Lake Worth Community Middle School

FY25 Collection Development Policy

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Certified Educational Media Specialist

Date Drafted: May 3, 2024

Date Approved by Administration: **May 3, 2004**

Media Specialist Signature: _____

Principal Name: Caelethia Taylor

Principal Signature: _____

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Purpose of Collection Development Policy

The purpose of this collection development policy is to target the needs of our student population and continue expanding the plan to meet these needs as stated in SDPBC Policy 8.12(6.a.). " Each school shall, in conjunction with the Library Bill of Rights of the American Library Association and District policy, establish procedures for the evaluation, selection, management and disposal of library media materials in conformance with this policy and policy 8.1205 and shall record such in the schools collection development policy." (Appendix A). Specifically, in addition to resource materials, team planning meetings with the Principal and individual departments are scheduled to define areas of academic support and resources to guide this collection development policy. The purpose of these meetings is to open communication with classroom teachers to elicit suggestions for means and methods of collaborating with the Library, and to elicit recommendations for resources to support our students.

The Collection Development Policy is designed to support the Library's Mission statement and serves as a guide for the selection, acquisition, maintenance, and retention of materials by establishing roles, responsibilities, and a process for addressing Library user concerns. This policy is used to communicate the library's policies to faculty, students, staff, and other stakeholders of our school's community. In response to the ebb and flow of student population, curricula, and emerging needs of the school, changes and updates to the collection will be determined as they occur.

As our student population changes, the Media Center at Lake Worth Community Middle School reassesses and adapts its collection to reflect new and differing areas of interest and concern. The collection development policy is annually evaluated and revised as necessary to provide guidance for implementing changes in the collection.

Background Statement & School Community

Our middle school serves 1198 students in grades 6-8. We are a 100% Title I school composed entirely of economically disadvantaged students, of whom 58% are active English Language Learners, 7.4% LA, 9.8% are being monitored, and 8.5% have been exited from the ESOL category. This means that 83.7% of our student population lives in their native language outside of school. Additionally, 17.7% of our students have disabilities, 6.2% are homeless, and 2.4% are categorized as migrants. Our students are served by 77 faculty, 5 Guidance Counselors, and 7 full time translators for Spanish and Haitian Creole.
Our special programs include a BioMedical Science Academy which works closely with FAU, Pre-Engineering Gateway to Technology, Pre-Technology IT Program, Spanish Dual Language, and an enclosed classroom for ESE students whose teacher has been nominated for the Dwyer Award, Virtual Credit Recovery, and AVID classes. We have a chess club and sports clubs, a dance team, and after school tutoring programs as well as Saturday Boot camps to prepare students for assessments. Student produced video announcements are recorded and shown at all three lunches.

School Mission Statement

Lake Worth Community Middle School (LWMS) prepares students for graduation and beyond through the tenets of The Warrior Way. The Warrior Way is a pervasive school culture based on the values of good citizenship, relevant academic rigor, ethical behavior, and the fundamental attitude of respecting others as you would have them respect you. We serve our students with the understanding that diversity in gender, culture and

background is a strength to be respected and that education is the shared responsibility of the student, home, school and community.

Media Center Mission Statement

The LWMS Media Center/Library, the I.D.E.A., (Investigate/ Implement, Dream, Explore, Achieve) Center, endeavors to serve as an intellectual makerspace and resource depot for all school stakeholders, including students, parents, teachers, and staff. The overarching goals are to facilitate connections with the curriculum, connect with individual students' interests across all the languages and cultures in this diverse school to enable them to become auto-didacts and active participants in our democracy. We strive to provide a safe space for students to explore topics of interest and themselves. We model and encourage the use of all media, digital and print mediums, to deepen empathy, kindness, understanding, self-advocacy, character, and self-esteem, by exploring other cultures and journeying to other places even though they may be virtual. We teach digital literacy skills to support student growth,and to prepare them for further education and careers. We encourage dialogue skills in our classes that help students listen and articulate their ideas while respectfully seeking to understand others. We provide dual language books in Spanish and Haitian Creole, include culturally relevant material for our student population such as books by and about African American, Haitian Creole, and Hispanic authors, and provide our academy students with relevant nonfiction current information, as well as ensure availability of full-length versions of the excerpts used in ELA and Reading classes, and other books written by some of the same authors including eBooks.

