

FY25 COLLECTION DEVELOPMENT POLICY

Your School Name Here

FY25 Collection Development Policy

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Bak Middle School of the Arts
FY25 Collection Development Policy

Date Drafted: May 31, 2024

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Purpose of Collection Development Policy

The library media collection serves the following functions: supports the instructional program and objectives of the School Improvement Plan; sustains the integration of the arts and academics; provides data for all areas of knowledge with an emphasis on information retrieval technology; meets the personal and recreational reading needs of the students; supports the professional needs of teachers and administrators, and introduces new instructional technologies into the learning environment.

Background Statement & School Community

The Bak Library Media Center services the outstanding needs and enrichment of our diverse student population. Ranging from grades 6-8, Bak Middle School of the Arts students are high achieving and excel not only artistically, but also athletically and academically. The cultural diversity of our students enhances the overall quality and culture of Bak Middle School of the Arts.

Bak Middle School of the Arts has a population of 1,258 students. The Student Demographic Information is as follows:

- White 40%
- Hispanic 24.7%
- Black 14.5%
- Asian 13.5%
- Multi-Racial 6.5%

The Bak Middle School of the Arts Library Media Center enhances the school's artistic and academic climate by working with administration, teachers, and staff to fulfill the needs of our diverse student body. Collaborating with teachers and sponsors of various clubs and organizations to enhance the overall quality of instruction and create a culture of a high-achieving learning environment. Some of the notable clubs that are affiliated with Bak Middle School of the Arts are the following:

- Junior ITS
- Robotics
- Academic Games
- Battle of the Books
- Curtain Calls
- SGA

The primary objective of the Bak Middle School of the Arts Library Media Center is to fulfill and enrich the learning environment by addressing the needs of teachers, instructional staff, and the wide range of artistic and academic activities associated with the school.

School Mission Statement

Empowering students to have the knowledge, skills, and self-confidence to reach their potential in the arts, academics, and in life.

Media Center Mission Statement

Bak Middle School of the Arts is committed to the artistic and academic excellence that inspires and challenges today's learners. The Media Center at Bak Middle School of the Arts will contain a collection of teaching/learning resources that enhance and contribute to this commitment.

Responsibility for Collection Management & Development

The Media Specialist is responsible for coordinating the collection development program. Administrators, arts, and academic teachers participate in the collection development program. The collection development is based on the READS Florida's K-12 Integrated Library Media Reading Guidelines for grades 6-8.

Library Program

The Bak Middle School of the Arts Library Media Center is an open learning environment that is accessible to all students of the school. Classes are held in the Media Center throughout the year, but it is also open to all classes that need to use the library's facilities. It is an open policy for scheduling visits to the Media Center.

Classes are held in the Library Media Center, which consist of various Critical Thinking classes, and also Computer Coding and Graphic Design classes.

The Library Media Center is available daily before school for students to use computers, play chess and other games, read and check out library books, and even play the piano and other instruments that are available throughout the school year. The Library Media Center also supports various clubs that will meet at times throughout the weeks of the year. Some of the clubs include; The Chess Club, Robotics Club, The Green Team, Book Clubs, Geek Games, National Junior Honors Society, amongst others

Goals and Objectives

1. To promote a love of reading and learning in all students.
 - a. Increase the number of students who borrow books from the library by 10% by the end of the school year.
 - b. Expand the library collection to include diverse books that represent a variety of cultures and experiences.

2. To Increase the number of Library programs.
 - a. Collaborate with teachers to develop and implement effective instructional strategies and programs that incorporate library resources into the curriculum.
 - b. Provide regular opportunities for students to engage in various reading programs to enhance their involvement with the Library Media Center

3. To enhance the variety of resources and reading material in the Library Collection.
 - a. Ensure the library media center collection increases the diversity of materials by 10%.
 - b. Collaborate with academic and art teachers to ensure that the library collection reflects a broad spectrum of diversity that represents the students, staff, and community.

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 disperse the appropriated funds. The budget for the FY25 school year is expected to be similar to FY24. Incorporating state and federal funds along with various funding sources for Library Media budgetary purposes.

<i>School-based Operating Budget</i>	<i>Budget FY24</i>	<i>FY25 Projecte d Budget</i>
Account 551100 - Media Supplies	\$1014.94	\$1000.00
Account 553420 - Media Subscriptions (Periodicals-Newspapers)	\$214.06	\$210.00
Account 561100 - Library Books	\$994.00	\$900.00
Account 562230 - Media A/V Equipment	\$596.00	\$600.00
Account 564220 - Furn-Fix/Equip	\$0.00	\$0.00
Fundraising/ Grants	Budget Amount	
Media Center Internal Account 5-1700.00	\$2400.00	\$2000.00
State Media Allocation	Budget Amount	
Account 556110 (program 3070) - Media Books	\$2200.00	\$2000.00

Purchasing Plan FY25

Approximate Purchasing Plan	
Purpose	Amount
Library Books Collection	\$2000.00
AV	\$300.00
Supplies	\$400.00
Total:	\$2700.00

Scope of the Collection

The collection will contain a wide variety of print and nonprint materials that are appropriate for different ability levels, learning styles, diverse learners and language differences. The print collection will be maintained at approximately ten items per pupil. The nonprint collection will enhance instructional objectives of the school. The entire collection will reflect the diversity of the student body.

