

Jupiter Middle School
School District of Palm Beach County

FY25 Collection Development Policy

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Signature Page

Jupiter Middle School
FY25 Collection Development Policy

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Purpose of Collection Development Policy

The Jupiter Middle School Media Center Collection Development Policy supports our media center and guides our steps to acquire and maintain materials. The policy provides the foundations for our goals which supports student academic and personal growth, increases a passion for reading and cultivates an overall love of learning.

Background Statement & School Community

Jupiter Middle School continues to grow and is currently home to 1,384 students. Our population is diverse: Our student demographic includes: 50% white, 37% Hispanic, 7% Black, 52% Male, 48% Female.

Our school is home to a strong Choice Program which is truly lottery based; we accept students from across our area into our programs. Our Choice Program includes the following academies: Pre-Culinary Arts, Pre-Medical Services, Multimedia, Music and Communications (an umbrella academy which includes courses in Communications: Journalism, Music:Band/Chorus, and Multimedia:Technology) and Pre-Engineering. Our community is very connected and proud of our school with many local residents and families having attended our local schools.

School Mission Statement

Mission - Jupiter Middle School will provide every student with an academically rigorous and safe environment which promotes achievement in all subject areas and prepares students for college and careers.

Vision - Jupiter Middle School envisions a dynamic collaborative multi-cultural community where education and lifelong learning are valued and supported and all learners reach their highest potential and succeed in the global economy.

Media Center Mission Statement

The Mission of the Jupiter Middle School Library/Media Center is to provide a center for quality learning which will support students as they grow in an ever changing society. The Library/Media Center supports students by serving as a center for learning, fostering a passion for reading and learning, guiding students as they integrate technology into all parts of their lives, supporting student development, and serving as a central location for professional development activities for staff.

Responsibility for Collection Management & Development

The Media Specialist is responsible for guiding the collection management and development for our media center. The school Administration is actively involved in creating and supporting this collection management and development. Teachers are involved in identifying opportunities for collaboration and student input is actively solicited to ensure that the materials we offer are aligned with their interests and learning needs.

Library Program

The media center is open on school days during school hours. Each day, every student has a unique period known as Academic Reinforcement (AR) which is for 30 minutes. During the AR time period, students have the opportunity to visit the media center, get assistance with homework, work on group projects, check out and encourage dialogue about books and enter a supportive and caring environment. Both the media specialist and the media clerk actively mentor students.

Classes, ranging from Language Arts to Social Studies, often visit the media center whether it is to obtain materials or receive instruction by the media specialist on topics such as research skills. The room is the only large space on campus and is used for activities such as special events (ex: Art Show), community meetings (ex: PTO), testing, and staff meetings.

Goals and Objectives

Our goals align to the SDPBC Strategic Plan with a focus on the following:

A2 - Accelerate student learning using innovative and differentiated approaches

B1- Increase student voice and choice in educational experiences

Library/Media Center staff work to connect students to learning, to foster a personal love of learning and guide students as they achieve academic goals.

Goal 1: To support student interest learning, we will focus on increasing the average age in biographies and autobiographies by one year.

Strategies:

1. Weed materials which are in poor physical condition by March, 2024.
2. Survey students for ideas about new books by November, 2024.
3. Purchase at least 25 new titles of biographies/autobiographies.

Goal 2: Increase student research skills, emphasizing identification of valid and factual data. Lessons will be provided to at least 10 classes.

Strategies:

1. Provide lessons on skills needed to identify valid and factual data by November, 2024.
2. Provide individual assistance to students who visit media center in small groups on how to improve research skills, identify research tools and appropriate valid sources by March, 2024.

Goal 3: Provide individual/group academic assistance to ESOL students who are part of a Choice Program.

1. Identify students who will be participants in this initiative by September, 2024.
2. Create a welcome packet which students and families will receive which explains initiative and opportunities for academic support.
3. Meet with students individually/small groups to offer mentoring and support by March, 2024.

Budget and Funding

The Media Center receives annual school-based operating budget funds as well as State Categorical Funds. The budget for FY25 is expected to be similar to that which was received in past years.

School-based Operating Budget	Budget FY24	FY25 Projected Budget
Account 551100 - Media Supplies	\$637.58	\$600.00
Account 553420 - Media Subscriptions (Periodicals-Newspapers)	\$550.00	\$550.00
Account 561100 - Library Books	\$986.00	\$1,000.00
Account 562230 - Media A/V Equipment	\$591.00	\$500.00
Account 564220 - Furn-Fix/Equip	\$0.00	\$0.00
Fundraising/ Grants	Budget Amount	
Media Center Internal Account number for your grant(s) (get this from your bookkeeper)	\$8,000.00	\$8,000 (rollover)
State Media Allocation	Budget Amount	
Account 556110 (program 3070) - Media Books	\$2,479.00	\$2,400.00

Purchasing Plan FY25

Approximate Purchasing Plan	
Purpose	Amount
Books	\$3,400.00
Supplies	\$600.00
Special event (ex: guest speaker)	\$1,000.00
Total:	\$4,000.00

Scope of the Collection

The collection is focused on materials which support a love of learning, reading for pleasure, and curriculum-based learning. (SDPBC Policy 8.12, Section 2d). Student and staff requests for materials are gathered and used for future purchases. According to best practices for school libraries and SDPBC policy, the print and non-print collection at Jupiter Middle School is arranged by the Dewey Decimal Classification System. Books which are part of the Reading Counts (RC) program, for which there is a RC quiz, are identified with red dots. Additional resources are provided by district-wide subscriptions to electronic information databases and eBooks which provide 24/7 access for students. Materials are identified for purchase based upon student interest in accordance with district policies and state statutes. Materials are also identified which support educational standards. The library media collection includes all of the resources available in the school library media center along with all those that students, faculty and administrators can access through interlibrary loan. Our media center is no longer focused on access to technology as students each have their own school issued device. Students also have access to a Smartboard which is utilized by students to work on educational activities such as math problems and academic games. Items such as cameras and other supporting equipment can be checked out from the media center.

