

FY 25 Collection Development Policy

Watson B. Duncan Middle School Library Media Center

Collection Development Policy

Kathleen Boutte, Certified Educational Media Specialist

The only thing that you absolutely have to know is the location of the library.

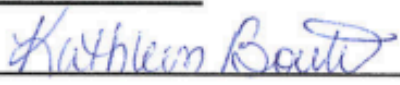
–Albert Einstein

**Watson B. Duncan Middle School
FY25 Collection Development Policy**

Date Drafted: May 9, 2024

Date Approved by Administration: May 10, 2024

Media Specialist Name: Kathleen Boutte

Media Specialist Signature: 

Principal Name: Phillip D'Amico

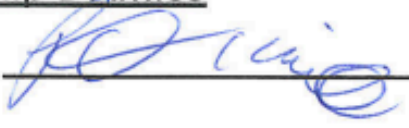
Principal Signature: 

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Purpose of Collection Development Policy

This collection development policy is a statement of the principles and guidelines used by Watson B. Duncan Middle School Media Center in its selection, acquisition, evaluation, and maintenance of media center materials. It will be used for both providing consistency among those responsible for developing the collection and in communicating the Media Center's policies to faculty, staff, students and other members of the school community. It is understood that as the programs and information needs of the school change, so too, the collection development policy will change to meet those needs.

Background Statement & School Community

Located in Palm Beach Gardens, Florida, the student population at Watson B. Duncan Middle School ranges from grades sixth through eighth. The school presently has a population of 1,110 students. We have several Literary and Fine Arts Academies with focuses on Instrumental, Theatre, Visual, Vocal, and Writing/Literature. There is also a Pre-Finance Academy. Our community of users also includes faculty, staff and parents.

Watson B. Duncan's diverse student population represents different cultural, ethnic and economic backgrounds. The racial breakdown is approximately 46% White, 23% Hispanic, 21% Black, 5% Asian and 5% Mixed. 57% of the students are on free/reduced lunch. Students with IEPs or disabilities represent 32% of our school population and several students are learning English as a second language.

Watson B. Duncan Middle School Mission Statement

Mission Statement: Watson B. Duncan Middle School and The School District of Palm Beach County mission is to educate, affirm, and inspire each student in an equity-embedded school system.

Vision Statement: Watson B. Duncan Middle School and The School District of Palm Beach County envision an educational and working environment, where both students and staff are unimpeded by bias or discrimination. Individuals of all backgrounds and experiences are embraced, affirmed, and inspired. Each and every one will succeed and flourish.

The School District of Palm Beach County will take ownership for students' academic mastery, emotional intelligence, and social-emotional needs by creating environments where students, families, staff, and communities will develop agency and voice.

A joy of learning is fostered in each student and a positive vision for their future is nurtured. Each student's cultural heritage is valued, and their physical, emotional, academic, and social needs are met.

Library Media Center Mission Statement

Our Library Media Center is dedicated to designing and maintaining a library media program that supports, complements, and expands the instructional program of Watson B. Duncan Middle School. Creating lifelong learners and readers is the goal of any effective media center and we accomplish this by encouraging our students to read for pleasure and to conduct research with integrity. Students use both print and online materials while reading or researching. We strive to offer quality and reliable resources that meet the varying needs of our school community. Our collection covers a wide range of subjects, reflects differentiated levels of student ability, and represents diverse points of view. Our mission is to provide the knowledge, skills and ethics required to be effective users of information, in a supportive environment that promotes inquiry, curiosity, and enjoyment.

Responsibility for Collection Management & Development

The library media specialist is responsible for the collection management and its development, however, decisions are not made without the input of various stakeholders. Teachers are encouraged to request titles or topics they are teaching, and administrators are also consulted before purchasing. During the year, the media specialist gathers with various classes to get students' ideas of books/authors/topics that interest them. Any new or donated books are posted to the stakeholders website in accordance with district and state policies.

Library Program

Watson B. Duncan Middle School's library media center staff consists of one full-time certified media specialist and one full-time media clerk position.

