



**Howell L. Watkins Middle School**

**FY25 Collection Development Policy**

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Educational Media Specialist

**Signature Page**

**Howell L. Watkins Middle School**  
FY25 Collection Development Policy

Date Drafted: 4/15/2024

Date Approved by Administration: \_\_\_\_\_

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Media Specialist Signature:  \_\_\_\_\_

Principal Name: \_\_\_\_\_ Dr. Pesley Charles \_\_\_\_\_

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**Purpose of Collection Development Policy**

The purpose of this policy is to make data based decisions on how to enhance and improve the library collection to meet the needs of the diverse population of students and teachers at our school. This policy supports the needs of the school and district curriculum and school community. This plan serves as the guiding document for planning, programming, and purchasing decisions for the Media Center.

**Background Statement & School Community**

The users (students) of the H. L. Watkins media center and school community are highly diverse. H. L. Watkins has a culturally and ethnically diverse student population representing numerous countries and backgrounds. According to the Gold Report, the population includes students that are: 8% white, 71% black, 18% hispanic, 2% asian, 3% mixed, with 49% male students and 51% female students. 91% of students are on free or reduced lunch. 17% of students are ELL, and 21% are ESE. We serve 813 students in grades 6-8. H. L. Watkins is an International Baccalaureate (IB) school, and we also offer two choice programs, Pre-Medical Science, and the Math, Science and Robotics program.

**School Mission Statement**

Using Seminole P.R.I.D.E., we strive to develop inquiring, knowledgeable, lifelong learners as caring students in our community. We assist our students to realize their full potential as responsible, productive, contributing members of society by providing an educational environment in which students are challenged, excellence is expected and intercultural understandings are valued and respected.

**Media Center Mission Statement**

The mission of H. L. Watkins Media Center is to foster a love of reading and learning for students. We hope to engage the students in 21st century learning, skills, and knowledge, in order to guide them to become productive and respectable members of society.

**Responsibility for Collection Management & Development**

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 has informational sources in adequate current relevance and variety to support a student's academic and personal interest needs. The media specialist is charged with leading the process with the input of teachers, students, and parents.

### **Library Program**

The library program at H. L. Watkins is guided by the AASL (American Association of School Libraries) national standards. The librarian is on a fixed schedule, where they teach 3 elective courses. Journalism class is responsible for putting together the schools yearbook and school newsletter. Intro to communication class teaches students the basics to using a computer. TV production was brought back into the curriculum once the proper equipment was installed. Announcements are recorded the day before and shown throughout the following day.

During other times, the library is open for students to come freely. Students may come before school from 8:45-9:30am. They may also come during the day when the Media Specialist is not directly teaching a class with a pass from their teacher. The media center completed renovations of the Seminole Lounge, where students can come and read a book do some studying, or just hang out. The new addition drew a lot of students coming in to relax from the everyday stressors of class.

Other literacy initiatives in the library include the "Got Caught Reading" Tickets. "Got Caught Reading" tickets are given out to students by their classroom teachers when the teacher sees them reading willingly on their own. These tickets may also be turned into the media center for prizes. We partnered with Lake Park Library System to continue our book club partnership. Students were given a month and a half to complete the reading material. Once completed, we had a pizza party to discuss the book.

The Seminole Zone is open for students to explore when they are in the media center. The Seminole Zone includes a research center, coloring center, building center, games and puzzles, and 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 specialist held a book fair once this year in the Spring lasting for 1 week in FY24. This year the book fair made \$2,332 with a profit of 40% of that, \$850, to spend in Scholastic Dollars from the Scholastic catalog. In the future, we will hold the book fair twice a year, one in the fall and one in the spring, to increase revenue and participation. The book fair includes an opportunity for every teacher to bring their class to shop, games, contests, snacks, and prizes.

The media specialist attempted to create a rotating schedule for all teachers to come visit once a month. In the beginning there was a lot of participation and then after surveying the teachers, not many were interested in participating. The media specialist would also like to visit classrooms to offer assistance, support, lesson plan activities, and project based learning ideas and implementation on an individual interest or as needed basis. According to IB guiding principles, the Media Specialist should also assist in the community project in collaboration with the IB coordinator. The media specialist is also capable of training teachers on literacy related websites and game based learning opportunities online to support instruction.