The collection of reading material will support both educational and personal enrichment for the students of Bak Middle School of the Arts.

As per School District Policy 8.12, section II, c and d. (cited below)

c. Support the general educational goals of the District and the objectives of specific courses, including materials that represent diverse points of view in order that young citizens may develop, under guidance, the practice of critical analysis of media and intellectual integrity in forming judgments;

d. Meet the personal needs and interests of students, including materials that: nurture the development of recreational reading/listening/ viewing, cultural appreciation, and aesthetic values; represent the many religious, racial, ethnic, linguistic, and cultural groups in our society and reflect their contributions to the heritage and culture of our civilization; foster respect for the diverse roles available to women and men in today's society; and provide access to materials in heritage language as stipulated by the META agreement.

All print materials will be organized in accordance with Section 5 Management of Library Media Instructional Materials. "Management of Library Media Instructional Materials. Following practice and precedent, the school library media centers in Palm Beach County will arrange media and materials according to the Dewey Decimal Classification System. Library media materials acquired with funds from the General Appropriation Act of the State of Florida are to be cataloged and inventoried as part of the library media collection. Library media materials may be inventoried in one to three year cycles."

In addition, the print and nonprint collections will concentrate on the artistic emphasis of Bak Middle School of the Arts. The artistic scope of the collection will support age appropriate materials that will enhance the overall artistic education of the students.

All non print digital resources that are available to all students encompass all of the Palm Beach County School District's digital resources and databases as well as supported ebooks collections.

Equipment

The Equipment used in the Library Media Center program mostly involves the various computer programs used throughout. There are two computer labs, each consisting of 36 desktop computers. We also incorporate several Chromebook and Laptop carts for students to use as well. For presentations, used for student projects and teacher presentations, we used a Smartboard and the Epson LCD Projector.

Collection Development

The purpose of collection development for the art school library is to support the educational and research needs of the school's students and faculty by acquiring and maintaining a comprehensive collection of print and digital resources in the areas of art and design. The collection will provide access to current and relevant materials that represent a wide range of perspectives, styles, and techniques in the fields of fine art, graphic design, fashion design, and art history.

The art school library will strive to create a diverse and inclusive collection that reflects the school's commitment to promoting social justice, equity, and inclusion in all aspects of its programs and services. The collection will feature works by artists and designers from diverse backgrounds and perspectives, as well as materials that address issues of race, gender, sexuality, and other social justice topics.

The collection development process will involve collaboration with faculty, students, and other stakeholders to ensure that the library's resources meet the needs of the school's curriculum and research goals. The library will also seek to acquire resources that align with emerging trends and technologies in the art and design fields.

To ensure the ongoing relevance and usefulness of the collection, the library will regularly assess and evaluate its holdings, using metrics such as circulation statistics, user feedback, and professional reviews. Based on these evaluations, the library will make informed decisions about the acquisition and deselection of materials.

Ultimately, the goal of collection development for the art school library is to provide a robust and dynamic collection of resources that supports the school's mission to prepare students for careers in the art and design fields, while also fostering their intellectual curiosity and creative expression

Selection and Evaluation Criteria

The Media Specialist is responsible for coordinating the collection development program. Administrators, arts, and academic teachers participate in the collection development program. The collection development is based on the READS- Florida's K-12 Integrated Library Media Reading Guidelines for grades 6-8.

All materials purchased for the collection will be evaluated by the following criteria:

1. Literary Merit
2. Accuracy
3. Scope
4. Appropriateness
5. Authority/Reputation
6. Special Features
7. Arrangement/Pacing
8. Treatment
9. Technical Quality
10. Aesthetic Quality
11. Availability
12. Value to Collection
13. Cost

Gifted and donated items must meet the same stringent criteria as materials that are purchased

Selection Guides

District-Wide “Procedures for Selecting and Developing Library Collections”







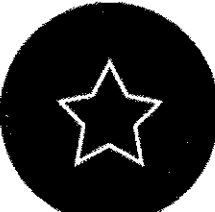



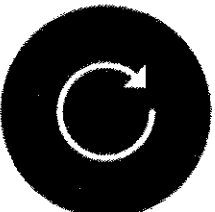
School Board Policy 8.12 sets out the procedures for selecting and developing library collections. These procedures are followed District-wide.

District-Wide Procedures for Selecting and Developing Library Collections

District-Wide “Procedures for Selecting and Developing Library Collections”

School Board Policy 8.12 sets out the procedures for selecting and developing library collections. These procedures are followed District-wide.

