L. C. Swain Middle School

FY25 Collection Development Policy

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Certified Educational Media Specialist

Signature Page

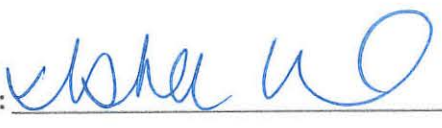**L. C. Swain Middle School**
FY25 Collection Development Policy

Date Drafted: 5/08/24

Date Approved by Administration: **5/09/24**

Media Specialist Name: _____Christine Moschetti_____

Media Specialist Signature: _____

Principal Name: _____Isha Reyes_____

Principal Signature: _____

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Purpose of Collection Development Policy

This Collection Development Plan should be used as a resource in developing the L.C. Swain Middle School book & ebook collections, technologies, and activities offered within the Library Media Center. All resources purchased and activities promoted should reflect the goals and stipulations stated within this document.

Background Statement & School Community

The *L.C. Swain Middle School Media Center* is a resource for children in grades 6-8 and in the 11-14 age group, as well as their families. According to the Palm Beach County School District's Gold Report, L.C. Swain Middle supports a community of 1459 students where 74% of students are Hispanic, 15% Black, 7% White, 2% Asian, 1% mixed race, & 1% are American Indian. 52% of the population is male while 48% are female. Currently, 94% of the school population is on a free or reduced lunch plan. Three main languages are spoken within the school's community; English, Spanish, & Creole. We are also a Cambridge Academy school and Spanish Dual Language Choice School. L.C. Swain offers in-house programs such as Pre-Information Technology, Pre-Law, & Pre-Medical Sciences, & AVID. Beginning in the FY24 school year, L.C. Swain Middle School will also be a Cambridge International K-12 designated school.

School Mission Statement

The L.C. Swain Middle School Community is dedicated to help our students continue on their journey through life "Galloping to Greatness". We strive to develop learners who aspire to be self-confident, talented, ambitious, life long learners and leaders, inspire originality and nurture success. Our goal is to enable all of our students to become socially, politically, and academically successful.

Media Center Mission Statement

The *Library Media Center* is dedicated to designing and maintaining a library media program that supports, complements, and expands the instructional program of the school.

The Library Media Center Staff of L.C. Swain Middle School is committed to providing the instruction, resources, and opportunity to gain the information literacy skills necessary for the 21st century as outlined in the ALA Library Bill of Rights (located in the appendix). The library media staff will provide a learning environment which promotes inquiry. They will stimulate intellectual curiosity with the programming offered. They will encourage reading for pleasure & help develop diverse interests for the enjoyment of life-long learning. They are also dedicated to providing and promoting instruction to prepare students to become independent users of libraries and information resources.

Responsibility for Collection Management & Development

It is the responsibility of the certified media specialist on campus to develop the collection of high-quality reading materials in a responsible way. Input from administration, faculty, students, parents, and district stakeholders is sought out prior to making purchase decisions.

Library Program

The *L.C. Swain Middle School Media Center* is currently an open media program. Students and teachers have open access to the Library Media Center & can request direct instruction on a number of topics, such as library usage and resource application skills. Direct instruction is offered through one-on-one teaching at a student's request, through formal classes held in the media center, and through online tutorials available in Google Classroom. Self-discovery, & inquisition are promoted through the use of MakerSpace & STEM activities available both in the physical library as well as online through Google Classroom. A cafe' style area within the library is open daily for students. A dedicated STEM & Makerspace teaching center houses resources which are available for teachers to reserve for use with their classes. A printing center is available for student use as well. 'Reading Challenges' are held throughout the year as well as a 'Book Fair' and a 'Literacy Week' Celebration.

Goals and Objectives

The L.C. Swain Library Media Program's annual goals have been set by reviewing the previous years goals and objectives and then moving forward with the next step in achieving the multi-year plan set forth by the principal, assistant principal, and media specialist.

Goal #1: Update the Non-Fiction books

- ○   Weed old books.
- ○   Select high-quality/ high-interest materials to update this section (will select books that support the STEM area and other school programs).
- ○   Add extra shelving for the 900's section.
- ○   Build and promote online access to e-books

Goal #2: Update the Literary Non-Fiction, Resource, & Professional sections

- ○   Weed old books.
- ○   Tag appropriately & update in system.

