

FY25 COLLECTION DEVELOPMENT POLICY

West Boynton Middle School

FY25 Collection Development Policy

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FY25 Collection Development Policy

Date Drafted: 4/18/24

Date Approved by Administration:

Media Specialist Name: _____ Alonso Torres _____

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Principal Signature: _____  _____

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Purpose of Collection Development Policy

The purpose of the policy is to connect the media center to the overall mission statement and goals of West Boynton Middle School. The following goals and objectives will guide the plan to meet the mission statement.

Background Statement & School Community

Our students speak a range of languages including English, Spanish, Portuguese and Creole. The school contains an autistic unit as well as advanced/honors courses. We have a premedical program and a technology program, as well as Esports.

School Mission Statement

Our mission is to educate, affirm, and inspire each student in an equity-embedded school system.

Media Center Mission Statement

The mission of the West Boynton Middle School Media Center is to ensure that all students and staff are effective users of ideas and information and that the students use the library program as a means to achieve the Florida Standards. In doing so, the library strives to reflect the curriculum first. The collection goals and objectives of the West Boynton Middle School Media Center include:

~ The library will serve the intellectual and educational needs of the school by providing access to materials in all formats, by providing instruction to foster competence and stimulate interest in reading, viewing, and using information and ideas, through acquisition of and assistance with new technologies of service and instruction; and through provision of materials to incite and excite recreational reading.

~ The library will provide materials which will support the individual curricula of the school, taking into consideration the varied interests, abilities, learning needs, learning styles, and maturity levels of the students served.

~ The library will update the collection as required and keep it current in all subjects. The library will provide access to technology that enables students and staff members to access up-to-date information on topics in all subjects. The library will provide materials which will support the educational enrichment needs of students-materials which will amplify and expand upon the curriculum which is offered and materials which go beyond the scope of the present educational curriculum. The library will provide materials which offer remedial assistance to students. It will provide for low-reading level/high interest materials which will spark interest amongst users of such materials. The library will provide for career-oriented materials which will assist students in making career choices.

~ The library will provide for recreational reading interests of students through the provision of materials in fiction and non-fiction -- for all students at all levels of reading development and shall include works which fall into many genres: classics as well as popular fiction.

~ The library will provide intellectual access to information through systematic learning activities which develop cognitive strategies for selecting, retrieving, analyzing, evaluating, synthesizing, and creating information at all age levels and in all curriculum content areas.

~ The library will provide physical access to information through (a) a carefully selected and systematically organized collection of diverse learning resources, representing a wide range of subjects, levels of difficulty, communication formats, and technological delivery systems; (b) access to information and materials outside the library media center and the school building through such mechanisms as interlibrary loan, networking and other cooperative agreements, and online searching of databases; and (c) providing instruction in the operation of equipment necessary to use the information in any format.

~ The library will provide resources and activities that contribute to lifelong learning, while accommodating a wide range of differences in teaching and learning styles and in instructional methods, interests, and capacities. The library will provide a facility that functions as the information center of the school, as a locus for integrated, interdisciplinary, intergrade, and school-wide learning activities. The library will provide resources and learning activities that represent a diversity of experiences, opinions, social and cultural perspectives, supporting the concept that intellectual freedom and access to information are prerequisite to effective and responsible citizenship in a democracy. It is the responsibility of the school library media specialist to take the lead in translating the mission, goals, and objectives into programs that make effective access to information and ideas a reality.

Responsibility for Collection Management & Development

The media specialist is responsible for collection management and development. By taking into account district rules and policies, as well as integrating student, parent and teacher input, the media specialist can create a catalog that will benefit all who utilize the media center.

Library Program

The Media Center, during a normal school year, is on an open schedule. This means that teachers can sign up for media center time whenever they choose. The media center operates on a first come, first served basis, but most teachers understand that, with some advanced notice, the media center is available for all. The media center also hosts the Battle of the Books program and is available to students before and after school for extra help, research or study time. Some children utilize the media center as a quiet place to read and relax during their lunch period. The media center further serves as a testing place for extra time students or students who require additional support.