Equipment

The media center is equipped with audiovisual equipment including a large projector and screen, 2 larger sized smartboards with ability to mimic views, additional sound system beyond one which is built in. The media center is used for activities including staff meetings and community events. While we do have a TV studio, we do not currently offer a TV production class.

Collection Development

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 Library/Media Center's collection development efforts is to build a current collection that supports the needs of the curriculum and the school community and maintains the

recommended boundaries for:

- size of collection,
- average age of collection and
- access to the collection.

The library is open on school days when students and/or faculty are in attendance. Research and reference materials are available at all times through the district-wide electronic subscription databases. Interlibrary loan is available through participation with the SDPBC Destiny system. We work with our students to identify resources available at local branches of the Palm Beach County Library system.

We have focused our efforts on modernizing the collection by weeding outdated/poor condition materials, identifying which material and types of materials of interest to our stakeholders (students and staff) and providing access to those materials. The materials we offer align with updated curriculum standards. The media specialist leads the process of collection development with the guidance from school administration. We receive input from stakeholders such as students, teachers, staff and community members.

Selection and Evaluation Criteria

Material selection is guided by ensuring that items comply with SDPBC Board policy on selection of materials. Valid and reliable tools such as reviews by nationally recognized publications such as School Library Journal are used to determine if material meets age-appropriate standards, SDPBC policies, Florida Statutes and FL Department of Education guidelines.

The SDPBC Board policy 8.12 specifically guides our selection of library materials with the criteria which includes compliance with HB 1467 (2022), § 1006.28 (2) (d). Materials must be educationally appropriate, age appropriate and accurate. Use of nationally recognized resources which provide evaluations of books and media resources is an important step to determine if items meet required criteria. Our goal is to both maintain and increase our collection by eliminating materials which are in poor physical condition, provide information which is not age appropriate or lacks valid information. We strive to improve the quality of the collection by adding current materials which are of interest to our students, support the curriculum in classrooms and meet both local and state requirements, policies and laws.

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.

			
7,733 Items in the Collection	5.6 Items per Student	Fiction 51% Fiction Titles in the Collection	Nonfiction 35% 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.			
	2001 Average Age of the Collection	31% Aged Titles	35% 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.	
			
37% 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	52	1993
Philosophy & Psychology	62	1991
Religion	63	1987
Social Sciences	508	1992
Language	27	2001
Science	466	1988
Technology	327	1986
Arts & Recreation	679	2001
Literature	91	2005
History & Geography	405	1996
Biography	495	2008
Easy	88	2006
General Fiction	3953	2007
Graphic Novels	337	1999

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

Collection Maintenance is achieved by annual weeding of materials and inventory which is completed on a three year rotation. A three-year rotation for inventory, per Board Policy 8.12 (8), will occur. (FY 25 - Easy, FY 26 - Non-Fiction, FY 27 Fiction).

Lost or Damaged Library Materials

Lost or damaged library materials - In accordance with School Board Policy 2.21B(9), students who have lost or damaged materials will receive a fine for the materials with consideration to the age of the material/purchase date. In consideration of extenuating circumstances, and on a case by case basis, media specialist will work with students to identify an opportunity to provide community service in lieu of actual payment. These opportunities are identified in consultation with the student's assistant principal. We do not charge late fees for materials.

Strategic Focus – Weeding and Acquisitions

School Year	Strategic Focus
FY25	Selection Priorities <ul style="list-style-type: none"> ● Biographies and Autobiographies ● Fiction-focus on Graphic Novels which are based on historical events) ● Fiction - recently published
	Inventory Priorities <ul style="list-style-type: none"> ● Easy
	Weeding Priorities <ul style="list-style-type: none"> ● Non-fiction ● Fiction ● Books written in Spanish
FY26	Selection Priorities <ul style="list-style-type: none"> ● Fiction ● Non-fiction ● Graphic Novels
	Inventory Priorities <ul style="list-style-type: none"> ● Non-Fiction
	Weeding Priorities <ul style="list-style-type: none"> ● Graphic Novels ● Board Books
FY27	Selection Priorities <ul style="list-style-type: none"> ● Biographies and Autobiographies ● Fiction-focus on Graphic Novels which are based on historical events
	Inventory Priorities <ul style="list-style-type: none"> ● Fiction
	Weeding Priorities

- | | |
|--|--|
| | <ul style="list-style-type: none">• Graphic Novels• Fiction |
|--|--|

Reconsideration of Materials

The media center follows SDPBC Board Policy 8.1205 on Challenged materials if a request to reconsider material/s is made. Specific Material Objection information form is accessible for use with a request to reconsider materials and is 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)