Collection Analysis

			
<p>16025 Items in the Collection</p>	<p>5.8 Items per Student</p>	<p>38% Fiction Titles in the Collection</p>	<p>44% Percent of nonfiction in the collection</p>
<p>Library media resources are curated to include both recently published works and classics that both rightfully impact the average age of the collection.</p>			
	<p>1998 Average Age of the Collection</p>	<p>36% Aged Titles</p>	<p>2% Newer than 5 Years</p>
<p>Library media resources should be representative of the school.</p>		<p>Skills for Lifelong Learning (SLL) library media resources can contribute to character development.</p>	
			
<p>6407 Representati ve Titles in Collection</p>	<p>40% Representa tive Titles Average Age</p>	<p>5270 SLL Titles in Collection</p>	<p>2006 SLL Titles Average Age</p>

Collection Analysis By Category

The information collected in this section provides a detailed look at the current library collection by classification and genre. The information 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	101	2000
Philosophy & Psychology	102	2000
Religion	143	1996
Social Sciences	776	1998
Language	61	1993
Science	440	1996
Technology	295	1997
Arts & Recreation	2633	2001
Literature	920	1996
History & Geography	1531	1997
Biography	141	1998
Easy	27	1994
General Fiction	6186	2006
Graphic Novels	1230	2009

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 out-of-date or age-inappropriate simply because they were donated. All gifts and donations must follow the same processes as new book orders.

Collection Maintenance

The purpose of collection maintenance for the middle school library media center is to ensure that the collection remains up-to-date, relevant, and accessible to all students and staff. The collection includes print and digital materials that support the school's curriculum and promote a love of reading and learning among students.

Inventory will be completed on a three-year rotation as per Board Policy 8.12 (8).

To achieve this purpose, the library media center will implement a collection maintenance plan that includes ongoing assessment, evaluation, and weeding of the collection. The plan will involve collaboration with teachers, students, and other stakeholders to ensure that the collection meets the evolving needs and interests of the school community.

Regular assessment of the collection will involve the use of various metrics, such as circulation statistics, user feedback, and professional reviews, to identify areas of strength and weakness in the collection. Based on the results of these assessments, the library media center will make informed decisions about the acquisition, retention, and deselection of materials.

In addition, the library media center will ensure that the collection remains organized and accessible to all users by maintaining accurate cataloging and shelving systems. The library media center staff will also work to repair or replace damaged materials as needed, and to provide training and support to students and staff in the use of the library's resources and services.

The goal of collection maintenance for the middle school library media center is to provide a high-quality collection of resources that supports the school's curriculum and promotes a love of reading and learning among students. By regularly assessing, evaluating, and maintaining the collection, the library media center will ensure that it remains a valuable and relevant resource for the entire school community.

Lost or Damaged Library Materials

Students are responsible for the replacement or payment of lost or damaged books.

Strategic Focus – Inventory, Weeding, and Acquisitions

School Year	Strategic Focus
FY25	Selection Priorities <ul style="list-style-type: none"> ● Fiction ● Non-Fiction ● Graphic Novels
	Inventory Priorities <ul style="list-style-type: none"> ● Non Fiction ● Resources ● Fiction
	Weeding Priorities <ul style="list-style-type: none"> ● Non Fiction ● Biography ● Fiction
FY26	Selection Priorities <ul style="list-style-type: none"> ● Fiction ● Non-Fiction ● Priority 3
	Inventory Priorities <ul style="list-style-type: none"> ● Fiction ● Resources ● Non Fiction
	Weeding Priorities <ul style="list-style-type: none"> ● Fiction ● Non Fiction ● Biography
FY27	Selection Priorities <ul style="list-style-type: none"> ● Fiction ● Graphic Novels ● Non Fiction
	Inventory Priorities <ul style="list-style-type: none"> ● Non Fiction ● Resources ● Fiction
	Weeding Priorities <ul style="list-style-type: none"> ● Non Fiction ● Fiction ● Biography

Reconsideration of Materials

Books and other materials are challenged on occasion. The media specialist will follow the School District of Palm Beach County Board Policy 8.1205 on challenged materials. Please note that the policy and the Specific Materials Objection Form are both linked in the appendix.

Annual Evaluation and Revision of CDP

This collection development plan will be reviewed each school year.

Appendices

A: Library Bill of Rights

"Library Bill of Rights", American Library Association, June 30, 2006.

[Link](#) (Accessed March 20, 2024)

Document ID: 669fd6a3-8939-3e54-7577-996a0a3f8952

B: Intellectual Freedom Statement

"The Freedom to Read Statement", American Library Association, July 26, 2006.

[Link](#) (Accessed March 20, 2024)

Document ID: aaac95d4-2988-0024-6573-10a5ce6b21b2

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 20, 2024)

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 20, 2024)

E: Specific Material Objection Form

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

[Link](#) (Accessed March 20, 2024)