titles based on Collection Analysis • Aged Titles based on collection analysis
FY28	Selection Priorities • Current SSYRA titles • Easy/Everyone titles • Replacement of damaged/lost books
	Inventory and Deselection (Weeding) Priorities • Non-Fiction aged titles based on Collection Analysis • Low circulation titles • Damaged books
FY29	Selection Priorities • Easy and current SSYRA titles • Fiction and current SSYRA titles • Non-Fiction based on curriculum needs
	Inventory and Deselection (Weeding) Priorities 1) Fiction aged titles based on Collection Analysis 2) Low Circulation titles based on Collection Analysis 3) Damaged books

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 February 5, 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 February 2, 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 February 2, 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 February 2, 2026)

E: Specific Material Objection Form

School Board of Palm Beach County (November 14, 2023). Specific Material Objection Form.

[Link](#) (Accessed February 2, 2026)