Goals and Objectives

Goal 1: To continue to purchase and secure books/materials in the collection that support each subject area's curriculum.

Objective 1: To build my non-fiction section to include biographies that are of high interest to students and meet social studies and science research objectives.

Objective 2: To obtain materials that support the Florida Standards: www.flstandards.org

Goal 2: To grow the graphic novel selection of the school library by 50% to include up to date titles and high interest reading for students.

Objective 1: To purchase high-quality age appropriate titles.

Objective 2: To purchase high interest reading materials to support all reading levels, especially those in the lowest 25% in reading.

Goal 3: To increase the use of district electronic databases by May 2025:

Objective 1: Confer with social studies and science teachers to discover which database will support their curriculum for future purchases.

Objective 2: Inform faculty as well as teach and support instruction of the District supported databases, possibly by joining subject area meetings or having classes come to the media center for instruction.

Budget and Funding

<i>School-based Operating Budget</i>	<i>Budget FY24</i>	<i>Budget FY 25</i>
<i>Account 551100 - Media Supplies</i>	<i>\$829.65</i>	<i>\$829.65</i>
<i>Account 553420 - Media Subscriptions (Periodicals-Newspapers)</i>	<i>\$0</i>	<i>\$0</i>
<i>Account 561100 - Library Books</i>	<i>\$126.25</i>	<i>\$126.25</i>
<i>Account 562230 - Media A/V Equipment no cap</i>	<i>\$0</i>	<i>\$0</i>
<i>Account 564220 - Furn-Fix/Equip</i>	<i>\$0</i>	<i>\$0</i>
<i>Fundraising/ Grants</i>	<i>Budget Amount</i>	
<i>Media Center Internal Account number for your grant(s) (get this from your bookkeeper) 5-1700.00</i>	<i>\$17.79</i>	<i>\$17.79</i>
<i>State Media Allocation</i>	<i>Budget Amount</i>	
<i>Account 561100 (program 3070) - Media Books</i>	<i>\$1179.00</i>	<i>\$1179.00</i>

Purchasing Plan FY25

Approximate Purchasing Plan	
Purpose	Amount
books	\$1649.69
supplies	\$500
Total:	\$2149.69

Scope of the Collection

The library media center will contain a comprehensive collection of resources in various formats, such as books, periodicals, and electronic resources. It will reflect the school, district and state curriculum and objectives and be appropriate for different ability levels and learning styles. A priority will be placed on purchasing books that fit student interests. To achieve this, the media specialist will work with the reading teachers and seek out opinions from students as well. In addition, district-provided databases and eBooks expand the collection and provide student access at any time. Materials will support both curriculum and pleasure reading as per School Board Policy 8.12 (section 5D). Also, as per School Board Policy 8.12, the collection will be arranged in standard Dewey order.

Equipment

The media center contains a fully-functioning TV studio for producing the morning announcements. There are chromebooks available for use and smart boards also available for use. The room can be rearranged to accommodate different teachers, classes and their needs.

Collection Development

The library media specialist will be responsible for developing the collection program based on the regulations set forth in school board policy 8.12. In addition, input from the administrators, teachers, staff, students and parents will be sought to reflect the needs of the school and its learners.

Selection and Evaluation Criteria

All materials considered for purchase will be selected on the basis of the Palm Beach County School Board Policy 8.12 and will be evaluated on the following criteria:

- ◆ firsthand examination by the library media specialist
- ◆ a favorable review in a reputable, unbiased, professionally prepared selection tool, including but not limited to: Book Links, Booklist Books for Secondary School Libraries, Bulletin for the Center for Children's Books, Children's Catalog, Wilson Junior High Catalog, Kirkus Reviews, and School Library Journal
- ◆ educational significance
- ◆ currentness and relevance to today's world
- ◆ need and value to the collection/course/curriculum
- ◆ quality of the writing/production
- ◆ readability level
- ◆ organization and presentation of content
- ◆ relationship to the course of study and curriculum
- ◆ reputation of the publisher/producer
- ◆ reputation and significance of the author/artist/product
- ◆ timeliness or permanence
- ◆ quality of format
- ◆ degree of potential user appeal
- ◆ valid, accurate, objective, up-to-date and appropriate information
- ◆ award material (Caldecott, Boston Globe, ALA Notable, and/or Newberry)

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.

