



Polo Park Middle School

FY25 Collection Development Policy

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Signature Page

**Polo Park Middle School
FY25 Collection Development Policy**

Date Drafted: May 8, 2024

Date Approved by Administration: **May 8, 2024**

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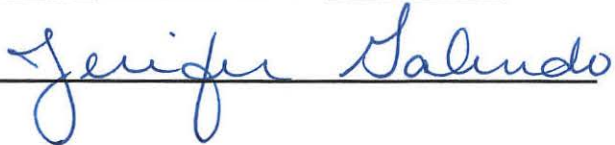
Principal Signature:  _____

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Purpose of Collection Development Policy

The purpose of this collection development policy is to state the principles and guidelines used by the Polo Park Middle School Library Media Center in the selection, acquisition, evaluation, and maintenance of library media center materials. This policy is to help guide and drive the daily and long term policies of the library media center at Polo Park

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:

- Ø size of collection,
- Ø average age of collection and
- Ø access to the collection.

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.

Background Statement & School Community

Our library media center serves the administration, faculty, staff, and students at Polo Park Middle School. Polo Park is one of three public middle schools located in Wellington, a suburban community in Palm Beach County, Florida. Polo Park Middle School draws from a diverse population.

We serve students in grades 6-8 and support curricular programs for ESE, ESOL, and Gifted students. We have a Pre-Engineering program and a Pre-IT program at Polo Park. This year, we added a Dual Language Program. We are a controlled open enrollment school, opening enrollment to any student who chooses to attend Polo Park regardless of where they live.

Interests and maturity levels vary greatly between our incoming sixth graders and our outgoing eighth graders, which must be reflected in our collection. Additionally, our collection must reflect the reading levels of our patrons, even those reading way below grade level. Our school diversity this year, as of October 2023 is as follows:

6% Asian

36% Hispanic

13% Black

1% American Indian

5% Mixed Race

39% White

54% of our student population is male (628)

46% of our student population is female (527)

47% of our students qualify for free and reduced lunch

Our school has earned an A rating since 2001, the first year the school received a school grade.

When looking at our population in terms of patron reading interests and requests, our students most often requested the following: graphic novels, and the genres of fantasy, mystery and scary/horror. Most often students seem unsure of what they like and ask the library media specialist to help them find a good book. This year the focus has been on building our fiction in order to promote independent reading.

School Mission Statement

Polo Park Middle School will empower our students to attain their maximum potential through partnering with parents and the community to foster the understanding, cooperation, and communication skills necessary for students to become literate, productive citizens.

Media Center Mission Statement

The Polo Park Middle School Library Media Center is committed to providing its patrons with a learning environment that promotes respect, independent thinking and individuality.

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.

Responsibility for Collection Management & Development

The responsibility for collection management and development depends on input from all stakeholders; the media specialist, administration, teachers, students, parents and district personnel. This input comes in the way of surveys, presentations, and suggestions.

The library media specialist is on the SAC committee made up of parents, teachers, administration and community members. The Polo Park SAC has awarded the library media center grants for initiatives and programs that support curricula and student achievement. The Polo Park library media specialist has also been awarded funding from the PTSA, again to support the library media program and student achievement.

Students can submit book suggestions that they would like to see in the Polo Park library media center. The library media specialist makes sure the books are purchased as long as they have two grade-level, positive, professional reviews and in compliance with the state legislation giving stakeholders the required time for review and comments. Students are also involved in decision making for lunch time activities.

Library Program

The overall goal is to create a strong middle school library media program. At Polo Park we have an open schedule. Teachers are able to schedule time in the library media center and students are able to visit with a pass from their teacher(s). The library media center is open 4 days a week before school starts. On Tuesdays, before school, parent teacher conferences are held in the library media center.

We have a few incentive programs that utilize the Reading Counts program. The first is our Half-Way There Club, students must read 500,000 words based on Reading Counts to qualify. The next is our Million Word Club, students must read 1,000,000 words based on Reading Counts to qualify. Students in both of these "clubs" are invited to author visits as well as other literacy happenings. The students in these clubs are also recognized at the end of the year with a luncheon. The students in the Half-Way There Club receive medallions and those in the Million Word Club receive trophies. Unfortunately, with the lack of new Reading Counts quizzes, less students participated in our programs than in previous years. We are looking into a new reading incentive program as Reading Counts will no longer be available.

