Pahokee Middle High School

FY25 Collection Development Policy

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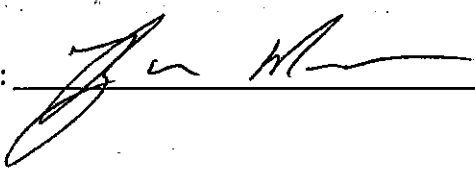
Signature Page

Pahokee Middle High School
FY25 Collection Development Policy

Date Drafted: 5/21/24

Date Approved by Administration: 5/21/2024

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Principal Signature: _____

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This collection development policy is a statement of the principles and guidelines used by the Pahokee Middle High 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 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, audio visual 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:

size of collection,

average age of collection and

access to the collection.

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

- School District of Palm Beach County;

- ALA / AASL Standards for the 21st Century Learner;

- Partnership for 21st Century Skills;

- International Society for Technology in Education (ISTE) National Education

Technology Standards (NETS)

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 open every day that students and/or faculty are in attendance. Summer hours will be provided when budget is available. Research and reference materials are available at all times through the district-wide electronic subscription databases. Interlibrary loan is available through district membership / participation in SUNLINK and SEFLIN.

The Library Media Center of Pahokee Middle High School provides ongoing services that transcend the tenure of any single individual. To this end, the Media Committee at the school oversees, reviews and records issues and policies pertinent to the overall program of the library media center in order to facilitate a continuum of services.

Background Statement & School Community

The users of Pahokee Middle High School Library Media Center come from grades 6th through 12th in addition to the faculty, staff and parents of that community of users.

According to the Gold Report, Pahokee Middle High School has a culturally and ethnically diverse student population representing different economic backgrounds, which include (56%) Black, (41%) Hispanic, (2%) White, (1%) Asian and (50%) Male (50%) Female.

In addition, the Pahokee Middle High School Library Media Center supports the

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unique curricular needs of the IB program, Robotics program, ESE department, ESOL and Medical Departments.

School Mission Statement

The mission of Pahokee Middle High School is to provide a rigorous academic environment that embraces the individual uniqueness and potential of each of our students while installing in the respect and desire for lifelong learning.

Media Center Mission Statement

The mission of Pahokee Middle High School Media Center is to provide a safe and free environment for students to embrace their love of books and information gathering while installing in them the respect and desire for lifelong learning.

Responsibility for Collection Management & Development

The Certified Educational Media Specialist is responsible for the collection and its development. The Media Specialist will work with administration, faculty, students, parents, and district stakeholders to gather, manage, and develop a collection that reflex the needs of the community.

Library Program

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 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.

Goals and Objectives

A minimum of three annual goals and a proposed budget are formulated in the spring of each school year based on curriculum needs, circulation and usage data along with data regarding to state-of-the-collection. The goals give focus and direction to the ongoing library media program in the school. These goals are approved by the library media center advisory committee and administration and

can align with the annual individual professional development plan or accomplished educator goals for the library media specialist.

Goal 1: Weed high school and middle school Reference books with the focus being on the age, rarity, and usefulness
   Use data from library collection analysis in Titlewave.
   877 copy count.

Goal 2: Clean up and organize class sets after library remodel. We have of over 30,000 items in destiny and most are fiction class sets.

Goal 3: Shelf fiction, non-fiction, and reference books and have weeded books removed.

Budget and Funding

In the SPRING, consult with your library advisory group, review the goals and data for the library media program, develop a BUDGET for the coming year, Present the proposed budget to your library advisory group and your administration:

Each budget line should be supported by data

Tie the budget to the school improvement plan and the library program goals

Develop short-term goals for immediate purchase / implementation

Develop ongoing goals that support successful practices

Develop long-range goals that focus on the development of new programs, revitalization of existing programs and the termination of obsolete   programs

School and State library books funds: Library books funds will be divided between the Middle School and High School media centers. Books are chosen to meet the needs and desires of the school community. The non-fiction section has average publication date of 1984, updating the Non-fiction section of the High School and Middle School is a major focus, while selecting highly rated fiction books to maintain and drive circulation.

School library supplies funds: Library supply funds will be divided between the Middle School and High School media centers. supplies are chosen to meet the needs and desires of the school community. Some school needs include various colors of butcher paper for bulletin boards and other school signs and projects, posters for text rich environments, and library décor. Also, various supplies of pens, pencils, markers, scissors, and glues.

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School library audio/visual funds: Library audio/visual funds will be divided between the Middle School and High School media centers. Audio/visual supplies are chosen to meet the needs and desires of the school community. Some school needs include wireless keyboards and mouse, USB drives, Charging cords, and Micro Fiber cleaning cloths.

