

Christa McAuliffe Middle School

FY25 Collection Development Policy

Kelly Michel

Educational Media Specialist

Date Drafted: 5/12/2024

Date Approved by Administration: **5/13/2024**

Media Specialist Name: **Kelly Michel**

Media Specialist Signature: _____

Principal Name: Dwight "Ronnie" Graydon

Principal Signature: _____

Purpose of Collection Development Policy

The purpose of the Collection Development Policy is to present the goals and actions of Christa McAuliffe Middle School's library media center. Through administration, teachers, parents, students, and community input, our library becomes an important tool in the success of each of our students. Creating an inviting and educational space for our readers will help each learner become more successful.

Background Statement & School Community

The users of Christa McAuliffe Middle School Library Media Center come from grades 6 through 8 in addition to the faculty, staff and parents of that community of users. We are an Information Communication Technology Academy. The library supports our academy by collaborating with administration and teachers in relation to the needs of our Pre-Information Technology Choice Program. Our library collection reflects the needs of both the academy and those students seeking other educational interests. According to the Gold Report, Christa McAuliffe Middle has a culturally and ethnically diverse student population representing different backgrounds, which include 42% white, 17 % Black, 30% Hispanic, 5.3% Asian, and .5 % American Indian, and 5.2% multi-ethnic. In addition, the Christa McAuliffe Middle School Library Media Center supports the unique curricular needs of the ESE (17%) and ELL (8%) students.

School Mission Statement

Christa McAuliffe Middle School is dedicated to promoting a school culture that facilitates academic excellence, positive character traits, and a healthy, safe, and nurturing climate. The staff, parents, and community of Christa McAuliffe Middle School are committed to working together to provide a consistent and nurturing climate that cultivates thoughtful, literate, ethical, and self-motivated life-long learners.

Media Center Mission Statement

The library media center of CMMS supports teaching, learning, reading, and research in an intellectually and culturally open environment, providing instruction in the use of traditional and innovative technologies for teachers and students to enhance and reinforce the prescribed curriculum. We further strive to cultivate independent thinkers, daily readers, and responsible citizens.

Responsibility for Collection Management & Development

The acquisition and maintenance of the Christa McAuliffe Middle School Media Center materials collection is a primary function of the library media center staff. Instructional materials for use in the school library media center shall be carefully selected to support the instructional program and to promote reading to students and professional staff allowing for varying achievement levels, interests, and teaching/learning styles. Collection development refers to the process of building and maintaining the library's entire materials collection, in both print and non-print

formats. The collection development process includes the formulation of policy and procedures, budget allocations, needs assessment, selection, collection maintenance and evaluation, and resource sharing and shall follow the "Library Bill of Rights" guidelines and School Board Policy 8.12.

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 Christa McAuliffe Middle School, the library media specialist uses multiple online sources 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 Christa McAuliffe Middle School the library media center schedule is flexible, meaning students can visit the Media Center before, during, or after the school day. We provide reading rewards for students who read and pass Reading Counts quizzes. Scholastic Reading Counts will no longer be used but we will continue to reward our readers using other approved programs. We will continue to use IXL to monitor student growth. The library will continue to support tutoring, remedial and celebrating success programs for our students.

Goals and Objectives

- The primary goal of the library media center's collection development efforts is to build a collection that supports the needs of the school curriculum and the school community. This goal reinforces both the school and the county's missions. The library media program recognizes its responsibility to respond to the research needs of the student body, faculty and staff. The library media specialist of Christa McAuliffe Middle School serves as the liaison to all departments as well as to students and parents
- Goal 1: Increase Ebook purchases to allow 24/7 access to books
- Goal 2: Expand the number of high-interest fiction ebooks to attract reluctant readers.
- Goal 3: Expand the number of high level-lexile books to challenge high level readers

Budget and Funding

The Library Media Center is given an operating budget at the beginning of the year. State Categorical funds help us make necessary additions to our library. The Christa McAuliffe Middle School administration uses a formula to disperse the appropriated funds.

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

School-based Operating Budget	Budget FY24	FY25 Projected Budget
<i>Account 551100 - Media Supplies</i>	<i>\$1000</i>	<i>\$1000</i>
<i>Account 553420 - Media Subscriptions (Periodicals- Newspapers)</i>	<i>\$250</i>	<i>\$250</i>
<i>Account 561100 - Library Books</i>	<i>\$4000</i>	<i>\$4000</i>
<i>Account 562230 - Media A/V Equipment</i>	<i>\$1200</i>	<i>\$1200</i>
<i>Account 564220 - Furn-Fix/Equip</i>		<i>\$5000</i>
Fundraising/ Grants	Budget Amount	
<i>Media Center Internal Account number for your grant(s) (get this from your bookkeeper)</i>	<i>\$10000</i>	<i>\$8,000</i>
State Media Allocation	Budget Amount	
<i>Account 556110 (program 3070) - Media Books</i>	<i>\$2139</i>	<i>\$2,400</i>

Purchasing Plan FY25

Approximate Purchasing Plan	
Purpose	Amount
Books/ebooks	\$2,500
supplies	\$2,500
STEM	\$2,000
Total:	\$7,000

Scope of the Collection

The collection development is focused on the curriculum of Christa McAuliffe 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 collection at Christa McAuliffe Middle School is arranged by the Dewey Decimal Classification System. Additional resources are provided by district-wide subscriptions to electronic information databases as well as eBooks from categorical funding. These resources will be used for both curriculum and pleasure reading as per School Board Policy 8.12. 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.

