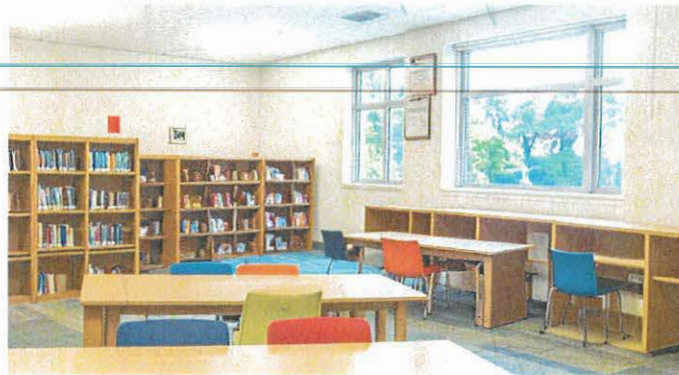


FY27 COLLECTION DEVELOPMENT PLAN



SD Spady Montessori Elementary **FY27 Collection Development Plan**

Kendra Williams
Certified Educational Media Specialist

Signature Page

SD Spady Montessori Elementary

FY27 Collection Development Plan

Date Approved by Administration: 5/5/26

Media Specialist Name: Kendra Williams

Media Specialist Signature: 

Principal Name: Rona Tata

Principal Signature:

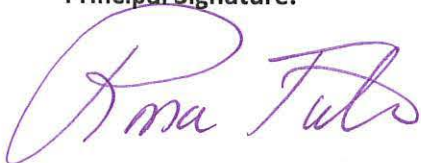


Table of Contents

Purpose Statement	4
Background Statement & School Community	4
School Mission Statement	4
Media Center Mission Statement	4
Responsibility for Collection Management Development	5
Library Program	5
Goals and Objectives	6
Budgeting and Funding	7
Scope of the Collection	8
Equipment	9
Collection Development	10
Selection Evaluation and Criteria	10-11
Analysis of the Collection	12
Gifts and Donations	13
Collection Maintenance	14
Lost or Damaged Library Materials	14
Strategic Focus – Weeding & Acquisitions	14
Reconsideration of Materials	15
Appendices	16
A - Library Bill of Rights	16
B - ALA Intellectual Freedom Statement	16
C - Board Policy 8.12	16
D - Board Policy 8.1205	16
E - Specific Material Objection Form	16

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 S D Spady Montessori school community is made up of 407 students across Palm Beach county, because Spady is a full choice school. Grade levels include Pre-K 3 and 4 year olds through Fifth grade.

Some of our demographic are as follows:

- Black - 46%
- White - 27%
- Hispanic - 18 %
- Asian - 2%
- Mixed Race - 7%
- Eligible to receive free or reduced lunch - 58%
- English Language Learners - 11%
- Exceptional Student Education - 13%

Some of the languages spoken by our students and/or families include: Haitian Creole, Spanish, Portuguese, Bengali, Hindi, French, and Russian.

Clubs and Activities include: Chorus, Montessori Model United Nations (MMUN), Student News, Color Guard, Gardening, and Coding.

School Mission Statement

The S.D. Spady community, through the Montessori approach, is committed to working together to provide a world-class education that is safe, nurturing and challenging for all while ensuring academic excellence and promoting healthy, lifelong learners.

Media Center Mission Statement

To ignite a lifelong love of reading and empower the S. D. Spady community to become skilled, ethical navigators of information. Through a collaborative and inclusive environment, we provide the tools and instruction necessary to support school-wide excellence.

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 Literacy Parade, Spady Day, Spady Fest, Peace Day, Literacy Week, student authoring, and provides a collaborative space for inquiry and research.

The library program at S D Spady Montessori is a part of the fine arts rotation. Students come to the media center, computer lab, or at specified outdoor campus locations, for direct instruction. If in the media center, students can be observed engaged in critical thinking, digital creativity, technology safety, library and research skills, coding, artificial intelligence academic and practical use, and the love of literature tying in nature and makerspace. Authors' visits are annual events on campus as well to directly support exposing students to the authors and the processes involved in writing and author awareness. We host book fairs bi-annually. The book fairs support raising money for the library program. Students have the opportunity to collaborate with each other and utilize the television production studio via our school news program, WSDS.

Goals and Objectives

Goal 1: Integrate more "Makerspace" Literacy activities

Objective A: Update and supply Makerspace design within the media center that provides opportunity for STEAM challenges (robotics, coding, or engineering) tied directly to grade-level science and math standard working with the STEAM teacher.

Objective B: Work with students to facilitate at least one "Product-Based Learning" project where students use library resources to create a digital or physical artifact.

Goal 2: Expand Community Literacy Outreach and Accessibility

Objective A: Host a "Family Literacy Night" inviting parents to learn about the digital resources (Gale, MackinVIA, Destiny, or specific portal apps) available to students at home.

Objective B: Increase student circulation of the newly updated genres by 15% through a "Student Reviewers" program, where student-written book reviews are displayed physically and digitally to encourage peer-to-peer recommendations.

Goal 3: Enhance Collection Visibility and Student Discovery

Objective A: Maintain "Monthly Feature" displays that highlight specific themes, holidays, or new arrivals to grab student interest as soon as they walk in.

