

FY25 COLLECTION DEVELOPMENT POLICY

Bear Lakes Middle School

FY25 Collection Development Policy

Melissa Pierce; MLS, MBA

Educational Media Specialist


Signature Page

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Date Drafted: May 10, 2024

Date Approved by Administration: May, 10, 2024

Media Specialist Name: _____ Melissa Pierce _____

Media Specialist Signature: _____  _____

Principal Name: _____ Dr. Kirk Howell _____

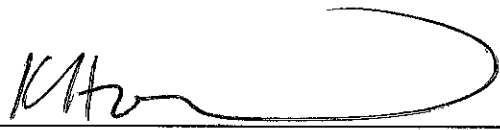
Principal Signature: _____  _____

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Purpose of Collection Development Policy

The Collection Development Policy is designed to support the Library's Mission Statement and serves as a guide for the selection, acquisition, maintenance, and retention of materials by establishing roles, responsibilities, and a process for addressing library user concerns.

As our student population changes, the Media Center at Bear Lakes middle School (BLMS) reassesses and adapts its collections to reflect new and differing areas of interest and concern. The Collection Development Policy is annually evaluated and revised as necessary to provide guidance for implementing changes in the collection.

Background Statement & School Community

Our school is a Title 1 school with a diverse demographic. BLMS is located in the heart of West Palm Beach, Florida which is a mid-size city setting. The student population of BLMS serves 84d1 students in grades 6 - 8.

The school enrolls 75% economically disadvantaged students. There are 84 equivalent full-time teachers and 4 full-time school counselors.

The school's minority student enrollment is 95% . The student-teacher ratio is 10:1.

Bear Lakes Middle School's English for Speaker of Other Languages (ESOL) Department serves to meet the language and academic needs of a diverse student population of English Language Learners(ELLs).

The school purpose, in partnership with families and community, is to develop each child intellectually, emotionally, physically, and socially so that all students are life-long learners, complex thinkers, responsible global citizens and effective communicators.

The ESE Department at BLMS consists of a gifted program, an IND program, and an EBD program.

As a Choice Program and Dual Enrollment school, BLMS also offers the Middle School Pre-Biotechnology Academy. With courses in genetics, DNA structure and function, utilization of basic biotechnology tools and techniques, forensics, bioethics, and genetic engineering. High school courses include Business Entrepreneurialship, TV Production, and Computer Technical Certification.

The High school Acceleration Program and we continue to operate on the premise that all children have the ability, with the proper support and guidance, to participate in our acceleration program.

Finally, fifty percent of our eighth graders matriculating to high school have one or more high school credit courses.

School Mission Statement at Bear Lakes Middle School

Our purpose, in partnership with families and community, is to develop each child intellectually, emotionally, physically, and socially so that all students are life-long learners, complex and critical thinkers, responsible global citizens, and effective communicators.

Media Center Mission Statement

The mission of Bear Lakes Media Center is to design and maintain a Library Media Program that supports, compliments, and expands the instructional program of the school.

Responsibility for Collection Management & Development

There is one certified Media Specialist and one Media Clerk staffing the BLMS Media Center. The Media Specialist is primarily responsible for the logistics of ordering resources for the library collection. The selection of resources is made with the input of school staff, administration, and student body.

The ultimate responsibility for developing a library collection falls on the media Specialist. The collection supports the instructional program and the unique student population of the school. In turn, the administration and staff at the school assists the development of the Media center program by

- Endorsing the library media center program to teachers, students, and parents.
- Making school funds available whenever possible to complete the approved goals and objectives.
- Observing the Library Media Center program, suggesting improvements, and new programs in support of the school objectives.
- Working with the Media Specialist to meet the changing curriculums.

Library Program

The BLMS program provides and promotes an extensive use of resources in multiple formats that are designed to meet the varying needs of all learners in all aspects of the curriculum. It provides a learning environment which promotes inquiry and stimulates intellectual curiosity. The fiction collection which represents 41% of the whole is marketed to encourage pleasure reading while emphasizing background knowledge. To satisfy the ESOL or multilingual and multicultural resources the BLMS will increase usage to include a wide variety of formats allowing students to access ideas and concepts to match personal learning styles. Currently the BLMS Library Program allows for students to use the library before school and as needed during classes and individually throughout the day. Access is allowed during the day with the permission of staff. The Media center houses several behavioral support staff and is used daily for co-teaching. This is advantageous to usage and marketing of library resources.

Goals and Objectives

The goal of BLMS Media center is to promote a love for reading and learning. Another newly integrated goal is in support of the Dual Enrollment program where students have the opportunity to earn high school and college credit. As a result the resources will provide a wide range of technical, business, medical and career materials on differing levels of difficulty, also have a diversity of appeal, and represent various points of view. The inclusion of any item in a collection does not necessarily mean that the Media Center of the school advocates or endorses the contents of that item.

2024/2025 OBJECTIVES:

- Acquire resources in support of the dual enrollment programs offered at BLMS. Identify, acquire, and organize resources to support all areas of the curriculum.
- To provide and promote extensive use of resources in print, and electronic media.
- Stimulate intellectual curiosity with the selections of resources.
- Provide and promote instruction to prepare students to become independent users of libraries and information resources.
- Nurture students' intellectual and social growth.

