

FY25 COLLECTION DEVELOPMENT POLICY

Osceola Creek Middle School

FY25 Collection Development Policy

Dawn Williams

Educational Media Specialist

Signature Page

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FY25 Collection Development Policy

Date Drafted: April 25, 2024

Date Approved by Administration: <<put the date your principal signed the policy here>>

Media Specialist Name: _____ Dawn Williams _____

Media Specialist Signature: _____

Principal Name: _____ Brian McClellan _____

Principal Signature: _____  _____

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Purpose of Collection Development Policy

This collection development policy is a statement of the principles and guidelines used by the OCMS 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, 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 acquisition and maintenance of the Library Media Center materials collection is a primary function of the library media staff. Collection development and management refers to the process of building and maintaining the library's entire materials collection, in print, non-print, audiovisual, and electronic formats so that they are available to every student at the time of need to support and enrich the student's educational experience.

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 the size, average age and access to the collection.

Background Statement & School Community

According to SIS, OCMS has a culturally and ethnically diverse student population representing different economic backgrounds, which include

38 % White,
17 % Black,
38 % Hispanic,
2 % Asian, and
3% Multiracial.

School Mission Statement

We strive to educate students and to assist them in realizing their full potential as responsible, productive, contributing members of society by providing an educational environment in which students are challenged, excellence is expected and differences are valued.

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 will:

- provide and promote extensive use of resources in multiple formats that are designed to meet the varying needs of all learners in all aspects of the curriculum;
- provide a learning environment which promotes inquiry;
- stimulate intellectual curiosity;
- encourage pleasure reading;
- develop diverse interests for the enjoyment of life-long learning; and
- provide and promote instruction to prepare students to become independent users of libraries and information resources.

The successful, self-aware learner is expected to:

- identify, plan, and use resources;
- acquire and evaluate information;
- organize and maintain information;
- interpret and communicate information;
- use computers and technology to process information; and
- work with a variety of technologies.

Responsibility for Collection Management & Development

Dawn Williams the Media Specialist is responsible for the collection management and its development. Meeting with teachers to accommodate their requests for books or materials guides the acquisition of purchases for the library collection.

Library Program

The library is open daily throughout the school day. Classes are scheduled to be taught by the Media Specialist. (4 this year) Classes are also covered by the Media Specialist on an as needed basis. Usually 2 /4 classes per day. This leaves little to no time for scheduling or meeting with teachers.

Goals and Objectives

Goal 1: Continue to promote inclusion in the collection and the library as a safe space for all.

- Weed out low circulating/outdated titles.
- Make sure diverse characters and points of view are included in every genre of the library. Purchase titles as needed.

- Ensure book displays include diverse characters and points of view, and make displays geared towards underrepresented populations.

Goal 2: To increase the use of district electronic databases:

- Inform faculty as well as teach and support instruction of the District supported databases, possibly by joining subject area meetings.
- having classes come to the media center for instruction.

Goal 3 : Increase circulation by 10%

- To purchase high interest reading materials to support all reading levels, especially those in the lowest 25% in reading.
- To collaborate with subject area teachers to purchase materials that will directly support their individual students' reading levels and interests.
- purchase more Spanish and books for ESE students.

Budget and Funding

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

School-based Operating Budget	Budget FY24	FY25 Projected Budget
<i>Account 551100 - Media Supplies</i>	\$584	\$ 623.00
<i>Account 553420 - Media Subscriptions (Periodicals-Newspapers)</i>	\$0	\$ 0
<i>Account 561100 - Library Books</i>	\$ 1511.00	\$ 1500.00
<i>Account 562230 - Media A/V Equipment</i>	\$0	\$
<i>Account 564220 - Furn-Fix/Equip</i>	\$0	\$
Fundraising/ Grants	Budget Amount	
<i>Media Center Internal Account number for your grant(s) (get this from your bookkeeper)</i>	\$0	\$
State Media Allocation	Budget Amount	1600.00
<i>Account 556110 (program 3070) - Media Books</i>	\$1511.00	\$ 1600.00

Purchasing Plan FY25 <<put your purchasing priorities for the FY25 school year in this table>>

Approximate Purchasing Plan	
Purpose	Amount
books	3100.00
supplies	650.00
STEM	
Total:	\$3750.00

Scope of the Collection

The collection development is focused on the curriculum of OCMS, 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.

