



FY25 COLLECTION DEVELOPMENT POLICY

John F. Kennedy Middle School FY25 Collection Development Policy

Victoria E. Drescher, MLS
Certified Educational Media Specialist

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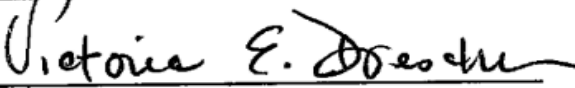
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Date Approved by Administration: May 7, 2024

Media Specialist Name: Victoria E. Drescher

Media Specialist Signature: 

Principal Name: Ricky Clark


Principal Signature: 

Table of Contents

Purpose Statement	pg 4
Background Statement & School Community	pg 4
School Mission Statement	pg 4
Media Center Mission Statement	pg 4
Responsibility for Collection Management Development	pg 4
Library Program	pg 4-5
Goals and Objectives	pg 5
Budgeting and Funding	pg 6-7
Scope of the Collection	pg 7
Equipment	pg 8
Collection Development	pg 8
Selection Evaluation and Criteria	pg 8-9
Analysis of the Collection	pg 10-13
Gifts and Donations	pg 14
Collection Maintenance	pg 14-15
Lost or Damaged Library Materials	pg 14
Strategic Focus – Weeding & Acquisitions	pg 14-15
Reconsideration of Materials	pg 15
Appendices	pg 16
A - Library Bill of Rights	pg 16
B - ALA Intellectual Freedom Statement	pg 16
C - Board Policy 8.12	pg 16
D - Board Policy 8.1205	pg 16
E - Specific Material Objection Form	pg 16-17

Purpose of Collection Development Policy

The purpose of a collection development policy is to support the mission of the school and meets the needs of the learning community. We are a middle school MYP IB school with two magnets, Pre-Culinary and Pre-IT. Our collections aim to represent our student body, offer learning materials to achieve their learning goals, increase literacy and expand their horizons.

Background Statement & School Community (SIS: School Snapshot, 2024)

John F. Kennedy serves approximately 875 students in grades 6-8 and approximately 110 faculty members. Our student body is 49% female and 51% male. The racial profile is 61% black, .01% white, 29% Hispanic, .01% Asian, .01% American Indian, and .01% Mixed Race. 98% of our students are on Free/Reduced Lunch. 47% of our students are English Language Learners (ELL), 13% are Exceptional Students (ESE). School grade is currently a "C." We are a Middle Years Programme (MYP) International Baccalaureate program with two magnet programs, Pre-Culinary and Pre-IT. Collections, and especially our databases are useful to support these programs.

Mission Statement

The School District of Palm Beach County is committed to providing a world-class education with excellence and equity to empower each student to reach his or her highest potential with the most effective staff to foster the knowledge, skills, and ethics required to responsible citizenship and productive careers.

Media Center Mission Statement

The Library Media Center is committed to creating life-long learners and readers by working collaboratively with stakeholders to create a library media program that will serve as the backbone of the learning environment at John F. Kennedy Middle School.

Responsibility for Collection Management & Development

The media specialist is responsible for the collection management and its development. Prior to purchasing material, each item is vetted with two professional reviews, and posted on a stakeholders' site for two weeks before the school bookkeeper hands the quote to the Principal for signature and final approval. Any books that are popular without a professional review is sent in to the district stakeholder site with a google form explaining why the purchase is being made. Most likely it is non-fiction, such as a book on IT and Culinary, or a book that the students have requested. The media specialist will then vet it for age-appropriateness. Often, non-fiction does not have professional reviews, but the material aligns with our curriculum and student needs. At SAC meetings, the administration listens to the needs of the community and we then try to build and maintain collections that represent the school community.

