FY25 COLLECTION DEVELOPMENT POLICY

Omni Middle School

FY25 Collection Development Policy

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Educational Media Specialist

Signature Page

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FY25 Collection Development Policy

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Date Approved by Administration: **MAY 0 2 2024**

Media Specialist Name: <u>Kaitlin Rivas</u>

Media Specialist Signature: _____

Principal Name: <u>Dr. DeLuz</u>

Principal Signature: _____

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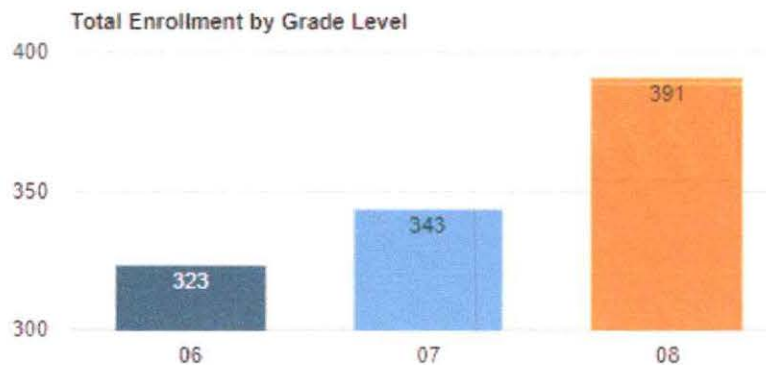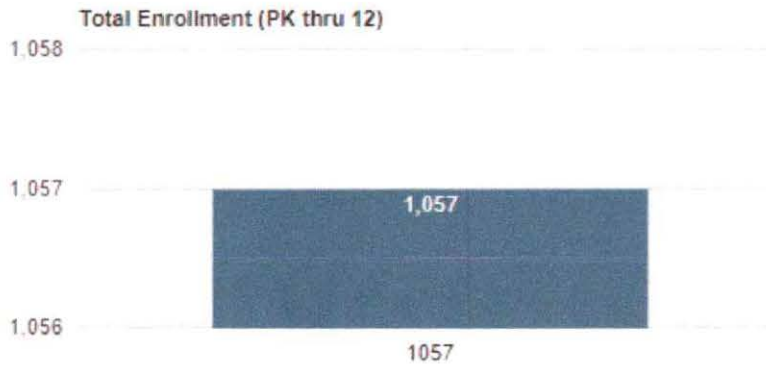
Purpose of Collection Development Policy

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.

As our student population changes, the media center at Omni Middle School reassesses and adapts its collections 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

This section outlines the community the school serves in terms of age, grade level, race, languages spoken, and the number of students. The community of users of Omni Middle School Library Media Center come from grades 6-8 in addition to faculty and staff.

Omni Middle School serves a diverse student population as represented in the bar graphs below.

Total Enrollment (PK thru 12)