### **Goals and Objectives**

- Increase teacher participation with 75% of the teachers and school staff by supporting the library programs and initiatives. This will be accomplished through the assistance of school administration informing, reminding, and supporting all media center activities and initiatives.
- Increase student access and availability to the media center by 25%. This will be accomplished by allowing students to come to the media center more freely and frequently under procedures and guidelines established by the media specialist.
- Increase the average age of the collection from 2005 to at least 2010 in FY25.
- Students will learn through a variety of modalities including print materials and resources for research, a diverse fiction and non-fiction collection where all students are represented, technology, hands-on inquiry based activities, and project based learning through the IB curriculum.
- The Media Center will provide a safe and welcoming environment for all students to feel comfortable expressing and researching their interests in order to be career and college ready.
- Teachers and staff will be supported by the Media Specialist in the Media Center and in their classrooms with literacy and technology based initiatives, instruction, and support.
- H. L. Watkins Media Center will educate and embrace the whole child, including their educational, physical, and social emotional needs.

**Budget and Funding**

1. Increase the use of ebooks and expand the selections available to students.
2. Increase Graphic Novels and Manga in accordance to policy 8.12.
3. Improve and increase the entire non-fiction collection, focusing on the Dewey ranges with the greatest deficit first.
4. Assist the IB coordinator in creating the wellness room for teachers located in the media center.

<b>School-based Operating Budget</b>	<b>Budget FY24</b>	<b>FY25 Projected Budget</b>
<i>Account 551100 - Media Supplies</i>	\$584	\$584
<i>Account 553420 - Media Subscriptions (Periodicals-Newspapers)</i>	\$356	\$356
<i>Account 561100 - Library Books</i>	\$1052	\$1052
<i>Account 562230 - Media A/V Equipment</i>	\$466	\$466
<i>Account 564220 - Furn-Fix/Equip</i>	\$188	\$188
<b>Fundraising/ Grants</b>	<b>Budget Amount</b>	
<i>Media Center Internal Account number for your grant(s) (get this from your bookkeeper)</i>	\$2500	\$
<b>State Media Allocation</b>	<b>Budget Amount</b>	
<i>Account 556110 (program 3070) - Media Books</i>	\$1403	\$1403

**Purchasing Plan FY25 Replenish our young reads and children section with up to date titles.**

<b>Approximate Purchasing Plan</b>	
<b>Purpose</b>	<b>Amount</b>
Books	2500
Supplies	1000
Student Incentives	500
<b>Total:</b>	<b>\$4000</b>

**Scope of the Collection**

There are 6569 items currently in the collection. In FY24, the average age of the library collection was 2005. Extensive weeding of nonfiction took place in FY23, since nonfiction had the majority of the aged titles. The materials in the collection support both curricular and pleasure reading based on school board policy 8.12 section d. The fiction collection has recently been reorganized by genre, new signage, and color coded labels. All genres are marked by a sign at the top of the shelves, then organized alphabetically by the author's last name. Each genre has a corresponding color label for easier locating and reshelving of materials. Some of the fiction genres/sections include: Graphic novels, popular authors, horror, mystery, science fiction, sports, historical fiction, diversity, Spanish, African American literature, adventure, fantasy and fairy tale, supernatural, Jewish and Holocaust literature, animals, young adult, holidays, poetry, realistic fiction, classics, children's illustrated literature, and yearbooks (not for circulation). The non-fiction collection is organized by the Dewey Decimal system, per School Board Policy 8.12 section 5. Ebooks can be found and accessed 24/7 through Destiny on the student/teacher portal. These include titles from Follett shelf, MackinVia, Tumble Books, Gale research, and more. The teacher professional library is located in the back production room of the library.

**Equipment**

Our media center houses six(6) desktop computers and four(4) ipads for students to use for research purposes. Our media center and workroom area houses a poster maker and laminating machine for teachers to use or place orders to be completed by the media clerk. Our media center houses our T.V. production studio, which is taught by the media specialist.

