



Carver Middle School

FY25 Collection Development Policy

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Date Drafted: 05/10/2024

Date Approved by Administration:

Principal Name: Dr. Shannon Grice

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 Carver Middle School 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

Carver is a STEM, AVID and IB infused school. The users of Carver Middle School Library Media Center come from grades 6 through 8 in addition to the faculty, staff and parents of that community of users. According to the SIS school snapshot, Carver Middle School has a culturally and ethnically diverse student population representing different backgrounds, which include 5% White, 74% Black, 18% Hispanic, and 3% other. In addition, the Carver Middle School Library Media Center supports the unique curricular needs of the ESE (19%) and ELL (39%) students.

Mission Statement

Carver Middle School's purpose, through IB, Pre-IT, and AVID, is to serve the educational needs of its students and provide ongoing support for its families. Our mission is to enable all students to become positive and productive citizens and members of a global society. To achieve this, we aim to develop the student intellectually, socially, ethically, and physically. The overall climate encourages life-long learning through self-discipline, tolerance, leadership, and service to others.

Media Center Mission Statement

The mission of Carver Middle School's Library Media Center is to provide equitable access to print and electronic resources for students to use in their pursuit of academic and leisure learning. We further strive to assist all students in becoming effective users of ideas and information while providing an environment that encourages a lifelong love of reading.

Responsibility for Collection Management & Development

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 Carver Middle School reassesses and adapts its collection 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. The Media Specialist is responsible for the collection management and its development. However, the Media Specialist also seeks input from administration, faculty, students, parents and district stakeholders throughout the selection process.

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 Carver Middle School, the library media specialist uses Study Sync as a mechanism to review the standards being taught at a grade-level in any given week and works with the classroom teacher to develop compatible lessons that support classroom learning.

The school administration and faculty are aware that recent research documents improvement in student learning gains when the library media center is available to the student at the time of need. At Carver Middle School the library media center schedule is flexible, meaning students can visit the Media Center before, during, or after the school day. During the first 20 minutes of homeroom students are encouraged to read in their classrooms and come to the library to check out books. Students are permitted to read, check out books, and/or take Book of the Month Trivia quizzes during this 20 minute period.

Library Programming

SCHEDULE: Monday through Friday 9am until 4pm.

The LMC is dedicated to designing and maintaining a library media program that supports, compliments, and expands the instructional program of the school.

The library media staff will:

- Provide and promote extensive use of resources in multiple formats that are designed to meet the varying needs of all learners in all aspects of the curriculum;
- Provide a learning environment which promotes inquiry, stimulates intellectual curiosity, encourages pleasure reading, develops diverse interests for the enjoyment of life-long learning, provides and promotes instruction to prepare students to become independent users of libraries and information resources.
- Support Intellectual Freedom as stated in documents published by the American Library Association-ALA (see Appendix C).

SPECIAL INITIATIVES:

- **Book of the Month:** The library media program supports students as they mature into lifelong learners through our Book of the Month. Our Book of the Month highlights a high interest novel that students are introduced to via our monthly book tasting. Students are then encouraged to finish the book and take Trivia quizzes for recognition and prizes.
- **Scholastic Book Fair:** The LMC hosts a book fair throughout the year. Students are able to purchase books of their interest.
- **Read Across America Day:** The LMC partners with community leaders to share in the joy of reading and instill the love for learning to students.
- **Literacy Week:** Daily activities to raise awareness about the importance of reading and inspire students and to make reading part of their daily routines

Goals and Objectives

Lakin Goldwire will continue as the Library Media Specialist. She will continue to support the goals of Carver Middle School and the district in developing her program and adding to the collection.

Objectives:

- To increase library use among ESE students and reluctant readers, we will expand the number of high interest titles by 5% by January 2025 compared to the titles in the collection of March 2022.
- Our starter Makers Space is continuously being developed to include additional items. The makerspace will include a writing center, coding center, supplies center, math center, building center, crafting, games and puzzles, alongside other creative and fun hands-on activities. Teachers may email the media specialist if they would like to schedule a time for a whole class to visit the media center. The Media Center is open for students in the morning as enrichment.
- Raise funds to purchase materials by hosting book fairs.
- Assist and promote Reading Plus, Book of the Month, and Battle of the Books.

GOAL 1: Increase Circulation

Action Step 1: Implement Book of the Month Goals and Incentives

Action Step 2: Increase Book of the Month by highlighting 1-2 titles per month via student communication channels and Book of the Month.

Action Step 3: ELA class media center visit rotations.

Action Step 4: Give the opportunity for students to be involved in book selection via Surveys (ensuring books purchased meet selection criteria).

Action Step 5: Collaborate with staff on class reads to ensure titles selected are of high interest to students, promoting a love of reading, which would bring more patrons into the library.

GOAL 2: Continue to promote inclusion in the collection and the library as a safe space for all.

Action Step 1: Weed out low circulating/outdated titles.

Action Step 2: Make sure diverse characters and points of view are included in every genre of the library. Purchase titles as needed.

Action Step 3: Ensure book displays always include diverse characters and points of view, and make displays geared towards underrepresented populations.

Budget and Funding

The principal is responsible for providing an annual media collection budget amount. Other sources such as state or district funds, fundraising projects, grants, and donations may supplement the budget allocation. The budget for the 2024 - 2025 school year is expected to be similar to the 2023-2024.

