

FY27 COLLECTION DEVELOPMENT PLAN



Westward Elementary Title I/ PYP Magnet School

FY27 Collection Development Plan

Josette Archbold, M.Ed.

Educational Media Specialist

Signature Page

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Date Approved by Administration: 05/26/2026

Media Specialist Name: **Josette Archbold**

Media Specialist Signature: _____

Principal Name: **Dr. Andrea Walker**

Principal Signature:  _____
Andrea Walker (May 26, 2026 09:41:25 EDT)

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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

Westward offers its students an exceptional and well-rounded education in the instructional areas of Technology, Arts, Science, Theater, Media, Spanish as a Second Language, and Physical Education, in addition to the regular curricular coursework, such as reading and mathematics, that is offered by all other institutions. In short, Westward Elementary offers many wonderful and inviting educational opportunities for its students to obtain an outstanding education.

The users of the Westward Elementary 1B Magnet School library media center represent a diverse community, including students from pre-K through fifth grade, as well as faculty, staff, and the families within that school community. According to the Gold Report, Westward Elementary 1B Magnet has a culturally and ethnically diverse student population representing different economic backgrounds, which includes 86.1% black students, 9.2% Hispanic and 2.5% Caucasian, and 2.2% subgroups. In addition to the Westward Elementary 1B Magnet School Library Media Center, which supports the unique curricular needs of the International Baccalaureate Primary Years Program, ESE, and ESOL.

School Mission Statement

Westward International Magnet School encourages the development of knowledgeable, principled, and caring students who strive to become active citizens of their global community. The responsibility for the development of each child is shared by the home, school, and community.

In addition to the mission statement, we have Core Values here at Westward that guide our focus and practices as well. We use the acronym GHIPE (pronounced 'Jee-Hipe') to remember the primary points of our Core Values:

G - Developing GLOBAL Citizens

H - HIGH Accountability and Academic Achievement

I - Being agents of INSPIRATION as well as facilitators of information

P - Promoting PROFESSIONAL DEVELOPMENT that results in effective instructional practices

E - EFFICACY for students regarding increased academic achievement and for staff in developing best practices

Media Center Mission Statement

The Westward Elementary International Magnet School Library Media Center is committed to providing enriching instruction, resources and opportunities to develop the best information literacy skills necessary for the 21st-century student. This will be accomplished by implementing the Florida State Standards and engaging stakeholders, including the library media specialist, administration, faculty, students, parents, and district stakeholders. Each of these stakeholders can provide input and

suggestions. All stakeholders are invited and encouraged to review the book choices in accordance with the state and district guidelines.

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, STEM Fair, Literacy Week, Book-A-Rade, and provides a collaborative space for inquiry and research.

The library media specialist works collaboratively with teachers to develop meaningful information literacy lesson plans that integrate into classroom learning. At Westward Elementary 1D Magnet School. The library media specialist reviews the standards taught at each grade level each week and works with the classroom teacher to develop complementary lessons that support classroom learning.

At Westward Elementary I13 Magnet PYP Title I School, the library media center is on a fixed six-day rotation. Additionally, Monday through Thursday, the media center is open after school for an additional hour to allow students time to complete projects, check out books, and use the computers. Media club students assist with library care and book checkout.

Goals and Objectives

Goal 1: Promote Literacy and a Love of Reading

- Provide a diverse and inclusive collection of print and digital materials that reflect student interests and cultures.
- Collaborate with teachers to support independent reading and classroom literacy initiatives.
- Implement reading incentive programs (e.g., Battle of the Books, reading logs, genre challenges).

Goal 2: Support Curriculum and Academic Achievement

- Curate a collection aligned to Florida academic standards and support instructional goals across all grade levels.
- Collaborate with teachers to co-plan and co-teach lessons that integrate information literacy, research, and inquiry.
- Maintain a flexible schedule to allow student and teacher access to library resources and support as needed.
- Provide learning resources for remediation, enrichment, and differentiated instruction.

Goal 3: Foster Information and Digital Literacy

- Teach students how to locate, evaluate, and ethically use information in both print and digital formats.
- Provide instruction on research skills using age-appropriate databases and tools.
- Promote digital citizenship and online safety through lessons and collaborative units.
- Integrate the use of technology tools (e.g., Google Workspace, Canva, library databases) to enhance learning.

Goal 4: Provide Equitable Access to Resources and Technology

- Ensure all students have access to books, devices, and digital tools that support learning.
- Maintain and circulate a well-organized and accessible physical and digital library collection.
- Offer support for students who need help with devices, digital accounts, or learning platforms.
- Promote equity by providing multilingual resources and assistive technology as needed.

