



Independence Middle School

FY25 Collection Development Policy


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Purpose of Collection Development Policy

This collection development policy is a statement of principles and guidelines used by Independence Middle School Media Center in the selection, acquisition, evaluation and maintenance of the library materials.

It is understood that the Collection Development Policy is a living document subject to changes in curriculum, demographics, information needs and programs of the school. As our student population changes, the media specialist reassesses and adapts the collection to reflect new and differing areas of interest and concern. The collection development policy is annually evaluated and revised as necessary to implement the needs of the patrons.

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 and faculty at the time of need to support and enrich our students' education.

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 are in alignment with the mission and goals of the following: School District of Palm Beach County, ALA/AASL Standards for the 21st Century Learner, and both Technology Standards ISTE and 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 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 for students and faculty. Research and reference materials are available at all times through the district-wide electronic subscriptions databases.

Background Statement & School Community

Independence Middle School Media Center services approximately 1,171 students grades 6 – 8, approximately 120 faculty and the parents of our students. Our School Improvement Plan can be found at: <https://www.floridacims.org/districts/palm-beach/schools/2621> As of SY 23/24 IMS served 81 ELL students.

Independence Middle is a Cambridge International School which also offers Pre-Law, Medical, Pre-Teacher, Sci-Quest and Pre-Business IT Academies.

According to the [IMS Gold Report](#), the student population is as follows: 65% white, 4% black, 22% Hispanic, 5% Asian, 4% mixed race. Our population consists of 33% on Free/Reduced lunch and 10% are ESE students.

Independence Middle School received a state grade of A for twenty years!

School Mission Statement

The mission of the School District of Palm Beach County is to educate, affirm, and inspire each student in an equity-embedded school system.

Media Center Mission Statement

The Library Media Center is dedicated to designing and maintaining a library media program that supports, compliments and expands the instructional program of Independence Middle School. Creating lifelong learners and readers is the essence and backbone of the library media programs.

Responsibility for Collection Management & Development

The certified Library Media Specialist is responsible for the collection management and its development. Requests for materials to the collection come from administration, faculty, students, parents and district stakeholders.

Library Program

- Provides and promotes use of resources in multiple formats; multimedia, print and electronic.
- Provides instruction on creating citations, plagiarism, Fair Use Guidelines.
- Encourages pleasure reading and sponsors a book club.
- Provides and promotes instruction to prepare students to become independent users of the library and the district's databases.
- Provides instruction on accessing eBooks
- Plans and organizes author visits both in person and through Google Meet/Skype
- Organizes our school-wide Reading Incentive Program and Rewards
- Directs the live daily morning school news program WIMS
- Maintains the teacher production room consisting of laminating machine, poster maker, die cut machine, bulletin board materials and supplies.
- Promotes the SSYRA books and participates in the district's Battle of the Books competition.
- Check out all textbooks for students and staff.
- Conducts annual inventory of textbooks and library books.

Goals and Objectives

1. Increase collection of materials available in Spanish. This is needed due to the increased number of ELL students. Use Destiny reports to show the number of Spanish books added to the collection. Utilize Titlewave and Mackin to purchase books in Spanish that would interest middle school students.
2. Increase the overall average publication date of the collection. To accomplish this goal, weed outdated materials. Purchase current copyright dated materials. Use data reports in Destiny to determine average publication dates of collection.
3. Continue building the 8th Grade Only Fiction section.
4. Increase circulation and enthusiasm for reading by working closely with the language arts department to create reading incentives and student recognition programs. Teach all students and staff how to access and check out ebooks.

Budget and Funding

Media Internal monies are funded through book fairs. This fund pays for author visits, class sets of books, prizes and incentives for the school-wide reading incentive program.

Independence Middle student estimated population for next school year is 1,171. The total book budget fund for SY25 is based on SY24 budget. The total is \$4008.00 This equates to \$3.42 per student for the purchase of books.