Goal #3: Increase participation in literary achievement programs.

- ○   Continue building on the reading challenges introduced during SY24. Market and promote programs throughout the year in order to increase student reading engagement. Some examples of programs are SSYRA's Battle of the Books, The Million Word Club, or a school book club.

Budget and Funding

The *L.C. Swain Library Media Center* is supported by a variety of funding sources. A chart showing L.C. Swain's Library Media operating budget is shown below and is supplemented through book fairs. Since school and state budgets use a formula based on the number of students attending, the budget for the 2024 - 2025 school year is expected to be similar to the one for 2023-2024.

In the FY25 projected budget amounts replace the amounts with your actual ones.

School-based Operating Budget	Budget FY24	FY25 Projected Budget
Account 551100 - Media Supplies	$869	$900
Account 553420 - Media Subscriptions (Periodicals-Newspapers)	$652	$650
Account 561100 - Library Books	$1,087	$1,100
Account 562230 - Media A/V Equipment	$652	$650
Fundraising/ Grants	Budget Amount	
Media Center Internal Account (5-1700.00)	$3320	$3320
State Media Allocation	Budget Amount	
Account 556110 (program 3070) - Media Books	$2486	$2500

Purchasing Plan FY25

Approximate Purchasing Plan	
Purpose	**Amount**
physical books (non-fiction, graphic novels)	$2600
ebooks (perpetual use)	$1000
periodicals (renew magazines)	$ 500
supplies (as needed)	$1000
STEM (assess needs of area)	$ 700
Total:	**$5800**

Scope of the Collection

The development of L.C. Swain's Library Media Center collection is based upon the curriculum of L.C. Swain Middle School, the guidelines of the School District of Palm Beach County, and governed by the Department of Education of the State of Florida.

Book Formats

As per School Board Policy 8.12 (5d) (located in the appendix), book selections will support both the school's curriculum as well as pleasure reading for students on campus. Hardbacks, paperbacks, & ebooks will all be purchased for the L.C. Swain Library Media Center. Hardback books will be purchased for most physical titles, as they are more durable. Paperbacks, however, will be considered for our most popular books, which often either get ruined very quickly regardless of format or get lost, in order to keep costs down when purchasing replacements. Due to a higher usage of online platforms such as Google Classroom, more students are becoming comfortable with viewing online books, so high-interest ebooks will be purchased that students will be able to access from any device with online access. An emphasis will be placed on perpetual use ebooks so that the collection can grow from year to year. Foreign language books in both Spanish and Creole (when available) are also a necessary component to our media center considering the Spanish and Creole populations that our school is serving. We will continue bolstering our foreign language section with high-interest books. Special considerations will also be given to books which will support the STEM activities within the L.C. Swain Library Media Center and also other collections which support campus programming. We will also continue to provide a number of professional books for our faculty and staff to use. These are often selected by administration and added to the professional library thereafter. As per School Board Policy 8.12 (2d) (located in the appendix), the non-fiction book collection will be arranged in the standard Dewey Decimal format.

Software, Websites, & Applications

A collection of district provided software, websites, and applications are available to all L.C. Swain students through the district portal and provide 24/7 access to reading and research options. Any other software, websites, and apps purchased, used, and/or promoted within the school's media center will be subject to the guidelines outlined in the selection and evaluation criteria below.

Equipment & Hardware

Current equipment & hardware available in our media center include 3 ipads & 4 chromebooks which are available for use within the library setting, but do not get checked out. Each year, the 8430 funds provide the media specialist with the opportunity to add a new vital piece of hardware to their media program. Other support hardware & equipment is generally funded with the AV/equipment line of the 6202 funds.

Collection Development

The *L.C. Swain Middle School Library Media Center* is dedicated to providing quality materials and equipment for its' student population by developing the collection of books and materials to suit its' current needs. Each year's inventory provides the media specialist with data which helps them curate the collection. Other information which drives the collection's development are staff, student, and parent requests, as well as current trends.