Collection Development

The acquisition and maintenance of the Christa McAuliffe Middle School Media Center materials collection is a primary function of the library media center staff. The goal of this collection is to provide variety and interest to meet the needs of our students. Media staff, along with input from administration, teachers, parents, students and surrounding stakeholders, assist in creating a multipurpose, engaging library collection. Instructional materials for use in the school library media center shall be carefully selected to support the instructional program and to promote reading to students and professional staff allowing for varying achievement levels, interests, and teaching/learning styles. Collection development refers to the process of building and maintaining the library's entire materials collection, in both print and non-print formats. The collection development process includes the formulation of policy and

procedures, budget allocations, needs assessment, selection, collection maintenance and evaluation, and resource sharing and shall follow the "Library Bill of Rights" guidelines and School Board Policy 8.12.

Selection and Evaluation Criteria

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

Other reputable, unbiased, professional reviewing sources used for selection include:

ALA NOTABLE/BEST BOOKS
BOOKLIST
BOOK REPORT
HORN BOOK
JUNIOR HIGH SCHOOL LIBRARY CATALOG
LIBRARY JOURNAL
LIBRARY MEDIA CONNECTION (LMC)
SCHOOL LIBRARY JOURNAL
T. H. E. JOURNAL

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:





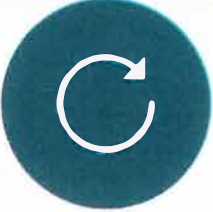
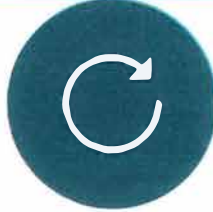





- Maintaining a professional library collection to assist with recertification and knowledge acquisition on education-related topics;
- Managing the online catalog including the library inventory and circulation software;
- Selecting and making accessible online information databases for reference and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

			
19,105 Items in the Collection	15.6 Items per Student	55% Fiction Titles in the Collection	34% 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.			
	2003 Average Age of the Collection	59% Aged Titles	5% 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.	
			
38% Representative Titles in Collection	2004 Representative Titles Average Age	37% SLL Titles in Collection	2006 SLL Titles Average Age

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	87	2008
Philosophy & Psychology	110	2003
Religion	104	1991
Social Sciences	1060	2001
Language	260	1998
Science	915	2001
Technology	684	2004
Arts & Recreation	1148	2008
Literature	683	1998
History & Geography	1400	2002
Biography	1122	2001
Easy	64	2010
General Fiction	10,530	2004
Graphic Novels	487	2019

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

While the school library media center at Christa McAuliffe Middle School works to eliminate barriers that inhibit students for 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. 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 is utilized by Christa McAuliffe Middle School. Christa McAuliffe Middle School typically inventories 1/3 of its collection each year on a rotational cycle:

2024 Fiction, Class Sets and Easy

2025 Nonfiction and special collections

2026 Professional Holdings , reference and videos

Lost or Damaged Library Materials

At Christa McAuliffe Middle School, we do not charge fees for overdue books; however, we do charge for lost or damaged books. As per School Board Policy 2.21B(9)[This section is new this year. "If a student loses or damages District property, including library books and textbooks loaned to said student, said student shall be required to pay for, replace or repair said district property"

Strategic Focus – Weeding and Acquisitions

Weeding of school library media materials and resources is essential for the maintenance of an active, academically useful library media collection. Weeding is 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 library media specialist is responsible for the on-going process of maintaining a quality collection. In coordinating this process, the library media specialist will:

Use objective criteria for removing materials and equipment from the library media center, which include obsolescence, physical age and condition, and general inapplicability for continued inclusion in the existing collection. Dispose of materials by giving them to teachers or students for individual use, recycling the materials for various instructional activities, or disposing of equipment in accordance with School Board Policy 7.12 (2). The Superintendent shall dispose of tangible property (equipment, furniture, buses, vehicles, etc.) in accordance with Fla. Stat. 1012.28 (2), but he/she shall dispose of obsolete or surplus instructional materials as provided within Fla. Stat. 1006.41

FY25	Selection Priorities <ul style="list-style-type: none"> ● Nonfiction ● Graphic Novels ● eBooks
	Inventory Priorities <ul style="list-style-type: none"> ● Paperbacks ● Series ● Graphic Novels
	Weeding Priorities <ul style="list-style-type: none"> ● Series ● Fiction ● Biography
FY26	Selection Priorities <ul style="list-style-type: none"> ● Fiction ● eBooks Mackinvia and Follett ● Professional
	Inventory Priorities <ul style="list-style-type: none"> ● Biographies ● Reference ● Nonfiction
	Weeding Priorities <ul style="list-style-type: none"> ● Professional ● Biographies/Nonfiction ● Fiction
FY27	Selection Priorities <ul style="list-style-type: none"> ● Nonfiction ● Class Sets ● Fiction
	Inventory Priorities <ul style="list-style-type: none"> ● Nonfiction ● Graphic Novels ● Series
	Weeding Priorities <ul style="list-style-type: none"> ● Fiction ● Nonfiction ● Professional

Reconsideration of Materials

The Christa McAuliffe Middle School Media Center supports Intellectual Freedom as stated in documents published by the American Library Association at <https://www.ala.org/aboutala/offices/oif> CITIZEN'S RIGHT TO CHALLENGE INSTRUCTIONAL MATERIAL. In the event of a challenge by a citizen of Palm Beach County, personnel at Christa McAuliffe Middle School will follow SDPBC Policy 8.1205 -Challenge Procedures for Instructional Materials. Any objections to library materials will use The Specific Materials Objection form. Library Media Services works in collaboration with other district departments including the Department of Educational Technology to provide selected

electronic information, technology to access it, and the training needed to search and find specific facts efficiently and effectively.

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)