School-based Operating Budget	Budget FY24	FY25 Projected Budget
<i>Account 551100 - Media Supplies</i>	<i>\$898</i>	<i>\$898</i>
<i>Account 553420 - Media Subscriptions (Periodicals-Newspapers)</i>	<i>\$162</i>	<i>\$162</i>
<i>Account 561100 - Library Books</i>	<i>\$1907</i>	<i>\$1907</i>
<i>Account 562230 - Media A/V Equipment</i>	<i>\$422</i>	<i>\$422</i>
Fundraising/ Grants	Budget Amount	
<i>Media Center Internal Account number for your grant(s) (get this from your bookkeeper)</i>	<i>\$3,500</i>	<i>\$3,500</i>
State Media Allocation	Budget Amount	
<i>Account 556110 (program 3070) - Media Books</i>	<i>\$2,100</i>	<i>\$2,100</i>

Purchasing Plan FY25

Approximate Purchasing Plan	
Purpose	Amount
Books in Print and Large Print in English	\$2,500
Supplies	\$500
Books in Print: Spanish and other languages	\$500
Materials to support Cambridge Programs	\$1000
eBooks	\$1000
Author Visit	\$1000
Total:	\$7000

Scope of the Collection

The collection development is focused on the curriculum of Independence 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 library collection materials support both curriculum and pleasure reading as per School Board Policy 8.12.

According to best practices for school libraries in the United States, the print and non-print collection at IMS is arranged by the Dewey Decimal Classification System.

The School District of Palm Beach County provides databases and eBooks that expand our collection and provide 24/7 access for students.

Interlibrary loans from other schools in the School District of Palm Beach County and through affiliation with the public library system, the IMS library is able to extend its collection to provide resources needed by our patrons.

Equipment

The Library Media Center has a desktop computer lab consisting of 21 Dell computers for student and staff use. In addition, five Chromebooks are available for student use while here in the media center.

IMS has a Digital TV production studio complete with video mixer, audio mixer, two digital cameras, Macbook for movie editing and HP laptop for recording the daily LIVE school news program.

The media center teacher production room consists of a laminating machine, die cuts, color poster maker, and paper cutters.

Collection Development

The Collection Development focuses on providing books for pleasure reading for middle school students in addition to instructional materials and equipment for students, teachers, administrators and faculty. The goal of collection development is to ensure the collection has information sources in adequate quantity and variety to support student's academic and personal interest needs. The media specialist leads this process with the input of administration, teachers, students, parents, professional reviews and stakeholders.

Selection and Evaluation Criteria

Independence Middle's library media specialist uses several of the criteria outlined in the School District of Palm Beach County's Selection Policy 8.12, when considering materials to add to the collection. The following criteria are considered when materials are selected for the media center: two professional reviews, educational significance, age appropriateness, maturity level, accuracy, literary merit, scope, authority, potential demand, copyright dates. No materials which are deemed obscene as defined in the district's policy 8.12 will be part of IMS collection.

A yearly collection analysis is provided through Titlewave and reviewed by the media specialists which focuses on the average age of collection and average age of specific Dewey ranges. These factors play a significant role when formulating items to add to the IMS collection.

Media material selection process is a combination of teacher and staff requests, student suggestions, professional reviews and the expertise of the library media specialist. When money becomes available, the media specialist surveys the staff for requests. All requests are considered and prioritized based on existing materials in collection, correlation with Florida Standards, money available, and the criteria stated in above paragraph along with the *Library Bill of Rights*.

The library at Independence Middle School supports Intellectual Freedom as stated in documents published by the American Library Association at <http://www.ala.org/advocacy/intfreedom/iftoolkits/ifmanual/intellectual>

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





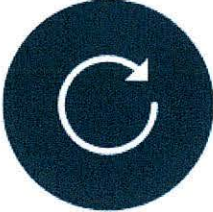
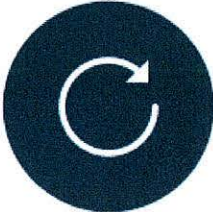




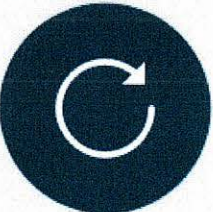
The School District Library Media Services provides support to school library media center personnel and establishes uniform policies and procedures for school library media centers throughout the district. These services include, but are not limited to:

- 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.