1.058	
1.057	1,057
1.056	
	1057

Total Enrollment by Grade Level

400		391
350	343	
300	323	
06	07	08

Total Enrollment by Race/Ethnicity

Category	Value
A	56
B	73
H	331
I	7
M	43
W	547

Total Enrollment by ELL Type

Category	Value
LA	34
LF	76
LY	164
LZ	51
ZZ	732

Total Enrollment by Primary Exceptionality

Category	Value
F	10
G	12
H	2
J	7
K	75
L	112
P	9
V	17
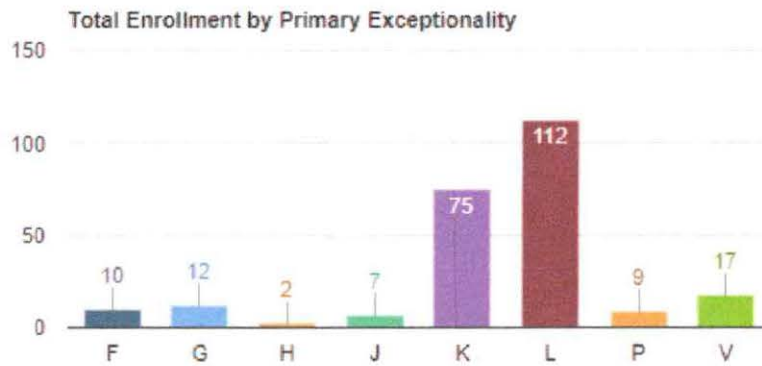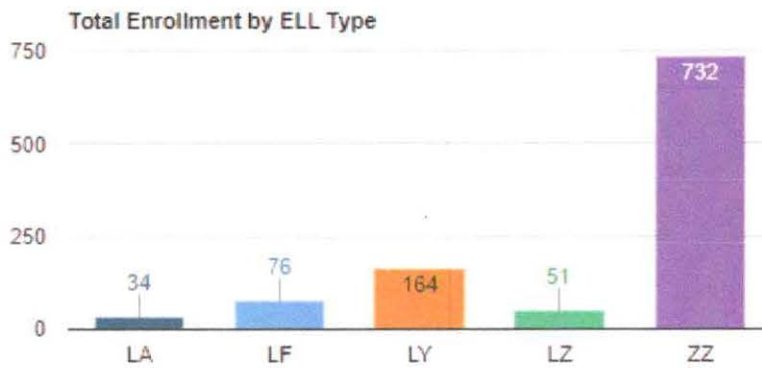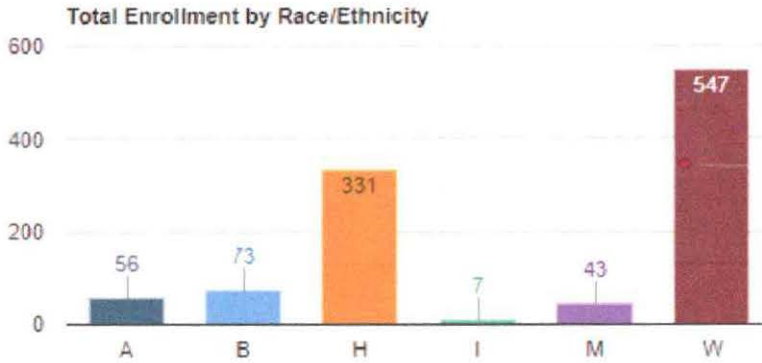
School Mission Statement

Omni Middle 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 for responsible citizenship and productive careers.

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 staff:

- Provides and promotes extensive use of resources that are designed
  to meet the varying needs of learners in all areas of the curriculum;
- Provides a learning environment which promotes inquiry;
- Stimulates intellectual curiosity;
- Encourages pleasure reading,
- Develops diverse interests for the enjoyment of lifelong learning, and;
- Provides and promotes instruction to prepare students to become independent
  users of libraries and information resources.

The successful, self-aware learner should be able to:

- Identify, plan, and use resources;
- Find and evaluate information;
- Organize and maintain information;
- Interpret and communicate information;
- Use computers and technology to process information;
- Use technology to present information;
- Work with a variety of technologies.

Responsibility for Collection Management & Development

Collection development and management refers to the process of building and maintaining the library's entire materials collection, in varied formats so that they are available to every student at the time of need to support and enrich the student's educational experience. The Library Media Specialist, Ms. Kaitlin Rivas, is responsible for the collection management and its development. The acquisition and maintenance of the Library Media Center materials collection is a primary function of the library media staff.

Library Program

Foremost among national standards for school library media center programs is the need to work collaboratively with teachers to facilitate lesson plans that integrate into classroom learning. At Omni Middle School, the library media specialist works with the classroom teacher to support classroom learning. The library is open throughout each day that students are in attendance to ensure equitable access for all students to library media resources.

Goals and Objectives

GOAL #1: Continue to increase the average age of the publication date of our library collection.

1. Purchase new titles of fiction and nonfiction, including award winning titles
   and student/teacher requests.

2. To weed and replace outdated materials.

GOAL #2: To provide effective and relevant media to meet the needs of students at a variety of learning levels and increase the number of books in the collection that supports each subject area's curriculum.

1. Purchase high-quality age appropriate titles.
2. Purchase high-interest, low-leveled books to support the lowest 25% in both reading and math.
3. Collaborate with faculty and staff.
4. Purchase books catered to our ELL student population based on data review.
5. Continue to add to the multicultural titles.

