FY25 COLLECTION DEVELOPMENT POLICY

Roosevelt Community Middle School

FY25 Collection Development Policy

Chad Smith

Certified Educational Media Specialist

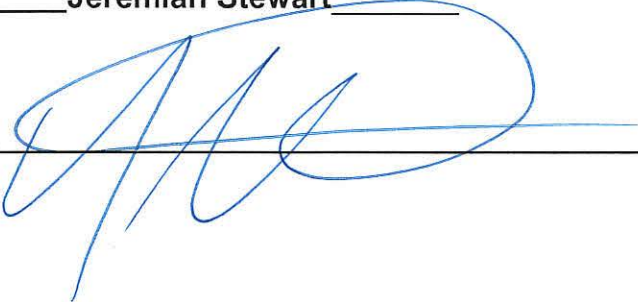**Roosevelt Community Middle School**
FY25 Collection Development Policy

Date Drafted: 5/6/2024

Date Approved by Administration: 5/10/2024

Media Specialist Name: _____Chad Smith_____

Media Specialist Signature: _____

Principal Name: _____Jeremiah Stewart_____

Principal Signature: _____

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Purpose of Collection Development Policy

The Roosevelt Middle Schooll CDP provides the background for decisions made that impact our materials and programming. Our media center will continue to evolve as our school community grows.

Background Statement & School Community

Roosevelt Middle School has a long history of serving its community. The school is located in West Palm Beach, FL and has a diverse population of more than 800 students.

- 74% Black
- 21% Hispanic
- 2% Asian
- 1% Mixed Race
- 2% White
- 1% Native American
- 95% Free and Reduced Lunch
- 3% ELL

Mission Statement

To nurture, inspire, and empower a generation of innovative thinkers, creative problem solvers, and inspiring leaders who are preparing to excel in college and lead in careers.

Media Center Mission Statement

The Roosevelt Middle School Media Center programming supports and enhances the academic plans of the school. The media center also strives to be a place of safety, learning, and inquiry to all students. We firmly believe in the power of reading and create every opportunity for students to find ways to help them take the lead in their own education.

Responsibility for Collection Management & Development

As the media specialist, I am responsible for selecting all materials that are acquired for the media center. I use the input of administration, faculty, staff, students, and the community to determine what materials will fit our community's needs.

Library Program

The Roosevelt Media Center is often called the heart of the school. Beyond normal book check out, the media center functions as a meeting place for students, faculty, and staff. We serve as an extension of the classroom for many teachers for work on group projects and other large group activities. Hosting a complete computer lab, the media center acts as a backup computer facility for students who need to complete work and catch up on online learning.

Goals and Objectives

- *Goal 1: Increase student traffic in the media center*
  - *collaborate with teachers to encourage media center use through incentives and planned activities*
  - *increase student usage by 10 percent each month by tracking number of students who enter and what they do while here.*

- *Goal 2: Increase collaboration with teachers*
  - *select one teacher from each subject area to collaborate with*
  - *attempt to create one program per month where I work with teachers to enhance classroom activities.*

- *Goal 3: Update the look and feel of the media center*
  - *create artwork using the new poster printer to enhance the look and feel of the media center to be more student centered*
  - *each month take a section of the media center to redecorate in a budget-friendly way*

Budget and Funding

School-based Operating Budget	Budget FY24	FY25 Projected Budget
Account 551100 - Media Supplies	$354	$354
Account 553420 - Media Subscriptions (Periodicals-Newspapers)	$395	$395
Account 561100 - Library Books	$638	$638
Account 562230 - Media A/V Equipment	$395	$395
Account 564220 - Furn-Fix/Equip	$0	$0
Fundraising/ Grants	Budget Amount	
Media Center Internal Account number for your grant(s) (get this from your bookkeeper)	$1295	$1295
State Media Allocation	Budget Amount	
Account 556110 (program 3070) - Media Books	$1449	$1449

Purchasing Plan FY25

Approximate Purchasing Plan	
Purpose	Amount
Books	$1933
Supplies	$354
Technology (tv studio)	$1300
Total:	$3587

Collection Development

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

The library is open when students and/or faculty are in attendance. Research and reference materials are available at all times through the district-wide electronic subscription databases. Interlibrary loan is available through participation with the SDPBC Destiny system. We also work with our students to identify materials available through the Palm Beach County Library System.

Scope of the Collection

The Roosevelt Middle School collection includes inclusive and diverse titles based on community standards to enhance both pleasure reading as well as standards-based learning. Materials are provided in both digital and print format with an emphasis on access to all students on a personal choice basis.

The media center also provides both laptops and desktop computers for student use to search the card catalog system, access ebooks, access district provided databases. These digital resources are also available 24/7, free of charge to any student with a digital device.

Equipment

Beyond computers, the media center also offers a TV production studio, maker space with programmable robots and other technology kits.

1. **District-Wide "Procedures for Selecting and Developing Library Collections"**

2. School Board Policy 8.12 sets out the procedures for selecting and developing library collections. These procedures are followed District-wide.

3.

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;
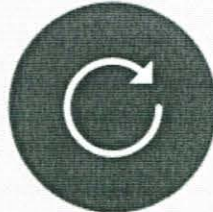- Participating in inter-departmental curriculum development, facility planning, personnel staffing, and task forces at the administrative level;
- Managing technical services for acquiring and processing resources for schools;
- Distributing to schools and monitoring categorical and capital budgets 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 to the curriculum. The data below is a snapshot of the collection based on a Titlewise Analysis.

8598 Items in the Collection	**8.9** Items per Student	**42%** Fiction Titles in the Collection	**43 %** 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.	**2005** Average Age of the Collection	**61%** 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.	
43% Representative Titles in Collection	**2006** Representative Titles Average Age	**37%** 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	70	2008
Philosophy & Psychology	90	2003
Religion	121	1998
Social Sciences	678	2000
Language	80	1998
Science	256	2005
Technology	267	2005
Arts & Recreation	1246	2005
Literature	263	2000
History & Geography	631	2001
Biography	884	2000
Easy	171	1993
General Fiction	3629	2010
Graphic Novels	621	2007

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 material simply because they were donated. All gifts and donations must follow the same processes as new book orders.

Collection Maintenance

Inventory is completed on a three-year rotation as per Board Policy 8.12 (5). 2023 Biography, 2024 Fiction, 2025 Non Fiction.

Lost or Damaged Library Materials

Roosevelt Middle School does not charge a fee for late materials and will accept late materials at anytime. Roosevelt Middle School media center will work with students and give them ample time to return any loaned item. If an item is lost or damaged, the current fine/payment is recorded using the Destiny library management system and the student is notified of the amount due to replace the lost or damaged item in accordance with School Board Policy 2.21B(9).

Strategic Focus – Weeding and Acquisitions

School Year	Strategic Focus
2024-2025	**Selection Priorities** • Fiction • ebooks • Non-Fiction
	Inentory/ Weeding Priorities • Fiction • Non-Fiction • Biograpies and Graphic Novels
2025-2026	**Selection Priorities** • ebooks • Non-Fiction • Fiction
	Inventory/ Weeding Priorities • Non-Fiction • Biographies and Graphic Novels • Fiction
2025-2026	**Selection Priorities** • ebooks • Non-Fiction • Fiction
	Inventory/ Weeding Priorities • Non-Fiction • Fiction • Biographies and Graphic Novels

Reconsideration of Materials

In the event of a challenge to materials in the Roosevelt Community Middle School Media center by a citizen of Palm Beach County, staff will follow SDPBC Policy 8.1205 – Challenge Procedures for Instructional Materials.

(See Appendix.)

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)