Responsibility for Collection Management & Development

Responsibility for Collection Management & Development is a collaborative effort shared among this Media Specialist, Faculty, Administration, Students, Parents, and District Stakeholders. Stakeholder input is sought through in-person and online faculty meetings, monthly SAC meetings at which parents, teachers, faculty, students, and community members are in attendance.

Library Program

Our school follows a six period a day schedule, within which the library is open all day for teachers to bring in classes for all media and all content area instruction, offering support for special initiatives such as author visits, (budget permitting), as well as to check books out on a rotating basis. Book Clubs and Battle of the Book groups, as well as Author visits are planned for next year. The Library Program includes student produced video announcements to build community within the school, share book talks and library programs, and to highlight individual student achievements throughout all the content areas. This program is student produced in our TV Production Studio, which has been refurbished with equipment granted through the Palm Beach Education Foundation. Instruction that takes place in the Library includes Media Literacy projects that provide opportunities for students to work collaboratively in small groups, to learn to understand and create media content and understand how to interact appropriately with online media and be respectful of others. All content areas are strengthened as these cross curricular projects are researched, discussed, and written about. The soft skills, English language, and media skills the students learn in these classes help them now and in the future to prepare for satisfying and meaningful relationships and collaborative careers. It is a goal of this program to invest in opportunities to integrate multiple content areas into learning projects whenever possible.

Goals and Objectives

The first goal for the 2024-2025 academic year is to increase teacher classroom visits to the Library to work with the Media Specialist/Librarian across media resources to support literacy benchmarks in all curricula, pre-planning collaborative lessons and implementing them with classroom teachers. This initiative will be measurable by tracking bookings on the Media Center calendar and uploading student artifacts in the Library Google Site shared with teachers. The first objective in accomplishing this goal is to create an administrator approved schedule to attend each department's PLC at the beginning of the year to brainstorm which units of instruction best lend themselves to this model of support and select resources, and to craft a timeline objective. The second objective is for teachers to bring their classes into the library to implement the pre-planned lesson/unit.

The second goal for the 2024-2025 academic year is to strategically begin to implement the library media program components which are enumerated on the Florida Power-Library School Comprehensive Digital Portfolio Scoring Sheet. This goal is a long term one, which it is estimated will take a minimum of two years to complete, and integrates seamlessly with the first goal described above. The Library Media Program Components of Instruction, Curriculum/Assessment Support, Resource Management, Program Administration, Environment, and Advocacy are worthy objectives which once underway will support our school's goals in the first year of this initiative. The objectives to support this goal will consist of taking small steps in each of the Library Media Program Components. In the category of Instruction, we will work towards systematically planning instructional programs. In the Curriculum/Assessment Support category, the library media program will focus on student achievement by welcoming each department into the library to support each content area's assessment benchmarks. In the Resource Management category the library media program will be linked through the school homepage and incorporate a variety of input collected from students, teachers, and parents to evaluate the library program. In the category of Environment the facility layout will be adjusted to accommodate instructional and recreational reading activities. Displays will be created and mounted, along with attractive signages to foster a climate that encourages inquiry and is conducive to study and research. In the category of Advocacy the Media Specialist with meet regularly with administration to discull the library program and review statistical reports, and a schedule of outreach via an online newsletter and social media will be implemented to communicate with students, teachers, families, and the community on a regular basis, as demonstrated by these artifacts documented on the school website, in social media, and in the Library Google Site.

The third goal for the 2024-2025 academic year which supports the first and second goals noted above, is to develop and implement online surveys targeted at school-based faculty, parents, students, and administrators seeking input and feedback regarding the desire for and progress toward each of the Library Media Program Components described above. These online surveys will be disseminated through the school website and via email Fall and Spring.

The fourth goal for the 2024-2025 academic year is to raise funds through fundraisers and/or grants to supplement the library program with guest authors and to purchase their books so the students can be ready to engage with the authors when they visit the library. Grants will be written, and funds raised from Book Fairs will be used to support this goal whose objectives are to bring students into contact with literature and those who create it to promote an environment of reading positivity.

