

## Tradewinds Middle School FY25 Collection Development Policy

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### Signature Page

**Tradewinds Middle School**  
FY25 Collection Development Policy

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## Purpose of Collection Development Policy

The purpose of Tradewinds Middle School's Collection Development Policy is to ensure that our students have access to high quality, relevant print and digital resources which support our mission to foster students' academic, emotional, and social success, as well as the county's mission to educate, affirm, and inspire all students. Moreover, we maintain a wide selection of accessible, high-interest, culturally diverse materials.

## Background Statement & School Community

	White	Black	Hispanic	Asian	Am. Indian	Multiethnic
6th (Male)	10	44	55	3	7	0
6th (Female)	14	57	42	4	6	3
6th (Total)	24	101	97	7	13	3
7th (Male)	11	65	82	3	4	5
7th (Female)	10	65	87	5	4	4
7th (Total)	21	130	169	8	8	9
8th (Male)	16	52	75	1	1	3
8th (Female)	12	48	58	4	6	6
8th (Total)	28	100	133	5	7	9
<b>TOTAL STUDENTS</b>	73 8%	331 38%	399 46%	20 2%	28 3%	21 2%

## Special Programs

**Advancement Via Individual Determination (AVID)** - Students enrolled in the program have the opportunity to develop academic skills in reading, writing, and critical thinking that build organizational skills, time management, and goal setting that can prepare them for college and or career ready upon high school graduation.

**Advanced International Certificate of Education (AICE)** – The AICE Program is an International Pre-University Preparation Program, part of the Cambridge Assessment Group. AICE courses are among the highest level and most rigorous available. Our students are exposed to complex topics and learn more about concepts and the thinking process on how to address multiple perspectives and different arguments by supporting their viewpoints and arguments with texts and evidence.

**Journalism** – Our students learn how to ask the right questions, look for the details, and find the story

in any situation. They learn how to gather information effectively, organize ideas, format stories for media production, and edit articles and get ready to report the news.

**Global Studies** – Our students will study the causes, patterns, and effects of human settlement and migration, learn of the roles of different kinds of population centers in society, and investigate the impact of human activities on the environment. They will also research and reflect upon where their ancestors descended from and the culture of their country.

**Pre-Culinary Arts** - This preparatory program is designed to prepare students for entry into high school culinary arts career academies and/or related fields of study. Students receive consumer-level skills and begin the exploration of the culinary field as well as related occupations. Areas of study include nutrition, safety and sanitation, culinary terminology, small and large equipment usage, and food preparation needed in the workforce. Opportunities to learn front and back-of-the-house operations through entrepreneurship activities are also built into the curriculum.

**Pre-Teacher Education** – This academy is a preparatory program for students interested in any career that deals with children and child care. Career study includes vocations such as child psychologist, social worker, pediatrician, pediatric nurse, teacher, children’s author, child nutritionist, and pediatric dentist. Some areas of study include child development, early childhood nutrition, health and safety, communication, interpersonal skills, leadership, career development, child abuse and neglect, fetal alcohol syndrome, and pre-natal/infant brain development. There are opportunities to receive certification in infant/child CPR, First Aid, and AED, as well as babysitting.

### **School Mission Statement**

The staff at Tradewinds Middle School is committed to providing a safe, positive, and inclusive learning environment that fosters students’ academic, emotional, and social success. Through effective teamwork, high expectations, and character development, administration, teachers, parents, and community members will provide ALL students access to rigorous and equitable learning opportunities while preparing middle school students for the transition to high school and beyond.

### **Media Center Mission Statement**

Our mission is to provide students and teachers with access to high quality, up-to-date print and digital resources that support students’ academic, emotional, and social success as we nurture responsible, global citizens. The Media Center seeks to engage with all students on their path to becoming confident, educated, empathetic, problem-solvers with a lifelong love of reading.

## **Responsibility for Collection Management & Development**

The Media Specialist is responsible for collection management and development; however, the principal is responsible for ensuring that selection of materials is in compliance with district procedures.

With that in mind, *all* stakeholders are encouraged to give input into our collection development. We use a variety of methods, including the following, to guide our selections.