Objective B: Display shelf signs or labels within the most popular sections to help students identify their favorite series or topics.

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. Fund-raising via bi-annual book fairs are also a source of funding.

<i>School-based Operating Budget</i>	<i>Budget FY26</i>	<i>Projected FY27 Budget</i>
<i>Account 551100 - Media Supplies</i>	\$358	\$300
<i>Account 553420 - Media Subscriptions (Periodicals-Newspapers)</i>	\$180	\$150
<i>Account 561100 - Library Books</i>	\$6182	\$1030
<i>Account 562230 - Media A/V Equipment</i>	\$239	\$400
<i>Account 564220 - Furn-Fix/Equip</i>	\$299	\$200
<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>	\$1532	\$1000
<i>State Media Allocation</i>	<i>FY26</i>	<i>Projected FY27</i>
<i>Account 561100 (program 3070) - Media Books</i>	\$6182	\$1030

Purchasing Plan FY27

Purpose	Amount
Replace outdated ipads	\$800
Magazine Subscriptions	\$150
Shelving/Display	\$200
STEM/Makerspace Supplies	\$400
Author visits	\$1,000
Total:	\$2,550

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.
- Digital: eBooks, Digital Audiobooks, Online Databases (District and Site-Licensed).
- Audiovisual: Manipulatives/Realia.

Special Emphasis:

The collection development is influenced by the Montessori curriculum. The Montessori curriculum is based in vocabulary development and scientific principles and processes so our collection is heavy in non-fiction.

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: 25 Desktop Student Workstations
- Classroom Technology: Interactive Flat Panel, Document Camera, Sound System
- Makerspace: Coding (Ozobots), Building Manipulatives
- Tonies

Media Production:

- TV Studio: Full Production Studio (Cameras, Tri-Caster/Mixer, Lighting, Green Screen).
- Mobile News: Portable News Crew Equipment (iPads)

Teacher Support and Workroom:

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

Circulation and Access:

- Devices: iPads (for Student/Staff Checkout)

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 for the S D Spady Montessori Elementary Library are selected using a variety of criteria. As per School Board Policy 8.12: materials are considered for their instructional value in the Montessori and State curriculum. Materials are also selected to give students a variety of choices in their selections, including reading for pleasure.

Materials are also selected based on reviews in professional journals such as School Library Journal and Hornbook as well as their literary merit, appropriateness and accuracy.

Other reputable, unbiased, professional reviewing sources used for selection include Booklist and Kirkus Review.

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.

User Needs: At SD Spady Montessori 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. With the offerings of online books, the students have access to the materials they need.

Diversity: We strive to provide students with books and materials in which they can relate to and see themselves. We have a very diverse population of students. Our library does not discriminate based on race, religion, gender, sexual preference, national origin, the author's political views, the material, or the user. Our goal is to provide a collection that mirrors our students' backgrounds.

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 Newberry 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

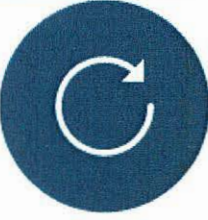
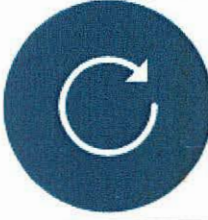
The School District Library Media Services Department supports school-based library media center personnel and establishes uniform policies and procedures for school library media centers throughout the District. These services include, but are not limited to:

- 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.

			
8,991 Items in the Collection	20 Items per Student	19% Fiction Titles in the Collection	45 % 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.			
	2011 Average Age of the Collection	36% Aged Titles	14% 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.	
			
33% Representative Titles in Collection	2010 Representative Titles Average Age	42% SLL Titles in Collection	2013 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	26	2016
Philosophy & Psychology	20	2010
Religion	22	2006
Social Sciences	605	2002
Language	47	2007
Science	1065	2013
Technology	439	2013
Arts & Recreation	820	2016
Literature	193	2000
History & Geography	403	2009
Biography	406	2012
Easy	2927	2012
General Fiction	1719	2013
Graphic Novels	531	2018

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 and 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:

Easy and Fiction are filed alphabetically by the author's last name. Non-Fiction Books except Biographies are on the shelves in numerical order. Biographies are in their own section. Graphic novels are included in the Dewey Decimal shelving order, but are housed in boxes per collection in that particular location.

Lost or Damaged Library Materials

While the school library media center at SD Spady Montessori School works to eliminate barriers that inhibit students from accessing and using reading, reference, and research materials, the responsibilities of students, parents and teachers for lost or damaged Instructional Materials is outlined in SDPBC Policy 8.1225. Students, parents and teachers are held accountable for lost or damaged library materials.

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

School Year	Strategic Focus
FY27	Selection Priorities
	Technology
	Inventory and Deselection (Weeding) Focus 1) We will inventory this year, E AAA- E ZZZ. 2) We will weed the 600s.
FY28	Selection Priorities
	Philosophy & Psychology
	Inventory and Deselection (Weeding) Priorities 1) We will inventory Nonfiction and Biographies. 2) We will weed the 370s.
FY29	Selection Priorities
	Fiction
	Inventory and Deselection (Weeding) Priorities 1) We will inventory Fiction. 2) We will weed the 800s.

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)