GOAL #3: Continue to promote inclusion in the collection and as a safe space for all users.

1. Continue to add to the multicultural titles.
2. Ensure diverse points of view and characters are included in every genre. Purchase titles additional as needed.
3. Ensure book displays include diverse characters and points of view. Increase underrepresented populations.
4. Purchase books catered to our ELL student population based on data review.

Budget and Funding

The Omni Middle School Library Media Center is supported by an annual School Based Operating budget, State Categorical Funds for Library Media Centers (3070), and Capital Funds for the Destiny Project for Library Media Centers (8430). FY25 figures are expected to be similar to FY24. The library media center's budget is supplemented by fundraising, donations, SAC, and PTSA.

School-based Operating Budget	Budget FY24	FY25 Projected Budget
Account 551100 - Media Supplies	$620	$620
Account 553420 - Media Subscriptions (Periodicals-Newspapers)	$465	$465
Account 561100 - Library Books	$775	$775
Account 562230 - Media A/V Equipment	$465	$465
Account 564220 - Furn-Fix/Equip	$932	$400
Fundraising/ Grants	Budget Amount $1535	$1535
Media Center Internal Account 5-1700.00	$3754	$3754
State Media Allocation Account 556110 (program 3070) - Media Books	Budget Amount $1871	$1500

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Purchasing Plan FY25

Approximate Purchasing Plan	
Purpose	**Amount**
Supplies	$1550
Books	$2275
Total:	**$3825**

Scope of the Collection

The collection development is focused on the curriculum of Omni Middle School, which follows the guidelines of the School District of Palm Beach County, which in turn are governed by the Department of Education of the State of Florida. Materials will support both curriculum and pleasure reading as per School Board Policy 8.12.

According to best practices for school libraries in the United States, the print and non-print collection at Omni Middle School is arranged by the Dewey Decimal Classification System. Additional resources are provided by district-wide subscriptions to electronic information databases.

The library media collection includes all the resources available in the school library media center along with all those that students, faculty and administrators can access through interlibrary loan.

Collection mapping is the process of examining the quantity and quality of the collection and identifying its strengths and weaknesses. A collection map is a visual supplement to the automated catalog system that graphically displays the breadth and depth of the collection re: Titlewise. This can provide information for maintenance, purchasing, and long-range planning.

Omni Middle School uses the Destiny Library Manager system to check out materials. Formats which are included in the collection are print books and ebooks.

Equipment

Equipment available for use for teachers/ staff include a computer lab, a laminating machine, five copy machines, two computers, a SMARTboard, two microphones, and two phones. The media workroom includes automatic hole punchers, two scantron machines, and two paper cutters.

Collection Development

SDPBC Policy 8.12 (6.a) stipulates: "Each school shall, in conjunction with the "Library Bill of Rights" (www. ala. org/ala/oif/statementspols/statementsif/librarybillrights.htm) of the American Library Association (ALA) 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 school's collection development policy."

This collection development policy is a statement of the principles and guideline used by the Omni Middle School Media Center in the selection, acquisition, evaluation, and maintenance of library media center materials.

It will be used both in providing consistency among those responsible for developing the collection and in communicating the library media center's policies to faculty, students, and staff and other interested stockholders of the school community.

It is understood that this document is fluid and changes in the curriculum, demographics, information needs or programs of the school will mandate updates to the collection and its governing policies.

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 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.

This goal supports the information needs of students defined by the mission and goals of the:

• School District of Palm Beach County;

• ALA / AASL Standards for the 21st Century Learner

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The Library Media Center recognizes its responsibility to respond to the reading, reference and research needs of the student body and faculty in an age of information abundance. The electronic catalog of resources for the school and the district is maintained by the Department of K-12 Instructional Materials and Library Media Services and is available at all times to students, faculty and parents.

The library is expected to be open every day that students and/or faculty are in attendance. Research and reference materials are available at all times through the district-wide electronic subscription databases. Interlibrary loans are available through district membership.

Selection and Evaluation Criteria

Materials considered for purchase are selected on the basis of the criteria established in SDPBC Policy 8.12.