School-based Operating Budget	Budget FY24	FY25 Projected Budget
Account 551100 - Media Supplies	$467	$467
Account 553420 - Media Subscriptions (Periodicals-Newspapers)	$145	$145
Account 561100 - Library Books	$2456	$2460
Account 562230 - Media A/V Equipment	$623	$625
Account 564220 - Furn-Fix/Equip	$175	$180
Fundraising/ Grants	Budget Amount	
Media Center Internal Account number for your grant(s) (get this from your bookkeeper)	$0	$1000
State Media Allocation	Budget Amount	
Account 556110 (program 3070) - Media Books	$1433	$1433

Purchasing Plan FY25

Approximate Purchasing Plan	
Purpose	**Amount**
IB Science Book	$ 788.00
Spanish Books	$ 675.00
STEM Supplies	$ 486.00
Makerspaces Supplies	$ 575.00
Total:	**$ 2, 524**

Scope of the Collection

The collection development is focused on the curriculum of Pahokee Middle High 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.

According to best practices for school libraries in the United States, the print and nonprint collection at Pahokee Middle High School is arranged by the Dewey Decimal Classification System. Reading Counts books are marked with an orange stripe on the spine, and some fiction books will have a genre sticker on the spine. Additional resources are provided by district-wide subscriptions to electronic information databases.

Through affiliation with the public library system, SUNLINK and SEFLIN, the Pahokee Middle High 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 centers along with all those that students, faculty and administers can access through interlibrary loan. 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

Equipment available for staff and students include:
Laminating Machine
Copy Machine
Paper Cutter
Letter Press
Poster Printer
Digital Video Cameras
Digital Photo Cameras
TV Studio
Maker Space Lab
Computer Lab

Collection Development

Collection Development is analyzing your collection to see if it fits the needs of the community. Quality materials and equipment should be available and used in the library media center. The goal of collection development is to insure ample resources and in varieties to serve all members of the community. It is the media specialist's responsibility to ensure this takes place with the aid from staff, students, and all stakeholders.

Selection and Evaluation Criteria

Reputable, unbiased, professional reviewing sources used for selection include:

-BookTalk

-BookReport

-Bulletin for the Center for Children's Books

-Kirkus Reviews

-Junior High School Library Catalog

-Senior High School Library Catalog

-Books for Secondary School Libraries

-Online-Offline

-Book Links

-T.H.E. Journal

-Titlewave

Media Center materials are selected for a reason. The materials are evaluated according to their aesthetic, literary and social value, appropriateness to student age and emotional maturity and relevance to the curriculum.

Media Center materials reflect sensitivity to the achievements, needs, and rights of men and women, various ethnic groups, and other cultures.

The selection of media center materials about political theories and ideologies, religion, public issues and controversial topics is directed toward maintaining a balanced representation with various opinions.

Media center materials are judged as a whole, considering the author's/producer's intent rather than focusing solely upon individual pages, phrases, pictures or incidents taken out of context.

Other factors that are considered in the final decision to purchase new materials include their educational significance; need and value to the collection as a whole; and their relationship to the interests of students and curriculum course of study.

Electronic database subscriptions and online curricular software that are made available to Pahokee Middle High School Library Media Center users on the school districts wide portal are selected using a similar educational criterion to that established for the materials in a school except availability and compatibility of technology hardware and software platforms are reviewed and resolved. In addition, the maintains software that complies with the federally legislated Children's Internet Protection Act [CIPA] designed to protect children from obscene or adult-content material.

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:

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- 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.

33849 Items in the Collection	**66.1** Items per Student	**55%** Fiction Titles in the Collection	**33 %** 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.	**1997** Average Age of the Collection	**83%** Aged Titles	**1%** 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.	
49% Representative Titles in Collection	**1998** Representative Titles Average Age	**42%** SLL Titles in Collection	**1999** 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	236	2002
Philosophy & Psychology	276	1997
Religion	301	1988
Social Sciences	2,062	1999
Language	291	2003
Science	1,260	2000
Technology	1,032	1999
Arts & Recreation	1,472	2002
Literature	1,985	1985
History & Geography	2,340	1996
Biography	1,871	1995
Easy	183	1992
General Fiction	18,477	1997
Graphic Novels		

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

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. Teachers, administration and the school library media advisory committee assist in the reevaluation 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

Pahokee Middle High School will charge fees for late materials or fines for lost/damaged materials in accordance with 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".

Strategic Focus – Weeding and Acquisitions

School Year	Strategic Focus
FY25	**Selection Priorities** • Reference • History • New Fiction
	Inventory Priorities • New Fiction
	Weeding Priorities • Reference • History • Old Fiction
FY26	**Selection Priorities** • Arts & Recreation • Science • Technology
	Inventory Priorities • Non Fiction
	Weeding Priorities • Old Arts & Recreation • Old Science • Old Technology
FY27	**Selection Priorities** • Literature • Class Sets • New Fiction
	Inventory Priorities • Literature • Class Sets • New Fiction
	Weeding Priorities • Biography • Easy

Reconsideration of Materials

In the event of a challenge by a citizen of Palm Beach County, personnel at Pahokee Middle High School will follow SDPBC Policy 8.125 – Challenge Procedures for Instructional Materials.

Annual Evaluation and Revision of CDP

This collection development plan will be reviewed each school year.

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)