

Boca Raton Community Middle School
FY25 Collection Development Policy

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Certified Educational Media Specialist

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Date Drafted: **5/1/24**

Date Approved by Administration: **5/6/24**

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Purpose of Collection Development Policy

Boca Raton Community Middle 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 post-secondary education, responsible citizenship, productive careers, and success in a global society.

SDPBC Policy 8.12 (6.a) stipulates:

“Each school shall, in conjunction with the "Library Bill of Rights" (<http://www.ala.org/ala/oif/statementspols/statementsif/librarybillrights.htm>) of the American Library Association (ALA) and District policy, establish procedures for the evaluation, selection, management, and disposal of library media materials in conformance with this policy and Policy 8.1205 and shall record such in the school's collection development policy.”

This collection development policy is a statement of the principles and guidelines used by the Boca Raton Community Middle School Library in the selection, acquisition, evaluation, and maintenance of library media center materials.

It will be used both in providing consistency among those responsible for developing the collection and in communicating the library media center's policies to faculty, students, and staff and other interested stockholders of the school community.

It is understood that this document is fluid and changes in the curriculum, demographics, information needs or programs of the school will mandate updates to the collection and its governing policies.

The acquisition and maintenance of the Library Media Center materials collection is a primary function of the library media staff. Collection development and management refers to the process of building and maintaining the library's entire materials collection, in print, non-print, audio visual and electronic formats so that they are available to every student at the time of need to support and enrich the student's educational experience.

The collection development process includes the formulation of policy and procedures, budget allocations, needs assessments, selection, collection maintenance and evaluation, de-selection and resource sharing.

The primary goal of the Media Center's collection development efforts is to build a current collection that supports the needs of the curriculum and the school community and maintains the recommended boundaries for size of collection, average age of collection and access to the collection.

This goal supports the information needs of students as defined by the mission and goals of the: School District of Palm Beach County; ALA / AASL Standards for the 21st Century Learner; Partnership for 21st Century Skills; International Society for Technology in Education (ISTE) National Education Technology Standards (NETS).

The Library Media Center recognizes its responsibility to respond to the reading, reference and research needs of the student body and faculty in an age of information abundance. The electronic catalog of resources for the school and the district is maintained by the Department of K-12 Instructional Materials and Library Media Services and is available at all times to students, faculty and parents.

The library is open every day that students and/or faculty are in attendance. Summer hours will be provided when the budget is available. Research and reference materials are available at all times through the district-wide electronic subscription databases. Interlibrary loan is available through district membership / participation in SEFLIN.

The Boca Raton Community Middle School Library provides ongoing services that transcend the tenure of any single individual.

Background Statement & School Community

The users of The Boca Raton Community Middle School Library come from 6 through 8th Grade in addition to the faculty, staff and parents of that community of users.

According to the Gold Report, Boca Raton Community Middle School has a culturally and ethnically diverse student population representing different economic backgrounds, which include 43% Caucasian, 14% Black, 35% Hispanic, 5 % Asian, et. al. We have 1215 students with 45% Free/Reduced lunch, 12% ELL students, 19% ESE. In addition, The Boca Community Middle School Library supports the curricular needs of the high number of Pre-Medical Academy students.

Boca Raton Community Middle School strives to offer much innovation and acceleration to our students: Pre-Medical Program (3 specific Electives and science track), Pre-AICE coursework in ELA and Science, Pre-AICE Global Perspectives Elective, High School Algebra and Geometry (for students who completed the 8th grade FAST), High School Spanish and Pre-AICE Spanish, Innovative 3D Mixed reality Lab, Pre-Microsoft computer certification/coding, Continued Electives in Art, Music/Band, PreAice Photography, Physical Education, Culinary, yearbook, student government, debate, and TV production.

Mission Statement

Boca Raton Community Middle 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 post-secondary education, responsible citizenship, productive careers, and success in a global society.

Media Center Mission Statement

Boca Raton Community Middle School Library is committed to supporting the school with 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 post-secondary education, responsible citizenship, productive careers, and success in a global society. Our selections and plans for our library are based on supporting these missions.

Responsibility for Collection Management & Development

The media specialist is responsible for the collection management and its development. She welcomes and encourages stakeholder input from administration, faculty, students, parents, and district stakeholders.