2024-2025 (FY25) projected budget amounts

<i>School Based Operating Budget</i>	<i>FY24 Budget</i>	<i>FY25 Projected Budget</i>
<i>Account 55110 - Media Supplies</i>	\$382	\$382
<i>Account 553420 - Media Subscriptions</i>	\$255	\$255
<i>Account 561100 - Media Books</i>	\$478	\$478
<i>Account 562230 - Media A/V Equipment</i>	\$287	\$287
<i>Fundraising/ Grants</i>	<i>Budget Amount</i>	
<i>Donut Fundraiser</i>	\$0	\$500
<i>Solid Waste Grant</i>	\$5,000	\$2000
<i>FLIBS Grant</i>	\$1,500	\$1,500
<i>Media Center Internal Account number (get this from your bookkeeper)</i>	<i>5-1700.00</i>	<i>5-1700.00</i>
<i>State Media Allocation</i>	<i>Budget Amount</i>	
<i>Account 556110 (program 3070) - Media Books</i>	\$1246	\$1246

Purchasing Plan 2024-2025

Approximate Purchasing Plan	
Purpose	Amount
Continue to develop the Makers Space	\$2000.00
Expand the number of high-interest fiction books to attract reluctant readers including our large ESE and ELL population.	\$2000.00
Increase the number and quality of nonfiction books particularly in the areas of Stem	\$1500.00
Media Supplies/Resources	\$1000.00
Total:	\$6500.00

Scope of the Collection

The collection will contain a wide variety of print and nonprint materials that are appropriate for different levels and learning styles. Materials will support both curriculum and pleasure reading as per School Board Policy 8.12. Per District policy the collection will be arranged in standard Dewey Decimal order. The collection will be maintained at approximately ten books per student. An audiovisual collection will also be maintained. A collection of audiovisual equipment will be kept in the media center with sufficient equipment to fulfill teachers' requests. Computers with access to the Internet and resources provided through the District's web page. Students also have access to the collection of District provided databases and eBooks that expand our school collection and provide 24/7 accessibility for students.

Collection Development

Collection Development is the process of supplying the library media center with high-quality materials and apparatus. The goal of collection development is to ensure the collection has sufficient information sources in adequate varieties and quantities to meet the academic and personal interest of students. This process is led by the media specialist with input from administration, teachers, students, and parents.

Selection and Evaluation Criteria

We will use the School Library Journal, Mackin, American Association of School Librarians and other online professional resources to select and evaluate criteria according to SDPBC 8.12. Materials considered for purchase are selected on the basis of the criteria established in SDPBC 8.12.

In accordance with School District of Palm Beach County Board Policy 8.12 - Selection of Library Media Center Materials (see Appendix C), Carver Middle School Media Center uses the following professional reviewing sources to aid in the selection of library media center materials.

- School Library Journal - <https://www.slj.com/section/reviews>
- Booklist - <https://www.booklistonline.com/>
- Horn Book Guide - <https://www.hornbookguide.com/site/>
- Center for the Children's Book - <https://bccb.ischool.illinois.edu/>
- Kirkus Reviews - <https://www.kirkusreviews.com/>
- Publisher's Weekly - <https://www.publishersweekly.com/pw/reviews/index.html>
- School Library Connection - <https://schoollibraryconnection.com/About>
- ALA Youth Media Awards - <https://www.ala.org/news/mediapresscenter/presskits/youthmediaawards/alayouthmediaawards>












Carver Middle School Media Center only uses reviews from professional reviewing sources. Reviews from Amazon, Goodreads, Common Sense Media, and the like will not be considered when selecting library media center materials.

District-Wide Procedures for Selecting and Developing Library Media Collections.

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

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.

			
<<Items in Collection>> 13,042	<<Items per Student>> 15.1	<<Fiction (%)>>% 54%	<<Nonfiction (%)>>% 31%
Library media resources are curated to include both recently published works and classics that both rightfully impact the average age of the collection.			
	<<Average Age>> 2006	<<Aged Titles (%)>>% 60%	<<Newer Than 5 Yrs>>% 10%
Library media resources should be representative of the school.		Skills for Lifelong Learning (SLL) library media resources can contribute to character development.	
			
<<Diverse Titles (%)>>% 47%	<<Diverse Titles (Average Age)>> 2004	<<SLL Titles (%)>> 43%	<<SLL Titles (Average Age)>> 2007

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	17	2011
Philosophy & Psychology	45	2003
Religion	29	1997
Social Sciences	490	2002
Language	91	1996
Science	663	2000
Technology	385	2002
Arts & Recreation	1,008	2011
Literature	293	2002
History & Geography	1055	1999
Biography	907	1999
Easy	221	1994
General Fiction	7084	2006
Graphic Novels		

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 material simply because they were donated. All gifts and donations must follow the same processes as new book orders.

Collection Maintenance

Per Florida Statute governing Instructional Materials, instructional material stored in the Library Media Center must be inventoried annually. To facilitate the circulation and inventory process, Destiny Library Manager software has been made available to all schools. Carver Middle School typically inventories part of its collection each year on a rotational basis, every 3 years.

The three-year inventory rotation cycle is as follows:

FY25: Reference, Biography, Special Collections

FY26: Fiction

FY27: Non-fiction

Strategic Focus – Weeding and Acquisitions

School Year	Strategic Focus
2024-2025	Selection Priorities <ul style="list-style-type: none"> ● General Fiction ● Technology ● Language
	Weeding Priorities <ul style="list-style-type: none"> ● Reference ● Biography
2025-2026	Selection Priorities <ul style="list-style-type: none"> ● Priority 1 ● Priority 2 ● Priority 3

	2025-2026 (cont'd)
	Weeding Priorities <ul style="list-style-type: none"> ● Priority 1 ● Priority 2 ● Priority 3
2026-2027	Selection Priorities <ul style="list-style-type: none"> ● Priority 1 ● Priority 2 ● Priority 3
	Weeding Priorities <ul style="list-style-type: none"> ● Priority 1 ● Priority 2 ● Priority 3

Reconsideration of Materials

Policy 8.1205 Challenge Procedures for Instructional 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)