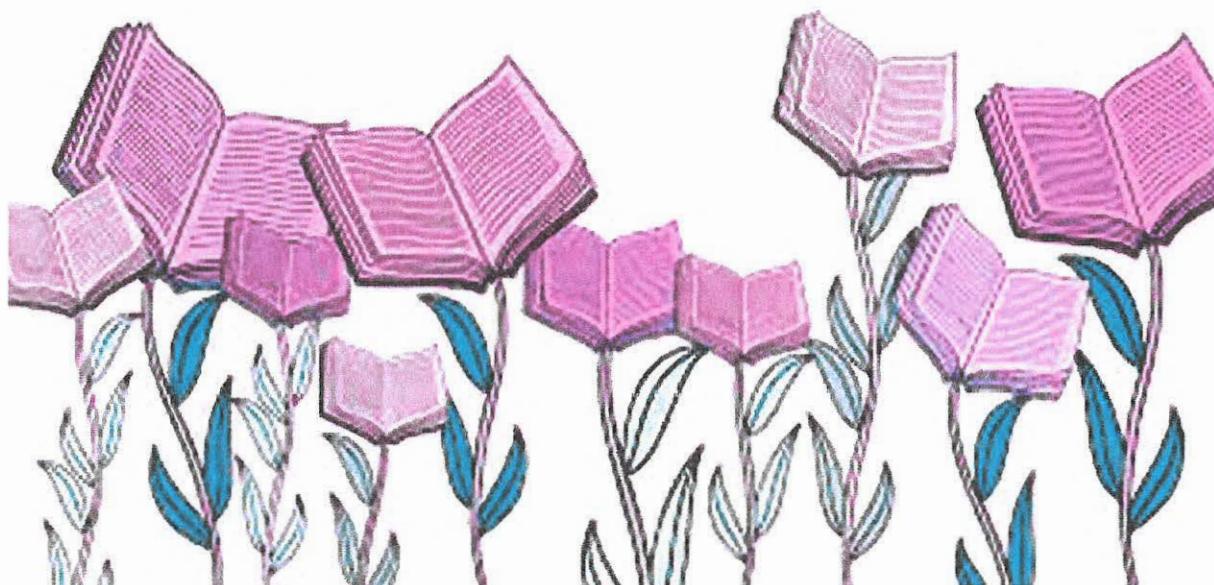




FY27 Collection Development Plan

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WATERS EDGE ELEMENTARY SCHOOL

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Signature Page
Waters Edge Elementary School
FY27 Collection Development Plan

Date Approved by Administration: **4/27/26**

Media Specialist Name: _____ Melodi Leahy _____

Media Specialist Signature: Melodi Leahy

Principal Name: _____ Linden Codling _____

Principal Signature: Linden Codling

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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 Waters Edge Elementary School Media Center range from kindergarten through fifth grade. Our student population has a diverse ethnic and economic background, specifically 59% white, 26 % Hispanic, 3% black, and 5% other ethnically diverse students, based on the Gold Report data. Waters Edge has a large gifted population, as well as ESE, ESOL, and 2 ASD Units, which are all served by the media center. The Media Center also serves faculty, staff, and families of the WEES community.

School Mission Statement

The mission of Waters Edge Elementary School is to provide all students with an innovative, challenging, and stimulating environment that encourages a lifelong commitment to learning.

Media Center Mission Statement

The mission of Waters Edge Elementary School Media Center is to assist in supporting the Palm Beach County School Board's commitment to "excellence in education and preparation of all our students with the knowledge, skills, and ethics required for responsible citizenship and productive employment." The Media Center supports the philosophy, mission, and program objectives of the school by providing a comprehensive collection of print and non-print resources. The media specialist teaches classes as part of the Fine Arts Enrichment Program which supports the Language Arts, Media Literacy, Technology, Social Studies, and other benchmarks across the academic curriculum. The Media Specialist and staff foster an environment conducive to learning and compatible with the curriculum needs of students.

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 daily to all grades K - 5, to support academic standards and digital literacy. The program supports special school initiatives such as Battle of the Books, Literacy Week, grade-level learning celebrations, school wide science fair, art show and provides a collaborative space for inquiry and research.

Goals and Objectives

- ❖ Continue with full-time rotation scheduling, 6 classes daily
- ❖ Promote individual check out, and increase circulation as shown by FY 25 Library Circulation report
- ❖ Weed oversized books and biography sections based on CREW Method, and update with new books that are age appropriate for all students.
- ❖ Hold a fall and spring Scholastic book fair
- ❖ Continue to increase student technology skills to include a wide variety of opportunities
- ❖ Continue to update our nonfiction section of the library
- ❖ Participate in SSYRA Battle of the Books, and other special Media events throughout the year
- ❖ Continue to use student/faculty/family suggestion box for ordering of resources