Except for the occasional need to use the media center for special events, the library is open each day that students are in attendance to ensure equitable access for all students to library media resources. Recent research shows improvement in student learning gains when the library media center is available to the student at the point of need. Students are able to access the library from 9:00 – 4:00 each day.

Teachers are encouraged to bring classes to the media center. The library media specialist collaborates with teachers, coteaches, and provides resources as needed.

Special Initiatives:

- Scholastic Book Fair: The library/media center hosts two books throughout the year. Students are able to purchase books of their interest.
- Literacy Week: This week is dedicated to celebrating literacy with many school wide events on our campus as well as collaborating with our neighbors at Timber Trace Elementary.
- Special class lessons: Banned Books Week
- Author Visits: The media specialist organizes and hosts 2 author visits per year.
- Book Club: The media specialist hosts a book club for each grade level that meets weekly.
- Book Buddies: Students from Duncan Middle School read to Kindergarten and 1st grade students at Timber Trace Elementary to foster a love of reading.
- Battle of the Books: Students are encouraged to read the SSYRA books and compete in our yearly competition.
- Jim Harbin Festival: Students produce videos for the annual Jim Harbin Media Festival.

Goals and Objectives for 2023-2024

Goal 1: Increase the number of fiction materials in Spanish for our ELL population..

- This past year, I collaborated with the ELL teacher and we conducted a Book Study/Read Aloud with all her classes. We used the book *Invisible* which had both Spanish and English on the page. It was a huge success and the students wanted to read more books like this.
- Work with the ELL students and gather their input on titles they would be interested in reading.

Goal 2: Increase enthusiasm for reading (and therefore circulation) through Book Club.

- In 23/24, one of my goals was to hold Book Club during lunch to allow more students the opportunity to participate. This was very successful and attendance was higher than in years past. I will continue to host Book Clubs during each lunch, adding more opportunities for students to host and run events to spread enthusiasm for reading.
- Events will include Book Swaps, Blind Dates with a Book, Book Tastings, and Banned Book Week scavenger hunts.
- Book Club students can work closely with the ELA department to create reading incentives and student recognition programs.

Goal 3: Increase the use of district electronic databases, particularly in the area of SCIENCE..

- Attend PLCs to inform faculty about the electronic sources available.
- Collaborate and present lessons with teachers to support student research.
- Demonstrate and practice using resources available through the student portal.

Ongoing Goals:

- Decrease the age of the nonfiction collection by weeding/replacing outdated materials.
- Hold annual book fairs to bring family events to school.
- Participate with BAM (Books and Music) and host author visits.

Budget and Funding

Funding sources for the Watson B. Duncan Middle School Media Center include state and county allocated funds, book fairs, and donations from our PTO and SAC. The media center budget is divided into various categories and is spent on books, supplies, author visits and reading incentives.

Budget expenditures are based on data from Destiny reports, curriculum needs, and suggestions from staff and students. Books are purchased to support State Standards and our Sunshine State Young Readers program.

2024-2025 (FY25) projected budget amounts

School Based Operating Budget	FY24 Budget	FY25 Projected Budget
<i>Account 55110 - Media Supplies</i>	\$1,177	\$1,177
<i>Account 553420 - Media Subscriptions</i>	\$0	\$0
<i>Account 561100 - Media Books</i>	\$841	\$850
<i>Account 562230 - Media A/V Equipment</i>	\$504	\$500
Fundraising/ Grants	Budget Amount	
<i>Media Center Internal Account - 5-1700.00</i>	\$2,000	\$2,000
State Media Allocation	Budget Amount	
<i>Account 556110 (program 3070) - Media Books</i>	\$2,025	\$2,000
	\$6,547	\$6,527

Purchasing Plan 2024-2025

Approximate Purchasing Plan	
Purpose	Amount
Nonfiction Books	2,000
Fiction Books: SSYRA	1,300
SSYRA Books	800
Print Books in Spanish	500
Supplies	500
Author Visit	1,000
Total:	\$6,100

Scope of the Collection

The collection of Watson B. Duncan Middle School is geared toward meeting the curricular needs of all students. Materials are organized according to the Dewey Decimal Classification System as per section 8 of School Board policy 8.12:

Management of Library Media Materials.-- Following practice and precedent, the school library media centers in Palm Beach County will arrange media and materials according to the Dewey Decimal Classification System.