According to best practices for school libraries in the United States, the print and non-print collection at OCMS is arranged by the Dewey Decimal Classification System for Non-Fiction books. The Fiction books are classified by their Genre. Additional resources are provided by district-wide subscriptions to electronic information databases.

Through affiliation with the public library system, SEFLIN, the OCMS School library is able to extend its collection to provide any major resource needed by a patron.

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 loans. Three types of collection maps can provide the staff and advisory committee with comprehensive information to direct short-term purchases and long-range planning. Collection mapping is the process of examining the quantity and quality of your 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.

Equipment

The portable chargers we received this year have been a game changer in class. Students are never without the chromebook by their side. The poster maker we received last year is a vital part of the Media Center. The poster maker adds to the brightness of the Media Center.

Collection Development

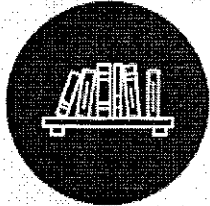




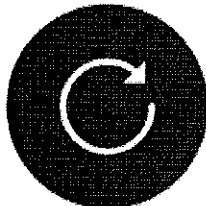
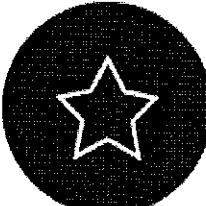
Collection Development is the process of providing quality materials and equipment for the library media center. The goal of collection development is to ensure the collection has information sources in adequate quantity and variety to support student's academic and personal interest needs. The media specialist leads this process with the input of administration, teachers, students, parents, and stakeholders.




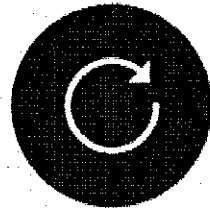
Selection and Evaluation Criteria

The library media specialist is in charge of collection development and uses professional judgment, school board policy language about Selection, faculty, administrative and student input, and professional resources such as School Library Journal, Horn Book, and Booklist.

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.

			
6066 Items in the Collection	7 Items per Student	68% 3641 Fiction Titles in the Collection	32% 1711 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	53% 3199 Aged Titles	10% 625 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.	
			
54% 3257 Representative Titles in Collection	2009 Representative Titles Average Age	60% 3628 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	#21	2011
Philosophy & Psychology	11	2012
Religion	23	2012
Social Sciences	439	2008
Language	1	2023
Science	268	2009
Technology	83	2008
Arts & Recreation	437	2006
Literature	2002	112
History & Geography	316	2003
Biography	424	2008
Easy	1	1990
General Fiction	3641	2008

Graphic Novels	132	2013
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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

Since the library was heavily weeded in 2018, complete inventory has been done each year since.

Lost or Damaged Library Materials

Students are encouraged to return books in a timely manner. A fee is reported to the student if a book is not returned. All efforts are made to collect fees for books. If a book is not returned/paid for by the students senior year, the fee is removed.

Strategic Focus – Weeding and Acquisitions

School Year	Strategic Focus
FY25	Selection Priorities <ul style="list-style-type: none"> ● Spanish ● ESE ● Diversity
	Inventory/ Weeding Priorities <ul style="list-style-type: none"> ● All areas ●
FY26	Selection Priorities <ul style="list-style-type: none"> ● Spanish ● ESE ● Diversity
	Inventory/ Weeding Priorities <ul style="list-style-type: none"> ● All Areas
FY27	Selection Priorities <ul style="list-style-type: none"> ● This will be evaluated at a later date
	Inventory/ Weeding Priorities <ul style="list-style-type: none"> ● Priority 1 ● Priority 2

	<ul style="list-style-type: none">• Priority 3
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Reconsideration of Materials

OCMS library will follow Policy 8.125 in reference to Objections to Library Media Materials

Objections to Library Media 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)