Budget and Funding

Below are the funding sources that have been made available to us at our school

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	*$584*	*$584*
Account 553420 - Media Subscriptions (Periodicals-Newspapers)	*$356*	*$356*
Account 561100 - Library Books	*$1052*	*$1052*
Account 562230 - Media A/V Equipment	*$466*	*$466*
Account 564220 - Furn-Fix/Equip	*$188*	*$188*
Fundraising/ Grants	*Budget Amount*	
Media Center Internal Account number for your grant(s) (get this from your bookkeeper)	*$2500*	*$2500*
State Media Allocation - has not been made available to us	*Budget Amount*	
Account 556110 (program 3070) - Media Books	*$1403*	*$1403*

Purchasing Plan FY25

Approximate Purchasing Plan	
Purpose	Amount
Our purchasing plan supports our diverse student population, our Academies, our students' fiction interests, and their nonfiction needs. We plan to purchase books and add a digital database to replace and update the collection after numerous out of date books were weeded so that we have solid current information teachers and students can use for their content area classes and assignments. Our wish list includes a digital news and information database tailored to our population, Newsbank, a Book Vending Machine to support literacy and reinforce positive behavior, and a Presentation Systems Recognizer which Title I funding may possibly be utilized to support: Individualized Instruction for ELL and Special Education Students: Provide one-of-a-kind visual classrooms and concrete manipulatives, as well as individualized instruction materials for ELL and Special Ed programs. Create cutouts and flashcards of commonly-used words, as well as words of difficulty to individual students. Present content visually, which allows content to be less dependent on language. Create interactive Word Walls, encompassing the use of SADIE Methodology techniques, to further supplement and enhance the specific needs of an individual student or group of students. Create phonics activities using word parts. Interact and communicate with students, parents, and the community-at-large with custom awards, bulletin boards, bumper stickers, decals, signs, magnets. Character Education: Instill and promote positive character development, through the use of large, custom Wall Words (Respect, Honesty, etc.) and instant, customized awards and wearable stickers whenever a student is "caught" doing something good, or helping others.	
Books to support STEM academies and fiction for English Language Learners and dual language academy.	$2,500
Book Vending Machine	$6,040.
Presentation Systems Recognizer	$5,000

Database: Newsbank - Web Based	$1,729.
We completed the TCC Process for this software.	
Access World News: 1980-present, 14K Global Sources, Lesson Plans, Languages, Image Collections-Palm Beach Post/Miami Herald/USA Today: $1,729. https://www.newsbank.com/videos/demand-webinars/access-world-news-demand-webinar-k-12-schools	
Americas Historical Newspapers-Timeline: 1690-2000, 448 U.S. Newspapers: https://www.newsbank.com/videos/demand-webinars/americas-historical-newspapers-demand-webinar-k-12-schools	$1,488.
	$291.
Black Life in America: https://www.newsbank.com/videos/demand-webinars/black-life-america-demand-webinar	$144.
Hispanic Life in America: https://www.newsbank.com/videos/demand-webinars/get-know-hispanic-life-america-demand-webinar	
Total:	**$17,257.70**

Materials to be purchased will support both curriculum and pleasure reading as per School Board Policy 8.12 (see Section 5 d) and per District policy, the collection will be arranged in standard Dewey order (see Section 8 Management of Library Media Instructional Materials). Our collection currently includes District-provided databases and eBooks that expand our local collection and provide 24/7 access for students.

Equipment
Two years of grant writing in the amount of $3,00 each year have enabled the purchase of equipment for our TV Production Studio adjacent to the Media Center, used for student produced video announcements.
Our school's laminator, available for teacher/staff use which is located in the Media Center, has broken irreparably, and will need to be replaced. We have estimates that range $5,700 to more than $15,000. These quotes are being evaluated.