The major collection areas in the library include: Fiction, Nonfiction (the Hundreds divisions), Biographies, Graphic Novels, Reference, Professional, and Audio/Visuals. Many of the Fiction books have identifying spine labels to assist users in easily identifying genres. Separate areas for Historical Fiction, Mystery, Horror, Fantasy, Sports, and Adventure have been created to help students locate books easily. There is also a Young Adult section for 8th grade students.

The collection has both hardcover and paperback books, as well as DVDs. The library collection also has eBooks that students may access both on campus and at home, seven days a week. Students have the ability to access databases and conduct online research using their own Chromebooks or the media center's computers. In addition there are multiple copies of novel sets for teachers to use with class lessons.

Materials in the collection are meant to support both curriculum and pleasure reading as per School Board Policy 8.12 section 5d:

(A comprehensive collection should).....Meet the personal needs and interests of students, including materials that: nurture the development of recreational reading/listening/ viewing, cultural appreciation, and aesthetic values; represent the many religious, racial, ethnic, linguistic, and cultural groups in our society and reflect their contributions to the heritage and culture of our civilization; foster respect for the diverse roles available to women and men in today's society; and provide access to materials in heritage language as stipulated by the META agreement.

Equipment

Equipment in the media center includes a Smartboard and an Audio Enhancement Microphone (both handheld and one that can be worn around the neck). A Makerspace area consists of materials available to students for projects. This includes but is not limited to markers, glue, glue guns, scissors, paper, felt, pipe cleaners, cloth material, and other recyclable materials such as cardboard and bottle caps. The Makerspace area also has games and puzzles for student use.

All staff and students have their own Chromebooks/Laptops. In addition, the media center has a workroom with 2 desktop computers, 2 copy machines, a large paper cutter, and Ellison die cuts and machines for cutting letters and shapes for bulletin boards. A separate room contains a laminating machine and Epson printer for making posters.

The circulation desk has 2 desktop computers for circulating materials and the media specialist has a computer, laptop, and iPad for the media program. Two additional printers (one in the media specialist's office and one at the circulation desk) are used for various tasks such as printing receipts and documents.

Collection Development

The primary goal of the Media Center's collection development efforts is to build a collection that supports the needs of the Watson B. Duncan school community. Materials in the library are available to every student in the school, as well as staff members and parents. Acquisition and maintenance of materials is the primary function of the media staff to ensure that students have the required materials at the time of need and to enrich their educational experience. Special consideration is taken to ensure the size, variety, and age of the collection meet the needs of our learners.

Selection and Evaluation Criteria

When selecting materials, the primary objective is to implement, enrich and support the School Improvement Plan. The library/media center makes available a wide range of materials on varying levels of difficulty with a diversity of appeal compatible with the varying interests, needs and viewpoints of learners and teachers.

Watson B. Duncan Media Center materials are carefully evaluated and vetted by the media specialist prior to purchase. Books have at least 2 positive reviews from reputable, unbiased, professional sources including but not limited to: School Library Journal, Booklist, BookTalk, Kirkus Reviews, and Horn Book Magazine. Books that have won prestigious awards such as The Newbery Award, Pura Belpre Award, and Coretta Scott King Award are also considered, as well as recommendations from the Florida Association for Media in Education. Materials are evaluated according to their aesthetic, literary and social value, appropriateness to student age and emotional maturity and relevance to the curriculum.

Furthermore, our materials reflect many cultures and ethnic groups. Materials that contain political theories and ideologies, religion, public issues and controversial topics have 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.

The media specialist has the responsibility of coordinating the collection development program. The media specialist uses input from teachers and stakeholders, especially the Language Arts and Reading teams to ensure that the collection meets the needs of the school. Staff members are encouraged to participate in the selection process by emailing or providing written requests at any time for specific items they would like to have in the media center.