Boca Raton Community Middle School supports Intellectual Freedom as stated in documents published by the American Library Association at <http://www.ala.org/ala/aboutala/offices/oif/index.cfm>

Library Program

Foremost among national standards for school library media center programs is the need to work collaboratively with teachers to develop meaningful information literacy lesson plans that integrate into classroom learning. At Boca Raton Community Middle School, the Library Media Specialist will use C-PALMS as a mechanism to review the standards being taught at each grade level, and work with the classroom teachers to develop compatible lessons and provide resources that support classroom learning.

The library is open throughout each day that students are in attendance to ensure equitable access for all students to library media resources.

The school administration and faculty are aware that recent research documents the improvement in student learning gains when the school library is available to the student at the point of need. At Boca Raton Middle School the library is open from 9:00 a.m. to 4:15 p.m. During FY 25, the library will be open from 9:00 a.m. to 4:15 p.m.

Furthermore, the Library Media Specialist is focusing her resources on the district's strategic plan of ensuring high school readiness, including academic achievement, behavior, and engagement. Lesson plans are designed by the Library Media Specialist to address relevant Florida Benchmarks for Excellent Student Thinking (B.E.S.T.) Standards, utilizing a variety of media, including fiction and nonfiction books, online databases and research tools. Educational programs are available to students through the School District of Palm Beach County Learning Tools page.

Through the Library Program we produce the morning news on a daily basis. Sharing upcoming school events and successes with the student body. Furthermore, we create the annual yearbook for the school, recording, highlighting and commemorating the school year.

Goals and Objectives

1. Increase the circulation rate of books by 20% in the next academic year. Track the number of books circulated each month and compare them to the previous year's records. Plan targeted marketing campaigns with book trailers in the morning news to increase student interest in reading and borrowing books. Higher circulation rates demonstrate an active and engaging media center library program.
2. Install new multimedia equipment and interactive displays in the media center by the end of the current academic year. Document the installation of multimedia equipment and record the frequency of use. Research and identify the best multimedia equipment that meets the media center's needs, allocate funds, and collaborate with IT personnel to install and maintain the equipment. Enhancing technological capabilities can help foster digital literacy skills among students and provide them with new learning opportunities.
3. Add 100 new titles to the media center's collection of books and digital resources by the end of the academic year. Record the number of new titles added and compare them to the previous year's records. Identify gaps in the current collection, conduct a survey of student and teacher preferences, and allocate funds to purchase new titles. A diverse and up-to-date collection can cater to the different learning styles and interests of students and support academic success.

Budget and Funding

The LMC is given a school-based operating budget at the beginning of every school year. The Boca Raton Community Middle School administration uses a formula to disperse the appropriated funds. The budget for the 2024 - 2025 school year is expected to be similar to the 2023-2024.

2024-2025 (FY25) projected budget amounts

School Based Operating Budget	FY24 Budget	FY25 Projected Budget
<i>Account 551110 - Media Supplies</i>	\$2764	\$2700
<i>Account 553420 - Media Subscriptions</i>		\$
<i>Account 561100 - Media Books</i>		\$
<i>Account 562230 - Media A/V Equipment</i>		\$
<i>Account 564220 - Media Furniture</i>		\$
Fundraising/ Grants	Budget Amount	
<i>Media Center Internal Account number 5-1700.00</i>	\$744	\$700
State Media Allocation	Budget Amount	
<i>Account 556110 (program 3070) - Media Books</i>	\$2150	\$2150

Purchasing Plan 2024-2025

Purpose	Amount
Books	\$1150
Supplies	\$1000
Multimedia Equipment	\$500
Furniture & Library Interior Design	\$1500
Electronic Database Subscription	\$500
Total:	\$4650.00

Scope of the Collection

The collection development is focused on the curriculum of Boca Raton Community Middle School, which follows the guidelines of the School District of Palm Beach County, which in turn are governed by the Department of Education of the State of Florida.

According to best practices for school libraries in the United States, the print and non-print collection at Boca Raton Community Middle School is arranged by the Dewey Decimal Classification System. Additional resources are provided by district-wide subscriptions to electronic information databases.