Our third reading incentive is the Ice Cream Extravaganza; to qualify students must read 3 or more SSYRA (Sunshine State Young Readers Award) books and pass the Reading Counts quizzes for those books. This year, we put together our own paper pencil quizzes for the SSYRA books because Reading Counts did not have the SSYRA books available. Two classes participated in BOB (Battle of the Books) which uses the SSYRA books, these classes were awarded a pizza party and their own class Ice Cream Extravaganza with 15 toppings, one for each of the 15 books, with which to create an ice cream sundae.

This year we were able to host 2 authors at Polo Park. Taryn Souders' visit focused on how and where she gets her ideas and how she does her research.. We also had James Ponti visit. Both the students and adults found him inspiring as he explained that he wasn't much of a reader when he was young and now he not only writes books for middle grade readers, but he reads as well.

Our concentration this year was on our library lunch activities. We used the lunch period for activities such as First Chapter Fridays, Book Trailers and Popcorn, Blackout Poetry, Book Bingo as well as birthday bingo, women's history bingo, Black history bingo and others. We used this time for rock painting, felt craft and other makerspace, creative activities. Students needed to have a permission slip on file in order to participate.

Library programming is in part driven by funding. The library media specialist at Polo Park fundraises and writes grants in order to fund library media activities and programs. We are very lucky to have a very supportive PTSA who is willing to underwrite author visits and copies of the authors' books for students attending their presentations.

Goals and Objectives

The overall goal is to create an outstanding middle school library media program. Last year, we began to work on one of our earlier goals which was to increase programming in the library media center by implementing lunchtime activities; which we held only during Literacy Week and National Library Month. Although attendance was not great at the beginning, our hope was to grow that program. This year, we grew that program with activities held monthly. Some of those activities were book bingo, blackout poetry, felt craft, rock painting, book trailers and popcorn, and First Chapter Fridays. Our goal is to increase our lunch activities and perhaps add a morning activity; added to the lineup may be fiber arts and a mystery/spy book club.

We were able to hold an author visit with a luncheon, our Million Word Club luncheon and our SSYRA Ice Cream Extravaganza. We also worked with two ELA teachers who chose one class each to participate in BOB, Battle Of the Books. Our PTSA and SAC purchased books so that each team would have a full set of copies. Our hope is to build our BOB teams to include a 6th grade class.

Hopefully FY 25 will allow the library media specialist to see this coming year's goals come to fruition. The vision is to increase programming during lunch hour including book clubs, makerspace activities, games and more. The following are long- and short-term goals for the Polo Park Library Media Center; some can be implemented by the collaborative efforts of library media specialist and teachers; others may require funding in order to effectively implement them. Since the pandemic there has been a dramatic decline in the number of books checked out (as well as in participation of our reading programs.) and we hope that changes this coming year.

Goal 1 -

To build a reading culture and increase circulation – This is a primary goal as the more students read, the better they become as readers.

- Establish a school-wide reading initiative. DEAR
- Invite teachers to bring their students down for book checkout.

Goal 2 -

Increase participation in library incentive programs,

Sunshine State Young Reader Award:

- Order books in spring in order to be ready for the start of the school year both in

print and e-book formats.

- Select SSYRA books to be included on our summer reading list.
- Work collaboratively with teachers to encourage students to participate in SSYRA activities.
- Use SSYRA resources to track student reading progress
- Use SSYRA brag tags as incentive rewards

Half-Way There Club and Million Word Club –

It is the hope that these will continue, with the disappearance of Reading Counts, we are looking for a new reading incentive program. Each year we encourage students to 'join' our reading clubs by reading 500,000 words and more, the goal is the Million Word Club. We are considering Book Taco and depending on the program and the reports we generate, these programs may change, but there will be a program.

- Schedule ELA orientation for all classes -have a handout about SSYRA, Half-Way There Club and Million Word Club
- Send information to the PTSA to disseminate to parents.

Goal 3 –

Increase the types of programming as well as the number of state and literacy initiatives taking place in the library media center.

- Continue with lunchtime activities and expand them to activities being held monthly.
- Hold an author visit
- Plan displays and/or programs for Banned Books Week, Children's Book Week, International Dot Day as well as Hispanic Heritage Month, Black History Month, Women's History Month, Jewish American Heritage Month, Asian American Pacific Islander Month.
- Share information, regarding programming, with PTSA to share with parents via e-mails and social media.