			
10,914 Items in the Collection	8.5 Items per Student	51% Fiction Titles in the Collection	33% 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.			
	2007 Average Age of the Collection	55% Aged Titles	6% 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.	
			
42% Representative Titles in Collection	2007 Representative Titles Average Age	42% SLL Titles in Collection	2009 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	59	2010
Philosophy & Psychology	41	2005
Religion	67	2001
Social Sciences	514	2003
Language	41	2004
Science	427	2004
Technology	423	2003
Arts & Recreation	894	2008
Literature	270	2004
History & Geography	824	2004
Biography	1,116	2004
Easy	-	-
General Fiction	5559	2009
Graphic Novels	293	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

Inventory of the collection will be done on a three-year rotation.

2025: Nonfiction, Graphic Novels and DVDs

2026 Biography, Collective Biography, Foreign Language

2027 Fiction, Class sets, Easy/Picture

- Fiction books are organized by the author's last name and each book has a genre sticker. Reading Counts books have a red sticker on the spine.
- If a book or other material becomes damaged and unreadable, it may be removed from circulation.
- Weeding: If a book or other material becomes outdated, it may be removed from circulation and will not be placed in classrooms. To facilitate the inventory process, Destiny Library Manager software will be utilized. 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.
 1. If a book is lost or stolen, it may be removed from the library catalog system.
 2. Independence Middle School will follow the school district's policy 8.1205 regarding complaints for challenged media materials. IMS media staff will not restrict circulation of books to students. Restricting what books students may read from the IMS library media collection is not within the rights of IMS staff. Parents have the right to restrict materials their child reads from the IMS collection.
 3. In the event of a challenge by a citizen of Palm Beach County to an item which is part of Independence Middle's library media collection, the school will follow SDPBC Policy 8.1205 titled, *Challenge Procedures for Instructional Materials*.
 4. Per Florida Statute governing Instructional Materials, instructional material stored in the Library Media Center must be inventoried annually. Inventory will be completed every year rotating between the sections as School Board Policy 8.12: fiction, non-fiction, and biography.

Lost or Damaged Library Materials

IMS will uphold the School Board Policy 2.21B(9) which states: “If a student loses or damages district property, including library books and textbooks loaned to the student, the student shall be required to pay for, replace or repair the district property”.

Strategic Focus – Weeding and Acquisitions

School Year	Strategic Focus
2024-2025	Selection Priorities <ul style="list-style-type: none"> • Fiction Print & Large Print • Graphic Novels • Books in Spanish & other languages
	Inventory/ Weeding Priorities <ul style="list-style-type: none"> • Nonfiction • Graphic Novels • DVDs
FY26	Selection Priorities <ul style="list-style-type: none"> • Biography • Nonfiction • Fiction ebooks & Large Print
	Inventory/ Weeding Priorities <ul style="list-style-type: none"> • Biography • Collective Biography • Foreign Language
FY27	Selection Priorities <ul style="list-style-type: none"> • Graphic Novels • Fiction Print & large print • Nonfiction
	Inventory/Weeding Priorities <ul style="list-style-type: none"> • Fiction • Class Sets • Easy/Picture Books

Reconsideration of Materials

Independence Middle School will follow the school district's policy 8.1205 regarding complaints for challenged media materials. In the event of a challenge by a citizen to an item which is part of Independence Middle's library media collection, the school will follow SDPBC Policy 8.1205 titled, *Challenge Procedures for Instructional Materials*. Board Policy 8.1205 is linked in Appendix D of IMS's SY25 Collection Development Plan

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)