Collection Development
The Development of our Library/Media Center Collection here at Lake Worth Community Middle School entails compiling data and thinking through the needs of our population very carefully in order to provide quality materials and equipment for our faculty and students. The goal of collection development is to make sure that the collection includes information resources that encompass the breadth and depth of our students' academic and personal interests. This Media Specialist guides this process with the interest of faculty, administration, parents, students and stakeholders. Our collection

includes District-provided databases and eBooks that expand our local collection and provide 24/7 access for students.T

Selection and Evaluation Criteria

The selection process and evaluation criteria for Lake Worth Community Middle School considers input from school administrators and faculty, and uses independent reviewing tools such as Kirkus Review, School Library Journal, and the Horn Book when considering material selection. Selection decisions regarding the acquisition of library materials are grounded in School Board Policy on Selection of materials criteria. These materials are carefully selected to support instruction, promote reading, further the pursuit of knowledge through research and exploration, and provide information and media literacy to prepare students for participation in our democracy.

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 at our school to conform to District-wide policy.

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;
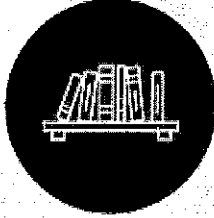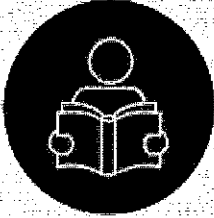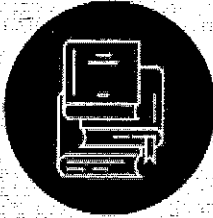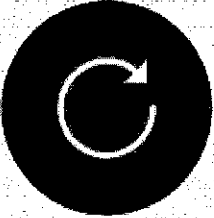Managing technical services for acquiring and processing resources for schools;
Distributing to schools and monitoring categorical and capital budgets allocated for library programs, and Fostering a global range of services that facilitate the transformation of school-based library activities to meet 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.
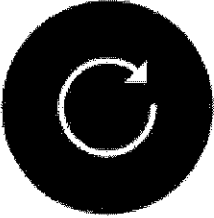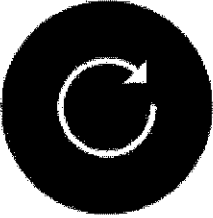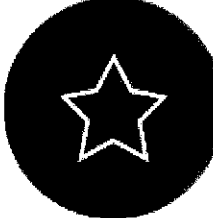
Collection Analysis

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.

8,076 Items in the Collection	**5.1** Items per Student	**53%** Fiction Titles in the Collection	**41%** 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.	**2008** Average Age of the Collection	**45%** Aged Titles	**11%** 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.	
45% Representative Titles in Collection	**2008** Representative Titles Average Age	**44%** SLL Titles in Collection	**2010** 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	71	2012
Philosophy & Psychology	38	2009
Religion	14	2008
Social Sciences	504	2009
Language	40	2003
Science	305	2007
Technology	320	2012
Arts & Recreation	633	2012
Literature	112	2006
History & Geography	309	2008
Biography	822	2000
Easy	292	1992
General Fiction	4162	2010
Graphic Novels	315	2014

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 will be completed on a three-year rotation as per Board Policy 8.12 (8). 2024, Nonfiction, Fiction, Easy, Biographies. 2025, Professional, Reference, Nonfiction, 2027, Fiction, Easy, Biographies

Labeling to be redone once the nonfiction shelving is moved during the summer to make the Library more spacious in the central section.

Lost or Damaged Library Material

Pursuant to 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", will be enforced going forward unless books are from the pandemic years, in which case it has been the policy to forgive the fines during these tumultuous years.

Strategic Focus – Weeding and Acquisitions

FY25	**Selection Priorities** • Nonfiction • Fiction • Dual Language
	Inventory/ Weeding Priorities • Nonfiction • Fiction • Easy • Biographies
FY26	**Selection Priorities** • Fiction • Nonfiction • Dual Language • Books by Hispanic, African American and Haitian Creole Authors
	Inventory/ Weeding Priorities • Professional • Reference • Fiction
FY27	**Selection Priorities** • Nonfiction • Fiction • Dual Language
	Inventory/ Weeding Priorities

	• Nonfiction
	• Biographies
	• Easy

Reconsideration of Materials

We adhere to and follow Board Policy 8.1205 on Challenged materials. Note that the policy and the Specific Material Objection forms are 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)