Budget and Funding

The Polo Park Middle School library media center is supported through various funding sources. The library media center receives an operating budget from the school and allocations in specific funding areas from the State of Florida.

Capital Funds for the Destiny Project for Library Media Centers: a book repair machine

State Categorical Funds for Library Media Centers: (allotted \$2,101.00)

The library media center's budget is supplemented through SAC, PTSA, book fairs, donations, grants and fundraising. The library media center usually participates in an annual fundraising field trip that helps support the library media programming, unfortunately we were unable to go on the trip this year and plan to reinstate it next year. This year we held two Scholastic book fairs which will be used to support our programming .

Since school and state budgets are based on a per student basis, it is expected that our library media center's operating budget will need to seek additional outside funding sources. This will need to be in the form of additional grants and fundraising. In FY24 the library media specialist received grants from PTSA and SAC to support our author visits and year end reading celebrations and recognition. Due to these grants, every child attending the author visits received a personalized autographed book. Budget goals for FY24 and beyond include:

- funding an author visit
- funding the Battle of the Books
- funding lunchtime/afterschool/evening literary programs
- funding for attendance at the library media (FAME) conference (professional development)

In the FY25 projected budget

School-based Operating Budget	Budget FY24	FY25 Projected Budget
<i>Account 551100 - Media Supplies</i>	\$786	\$700
<i>Account 553420 - Media Subscriptions (Periodicals-Newspapers)</i>	\$500.	\$450.
<i>Account 561100 - Library Books</i>	\$833	\$1,000.
<i>Account 562230 - Media A/V Equipment</i>	\$500.	\$300
<i>Account 564220 - Furn-Fix/Equip</i>	0	0
Fundraising/ Grants	Budget Amount	
<i>Media Center Internal Account number for your grant(s) (get this from your bookkeeper)</i>	\$6,014. (as of 4/15/24)	\$5,000.
State Media Allocation	Budget Amount	
<i>Account 556110 (program 3070) - Media Books</i>	\$2101.	\$2000

Purchasing Plan FY25

Approximate Purchasing Plan	
Purpose	Amount
supplies	\$1,000.
books	\$5,000
books for BOB	\$2500
Author fees	\$5,000.
Programing costs	\$2,000.
Total:	\$17,500

Scope of the Collection

The collection is focused on curriculum and the selection of materials for independent pleasure reading for the students of Polo Park Middle School. The selection of materials for the collection 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. All materials selected and collected must be age appropriate and have two positive reviews from School Library Journal, School Library Connection, Booklist and other professional review sources.

According to best practices for school libraries in the United States, and Policy 8.12, section 5, all collections - print and non-print at Polo Park Middle School are arranged by the Dewey Decimal Classification System. In the fiction section the books are arranged by Dewey within their respective genre sublocations. Additional resources are provided by district-wide subscriptions to electronic information databases. MackinVia provides our students with 24 hour a day access to reading materials provided by both the district and Polo Park . Although we focused on our print collection this year, we will continue to support both MackinVia and our print collection. The district provides access to databases which supplement our non-fiction section that are also available to students both in school and away.

Through affiliation with the public library system, and through our inter-library loan policy, the Polo Park Middle School library media center is able to extend its collection to provide any major resource needed by a patron.

Polo Park Middle School is a Pre-Engineering, Pre-IT and soon to be a Dual Language choice school. This year, when acquiring books, some Spanish language books were added; mostly

fiction. Both IT and Engineering change rapidly, so books relating to these areas must be updated regularly in order to stay current.

Equipment

The equipment available for use in our media programs is as follows:

a GBC laminator

a Lexmark CS 510de color printer

an Epson ST- c4100 color printer

an Epson SC - T3170 color poster maker

an Epson SC - T5170 color poster maker

The equipment is used only by the media specialist, the media clerk, or our IT person.

Teachers may request color printing or lamination, students may request color copies for projects.

Collection Development

Collection development is the process by which quality books, materials, and equipment are added to the library media center. The library media specialist leads the process of collection development with input from students, teachers, parents and community members. The goal of collection development is to ensure that there are enough books and materials to support the academics at Polo Park; this includes both the student's academic and independent reading and learning needs.

