

FY27 COLLECTION DEVELOPMENT PLAN



West Gate Elementary **FY27 Collection Development Plan**

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Signature Page

West Gate Elementary
FY27 Collection Development Plan

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Table of Contents

<u>Purpose Statement</u>	4
<u>Background Statement & School Community</u>	4
<u>School Mission Statement</u>	4
<u>Media Center Mission Statement</u>	4
<u>Responsibility for Collection Management Development</u>	4
<u>Library Program</u>	5
<u>Goals and Objectives</u>	5
<u>Budgeting and Funding</u>	6
<u>Scope of the Collection</u>	7
<u>Equipment</u>	8
<u>Collection Development</u>	8
<u>Selection Evaluation and Criteria</u>	9
<u>Analysis of the Collection</u>	10
<u>Gifts and Donations</u>	11
<u>Collection Maintenance</u>	11
<u>Lost or Damaged Library Materials</u>	12
<u>Strategic Focus – Weeding & Acquisitions</u>	12
<u>Reconsideration of Materials</u>	13
<u>Appendices</u>	14
<u>A - Library Bill of Rights</u>	14
<u>B - ALA Intellectual Freedom Statement</u>	14
<u>C - Board Policy 8.12</u>	14
<u>D - Board Policy 8.1205</u>	14
<u>E - Specific Material Objection Form</u>	14

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

West Gate ES is a Title I school that serves 708 children ages 5-12 in grades Kindergarten through fifth grade. West Gate Elementary is a dual language academy. The students represent culturally diverse ethnic and economic backgrounds. The Media Center also serves the faculty and staff.

According to the most recent data, West Gate Elementary consists of:

87% Hispanic

8% Black

4% White

School Mission Statement

West Gate Elementary School's mission statement:

West Gate Elementary School is committed to providing a world-class education with excellence and equity to empower each student to reach his or her highest potential with the most effective staff to foster the knowledge, skills, and ethics required for responsible citizenship and productive careers.

Media Center Mission Statement

West Gate Elementary School is committed to cultivating a profound appreciation for literacy and ensuring every student achieves their maximum potential. Through collaborative efforts with all stakeholders, the school delivers a creative, inspirational, and supportive educational setting. This is accomplished via a stimulating and rigorous curriculum that both supports and enhances classroom pedagogy. The ultimate objective is for all students to transition into literate, productive members of the global community.

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 bi-weekly to support academic standards and digital literacy. The program supports special school initiatives such as Literacy Week, Book Fairs twice a year and provides a collaborative space for inquiry and research.

Goals and Objectives

- **Goal 1: Update our Furniture/look of the media center**
 - apply for grants for a media center makeover
 - Revitalize the media center's dated appearance through cost-effective, student-led redecorating initiatives.
- **Goal 2: Expand Makerspaces in our Media Center**
 - Use Book Fair profits to acquire new materials necessary for the Makerspace stations.
 - Establish a permanent, dedicated makerspace within the media center.
- **Goal 3: Update the Media Center collection**
 - Use our book funds to update the Fiction Collection.
 - Prioritize replacing older books with new acquisitions to revitalize the collection and increase student engagement. Continuous weeding helps identify needs, inform purchasing decisions, and maintain a fresh collection. Specifically, book funds will be allocated to update the Fiction Collection.

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 West Gate Elementary Media Center's funding is sourced from multiple channels, including the school-based operating budget for supplies, periodicals, AV equipment, and books. Additional funds are generated through the Scholastic Spring and Fall Book Fairs. We anticipate that the budget for FY27 will be comparable to that of FY26.

School-based Operating Budget	Budget FY26	Projected FY27 Budget
Account 551100 - Media Supplies	\$748.57	\$1,100.14
Account 553420 - Media Subscriptions (Periodicals-Newspapers)	\$351.57	\$0
Account 561100 - Library Books	\$1011	\$1011
Account 562230 - Media A/V Equipment	\$230	\$230
Account 564220 - Furn-Fix/Equip	\$547.43	\$547.43
Fundraising and/or Grants	FY26	Projected FY27
Media Center Internal Account number for your grant(s) ACCT# 5-1700.00	\$2,114.44	\$2,114.44
State Media Allocation	FY26	Projected FY27
Account 561100 (program 3070) - Media Books	\$2193	\$2193

Purchasing Plan FY27

Purpose	Amount
books	\$2855
STEM	\$451
supplies	\$430
furniture	\$338
Total:	\$4074

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 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.

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: 6 Desktop Student Workstations.
- Classroom Technology: Interactive Flat Panel, Document Camera, Sound System.
- Makerspace: Legos, Magnatiles, Coding Kits, Building Manipulatives.

Media Production:

- TV Studio: Full Production Studio (Cameras, Tri-Caster/Mixer, Lighting, Green Screen).

Teacher Support and Workroom:

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

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 growth in factual knowledge, 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

As a non-certified Educational Media Specialist, the acquisition of all library and instructional materials necessitates submission to the District Library Media Services Department for professional review and authorization prior to purchase. This mandatory approval process ensures adherence to Florida Statute 1006.28 and School Board Policy 8.12. Certified district personnel execute this review, evaluating materials based on the following criteria:

- Educational significance
- Age appropriateness
- Accuracy
- Curriculum alignment

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.

			
15,401 Items in the Collection	21.2 Items per Student	13% Fiction Titles in the Collection	44% 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	76% 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.	
			
29% Representative Titles in Collection	2001 Representative Titles Average Age	29% SLL Titles in Collection	2003 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	71	2005
Philosophy & Psychology	99	2001
Religion	59	1994
Social Sciences	1,281	1997
Language	818	2002
Science	1,933	2001
Technology	662	2000
Arts & Recreation	965	2008
Literature	350	1997
History & Geography	602	2000
Biography	1,122	1999
Easy	4,779	1998
General Fiction	2,056	2006
Graphic Novels	442	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.

FY27 Easy

FY28 Nonfiction & Biographies

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:

Fiction is organized alphabetically by the author's last name and by series/author's collections. Easy Fiction is organized by author's last name and by series/author's collections. Graphic Novels are separated into a separate section. Biographies are organized by the subject's last name. Non-Fiction is organized by the Dewey Decimal System.

Lost or Damaged Library Materials

At West Gate Elementary School, we uphold the principle of equitable access to literature and information for all students, recognizing it as a fundamental right. In order to ensure comprehensive resource availability, students will be responsible for paying fines for lost/damaged books.

Strategic Focus – Weeding and Acquisitions

School Year	Strategic Focus
FY27	Selection Priorities
	Fiction, EASY Fiction, Non-Fiction
	Inventory/Weeding Focus 1) EASY Fiction 2) Non-Fiction/Biographies 3) Fiction
FY28	Selection Priorities
	EASY Fiction, Non-Fiction, Fiction
	Inventory/Weeding Priorities 1. Non-Fiction/Biographies 2. EASY Fiction 3. Fiction
FY29	Selection Priorities
	Fiction, Non-Fiction, EASY Fiction
	Inventory/Weeding Priorities 1) Fiction 2) Non-Fiction/Biographies 3) EASY Fiction

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)