**Collection Development**

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 has informational sources in adequate current relevance and variety to support a student's academic and personal interest needs. The media specialist is charged with leading the process with the input of teachers, students, and parents.

**Selection and Evaluation Criteria**

All materials will be vetted and reviewed by the media specialist using such platforms as School Library Journal and other approved review sources to review books, resources, websites, and technology platforms. Materials must be current, relevant, and age and developmentally appropriate for middle school aged students. Reading levels may range from elementary to high school, but the content in the



books and resources must be carefully selected to reflect diversity and non-bias content. District and Library Media Services supported reading lists and recommendations will be used for guided selection. The data gained from collection analysis reports through Destiny, Follett, and MackinVIA will also be used to choose materials to replenish areas of deficit. The media specialist will select materials based on the guidelines outlined in School Board Policy 8.12, which can be found in the Appendix.

### **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.

			
<b>6569</b> Items in the Collection	<b>6.2</b> Items per Student	<b>63%</b> Fiction Titles in the Collection	<b>29 %</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>2005</b> Average Age of the Collection	<b>57%</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>42%</b> Representative Titles in Collection	<b>2006</b> Representative Titles Average Age	<b>47%</b> SLL Titles in Collection	<b>2007</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	60	2014
Philosophy & Psychology	39	2015
Religion	21	2007
Social Sciences	229	2005
Language	26	1995
Science	336	2008
Technology	168	2010
Arts & Recreation	591	2012
Literature	130	1999
History & Geography	306	2004
Biography	169	2009
Easy	48	2008
General Fiction	4113	2004
Graphic Novels	#	year

### **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**

Books that are deemed inappropriate, outdated in factual information or cultural representations, and old, damaged books will be weeded from the library collection. The weeding process happens continually throughout the school year when necessary. Outdated materials deemed inappropriate in content will not be placed in classrooms or given to teachers and will be boxed and sent to Library Media Services as instructed by them. Sections will be inventoried on a three year rotating schedule. The plan is FY25 fiction, FY26 Biographies and Children's Section, FY27 non-Fiction.



### Lost or Damaged Library Materials

Pursuant to [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", we will only charge fines for damaged or lost library books. Any devices that are older than four(4) years old, we will charge half of the devices value.

### Strategic Focus – Weeding and Acquisitions

School Year	Strategic Focus
FY25	<b>Selection Priorities</b> <ul style="list-style-type: none"> <li>● Biographies</li> <li>● YA Readers</li> <li>● Poetry</li> </ul>
	<b>Inventory/ Weeding Priorities</b> <ul style="list-style-type: none"> <li>● Fiction</li> <li>● Graphic Novels</li> <li>● Poetry</li> </ul>
FY26	<b>Selection Priorities</b> <ul style="list-style-type: none"> <li>● Culture Lit.</li> <li>● Children's Section</li> <li>● Fiction</li> </ul>
	<b>Inventory/ Weeding Priorities</b> <ul style="list-style-type: none"> <li>● YA Readers</li> <li>● Biographies</li> <li>● Children's Section</li> </ul>
FY27	<b>Selection Priorities</b> <ul style="list-style-type: none"> <li>● Non-Fiction</li> <li>● Biographies</li> <li>● Graphic Novels</li> </ul>
	<b>Inventory/ Weeding Priorities</b> <ul style="list-style-type: none"> <li>● Non-Fiction</li> <li>● Biographies</li> <li>● Reference Materials</li> </ul>

### Reconsideration of Materials

### Intellectual Freedom

The H. L. Watkins Media Center supports intellectual freedom as stated in documents published by the American Library Association at: <http://www.ala.org/advocacy/intfreedom> "ALA actively advocates and educates in defense of intellectual freedom—the rights of library users to read, seek information, and speak freely as guaranteed by the First Amendment. Intellectual freedom is a core value of the library profession, and a basic right in our democratic society. A publicly supported library provides free, equitable, and confidential access to information for all people of its community." (ALA, 2021).

### Citizens Right to Challenge Instructional Material

In the event of a challenge by a citizen of Palm Beach County, personnel at H. L. Watkins Middle School will follow SDPBC Policy 8.1205 Challenge Procedures for Instructional Materials. You may find form PBSB 1113 and policy 8.1205 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)