Library Program

The library is open all day and is on a flexible schedule. Students and faculty can come down to use the resources and/or hold classes. The computer lab is open all day, and used by classes, individual students and also to support our MSCR students. The library program supports literacy endeavors, such as Battle of the Books club, Reading Counts, research and information literacy

skills. The library also hosts speakers; authors, community members, and collaborates with Suncoast's National English Honor Society's annual essay contest. Books are on display for monthly highlights and celebrations. The media center is also open during all three lunch periods for students to come and do work, relax and or read. IDs are also made in the media center and replacements during lunch periods. We have had a field trip to the Mandel Library for the last two years, during their BAM Fest, which invites famous authors and illustrators, open to families at no charge. We also host the public librarians from the local libraries, such as Riviera Beach, The Mandel Public and the Palm Beach County Library System, at least once a year on a Parent Night. The media center also hosts an annual Scholastic Book Fair at the beginning of the year, for students to see new titles and have the opportunity to buy new books and have fun with reading fiction and nonfiction.

Goals and Objectives

Goal 1: Update the current age of the fiction and and non-fiction collections.

- *use data from the Follett Titlewave analysis to see the average age of our collections to inform new selections and what to remove from the collections due to no longer being current and/or relevant.*
- *purchase up-to-date books that relate to the needs and interests of the student population in FY25.*

Goal 2: Grow the Battle of the Books Club Competition.

- *Meet regularly in person, either before or after school.*
- *Utilize funding to purchase new Sunshine books after July 1.*

Goal 3: Provide book talks about new& different genres to our ELA classes.

- *Bring cart of books around and talk about them to encourage circulation and interest in reading.*
- *Circulation Stats will show how often books are checked out and show if book talks increase interest.*

Goal 4: Collaborate more with Teachers at PD Meetings/ or Faculty Meetings on

- *Database usage, using Primary Sources, citations, evaluating information (websites, social media), Copyright and digital citizenship.*
- *Use exit tickets*
- *Sign-up classes.*

Budget and Funding

- Below are the funding sources for the JFK Media Center.
- Each year, we have a Scholastic Book Fair in the Fall, which also raises 40% of Sales to be used to order new books and library media resources. **This year, we earned \$1277.34 in book dollars.**
- The budget for the 2024 - 2025 school year is expected to be similar to FY24.

See Chart for 2024-2025 (FY25) projected budget amounts

<i>School Based Operating Budget</i>	<i>FY24 Budget</i>	<i>FY25 Projected Budget</i>
<i>Account 55110 - Media Supplies</i>	\$499.65	\$550.00
<i>Account 553420 - Media Subscriptions</i>	\$375.00	\$375.00
<i>Account 561100 - Media Books</i>	\$626.00	\$650.00
<i>Account 562230 - Media A/V Equipment</i>	\$375.00	\$375.00
<i>Fundraising/ Grants</i>	1277.34.	\$1500.00
<i>Media Center Internal Account number (get this from your bookkeeper)</i>	5-1700.00	5-1700.00
<i>State Media Allocation</i>	<i>Budget Amount</i>	<i>Budget Amount</i>
<i>Account 556110 (program 3070) - Media Books</i>	1509.00	\$1550.00
TOTAL:	4,661.65	5,000.00

Purchasing Plan 2024-2025

Approximate Purchasing Plan	
Purpose	Amount
Author Visits	\$950.00 (request \$425 from SAC)
Fiction books/e-books	\$1500.00
Makerspace-STEM	\$1000.00
Scholastic Book Fair (Books & Seating)	\$405.00
Supplies	\$1250.00
State Media Allocation-Non-Fic/Databases	\$1500.00
Curriculum based	State Funds
TOTALS:	6,605.00

Scope of the Collection

The collection development is influenced by the curriculum of John F. Kennedy Middle School, which follows the guidelines of the School District of Palm Beach County, which is governed by the Department of Education of the State of Florida. Special emphasis will be given to the prospective IB program, U.S. History, World History, Sciences, the African-American studies, Spanish program, Pre-Culinary and our Pre-IT programs and for our ELL students.

The full collection follows the School Board Policy 8.12 (see Section 2d and section 5). The materials will support both curriculum and pleasure reading. Non-fiction is arranged in Dewey order and fiction by author's last name.

Our collection includes digital e-books in fiction and non-fiction available on Follett Destiny and MackinVIA.

Our databases are available on the school district portal for each student and staff to access. They expand our local collection and provide 24/7 access. We are moving towards digital access for Reference information because it's more up-to-date and not purchasing print versions of encyclopedia and research materials.