Selection and Evaluation Criteria

As per School Board Policy 8.12 (6d) (located in the appendix), the following criteria should be used when selecting new materials for the schools' collection. The items should have been reviewed by professional publications, have educational significance, be appropriate, and accurate, have literary merit, fall within the scope of learning, have a high quality of technical and aesthetic arrangement, be in demand, have a lasting quality, with a copyright date, and if necessary, be translated with integrity. Professional reviews such as those provided by School Library Journal, Kirkus, or The Horn Book among others will be used to find quality materials to house in our collection.

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.

11,962 Items in the Collection	**8.2** Items per Student	**38%** Fiction Titles in the Collection	**47 %** 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.	**2006** Average Age of the Collection	**71%** 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.	
43% Representative Titles in Collection	**2006** Representative Titles Average Age	**34%** SLL Titles in Collection	**2008** 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	88	2010
Philosophy & Psychology	83	2007
Religion	95	2005
Social Sciences	868	2007
Language	49	2004
Science	1,077	2005
Technology	706	2006
Arts & Recreation	1,025	2010

Literature	192	2004
History & Geography	1,442	2005
Biography	1,057	2005
Easy	130	1998
General Fiction	4576	2007
Graphic Novels	477	2013

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

As per PBC School Board Policy 8.12 (5) (located in the appendix) the *L. C. Swain Middle School Library Media Center* inventories its collection each year on a rotational three-year cycle as outlined below.

- Year 1 Easy & Fiction Sections
- Year 2 Non-Fiction Section
- Year 3 Biography, Reference, & Professional Sections as well as any AV materials & equipment

However, since our library underwent a large-scale weeding project, several sections were inventoried this past school year including the fiction section, easy section, biographies, and non-fiction 100-799.99. Next school year will complete the year 2 & 3 cycle and the following school year will resume the three year cycle as shown below.
- FY 25- Non-Fiction (800's-900's), Reference, Professional, AV & Equipment
- FY 26- Easy & Fiction Sections
- FY 27- Non-Fiction Section
- FY 28- Biography, Reference, & Professional Sections as well as any AV materials & equipment

Sublocations

The fiction section of the collection at L.C. Swain has been organized according to genre. The current list of genres housed in the L.C. Swain Library is shown below.

- Adventure, Fantasy, Historical Fiction, Humor, Horror, Mystery, Realistic Fiction, Science Fiction, Young Adult

Items are tagged with a label representing the genre just below the call number on the spine of the book. Other sublocations with labels in the L.C. Swain Library include the following:

- Biography, Manga/ Graphic Novels, Espanol

If a book requires a secondary tag, it will be placed just above the call number on the spine of the book. The book is organized in the library by the bottom-most tag. Secondary labels can be any of the previously listed sublocations as well as the following labels:

- Animals, Sports, Romance, LGTBQ, & Biography types (Celebrities, Politics & Religion, Scientists & Inventors, Artists, Explorers)

Lost or Damaged Library Materials

In accordance with School Board Policy 2.21B(9), lost book fines will be assessed at the end of each school year, giving students plenty of time to find the item throughout the year. Multiple notices are distributed throughout the school year to remind students of their outstanding books and associated fees.

Strategic Focus – Weeding and Acquisitions

School Year	Strategic Focus
FY25	**Selection Priorities** ● 900's, 500's, 700's ● Rest of Non-Fiction ● Perpetual ebooks
	Inventory Priorities ● 800's & 900's ● Literary Non-Fiction ● Reference, Professional, AV & Equipment
	Weeding Priorities ● 800's -900's ● 500's-700's ● 100's-400's

FY26	Inventory Priorities ● Easy Section ● Fiction Section
	Inventory Priorities ● Easy Section ● Fiction Section
	Weeding Priorities ● Easy Section ● Fiction Section
FY27	Selection Priorities ● Biographies ● Reference & Professional Sections ● AV
	Inventory Priorities ● Biographies ● Reference & Professional Sections ● AV
	Weeding Priorities ● Biographies ● Reference & Professional Sections ● AV

Reconsideration of Materials

The *L.C. Swain Library Media Center* is committed to following the guidelines and procedures outlined in the PBC School Board Policy 8.125 (located in the appendix). Any person wanting to challenge the materials housed within the school's media center will fill out the Specific Materials Objection form (located 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)