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.



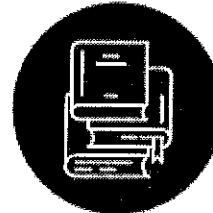


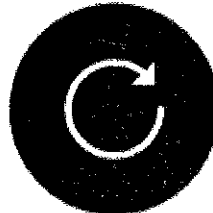
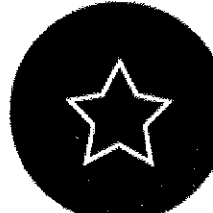




District Resources And Services

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

			
<<Items in Collection>> 3188	<<Items per Student>> 4	<<Fiction (%)>> 99%	<<Nonfiction (%)>> 1%
Library media resources are curated to include both recently published works and classics that both rightfully impact the average age of the collection.			
	<<Average Age>> 2016	<<Aged Titles (%)>> 10%	<<Newer Than 5 Yrs>> 33%
Library media resources should be representative of the school.		Skills for Lifelong Learning (SLL) library media resources can contribute to character development.	
			
<<Diverse Titles (%)>> 50%	<<Diverse Titles (Average Age)>> 2015	<<SLL Titles (%)>> 68%	<<SLL Titles (Average Age)>> 2015

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	-	-
Philosophy & Psychology	-	-
Religion	-	-
Social Sciences	3	2019
Language	-	-
Science	-	-
Technology	-	-
Arts & Recreation	-	-
Literature	-	-
History & Geography	-	-
Biography	-	-
Easy	-	-
General Fiction	2970	2015
Graphic Novels	215	2018

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

As per School Board Policy 8.12 (8), inventory will be completed on a three-year rotation. During the 2023-2024 school year, the entire Fiction section was inventoried. In 2024-2025, I will inventory the Graphic Novel section and in 2025-2026, I will inventory the Non-Fiction section of the collection. This will constitute a complete inventory by 2026. This year the fiction inventory was completed. Next year, we will begin with the Graphic Novels section. As we are a new school, the non fiction section is still being built. I hope to add new titles to the non fiction section in 2025-2026.

Lost or Damaged Library Materials

Chargers for lost or damaged library materials will be filed 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"? However, these charges are at the discretion of the media specialist and administration.

Strategic Focus – Weeding and Acquisitions

School Year	Strategic Focus
FY25	Selection Priorities <ul style="list-style-type: none">● Biographies● Graphic Novels● Non-Fiction
	Inventory/Weeding Priorities <ul style="list-style-type: none">● Damaged● All of our books are fairly new
FY26	Selection Priorities <ul style="list-style-type: none">● Non Fiction● Biographies● Graphic Novels
	Inventory/ Weeding Priorities <ul style="list-style-type: none">● Damaged novels

Reconsideration of Materials

Occasional objections to a selection will be made by the public, despite the care taken to select materials for student and teacher use. Any complaint regarding school library/media materials will be handled in accordance with School Board Administrative Policy 8.1205 (see appendix for full policy). The complaint shall be registered with the principal. If not resolved, an informal school level meeting will be held with administration, the library media specialist, and the complainant to explain criteria, selection procedures, and the role of the material in the school curriculum. If not satisfied, a formal complaint may be filed. Four copies of the form "Citizen's Request for Reconsideration" must be submitted. A school materials review committee will make a recommendation and the principal will submit a written recommendation to the Superintendent, the Area and Assistant Superintendent for Instruction, and to the party requesting the review. If still not satisfied, a district level formal appeal may be filed in accordance with board provisions.

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)