- Establishing expectations with administration early to achieve maximum buy-in.
- Inviting each faculty member to suggest fiction and/or nonfiction material to support their lessons.
- Incentivizing time for each department to evaluate current holdings.
- Providing a suggestion box with paper and pencils for students to request books. If we end up ordering the book, the student who suggested it will get to read it first!
- Putting a “Media Center” tile on each student’s portal so they can contact the Media Specialist directly to find out if a specific item is available or to request items to be printed.
- Having 1 parent night per quarter to discuss updates, hold a “Read Aloud,” showcase specific genre, allow smaller siblings to read aloud to a middle school volunteer, etc.

## **Library Program**

The library program will provide access to all students through a consistent, rotating schedule. Students will learn how to navigate the library in search of a specific book, author, or topic, as well as how to browse by area(s) interest. Additionally, the library program will serve as a community resource for students seeking assistance with academic and personal questions and concerns, such as exploring and applying for choice programs, tracking their quality points and eligibility for special programs, and how to avail themselves or their families of community support.

## **Goals and Objectives**

Goal #1: Give every student a Media Center tour by the end of **month 1**.

- Schedule through social studies
- Provide incentives to return to the Media Center (drop something off, pick something up)

Goal #2: Check out a book to every student by the end of **quarter 1**.

- Schedule classes through Language Arts or Social Studies
- Administer Reading Inventory #1
- Match Lexile and Reading Interest using Reading Inventory #1 results

Goal #3: Have a minimum of 20 adults attend the Media Center’s **first Family Night**. (October?)

- Select date and format
- PROMOTE

## **Budget and Funding**

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

<b>School-based Operating Budget</b>	<b>Budget FY24</b>	<b>FY25 Projected Budget</b>
Account 551100 - Media Supplies	\$584	\$488
Account 553420 - Media Subscriptions (Periodicals-Newspapers)	\$356	\$366
Account 561100 - Library Books	\$1052	\$610
Account 562230 - Media A/V Equipment	\$466	\$366
Account 564220 - Furn-Fix/Equip	\$188	\$0
<b>Fundraising/ Grants</b>	<b>Budget Amount</b>	
Media Center Internal Account number for your grant(s) (get this from your bookkeeper) 5-1700.00		
<b>State Media Allocation</b>	<b>Budget Amount</b>	
Account 556110 (program 3070) - Media Books	\$1534	\$1500

## **Purchasing Plan FY25**

<b>Approximate Purchasing Plan</b>	
<b>Purpose</b>	<b>Amount</b>
Supplies (bulletin board paper, laminator film, poster maker paper)	\$450
Subscriptions (Palm Beach Post, Scholastic Magazines in Espanol)	\$300
Books (high interest new releases & graphic novels)	\$600
Media A/V Equipment (rolling desk/cart for mobile checkouts)	\$300
<b>Total:</b>	<b>\$1650</b>

## **Scope of the Collection**

The Library Media Center houses our collection of fiction, non-fiction, graphic novels, reference books, English language magazines, and Spanish language magazines for pleasure reading as well as research. Books are classified according to the Dewey Decimal System, with signage that clearly directs students to the different areas.

Through their student portals, students have access to Mackinvia electronically, which is mostly used for pleasure reading, but which also contains access to non-fiction resources like certain GALE and World Book sources.

Students also have digital access to SIRS Discoverer and SIRS Researcher, along with the GALE databases, which provide up-to-date, relevant information on a variety of topics, including STEM, global issues, and opposing viewpoints to help students broaden their perspectives, conduct research, and practice critical thinking.

Per school board policy 8.12, our collection serves to provide material for students' personal enjoyment, to support our standards-based curriculum, and to provide access to material that enriches their understanding of the world around them.

## **Equipment**

Students primarily use their Chromebooks in the Media Center. We do have headphones available for students, and we disinfect them after each use. Students have access to a black and white and color printer. Additionally, we house 3 full Chromebook carts for testing. Teachers also have access to both printers, as well as 3 copy machines, a laminator, and a poster maker. At one time, there was a tv production studio attached to the media center, but it's not currently in use.

## **Collection Development**

TMS's process for Collection Development is dedicated to providing diverse materials to engage and inform our stakeholders through consistently evaluating our holdings and reviewing input from our stakeholders.

