

# **FY25 COLLECTION DEVELOPMENT POLICY**

## **Conniston Middle School FY25 Collection Development Policy**

Lanie Simpson

Certified Educational Media Specialist

**Signature Page**

**Conniston Middle School**  
FY25 Collection Development Policy

Date Drafted: 03/04/24

Date Approved by Administration:

**Media Specialist Name:** Lanie Simpson

**Media Specialist Signature:** Lanie Simpson

**Principal Name:** James Thomas

**Principal Signature:** JK



## Table of Contents

<u>Purpose Statement</u>	4
<u>Background Statement &amp; School Community</u>	4
<u>School Mission Statement</u>	4
<u>Media Center Mission Statement</u>	4
<u>Responsibility for Collection Management Development</u>	4
<u>Library Program</u>	4
<u>Goals and Objectives</u>	5
<u>Budgeting and Funding</u>	6
<u>Scope of the Collection</u>	7
<u>Equipment</u>	7
<u>Collection Development</u>	7
<u>Selection Evaluation and Criteria</u>	8
<u>Analysis of the Collection</u>	9
<u>Gifts and Donations</u>	10
<u>Collection Maintenance</u>	10
<u>Strategic Focus – Weeding &amp; Acquisitions</u>	11
<u>Reconsideration of Materials</u>	12
<u>Appendices</u>	13
<u>A - Library Bill of Rights</u>	13
<u>B - ALA Intellectual Freedom Statement</u>	13
<u>C - Board Policy 8.12</u>	13
<u>D - Board Policy 8.1205</u>	13
<u>E - Specific Material Objection Form</u>	13

### **Purpose of Collection Development Policy**

The Collection Development Policy is designed to support the Library's Mission 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 Specialist at Conniston 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.

### **Background Statement & School Community**

The primary patrons of the Conniston Middle School Library Media Center are students in 6th through 8th grade, faculty, and staff. Conniston Middle School has a culturally and ethnically diverse student population representing different economic backgrounds, which include 15% Black, 70% Hispanic, and 12% White. The total student population is 1103. Predominant languages spoken are English, Spanish, and Haitian Creole. In addition, the Conniston Middle School Library Media Center supports the unique curricular needs of our I.B. program, ELL program, ESE program, AVID, and Title I support programs.

### **School Mission Statement**

To create a holistic approach to teaching and learning by fostering active and compassionate life-long learners who creatively engage as solutions-minded leaders in local and global challenges. We are committed to equity and access for all students through College and Career Readiness using Inquiry, Action, and Reflection driven by our four pillars: Standards, High Expectations, Personalized & Engaging instruction.

### **Media Center Mission Statement**

The Library Media Center of CMS supports teaching, learning, reading, and research in an intellectually and culturally open environment, providing and promoting the use of resources in multiple formats that are designed to meet the varying needs of all learners in all aspects of the curriculum. We further strive to cultivate independent thinkers, daily readers, and responsible citizens.

### **Responsibility for Collection Management & Development**

The media specialist is responsible for the development and maintenance of the library's collection. Suggestions from staff, faculty, and district stakeholders are considered. Student requests are also taken during visits to the media center.

### **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 Conniston Middle School, the library is on a flexible schedule and is open every day so that students are able to access library media resources. The media center is open, and the media

specialist is available to help students with research, printing, and the circulation of materials. Throughout the day, teachers are able to schedule classes to work on special projects, research, and check out library materials. Teachers are able to send individual students or small groups to the media center for research, book check out, and recreational purposes. In addition, the library media specialist coordinates a student-produced a daily broadcast video news show. This group of students also takes photos and creates the yearbook.

### **Goals and Objectives**

**Goal 1 - Increase the overall average publication date of the collection**

**Objective 1:** Weed and replace outdated materials. The main focus for this school year will be on science, history, and computer science.

**Objective 2:** Weed materials that have low circulation and are worn out or dated.

**Goal 2 - Media Center as a Collaborative Meeting Space**

The media center will be a collaborative gathering and meeting space.

**Objective 1:** The media specialist will work with faculty from different departments (including attending key department meetings) in order to be aware of the needs of our faculty.

**Objective 2:** The media specialist will also offer to help with special projects that classes are working on including offering the media center as a venue to showcase projects, work on projects, and help with research.

## Budget and Funding

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

<b>School-based Operating Budget</b>	<b>Budget FY24</b>	<b>FY25 Projected Budget</b>
<i>Account 551100 - Media Supplies</i>	\$617	\$400
<i>Account 553420 - Media Subscriptions (Periodicals-Newspapers)</i>	\$463	\$479
<i>Account 561100 - Library Books</i>	\$772	\$798
<i>Account 562230 - Media A/V Equipment</i>	\$463	\$479
<b>Fundraising/ Grants</b>	<b>Budget Amount</b>	
<i>Media Center Internal Account number for your grant(s) (get this from your bookkeeper)</i>	\$0	\$0
<b>State Media Allocation</b>	<b>Budget Amount</b>	
<i>Account 556110 (program 3070) - Media Books</i>	1403	\$1991



### Purchasing Plan FY25

Approximate Purchasing Plan	
Purpose	Amount
books	\$1991
supplies	\$400
<b>Total:</b>	<b>\$</b>

### Scope of the Collection

Collection development is influenced by the curriculum of Conniston 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. The term "collection" includes the information resources available through the library media center. These materials support the curriculum and meet the personal informational and recreational needs of our students. To achieve this purpose, the collection includes a wide range of subjects, meets many levels of student abilities, and represents diverse points of view. Additionally, Conniston's resources are supplemented by a district-wide subscription to databases and eBooks. This expands the library's collection and provides on-demand service as there is 24/7 access for students.