2024/2025 GOALS:

In support of the growing dual enrollment program 25% of the FY 25 materials budget will be designated to building a focused and growing collection of electronic technical resources and visual arts, business and medical collection. The collection will be developed in coordination with the Choice Program Coordinator, and administration, and the Dual Enrollment Program Coordinator, and Department Leads.

Continue to add current resources to increase print nonfiction collection to meet American Library Association Standards of at least 20 items per student. Priority of subject areas added to nonfiction will be in support of the FY 2025 curriculum,

The Media Specialist will attend school staff meetings and team meetings at least one per month to communicate pertinent Media Centers resources and services.

Budget and Funding

Funding for the Media Center is found through the state categorical funds and district funding and Title 1 funding.

The Library Media center is given a school-based operating budget at the beginning of every school year. The BLMS administration used a formula to disperse the appropriated funds. The budget for the 2024-2025 school year is expected to be similar to the budget for the school year 2024-2025.

2024/2025	categorical funds:	\$1,520.00(print and electronic resources)
2024/2025	district 1000 function 6202 Program: (Subscriptions, books, equipment)	\$411.78
2024/2025	Title 1 funding	\$0.00

In the FY25 projected budget amounts replace the amounts with your actual ones.

<i>School-based Operating Budget</i>	<i>Budget FY24</i>	<i>FY25 Projected Budget</i>
<i>Account 551100 - Media Supplies</i>	<i>\$584</i>	<i>\$500</i>

Account 553420 - Media Subscriptions (Periodicals-Newspapers)	\$356	\$300
Account 561100 - Library Books	\$1052	\$1520
Account 562230 - Media A/V Equipment	\$466	\$500
Account 564220 - Furn-Fix/Equip	\$188	\$0
Fundraising/ Grants	Budget Amount	\$0
Media Center Internal Account number for your grant(s) (get this from your bookkeeper)	\$2500	\$458.00
State Media Allocation	Budget Amount	\$0
Account 556110 (program 3070) - Media Books	\$1403	\$1000

Purchasing Plan FY25

Purpose	Amount
Databases	\$500
books	\$1500
supplies	\$500
STEM	\$500
Total:	\$3000

Scope of the Collection

Collections will, to the extent possible, anticipate future education needs of the student and teacher population of the school community.

Collection strengths are reflected in the physical and digital book collection. Areas of strength for the BLMS library collection includes the following:

- A. Print Materials**
 - 1. Non-fiction books appropriate for 6th through 8th grade students. There will be a limited number of materials for students who are below 6th grade reading level and those that are excelling beyond 8th grade reading level.**
 - 2. Non-fiction books appropriate for 6th through 8th grade students. There will be a limited number of materials for students who are below 6th grade reading level and for those that are excelling beyond the 8th grade reading level due to the larger ESE population and programs in recent years.**
 - 3. Reference materials include dictionaries, thesauri, encyclopedias, atlases, almanacs, and focused reference books and electronic reference source.**
 - 4. Periodical subscriptions will be purchased, as the budget allows, for students as well as teacher resources.**
 - 5. Internet-based resources that support the curriculum and state standards.**
- B. Non-Print Materials**
 - 1. DVDs will not be purchased. Newer technologies such as streaming online have replaced outdated technologies.**
 - 2. Electronic material including electronic versions of reference materials, computer software, books on tape, tests, etc. will be purchased as library media center budget allows, however replacing resources with electronic (online) format is preferred.**

Equipment:

BLMS Media Center has a student and visitor work area with 5 student desktop computers, 3 Apple iPads, a Smart Board and a chromebook cart containing 25 chromebooks available for student use. There are no printers available for student use.

The Media Center also houses the IT department and the TV Studio. In addition the teacher workroom is in the Media Center and it contains the laminator, 2 copiers and various office equipment for the teachers. Students are not allowed to use the teachers workroom.

Funding for equipment including chromebooks will not be purchased with Media Center supply or school funds as they are district provided.

Collection Development

The primary goal of the BLMS Media Center Library Collection is to provide focused resources for curriculum support as well as age appropriate, quality recreational/leisure reading materials. The recreational collection is developed in accordance with the Florida and School Board policy (see Appendix C). The state allocations and district budget monies will be used to provide a variety of electronic and physical materials. Duplicate copies are purchased based on need by the staff and popularity of the title. Each format purchased will be considered on an individual basis. Theater requests will be considered on an individual basis and purchased according to curriculum needs and collection development policies. Devices for using electronic resources are not provided by the Media Center and are the responsibility of the student and the teacher.

Selection and Evaluation Criteria

Selection and evaluation criteria is based on currency and timeliness of material, accuracy, quality and depth of material. Relevance of subject or title to the institution's current and potential scholarly/curriculum needs include "standard or important works in a field". And careful selection of materials that are not duplicated by electronic or technology- based.