## **Selection and Evaluation Criteria**

Board policy dictates that our collection be governed by three principles:

- Material must be accessible and suited to the diverse needs of our students
- Material must be suitable for the students' grade and age level
- Material must not violate 847.012, F.S.

Guided by those principles, our collection reflects the diverse racial, ethnic, socioeconomic, and cultural diversity *and* interests of our students with relevant fiction, nonfiction, print, and digital media.

Special consideration is taken to provide material that supports the academic curriculum at TMS and that has been recommended through established academic trade journals and collegial collaboration.

## **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.

			
<b>12279</b> Items in the Collection	<b>15</b> Items per Student	<b>40%</b> Fiction Titles in the Collection	<b>39%</b> 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.			
	<b>2004</b> Average Age of the Collection	<b>75%</b> Aged Titles	<b>3%</b> 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.	
			
<b>43%</b> Representative Titles in Collection	<b>2004</b> Representative Titles Average Age	<b>34%</b> SLL Titles in Collection	<b>2006</b> 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	34	2006
Philosophy & Psychology	46	2004
Religion	64	2003
Social Sciences	797	2003
Language	14	2003
Science	1132	2002
Technology	821	2003
Arts & Recreation	692	2005
Literature	247	2002
History & Geography	902	2002
Biography	865	2004
Easy	23	1994
General Fiction	4962	2005
Graphic Novels	132	2009

## 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 compliance with Board Policy 8.12, our collection is evaluated and updated annually. Currently, the media center adheres to the Dewey Decimal system of organization; however, I am considering putting the graphic novels in their own area by the windows to drive foot traffic and circulation. The results from this year's completed inventory will serve to identify which books will be marked for weeding. Next year (FY25), the inventory focus will be on graphic novels. In FY26, I will inventory our fiction. In FY27, I will inventory nonfiction and reference material.

## Lost or Damaged Library Materials

Shutting down for Covid, and the lack of a Media Specialist for the past two years, has created an inventory that is pretty askew. This year, we are not charging late or replacement fees. Moving into FY25, students will be charged only if their library book isn't returned or renewed within **3 weeks**. For library books that are lost or damaged beyond use, we will follow School Board Policy 2.21B(9), which states, "If a student loses or damages... library books...said student shall be required to pay for, replace or repair said district property"

## Strategic Focus – Weeding and Acquisitions

School Year	Strategic Focus
FY25	<b>Selection Priorities</b> <ul style="list-style-type: none"> <li>• High-Interest Fiction, including Graphic Novels</li> <li>• Community Resources</li> </ul>
	<b>Inventory Priorities</b> <ul style="list-style-type: none"> <li>• Graphic Novels</li> </ul>
	<b>Weeding Priorities</b> <ul style="list-style-type: none"> <li>• Outdated Media</li> <li>• Outdated nonfiction</li> </ul>
FY26	<b>Selection Priorities</b> <ul style="list-style-type: none"> <li>• Historical Fiction that Supports Core Classes</li> <li>• Non-Fiction that supports STEM</li> </ul>
	<b>Inventory Priorities</b> <ul style="list-style-type: none"> <li>• Fiction</li> </ul>
	<b>Weeding Priorities</b> <ul style="list-style-type: none"> <li>• Outdated fiction</li> </ul>
FY27	<b>Selection Priorities</b> <ul style="list-style-type: none"> <li>• Diverse STEM</li> </ul>
	<b>Inventory Priorities</b> <ul style="list-style-type: none"> <li>• Nonfiction, including Reference Materials</li> </ul>
	<b>Weeding Priorities</b> <ul style="list-style-type: none"> <li>• Outdated reference materials</li> </ul>

## Reconsideration of Materials

Board Policy 8.12 (Appendix C) governs the criteria for Selection of Library Media Center Materials and includes a mandatory training for all Media Specialists. TMS recognizes the importance of adhering to Board Policy and is compliant in training the Media Specialist. not only in the selection and maintenance of our Collection, but also in following Board Policy 8.1205 (Appendix D), which outlines the "Objection Procedures" in the event that a stakeholder challenges any material (Appendix E).

## 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)