

FY 25 COLLECTION DEVELOPMENT PLAN



Jeaga Middle School

FY25 Collection Development Policy

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Certified Educational Media Specialist

Date Drafted: May 03, 2024

Date Approved by Administration:

Media Specialist Name: _____ Kimberly Nelson _____

Media Specialist Signature: _____  _____

Principal Name: _____ Dr. Anthony Allen _____

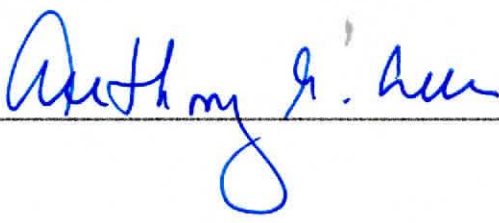
Principal Signature: _____  _____

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Purpose of Collection Development Policy

The collection development policy is a statement of the principles and guidelines used by the Jeaga Middle School Media Center in the selection, acquisition, and maintenance of library Media Center materials. It will be used both in providing consistency among those responsible for developing the collection and in communicating the library media center's policies to faculty, students, and staff and other interested stakeholders of the school community. The collection development process is a primary function of the library Media Specialist. This process includes the formation of policy and procedures, budget allocations, needs assessments, selection, collection maintenance and evaluation, de-selection and resource sharing.

Background Statement & School Community

The primary patrons of the Jeaga Middle School Library Media Center are students in 6th through 8th grade, faculty and staff. Jeaga Middle School has a culturally and ethnically diverse student population representing different economic backgrounds, which include 48% Black, 46% Hispanic, 3% White, 1% Asian, and 2% Mixed Race. The total student population is 959. Predominant languages spoken are English, Spanish, and Haitian Creole. In addition, the Jeaga Middle School Library Media Center supports the unique curricular needs of our Pre-Law Academy, Culinary Arts program, ELL program, ESE program, AVID, and Title I support programs.

School Mission Statement

The mission of Jeaga Middle School is to provide a diverse, academic, physical, emotional, social, and safe learning environment that fosters high expectations for students' potential and success through developmentally-appropriate instruction; innovative instructional strategies, rigorous standards, and educational and technological resources, while instilling in our students a desire to become life-long learners.

Media Center Mission Statement

Jeaga Middle School Media program supports the district's mission and believes that educational excellence comes from within and follows the ALA library bill of rights: "That books and other library resources should be provided for the interest, information, and *enlightenment of all people of the community the library serves.*"

At Jeaga Middle School we are creating an environment that encourages intellectual freedom and a persons' right to know. Information is the key force of what makes learning so valuable, knowing where and how to find answers is the number one critical thinking skill children need help developing in today's world. Within 21st century Media Centers we have the ability to open up doors for students and show them how to develop these skills, thereby helping our students who become our communities make ethical decisions in our ever changing-world.

Responsibility for Collection Management & Development

The Media Specialist is solely responsible for the collection management and development of items in the Media center. All information is publicly available to everyone including administration, parents, stakeholders, faculty, students and parents.

Library Program

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 mornings from 9:00 to 9:25 AM and the media specialist is available to help students with research, printing, and selection of materials. Throughout the day, teachers are able to schedule classes to work on special projects, use the computers, 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 computer programs such as Reading Plus.

The professional library and teacher work room are also housed in the media center. This promotes collaboration between the media specialist and the teachers concerning curricular needs. Jeaga Middle School participates in the Sunshine State Young Reader Awards program by promoting the program to both students and faculty at the beginning of each year.

Goals and Objectives

GOAL ONE

To build a reading culture for both students and teachers and increase circulation of the collection by having students come more often. This past year we had only seven teachers participate in our Library training by using the Media Center. I would like to increase that number and invite all 6th grade ELA teachers to come to the Media Center for an orientation in beginning of 2024. When new students come in they can familiarize with the library and how it can better serve them. I will send out emails to teachers at the beginning of the year and prepare all lessons and materials for the students and teachers and create a schedule where they can visit and explore the library. In visiting the library part of their assignment will be to check out materials from the library and learn how to return them on time.

GOAL TWO

Since most of my collection over seventy three percent is aged titles, I feel I need to completely revamp the nonfiction areas of technology, computer science, and biography categories by intense weeding and new purchase collections on these subjects. My goal is to grow the collection by adding items to the collection to update the aged titles and weed the aged and old titles for collection. With the current age of 2003 for technology and most of the collection I will be replacing books which have been in the collection and are

outdated. Books should be relevant and up to date so that students are getting the best and most relevant information as possible, if we strive for information purposes to say we are pioneers of this information we need to have the resources to back it up. This includes updates to important categories such as technology and computer science, information and general works have an average age of 2005 and also need to be updated

GOAL THREE

To increase the overall average publication date and relevancy and piggyback off Goal Two we will purchase and acquire new materials for the updated relevant collection. Goal Two is more concentrated on weeding and removing Goal three is about purchasing for the new collection.

This includes purchasing the top books from SSYRA, and other new materials lists that come out in 2024-2025 as well as keeping an eye on the School Library Journal for reviews of the best new materials.