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 Resources And Services

The School District Library Media Services provides support to school 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:

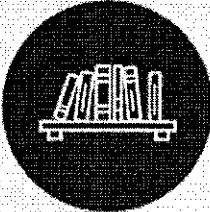
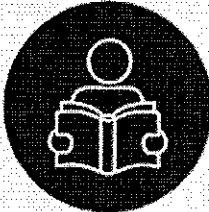


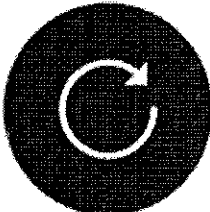
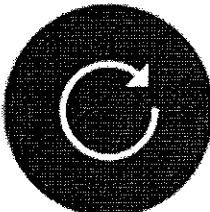
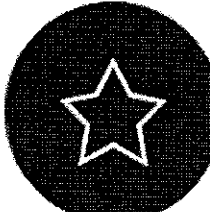
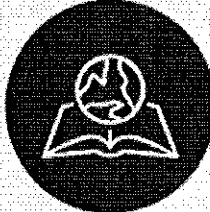
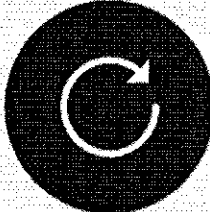
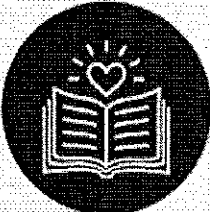
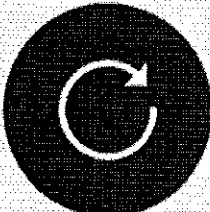
- Maintaining a professional library collection to assist with recertification and knowledge acquisition on education-related topics;
- Managing the online catalog including the library inventory and circulation software;
- Selecting and making accessible online information databases for reference and 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 works in collaboration 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 and find specific facts efficiently and effectively.

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.

			
12,678 Items in the Collection	16.6% Items per Student	41% Fiction Titles in the Collection	41% Percent of nonfiction in the collection
Library media resources are curated to include both recently published works and classics that both rightfully impact the average age of the collection.			
	1998 Average Age of the Collection	78% Aged Titles	2% 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.	
			
3904 Representative Titles	1999	3904/31%	1999

in Collection	Representative Titles Average Age	SLL Titles in Collection	SLL Titles Average Age
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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.

Computer Science, Information & General Works	294	1996
Philosophy & Psychology	73	2002
Religion	54	1992
Social Sciences	733	1998
Language	166	1993
Science	894	1998
Technology	475	1997
Arts & Recreation	803	2000
Literature	439	1995
History & Geography	1,135	1994
Biography	1,327	1996
Easy	25	1991
General Fiction	4980	1998
Graphic Novels	223	2010

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

Inventory of Resources

Per Florida Statute governing Instructional Materials in the schools, Library Media centers must conduct an annual inventory. To facilitate the circulation and inventory process, Destiny Library manager software has been made available to all schools in the district. Since 2017 BLMS typically inventories the circulating book collection each year. The reference collection, resource materials, and miscellaneous electronic materials are part of a 3 year inventory cycle. The BLMS Media Specialist is responsible for the on-going maintenance of a quality collection which includes procurement of new materials and discarding of ineffective and outdated items. Teachers, administration and the Leadership Team assists in the evaluation and systematic deleting of materials and equipment to ensure the collection remains responsive to our user needs, changing curriculum and advancements in technology.

Annual inventory of the entire circulating collection is ongoing and paired with weeding which ensures that the BLMS collection remains current and useful to the Ear Lakes community of students and staff. There is an emphasis on electronic copies as replacement for hard copy annual reference resources.

Lost or Damaged Library Materials

If a student loses or damages library property, whether a book or equipment, replacement fees are added to the student's obligation list to be paid by the student's graduation date.

Strategic Focus – Weeding and Acquisitions

FY25	Selection Priorities <ul style="list-style-type: none">• Computer technology• Business Leadership, Entrepreneurship• Medical Technology
	Inventory Priorities <ul style="list-style-type: none">• Non-Fiction - Technology, Business, Sciences• Fiction - Classic Literature, Easy• General Reference
	Weeding Priorities <ul style="list-style-type: none">• Fiction• Paperback• Biography
FY26	Selection Priorities <ul style="list-style-type: none">• Biography• ELL• Global Business
	Inventory Priorities <ul style="list-style-type: none">• Biography• Sciences• Recreation - to include computer resources
	Weeding Priorities <ul style="list-style-type: none">• Fiction

	<ul style="list-style-type: none"> • Non-Fiction • Remaining collection
FY27	Selection Priorities <ul style="list-style-type: none"> • Business • Leadership • STEM
	Inventory Priorities <ul style="list-style-type: none"> • STEM • Fiction • Reference
	Weeding Priorities <ul style="list-style-type: none"> • Reference • Sciences • Nonfiction

Reconsideration of Materials

If any community member, parent, student or school staff has an objection to an instructional or Media Center resource, the procedure is to take it first to the Media Specialist as the Instructional Materials Resource for the school. Despite efforts to follow the PBCSD Policy (Policy 8.12 - Selection of Library media Center Materials and Reading List Materials) criteria there may be objections to selecting valuable materials for student and teacher use.

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.

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