Inter-library loans from other school libraries in the School District of Palm Beach County and through our affiliation with the Palm Beach County Library System's consortium memberships with SUNLINK (State) and SEFLIN (Regional), the JFKMS media center is able to extend its co

Equipment

The JFK Media Center houses a Smartboard, Desk-top computer lab, two Title1 Chromebook carts, totaling 25 laptops. A projector/screen and doc cam is available for presentations. There are two Zebra ID machines at the Circulation Desk to print mass copies of IDs (Zebra ZXP Series 7, as well as individual IDs, ZC350). The media center office has 3 Epson printers; the Epson ST-C4100 for color copies, and two larger printers for making posters, the Epson SC-T3170 and the Epson SC-T5170 for 24" wide and 36" wide prints. There is also a GBC Ultima 65 laminator available for all staff, but is managed by the media specialist as are the poster makers. Behind the media center office is the TV production studio, which has a tricaster machine. The media center also has two iPads, and two mac pro laptops. The media specialist was given a School District Dell Laptop and scanner to use for managing the library media center from 8430 Destiny Funds.

Collection Development

Collection Development is a tool used for providing quality resources for the students and school community. The district policy that we follow requires that when making a purchase, we make sure there are at least two academic and professional reviews, the material is up-to-date and meets the needs and interests of our community. Each item is uploaded to a website for our stakeholders to review for 14 days before being approved by our school principal. We also make sure the purchases are age-appropriate for our students in middle school.

Part of Collection development is removing books and information that is no longer relevant and/or outdated. This process is referred to as "weeding." It also keeps the average age of the collection current.

Lastly, the media specialist repairs books, and processes each book with barcodes and spine labels by Dewey or authors last name.

Signage and easy access with displays also helps access material in an inviting and easy to find manner.

Selection and Evaluation Criteria

The criteria for Selection of materials are: two professional reviews from the following sources: School Library Journal, ALA's Booklist, The Horn book, Kirkus Book Reviews, Library Journal, YALSA, Publishers Weekly, requests and recommendations

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 to the curriculum. The data below is a snapshot of the collection at JFK Middle School, based on a Titlewise Analysis.

			
12,393 Items in the Collection	18 Items per Student	43% Fiction Titles in the Collection	56% 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.			
	2000 Average Age of the Collection	73% 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.	
			
5335 Representative Titles in Collection	2000 Representative Titles Average Age	4631 SLL Titles in Collection	2004 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	83	2003
Philosophy & Psychology	77	2001
Religion	71	1992
Social Sciences	1073	1996
Language	61	1995
Science	968	1996
Technology	658	1996
Arts & Recreation	1420	2006
Literature	304	1996
History & Geography	1278	1995
Biography	933	1995
Easy	123	1998
General Fiction	5341	2003

MackinVIA Dashboard

JOHN F KENNEDY MIDDLE SCHOOL

✓ **2** Checkouts

🖥️ **0** Online Reads

📄 **0** Assignments

🕒 **0** Requests

👤 **0** Holds

Resource Stats

📖 eBooks	320
🔍 Databases	14
🎧 Audiobooks	1
▶ Videos	1
🔗 Links	19
📚 Class Sets	0 of 0