Through affiliation with the public library system, SEFLIN, The Boca Raton Community Middle School Library is able to extend its collection to provide any major resources needed by a patron.

The library media collection includes all the resources available in the school library media center along with all those that students, faculty and administrators can access through interlibrary loan.

Non-fiction materials to support the Pre-Med program and STEAM programs.

The collection of District provided databases and eBooks expand our local collection and provide 24/7 access for students. Boca Raton Community Middle School Library will support both curriculum and pleasure reading as per School Board Policy 8.12.

Equipment

TV production studio and a computer lab are housed within the media center.

Collection Development

Collection Development involves acquiring high-quality materials and equipment for the library media center. The objective is to ensure that the collection includes a diverse range of information sources in sufficient quantity to meet the academic and personal interests of students. This process is spearheaded by the media specialist, who collaborates with administration, teachers, students, parents, and other stakeholders to make informed decisions about the collection.

Boca Raton Community Middle School supports Intellectual Freedom as stated in documents published by the American Library Association at <http://www.ala.org/ala/aboutala/offices/oif/index.cfm>

Selection and Evaluation Criteria

Collection Development is the process of providing quality materials and equipment for the library media center. The goal of collection development is to ensure the collection Materials considered for purchase are selected on the basis of the criteria established in SDPBC 8.21 (6.d): "In conjunction with the selection criteria above, library media specialists, teachers and administrators at each school location shall evaluate and select print and non-print materials for the library media center and classroom using several of the criteria outlined below, as appropriate for the media type. However, in accordance with Fla. Stat. § 847.012, criteria "xvi" and "xvii" below (relating to obscenity and copyright) must be two of the criteria used in the evaluation of all materials.

Boca Raton Community Middle School Library materials are selected for their educational significance. The materials are evaluated according to their aesthetic, literary and social value, appropriateness to student age and emotional maturity and relevance to the curriculum.

Boca Raton Community Middle School Library materials reflect sensitivity to the achievements, needs, and rights of men and women, various ethnic groups, and other cultures.

The selection of library materials about political theories and ideologies, religion, public issues and controversial topics is directed toward maintaining a balanced representation with various opinions.

Library media center materials are judged as a whole, considering the author's/producer's intent rather than focusing solely upon individual pages, phrases, pictures or incidents taken out of context.

Other factors that are considered in the final decision to purchase new materials include their educational significance; need and value to the collection as a whole; and their relationship to the interests of students and curriculum course of study.

Electronic database subscriptions and online curricular software that are made available to the Boca Raton Community Middle School Library users on the school district's wide area network (WAN) are selected using a similar educational criteria to that established for the materials in a school except availability and compatibility of technology hardware and software platforms are reviewed and resolved. In addition, the WAN maintains software that complies with the federally legislated Children's Internet Protection Act [CIPA] designed to protect children from obscene or adult-content material.

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;





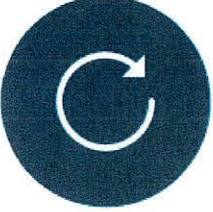






Distributing to schools and monitoring categorical and capital budgets allocated for library programs, and

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 to the curriculum. The data below is a snapshot of the collection based on a Titlewise Analysis.

			
<p>10,064 Items in the Collection</p>	<p>6.6 Items per Student</p>	<p>55% Fiction Fiction Titles in the Collection</p>	<p>37% Nonfiction 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>2006 Average Age of the Collection</p>	<p>58% Aged Titles</p>	<p>6% 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>40% Representative Titles in Collection</p>	<p>2007 Representative Titles Average Age</p>	<p>4217 SLL Titles in Collection</p>	<p>2008 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.

Category	Value	Year
Computer Science, Information & General Works	102	2009
Philosophy & Psychology	44	2007
Religion	36	2001
Social Sciences	440	2005
Language	93	1998
Science	486	2006
Technology	422	2006
Arts & Recreation	1179	2007
Literature	287	1994
History & Geography	590	2004
Biography	676	2002
Easy	33	1996
General Fiction	5,530	2007
Graphic Novels	263	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 will be completed on a three-year rotation as per Board Policy 8.12 (5). In 2023/24, we completed a full inventory of the library media collection. In 2025, we will inventory Fiction and in 2026 Non-fiction.

