Okeeheelee Middle School

FY25 Collection Development Policy

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Educational Media Specialist

Signature Page

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Purpose of Collection Development Policy

This plan serves as the guiding framework for all decisions made within our library. From collection development to resource management and student accountability, every aspect of our library operations is informed by this comprehensive strategy. By adhering to this plan, we ensure consistency, fairness, and effectiveness in meeting the educational needs of our students while upholding the standards and policies set forth by our school board.

Background Statement & School Community

As of 2023, our commitment to equity is reflected in our statistics: with a staggering Economically Disadvantaged (FRL) Rate of 100%, Okeeheelee Middle School remains steadfast in its efforts to bridge the opportunity gap. Our diverse student body, with a Minority Rate of 93%, represents the cultural mosaic of our community. We proudly serve a population that is 7% white, 17% black, 72% Hispanic, 2% Asian, and 1% mixed race. Catering to students in grades 6 through 8, our school accommodates a total of 1491 learners. Among them, 92% qualify for free or reduced-price lunch, highlighting the financial challenges many of our families face. Additionally, 14% of our student population are English Language Learners (ELL), emphasizing our commitment to supporting linguistic diversity and ensuring every student has the tools they need to succeed. At Okeeheelee Middle School, we embrace our diverse community, championing inclusion, and providing a nurturing environment where all students can thrive academically, socially, and emotionally.

School Mission Statement

Okeeheelee Middle School's mission is to foster safety through the implementation of positive problem solving techniques and to continue high expectations in academics by providing a supportive learning environment. We strive to foster greater parental involvement while challenging all students to meet or exceed State, National and International standards. We promote character development by maintaining a school community that embraces mutual respect, integrity, and a commitment to the well-being of self and others.

Media Center Mission Statement

The Library Media Center is dedicated to designing and maintaining a library media program that supports, compliments and expands the instructional program of Okeeheelee Middle School. Creating lifelong learners and readers is the essence and backbone to the library media programs.

Responsibility for Collection Management & Development

Selection of new library materials is driven by the needs of the entire Okeeheelee family. The media program and collection will directly reflect the academic curriculum and district/state standards. OMS is very diverse and so are its readers. The reading levels and interests of students is of utmost importance. The media specialist will make sure there is something for everyone. Suggestions from both students and staff will always be considered. The collection will also continue to reflect the racial and cultural diversity. "Books are sometimes windows, offering views of worlds that may be real or imagined, familiar or strange. These windows are also sliding glass doors, and readers have only to walk through in imagination to become part of whatever world has been created and recreated by the author. When lighting conditions are just right, however, a window can also be a mirror. Literature transforms human

experience and reflects it back to us, and in that reflection we can see our own lives and experiences as part of the larger human experience. Reading, then, becomes a means of self-affirmation, and readers often seek their mirrors in books."- Rudine Sims Bishop

Library Program

The media center is on a totally flexible schedule and the media specialist does not teach any regular classes. There is no clerk, but 8th Grade student aides are assigned there all six periods of the day. It is open Wednesday-Friday before school, and Monday-Thursday after school through our After School Program. Classes, small groups, and individuals are welcome to use the space at any time. In 2018, the media center was upgraded and transformed into a true 'learning commons'. There is flexible, comfortable seating, a cafe, new technologies, a dynamic makerspace, and an array of student artwork.

Goals and Objectives

The goals for the 2024-2025 year are:

1. Increase student engagement with reading and literacy by implementing a monthly "Book Check Out" program, where students visit the Media Center once a month with their ELA classes. During this time they will check out books and actively participate in book discussions. By the end of the school year, aim for a 20% increase in library checkouts compared to the previous year, indicating heightened interest and involvement in reading.
2. Enhance digital literacy skills among students by organizing a series of workshops and tutorials on information literacy, internet safety, and effective online research techniques. Measure success by administering pre- and post-assessment quizzes, aiming for a 25% improvement in students' understanding of digital literacy concepts by the end of the academic year.
3. Continue to foster a sense of community and collaboration within the school by increasing the "MakerSpace" corner in the library, equipped with resources for hands-on STEM projects, creative arts, and collaborative learning activities. Monitor participation and feedback from students and teachers, aiming for a 30% increase in utilization of the MakerSpace by the end of the semester, indicating successful integration into the school culture.

Budget and Funding

Each year the program receives district funds to purchase supplies, books, A/V materials, and subscriptions. In 23-24, all money was spent on either supplies or books. State categorical funds (3070) are used to buy books and ebooks. Funds are also generated from sales of the annual book fair and the Media Center Cafe. *The budget for the FY25 school year is expected to be similar to FY24.*

School-based Operating Budget	Budget FY24	FY25 Projected Budget
Account 551100 - Media Supplies	$2876.54	$2800.00
Account 561100 - Library Books	$247.46	$300.00
Fundraising/ Grants	Budget Amount	
Media Center Internal Account number for your grant(s) (get this from your bookkeeper)	$4700.00	$2000.00
State Media Allocation	Budget Amount	
Account 556110 (program 3070) - Media Books	$2533.00	$2500.00

Purchasing Plan FY25

Approximate Purchasing Plan	
Purpose	**Amount**
books	$4000.00
supplies	$2000.00
STEM	$2000.00
Total:	**$8000.00**

Scope of the Collection

The library collection is made up of books, technologies, and materials that support the needs of the school. Books in all formats are purchased with the curriculum in mind, and reflect the interests, and level of ALL students. There is also a collection of 54 class sets (English & Spanish) for teachers to use with their classes. There are 613 ebook titles available for checkout through MackinVia. The District provides numerous databases that students can access through their portal 24/7. Media Center technology includes 30 iPads, 3D printer, Glowforge laser printer/cutter, 4 iMac desktops, and 6 Dell Desktops with a printer, and 30 Chromebooks w/cart.