The media specialist attends meetings, conferences and professional development to obtain information on new equipment, materials and latest practices related to the state standards and student achievement.

District-Wide “Procedures for Selecting and Developing Library Collections”

The library media specialist at Watson B. Duncan Middle school follows [School Board Policy 8.12](#), which 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.

			
14,904 Items in the Collection	11.7 Items per Student	69% Fiction Titles in the Collection	23% 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.			
	2007 Average Age of the Collection	53% Aged Titles	8% 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% Diverse Titles in Collection	2007 Diverse Titles Average Age	54% SEL Titles in Collection	2007 SEL 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	17	2010
Philosophy & Psychology	100	2014
Religion	15	2010
Social Sciences	551	2009
Language	10	2006
Science	687	2008
Technology	294	2006
Arts & Recreation	604	2013
Literature	293	2001
History & Geography	793	2007
Biography	1,205	2008
Easy	0	n/a
General Fiction	10,233	2006
Graphic Novels	476	2014

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

To maintain the Watson B. Duncan Media Center collection, the media specialist will:

- Utilize collection analysis reports such as Titlewise to determine areas in need of additional resources or weeding.
- Examine curriculum content to determine adequacy of collection materials.
- Maintain an ongoing list of topics/areas that are in need of more resources.
- Ask staff to provide a list of research topics for which resources are needed.
- Conduct surveys of students and staff to determine adequacy and relevance of materials, as well as types of informational, curriculum and pleasure reading material to be added to the collection.
- Conduct an annual inventory of the collection to determine replacements, missing items and other material needs. Inventory will be completed on a three year rotational basis as per [Board Policy 8.12 \(8\)](#) *Library media materials acquired with funds from the General Appropriation Act of the State of Florida are to be cataloged and inventoried as part of the library media collection. Library media materials may be inventoried in one to three year cycles.*

The current rotation time line is as follows:

FY 23 - 24: Biographies and Audio Visual Materials

FY 24 - 25: Nonfiction

FY 25 - 26: Fiction

FY 26 - 27: Biographies and Audio Visual Materials

Organizational system in the Watson B. Duncan Media Center

There are various sections in the media center to allow ease of access for students and staff.

Graphic Novels, Young Adult novels, and Biographies are in separate sections with large signage.

Non-fiction is organized by the Dewey Decimal System, and much of the Fiction is shelved by genre.

Signs are posted on aisle ends, so students can find each genre. Spine labels are also on books for easy identification and filing back to shelves. The following spine labels can be found in our library.



Lost or Damaged Library Materials

In accordance with [School Board Policy 2.21B\(9\)](#), 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. No fees are assessed for late materials.

Strategic Focus – Weeding and Acquisitions

School Year	Strategic Focus
FY25	Selection Priorities <ul style="list-style-type: none"> ● SSYRA titles ● Biographies ● Sciences - 500's ● Technology - 600's ● eBooks ● New Fiction and Graphic Novels
	Inventory/ Weeding Priorities <ul style="list-style-type: none"> ● Nonfiction
FY26	Selection Priorities <ul style="list-style-type: none"> ● SSYRA titles ● Computer Science & General Works - 000's ● Religion - 200's ● History & Geography - 900's ● Fiction - Diverse and SEL titles
	Inventory/ Weeding Priorities <ul style="list-style-type: none"> ● Fiction
FY27	Selection Priorities <ul style="list-style-type: none"> ● SSYRA titles ● Language - 400's ● Literature - 800's ● New Fiction and Graphic Novels ● Large Print Books (based on popularity)
	Inventory/ Weeding Priorities <ul style="list-style-type: none"> ● Biographies ● A/V Materials

Reconsideration of Materials

Complaints regarding school library/media center materials will be handled according to School Board Policy 8.1205. The Challenge Procedures for Instructional Materials can be found in Appendix D.

Annual Evaluation and Revision of GDP

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)