Logins

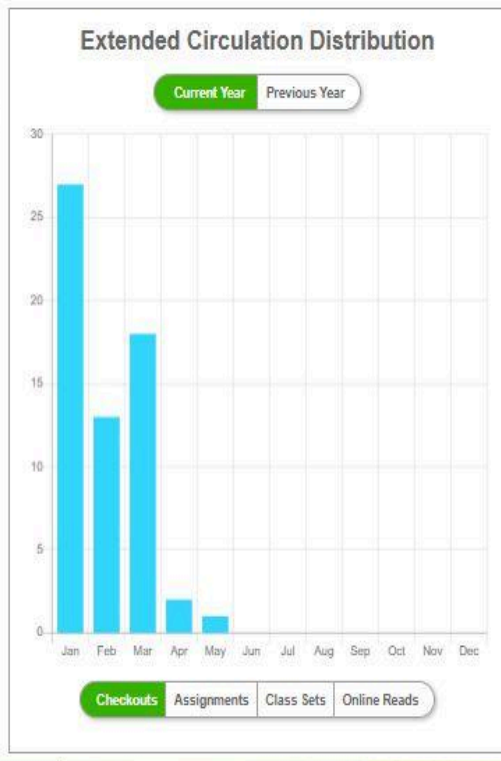
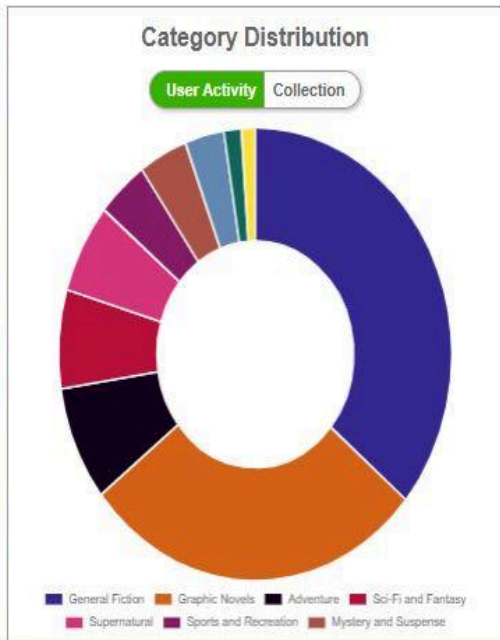
Current Year Previous Year

Backpack	426
Guest	0

Reading Stats

Current Year Previous Year

Words	386,793
Pages	4,844
Hours Reading	27.1
Hours Listening	0.1
Books Finished	12



Notes & Bookmarks

Current Year Previous Year

🔖 Bookmarks	18
📄 Notes	6

Top Resources & Views (Last 30 Days)

Top 5 Resources

VIA Usage Report

Start Date	07/02/2023					Report Date	05/06/2024 10:29 AM
End Date	05/06/2024						
VIA Name	JOHN F KENNEDY MIDDLE SCHOOL						
Group Name	All						
Category Name	All						
Resource Type	All						
Provided By	All						
Total Resources	465						
Description							
Total Logins	1,410						
Total Views	1,601						
Total Checkouts	269						
Total Requests	34						

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

Inventory will be completed on a three-year rotation as per Board Policy 8.125

Lost or Damaged Library Materials

We charge students for lost and/or damaged materials, but do not charge late fees. We base it on [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
2023-2024	Selection Priorities <ul style="list-style-type: none"> • Sunshine State SSYRA 6-8 (Battle of the Books) • Career books & add e-books • Curriculum-based requests by subject • Culinary, IT and ELL books
	Inventory/ Weeding Priorities <ul style="list-style-type: none"> • (Weed): Biographies 92A-Z and Collective Biographies 920s • (Inventory) Fiction, Easy, Paperbacks, Picture, Bilingual & Graphic Novels
2024-2025	Selection Priorities <ul style="list-style-type: none"> • Sunshine State SSYRA 6-8 (Battle of the Books) • Fiction- expand genres (mystery, horror, graphic novels) • Non-Fiction- build Career collection
	Inventory/ Weeding Priorities <ul style="list-style-type: none"> • Non-fiction 000-999 & Reference
2025-2026	Selection Priorities <ul style="list-style-type: none"> • Sunshine State SSYRA 6-8 (Battle of the Books) • Fiction • Non-Fiction- fill in the gaps and find current content

	Inventory/ Weeding Priorities <ul style="list-style-type: none"> • Fiction, Paperbacks, Easy, Bilingual & Graphic Novels • Fiction, Easy, Picture, Bilingual
2026-2027	Selection Priorities <ul style="list-style-type: none"> • Sunshine State SSYRA 6-8 (Battle of the Books) • Non-Fiction- subject areas to meet curriculum needs and interest.
	Inventory/Weeding Priorities <ul style="list-style-type: none"> • Non-fiction 000-999, Bios 92 & 920s

Reconsideration of Materials

All material that has been challenged will adhere to the School Board Policy 8.1205- Objection Procedures for Instructional Materials, Library Media Materials, and Supplemental Classroom Materials, including Reading Lists.

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)