According to best practices for school library media centers in the United States, the print and non-print collection at Conniston Middle School is arranged by the Dewey Decimal Classification System. All materials included in the Conniston Middle School Media Center will support both curriculum and pleasure reading as per [School Board Policy 8.12](#).

### Equipment

The media center has four iPads used in creating the Blue Marlin Insider, as well as a camera for yearbook photography.

### Collection Development

Collection development is the process by which the library provides high quality information resources of materials and provides access to electronic resources that will meet the instructional requirements and personal interest needs of the students of Conniston Middle School. Collection development is an ongoing process, undertaken by the media specialist with input from faculty, administrators, staff, students, and stakeholders. To increase student input of the selection process, a Google form has been created to survey the interests and needs of our student population. This form will be administered at the beginning of each year.

### **Selection and Evaluation Criteria**

Materials considered for purchase are selected based on the criteria established in the School District of Palm Beach County Board Policy 8.12 Selection of Library Media Materials.

The media specialist will focus on selection of materials based on positive reviews from reputable, unbiased, professional reviewing sources used for selection include:  
Booklist, Hornbook, Kirkus Review, and School Library 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:

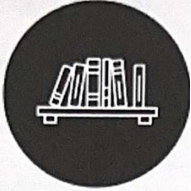



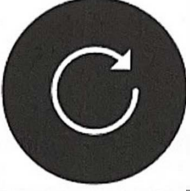



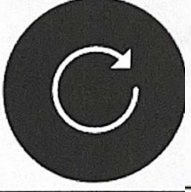

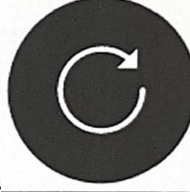
- Maintaining a professional library collection to assist with recertification and knowledge acquisition on education-related topics;
- Managing the online catalog including the library inventory and circulation software;
- Selecting and making accessible online information databases for reference and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



			
<b>8,687</b> Items in the Collection	<b>7.2</b> Items per Student	<b>65%</b> Fiction Titles in the Collection	<b>27%</b> 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.			
	<b>2006</b> Average Age of the Collection	<b>59%</b> Aged Titles	<b>11%</b> 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.	
			
<b>4,807 – 55%</b> Representative Titles in Collection	<b>2006</b> Representative Titles Average Age	<b>4,681 – 54%</b> SLL Titles in Collection	<b>2008</b> 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	18	2011
Philosophy & Psychology	34	2013
Religion	58	1999

Social Sciences	530	2003
Language	28	2006
Science	210	2005
Technology	132	2009
Arts & Recreation	773	2009
Literature	321	2000
History & Geography	250	2008
Biography	547	2002
Easy	79	1990
General Fiction	5,678	2006
Graphic Novels	430	2013

### **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 \(8\)](#).

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. Conniston Middle School typically inventories part of its collection each year on a rotational basis, every 3 years.

2023-24: Non Fiction

2024-25: Easy/Biography

2025-26: Fiction

Weeding of materials and resources is essential for the maintenance of a healthy reading, research and reference library media 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 Library Media Specialist 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 media advisory 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 library media specialist 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 criteria for weeding is found in the CREW Manual.

### Lost or Damaged Library Materials

Conniston Middle School charges fees for late materials or fines for lost/damaged materials in accordance with School Board Policy 2.21B(9), which states: "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

School Year	Strategic Focus
FY25	<b>Selection Priorities</b> <ul style="list-style-type: none"> <li>● Biography</li> <li>● Fiction</li> <li>● YA</li> </ul>
	<b>Inventory/ Weeding Priorities</b> <ul style="list-style-type: none"> <li>● Biography</li> <li>● Fiction</li> <li>● YA</li> </ul>
FY26	<b>Selection Priorities</b> <ul style="list-style-type: none"> <li>● Social Sciences</li> <li>● Philosophy</li> <li>● Easy</li> </ul>
	<b>Inventory/ Weeding Priorities</b> <ul style="list-style-type: none"> <li>● Social Sciences</li> <li>● Philosophy</li> <li>● Easy</li> </ul>
FY27	<b>Selection Priorities</b> <ul style="list-style-type: none"> <li>● History</li> <li>● Technology</li> <li>● Science</li> </ul>
	<b>Inventory/ Weeding Priorities</b> <ul style="list-style-type: none"> <li>● History</li> <li>● Technology</li> <li>● Science</li> </ul>

**Reconsideration of Materials**

In the event of a challenge by a citizen Palm Beach County, personnel at Conniston Middle School will follow SDPBC Policy 8.1205--/challenge procedures for instructional Materials.

### **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)