These newly replaced books will be replaced with relevant titles pertinent to the readers of Jeaga Middle.

Budget and Funding

The Jeaga Middle School Media Center is funded through a variety of sources. The state categorical funds for library media centers for fiscal year 2024 was 1600.33 The technology funds 8430 provided a MAC Book

2023-2024 (FY24) projected budget amounts

<i>School Based Operating Budget</i>	<i>FY24 Budget</i>	<i>FY25 Projected Budget</i>
<i>Account 55110 - Media Supplies</i>	<i>\$700</i>	<i>8900.00</i>
<i>Account 561100 - Media Books</i>	<i>\$1700</i>	<i>\$1900.00</i>
<i>Account 562230 - Media A/V Equipment</i>	<i>\$800</i>	<i>\$900.00</i>
<i>Fundraising/ Grants</i>	<i>Budget Amount</i>	
<i>Media Center Internal Account number (get this from your bookkeeper)</i>	<i>\$650.24</i>	<i>\$750.24</i>
<i>State Media Allocation</i>	<i>Budget Amount</i>	
<i>Account 556110 (program 3070) - Media Books</i>	<i>\$1523</i>	<i>unknown</i>

Purchasing Plan 2024-2025

Approximate Purchasing Plan	
Purpose	Amount
use these lines to lay out your FY25 purchasing plan	
Books	\$1700
Supplies	\$500
STEM/MAKERSPACE/GAMES/FURNITURE	\$1400
Total:	\$3600

Equipment

The media center has a newly renovated Television Production studio. We also have computers available for student and teacher use. The Chromebook are housed in the Media Center as well as any available iPads.

Collection Development

The collection development is influenced by the curriculum of Jeaga 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, Jeaga's resources are supplemented by a district-wide subscription to databases and eBook. 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 Jeaga Middle School is arranged by the Dewey Decimal Classification System. All materials included in the Jeaga Middle School Media Center will support both curriculum and pleasure reading as per School Board Policy 8.12.

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

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 criterion for weeding is found in the CREW Manual.

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.

			
<p align="center">9257 Items in the Collection</p>	<p align="center">14 Items per Student</p>	<p align="center">49% Fiction Titles in the Collection</p>	<p align="center">50% Percent of nonfiction in the collection</p>
<p>Library media resources are curated to include both recently published works and classics that both rightfully impact the average age of the collection.</p>			
	<p align="center">2003 Average Age of the Collection</p>	<p align="center">77% Aged Titles</p>	<p align="center">5% Newer than 5 Years</p>
<p>Library media resources should be representative of the school.</p>		<p>Skills for Lifelong Learning (SLL) library media resources can contribute to character development.</p>	

			
43% Representative Titles in Collection	2003 Representative Titles Average Age	33% SEL Titles in Collection	2004 SEL 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	46	2005
Philosophy & Psychology	49	2004
Religion	50	2000
Social Sciences	766	2002
Language	384	2003
Science	917	2001
Technology	671	2003
Arts & Recreation	641	2007
Literature	433	2000

History & Geography	791	2002
Biography	737	2001
Easy	1994	1993
General Fiction	3772	2003
Graphic Novels	285	2018

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

The collection development policy is a statement of the principles and guidelines used by the Jeaga Middle School Media Center in the selection, acquisition, and maintenance of library media center materials. It will be used both in providing consistency among those responsible for developing the collection and in communicating the library media center's policies to faculty, students, and staff and other interested stakeholders of the school community. The collection development process is a primary function of the library media staff. This process includes the formation of policy and procedures, budget allocations, needs assessments, selection, collection maintenance and evaluation, de-selection and resource sharing.

Inventory will be completed on a three-year rotation as per Board Policy 8.12 To get a better picture of the whole collection I inventoried both nonfiction and fiction all categories this year 2024.-all of the selection to see how far off the inventory is with what is on the shelves. I will conduct inventory as follows:

FY 25 Fiction, FY 26 - Nonfiction, FY 27 - Easy/Biography.

Strategic Focus – Weeding and Acquisitions

School Year	Strategic Focus
FY 25	Selection Priorities <ul style="list-style-type: none"> ● aged titles ● outdated ● damaged
	Inventory/ Weeding Priorities <ul style="list-style-type: none"> ● fiction ● nonfiction sections

	<ul style="list-style-type: none"> ● technology
FY 26	Selection Priorities <ul style="list-style-type: none"> ● Dewey 000-300 ● Biography ● Fiction A-E
	Inventory/ Weeding Priorities <ul style="list-style-type: none"> ● fiction F- J ● graphic novels ● Dewey 000-300
FY 27	Selection Priorities <ul style="list-style-type: none"> ● Easy Reading ● 800s-900s ● Fiction J-
	Inventory/ Weeding Priorities <ul style="list-style-type: none"> ● Genre selections ● Fiction J-P ● Nonfiction 900's

Reconsideration of Materials

Jeaga will follow [Board Policy 8.1205](#) on challenged materials. The policy and material 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)