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;
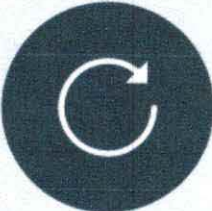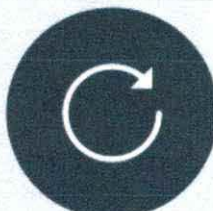- Managing the online catalog including the library inventory and circulation software;
- Selecting and making accessible online information databases for reference and research;
- Providing guidance and training to school library media staff in program planning, curriculum development, budget, technology, 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 monitor categorical and capital budgets allocated for library programs
- 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.

10,539 Items in the Collection	**8.3** Items per Student	**53%** Fiction Titles in the Collection	**36 %** 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.	**2002** Average Age of the Collection	**63%** 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.	
4,865% Representative Titles in Collection	**2002** Representative Titles Average Age	**4,313** SEL Titles in Collection	**2006** SEL 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.

**Note: Items purchased to further increase average age/ number of titles not yet received.

Section	# of Titles	Average Age (year)
Computer Science, Information & General Works	33	2004
Philosophy & Psychology	43	1999
Religion	26	1994
Social Sciences	576	1996
Language	49	1991
Science	515	2003
Technology	216	2009
Arts & Recreation	564	2010
Literature	180	1999
History & Geography	1546	1995
Biography	943	1995
Easy	41	1998
General Fiction	5,575	2005
Graphic Novels	225	2015

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

[In this section reference that Inventory will be completed on a three-year rotation as per Board Policy 8.12 (8).

Per Board Policy 8.12 (8) materials stored in the library media center must be inventoried annually. To facilitate the circulation and inventory process, Destiny Library Manager software has been made available to all schools.

Omni Middle School typically inventories 1/3 of its collection each year on a rotational cycle:

• Year 1 Bibliographies (SY22)

• Year 2 Non-Fiction (SY23)

• Year 3 Fiction (SY24)

Additionally, weeding of materials and resources is essential for the maintenance of a healthy reading, research and reference library media collection. Weeding is a form of quality control of the collection in which outdated, inaccurate and worn-out materials and equipment are discarded from the electronic catalog and physically removed from the collection.

The Library Media Specialist is responsible for the on-going maintenance of a quality collection which includes procurement of new materials and discard of ineffective items. The Library Media Specialist is responsible for the re-evaluation and systematic deleting of materials and equipment to ensure that the collection remains responsive to user needs, changing curriculum and advancing technology.

In coordinating this process, the library media specialist will follow objective criteria for removing materials and equipment from the media center, which include obsolescence, physical age and condition, and general inapplicability for continued inclusion in the existing collection. One popular criteria for weeding is found in the CREW Manual. The Texas State Library has made the complete CREW Manual in PDF or HTML available via the Web at http://www.tsl.state.tx.us/ld/pubs/crew/.

Lost or Damaged Library Materials

While the school library media center at Omni Middle School works to eliminate barriers that inhibit students from accessing and using reading, reference, and research materials, the responsibilities of students, parents and teachers for lost or damaged materials. Students, parents and teachers are held accountable for lost or damaged material as outlined in School Board Policy 2.21B(9).

Strategic Focus – Weeding and Acquisitions

School Year	Strategic Focus
FY25	**Selection Priorities** • Technology (09) • Computer Science, Information and General Works (04) • General Fiction (05)
	Inventory/ Weeding Priorities • Technology (09) • Computer Science, Information and General Works (04) • History and Geography (99)
FY26	**Selection Priorities**

	• Systems Data/ Computer Programs • Political Science • Social Problems and Services	
	Inventory/ Weeding Priorities • Astronomy and Allied Sciences • Life Sciences/Biology • Medical Sciences/Medicine	
FY27	**Selection Priorities** • Language (91) • General Customs • General Fiction	
	Inventory/ Weeding Priorities • Commerce, Communications and Transportation • Education • Geography, Maps, Atlases	

Reconsideration of Materials

In the event of a challenge by a citizen of Palm Beach County, SDPBC 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 may be utilized. The Library Media Specialist will follow the procedures outlined in Board Policy 8.1205.

Annual Evaluation and Revision of CDP

This collection development plan will be reviewed each school year.

<center>**Appendices**</center>

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)