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
<i>Account 551100 - Media Supplies</i>	\$538	\$538
<i>Account 553420 - Media Subscriptions (Periodicals-Newspapers)</i>	\$316	\$316
<i>Account 561100 - Library Books</i>	\$948	\$948
<i>Account 562230 - Media A/V Equipment</i>	\$421	\$421
<i>Account 564220 - Furn-Fix/Equip</i>	\$527	\$527
Fundraising and/or Grants	FY26	Projected FY27
<i>Media Center Internal Account number for your grant(s) (get this from your bookkeeper)</i>		
State Media Allocation	FY26	Projected FY27
<i>Account 561100 (program 3070) - Media Books</i>	\$2121	\$2121

Purchasing Plan FY27

Purpose	Amount
FY27 SSYRA Battle of the Books collection	\$1200
Continue to update Non Fiction collection	\$1000
Replace books in poor condition	\$1000
Media Supplies: Laminating film, poster paper, poster maker ink, etc	\$2000
Treasure Box	\$1000
Update series collections	\$1000
Total:	\$7200

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, Digital Audiobooks, Online Databases (District)
- Audiovisual: DVDs (Educational Use Only), Manipulatives/Realia, student chrome books

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 Manipulative activities

Media Production:

- TV Studio: Full Production Studio (Cameras, Tri-Caster/Mixer, Lighting, Green Screen)
- Limited Mobile News equipment

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 Chromebook cart
- Peripherals: Headphones, 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

Materials considered for purchase are selected on the basis of [School Board Policy 8.12](#) and the following criteria:

- ❖ First hand 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: Booklist, School Library Journal, Bulletin for the Center for Children's Books, Kirkus Reviews, Online-Offline, Book Links, THE Journal
- ❖ Award winning materials included but not limited to the following awards: The Newbery Award, The Caldecott Award, The Alex Award, SSYRA, etc.
- ❖ Educational significance
- ❖ Need and value to the collection/curriculum
- ❖ Quality of the writing/production
- ❖ Readability level
- ❖ Organization and presentation of content
- ❖ Timeliness or permanence
- ❖ Quality of format
- ❖ Student requests/interests
- ❖ Age appropriateness

All district wide procedures for selecting materials and books to be added to our library will be strictly adhered to as stated in the following procedural outline that has been provided by the school district

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

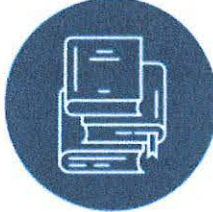
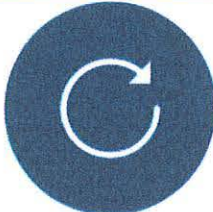
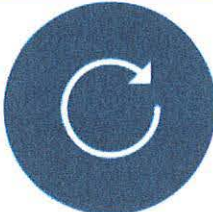
The School District Library Media Services Department supports school-based library media center personnel and establishes uniform policies and procedures for school library media centers throughout the District. These services include, but are not limited to:

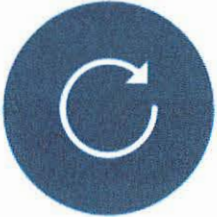
- Maintaining a professional library collection to assist with recertification and knowledge acquisition on education-related topics;
- Managing the online catalog, including the library inventory and circulation software;
- Selecting and making accessible online information databases for reference and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

			
19,237 Items in the Collection	24 Items per Student	24% Fiction Titles in the Collection	39% 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.			
	2003 Average Age of the Collection	62% Aged Titles	8% 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	2003 Representative Titles Average Age	31% SLL Titles in Collection	2006 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	142	2011
Philosophy & Psychology	47	2003
Religion	72	1997
Social Sciences	1136	2000
Language	132	2002
Science	2081	2002
Technology	925	2004
Arts & Recreation	1255	2010
Literature	315	1998
History & Geography	1437	2001
Biography	1639	2001
Easy	4567	2000
General Fiction	4676	2008

Graphic Novels	483	2016
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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 Biography and Oversized books
- ❖ FY28 Non Fiction
- ❖ 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:

Non-Fiction books 000 - 999.99 are organized by the Dewey Decimal System. Hardcover fiction books are organized in alphabetical order. Paperback fiction books are in a separate section also organized in alphabetical order. Graphic novels are organized all together in a separate section. Most SLL books are organized together in a separate section. We also have a dedicated section for foreign language books. In addition we have 2 sections of gaming books, one for primary and one for intermediate.

Lost or Damaged Library Materials

Replacement fees are charged for lost books. Fees are charged for damaged books if it was a case of neglect. No fees are charged for aged books that have been damaged or lost. There are no fees for overdue books, we want the students to finish what they started.

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

School Year	Strategic Focus
FY27	Selection Priorities • Foreign Languages • Biographies
	Inventory/ Weeding Priorities • Biographies • Oversized Books
FY28	Selection Priorities • Non Fiction • Literature
	Inventory/ Weeding Priorities • Non Fiction 000 - 599.99 • Literature
FY29	Selection Priorities • Fiction • Foreign Languages
	Inventory/ Weeding Priorities • Non Fiction 600 -999.99 • Paperback

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)