Per Florida Statute governing Instructional Materials, instructional material stored in the library must be inventoried annually. To facilitate the circulation and inventory process, Destiny Library Manager Software has been made available to all schools.

Processing specifications for media items including books are maintained centrally by the Department of Instructional Materials and Library Media Services. The specifications are followed by vendors, by Library Media Services and by individuals at schools who process material. Schools are discouraged from processing instructional materials. Such items can be sent to the central processing center at Library Media Services while library staff focuses on services to students and faculty.

Destiny Library Manager Software can generate numerous reports on circulation and average age of collection. These reports can be one indicator of the success of a library media program. Select reports therefore are posted on the district's web page under Library Media Services.

Weeding of materials and resources is essential for the maintenance of a healthy reading, research and reference library collection. Weeding is a form of quality control of the collection in which outdated, inaccurate and worn-out materials and equipment are discarded from the electronic catalog and physically removed from the collection.

The School Librarian is responsible for the on-going maintenance of a quality collection which includes procurement of new materials and discarding of ineffective items. Teachers, administration and the school library committee assist in the re-evaluation and systematic deleting of materials and equipment to ensure that the collection remains responsive to user needs, changing curriculum and advancing technology.

In coordinating this process, the School Librarian will follow objective criteria for removing materials and equipment from the media center, which include obsolescence, physical age and condition, and general inapplicability for continued inclusion in the existing collection. One popular criterion for weeding is found in the CREW Manual. The School District Of Palm Beach County Library Media Services department has made the complete CREW Manual in PDF at <http://palmbeachschools.libguides.com/loader.php?type=d&id=875418>.

Materials that are weeded can be disposed of in different ways. Keep in mind that media that is obsolete or has misinformation should be boxed and sent to District Library Media

Services for disposition to prevent inaccurate information from being shared. Other materials can be disposed of by:

- a. Giving them to students for individual use
- b. Recycling the materials for various instructional activities
- c. Cannibalizing non-repairable parts or pages
- d. Destroying by any reasonable and safe method in accordance with Board Policy 7.12 (2)

The Superintendent shall dispose of tangible property (equipment, furniture, buses, vehicles, etc.) in accordance with Fla. Stat. § 1013.28(2), but he/she shall dispose of obsolete or surplus instructional materials as provided within Fla. Stat. § 1006.41 and School Board Policy 8.122(5).

During the 2024-2025 school year, the Boca Raton Middle School Library collection will go through a weeding of outdated worn books, as well as items that haven't been circulated in several years due to lack of interest.

Lost or Damaged Library Materials

While the library at Boca Raton Community Middle 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 material.

Fines for late material are discouraged in elementary and middle school where lessons on borrowing, self-responsibility, civic duty and the purpose of libraries are ongoing. Boca Raton Community Middle School does not impose late fees for overdue materials. However, fines will be imposed for lost or damaged books.

Strategic Focus – Weeding and Acquisitions

FY25	Selection Priorities <ul style="list-style-type: none"> ● 300 - 379 ● Technology, AI ● Languages (Foreign)
	Inventory/ Weeding Priorities <ul style="list-style-type: none"> ● Age Sensitive Areas: Commerce, Communications and Transportation ● 300 - 379: Political Science, Social Problems, Education
FY26	Selection Priorities <ul style="list-style-type: none"> ● Non Fiction: STEM ● Fiction: SSYRA ● Diverse Titles
	Inventory/ Weeding Priorities <ul style="list-style-type: none"> ● Astronomy and Allied Sciences ● Age-Sensitive Areas
FY27	Selection Priorities <ul style="list-style-type: none"> ● Non Fiction: Science, Technology ● Fiction: SSYRA ● Medical Sciences/ Medicine
	Inventory/ Weeding Priorities <ul style="list-style-type: none"> ● Old Worn Books ● Age-Sensitive Areas

Reconsideration of Materials

In the event of a challenge by a citizen of Palm Beach County, personnel at Boca Raton Community Middle School will follow SDPBC Policy 8.1205 – Challenge Procedures for Instructional Materials. Policy and form can be found in the appendix E.

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)