All materials will support both curriculum and pleasure reading as per School Board Policy 8.12 and per District policy, the collection will be arranged in standard Dewey order.

Equipment

Our media center is equipped with a laser cutter and 3D printer, and high-performance Mac computer, our facilities offer a dynamic space for hands-on learning and exploration. The laser cutter enables students to bring their designs to life with precision and intricacy, while the 3D printer empowers them to transform their ideas into tangible objects, fostering problem-solving skills and spatial reasoning.

In addition to our array resources for student use, our media center also provides essential tools and equipment to support our dedicated educators. Teachers have access to a laminator for preserving instructional materials and creating durable resources, copiers for duplicating educational materials, and die cuts for crafting engaging visuals and instructional aids. Furthermore, our media center offers a poster printer, enabling teachers to produce large-format materials for classroom displays and presentations.

Collection Development

The media specialist uses the following criteria when selecting materials for the media center: professional reviews, educational significance, age appropriateness, maturity level, accuracy, literary merit, scope, authority, potential demand, copyright dates. No materials which are deemed obscene as defined in the district's policy 8.12 will be part of OMS collection. Media material selection process is a combination of teacher and staff requests, student suggestions, professional reviews and the expertise of the library media specialist. When funds become available, the media specialist surveys the staff and students for requests. All requests are considered and prioritized based on existing materials in collection, correlation with Florida Standards, money available, and the criteria stated in above paragraph along with the Library Bill of Rights. The library at Okeeheelee Middle School supports Intellectual Freedom as stated in documents published by the American Library Association at http://www.ala.org/advocacy/intfreedom/iftoolkits/ifmanual/intellectual

Selection and Evaluation Criteria

Books in the Library Media Center will be carefully selected. We will use academic journals, just as School Library Journal, Booklist, Kirkus Reviews, etc, to make sure all books are selected with our students' needs. We will also use the Board Policy on Selection in order to carefully select materials for our students.

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.

6153 Items in the Collection	**4.2** Items per Student	**61%** Fiction Titles in the Collection	**31 %** 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.	**2011** Average Age of the Collection	**26%** Aged Titles	**12%** 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.	
47% Representative Titles in Collection	**2011** Representative Titles Average Age	**55%** SLL Titles in Collection	**2012** 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	33	2013
Philosophy & Psychology	9	2012
Religion	14	2008
Social Sciences	178	2014
Language	20	2001
Science	116	2011
Technology	91	2010
Arts & Recreation	1165	2015
Literature	95	2006
History & Geography	199	2010
Biography	248	2013
Easy	12	1989
General Fiction	3774	2012

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 Board Policy 8.12 (8), our media center maintains a systematic inventory rotation plan to ensure the continued relevance and quality of our collection. Over a three-year cycle, we meticulously assess and refresh different sections of our library to reflect evolving student interests and curriculum needs. In

2024, our focus will be on updating our Fiction collection, enriching our shelves with new titles and diverse narratives to captivate readers' imaginations. Moving forward to 2025, our attention will shift to Graphic Novels, where we will curate an engaging selection of visual storytelling that resonates with students of all interests and reading levels. Finally, in 2026, we will dedicate our efforts to refreshing our Non-fiction collection, providing students with up-to-date resources to support their research endeavors and expand their knowledge across various academic disciplines. Through this rotational approach, we strive to maintain a vibrant and relevant library collection that enriches the learning experience for our school community.

Lost or Damaged Library Materials

As we introduce this new section, it's crucial to align our policy on lost or damaged library materials with School Board Policy 2.21B(9) to ensure consistency and fairness in our approach. Therefore our school's policy regarding lost or damaged library materials will adhere to the guidelines outlined in the aforementioned policy. In accordance with School Board Policy 2.21B(9), if a student loses or damages District property, including library books and textbooks loaned to said student, the student shall be responsible for covering the associated costs.

Strategic Focus – Weeding and Acquisitions

School Year	Strategic Focus
FY25	**Selection Priorities** ● SLL Fiction ● Fiction in Spanish ● Sunshine State Books
	Inventory Priorities ● Outdated Nonfiction ● Outdated Fiction
	Weeding Priorities ● Outdated Nonfiction ● Outdated Fiction
FY26	**Selection Priorities** ● Diverse Fiction ● Graphic Novels ● Sunshine State Books
	Inventory Priorities ● Outdated Nonfiction ● Outdated Fiction
	Weeding Priorities ● Outdated Nonfiction ● Outdated Fiction
FY27	**Selection Priorities** ● Diverse Fiction ● Graphic Novels

	● Sunshine State Books

	Inventory Priorities
	    ● Graphic Novels
	    ● Books in Spanish

	Weeding Priorities
	    ● Graphic Novels
	    ● Books in Spanish

Reconsideration of Materials

Okeeheelee Middle School will follow the school district's policy 8.1205 regarding complaints for challenged media materials. OMS media staff will not restrict circulation of books to students. Restricting what books students may read from the OMS library media collection is not within the rights of OMS staff. Parents have the right to restrict materials their child reads from the school's collection In the event of a challenge by a citizen of Palm Beach County to an item which is part of Okeeheelee Middle's library media collection, the school will follow SDPBC Policy 8.1205 titled, Challenge Procedures for Instructional Materials.

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)