Selection and Evaluation Criteria

The library media center selects and evaluates materials always keeping in mind our Polo Park community. When selecting materials the media specialist considers the following:

- Media Center materials reflect sensitivity to the achievements, needs, and rights of men and women, various ethnic groups, and other cultures.
- 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.
- 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. Publication date and lexile range may also be used as determining factors.

When selecting materials, the library media specialist will make sure that materials have two positive reviews and are recommended for the grade level or age of our students. Books recommended for 8th grade and higher will be classified with a YA label and shelved in a YA section. All students must have a signed letter on file stating the parent's consent for their child to read from the YA shelves. The media specialist will use reputable, unbiased, professional reviewing sources used for selection including but not limited to: School Library Journal, The Library Connection, BookTalk, Bulletin for the Center for Children's Books, and Kirkus Review.

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.

			
15,546 Items in the Collection	13.8 Items per Student	47% Fiction Titles in the Collection	40% 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.			
	2004 Average Age of the Collection	71% Aged Titles	6% 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.	
			
42% Representative Titles in Collection	2004 Representative Titles Average Age	36% SLL Titles in Collection	2004 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	69	2009
Philosophy & Psychology	45	2008
Religion	39	2002
Social Sciences	661	2003
Language	41	2002
Science	1417	2001
Technology	602	2004
Arts & Recreation	1361	2007
Literature	338	2000
History & Geography	1596	2000
Biography	1372	2003
Easy	20	2019
General Fiction	7351	2006
Graphic Novels	405	2011

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 order to maintain a collection, the collection must be analyzed, inventoried, weeded and new books must be purchased. We inventory the collection on a three-year rotation as per Board Policy 8.12 (5). Based on inventory and analysis we then can see what to weed and also what to focus on as we add to the collection. For FY 24 we inventoried Non-fiction, moving forward FY 25 - Biography, Reference, & Professional, FY 26- Fiction, FY 27 - Non-fiction.

Lost or Damaged Library Materials

We do not charge fees for late materials at Polo Park. Lost/damaged materials are considered on a case by case basis as our goal is to get books into children's hands and to get children reading. We acknowledge 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" and consider that making decisions regarding lost or damaged library books,

Strategic Focus – Weeding and Acquisitions

School Year	Strategic Focus
FY25	Selection Priorities <ul style="list-style-type: none"> ● Priority 1 Fiction by genre and current SSYRA ● Priority 2 update biography and group biography ● Priority 3 Non-fiction based on collection analysis
	Inventory/ Weeding Priorities <ul style="list-style-type: none"> ● Priority 1 Non-Fiction based on collection analysis ● Priority 2 Biography and group biography ● Priority 3 Fiction based on number of copies and circulation
FY26	Selection Priorities <ul style="list-style-type: none"> ● Priority 1 Fiction by genre and current SSYRA ● Priority 2 Non-fiction based on current needs ● Priority 3 Biography based on current needs
	Inventory/ Weeding Priorities <ul style="list-style-type: none"> ● Priority 1 Non-Fiction based on collection analysis ● Priority 2 Biography and group biography ● Priority 3 Fiction based on number of copies and circulation
FY27	Selection Priorities <ul style="list-style-type: none"> ● Priority 1 General Fiction and current SSYRA ● Priority 2 Fiction -Scary/Horror (strong student requests) ● Priority 3 Non-Fiction update areas based on collection analysis
	Inventory/ Weeding Priorities <ul style="list-style-type: none"> ● Priority 1 Non-Fiction based on collection analysis ● Priority 2 Biography and group biography ● Priority 3 Fiction based on number of copies and circulation

Reconsideration of Materials

Polo Park Middle School follows all School District policies and state laws with regard to the selection of library media materials. However, if a challenge arises, the library media specialist will follow Board Policy 8.125 on challenged materials . Please see [Board Policy 8.1205](#) (Appendix D) and form PBSB 1113 (Appendix E) with regard to book challenges.

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.

Library Bill of Rights

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.

II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.

VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

VII. All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June

27, 1967; January 23, 1980; January 29, 2019.

Inclusion of "age" reaffirmed January 23, 1996.

Although the Articles of the *Library Bill of Rights* are unambiguous statements of basic principles that should govern the service of all libraries, questions do arise concerning application of these principles to specific library practices. See the documents designated by the Intellectual Freedom Committee as [Interpretations of the Library Bill of Rights](#).

[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)