Goal 5: Create a Safe, Inclusive, and Welcoming Environment

- Design library spaces that are physically and emotionally safe, flexible, and inviting to all learners.
- Display student work and culturally responsive materials that reflect the diversity of the school community.
- Encourage student voice and choice in collection development, programming, and reading promotion.
- Establish behavior expectations that foster respect, collaboration, and curiosity.

Goal 6: Engage the School Community

- Communicate regularly with families about library programs and resources through newsletters, social media, and the school website.
- Host family reading nights, tech workshops, or book fairs to involve caregivers and community members.
- Partner with local libraries, organizations, and authors to enrich the school library experience.

Budget and Funding

The LMC receives a school-based operating budget at the beginning of each 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>	<i>\$1207.00</i>	<i>\$ 1227.00</i>
<i>Account 553420 - Media Subscriptions (Periodicals-Newspapers)</i>	<i>\$ 356.00</i>	<i>\$376.00</i>
<i>Account 561100 - Library Books</i>	<i>\$639.00</i>	<i>\$659.00</i>
<i>Account 562230 - Media A/V Equipment</i>	<i>\$284.00</i>	<i>\$304.00</i>
<i>Account 564220 - Furn-Fix/Equip</i>	<i>\$355.00</i>	<i>\$375.00</i>
Fundraising and/or Grants	FY26	Projected FY27
<i>Media Center Internal Account number for your grant(s), if any</i>	<i>\$0.00</i>	<i>\$0.00</i>
State Media Allocation	FY26	Projected FY27
<i>Account 561100 (program 3070) - Media Books</i>	<i>\$1250.00</i>	<i>\$1270.00</i>

Purchasing Plan FY27

Purpose	Amount
Books	\$1350.00
Supplies	\$1207.00
STEM	\$400.00
Total:	\$2,957.00

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, and Professional Collection.
- Digital: eBooks and Online Databases (District).
- Audiovisual: DVDs (Educational Use Only),

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: 12 Desktop Student Workstations.
- Classroom Technology: Interactive Flat Panel, Document Camera, Sound System.

Teacher Support and Workroom:

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

Circulation and Access:

- Devices: Student Laptops/Chromebooks (Daily Loaners), Laptop Chargers

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 the growth of 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

Any books added to the Westward Elementary Collection in the Media Center will be selected and vetted by a certified Media Specialist and will follow all policies and procedures of the Palm Beach County School Board and the State of Florida. These policies and procedures are explained below.

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 search efficiently and effectively for 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.

			
12,239 Items in the Collection	18.2 Items per Student	29% Fiction Titles	26% Non-fiction Titles
Library media resources are curated to include recently published works and classics that appropriately reflect the collection's average age.			
	1998 Collection Average Age	80% Aged Titles	3% Newer than 5 Years
Library media resources should be representative of the school.		Skills for Learning & Life (SLL) library media resources can contribute to character development and student well-being.	
			
36% Representative Titles in Collection	1998 Representative Titles Average Age	39% Student Wellbeing (SLL) Titles in Collection	1999 Student Wellbeing (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	Average Age (year)	# of Titles
Computer Science, Information & General Works	2001	40
Philosophy & Psychology	1999	45
Religion	1996	26
Social Sciences	1998	695
Language	2001	76
Science	2003	798
Technology	2004	307
Arts & Recreation	2008	311
Literature	1996	176
History & Geography	1998	742
Biography	2001	699
Easy	1995	3,266
General Fiction	1998	3,589
Graphic Novels	2014	138

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: Non-Fiction
- FY28: Easy
- 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:

Our collection is organized according to the Dewey Decimal System. Biographies are shelved by subject last name.

Lost or Damaged Library Materials

Our school's policy requires students to pay for any lost or damaged library books in accordance with School Board Policy 2.21B(9). If a student loses or damages district property, they must either pay for the replacement or repair of the item. Alternatively, students can work in the library to clear their fines. This ensures accountability and allows students to fulfill their obligations even if they cannot pay the fines directly.

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

School Year 27	Strategic Focus
FY27	Selection Priorities ● Priority 1 - 000's ● Priority 2 – 100's ● Priority 3 - 200's
	Inventory and Deselection (Weeding) Focus 1) Inventory: Non-Fiction 2) Weeding: Non-Fiction
FY28	Selection Priorities ● Priority 1 - Fiction/Easy ● Priority 2 - 90's ● Priority 3 - 300's
	Inventory and Deselection (Weeding) Priorities 1) Inventory: Easy 2) Weeding: Easy

FY29	Selection Priorities ● Priority 1 - 400's ● Priority 2 - 500's ● Priority 3 - 600's
	Inventory and Deselection (Weeding) Priorities 1) Inventory: Fiction 2) Weeding: 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 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)