

**Western Pines Middle School**

**FY25 Collection Development Policy**

*Laura Cruz*

Educational Media Specialist

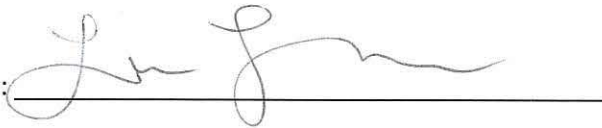
**Western Pines Middle School**  
FY25 Collection Development Policy

Date Drafted: 4/26/24

Date Approved by Administration:

**Media Specialist Name:** Laura Cruz

**Media Specialist Signature:**



**Principal Name:** Philip Preddy

**Principal Signature:**



## Table of Contents

<u>Purpose Statement</u>	4
<u>Background Statement &amp; School Community</u>	4
<u>School Mission Statement</u>	4
<u>Media Center Mission Statement</u>	4
<u>Responsibility for Collection Management Development</u>	4
<u>Library Program</u>	5
<u>Goals and Objectives</u>	5-6
<u>Budgeting and Funding</u>	6-7
<u>Scope of the Collection</u>	7
<u>Equipment</u>	8
<u>Collection Development</u>	8
<u>Selection Evaluation and Criteria</u>	8-11
<u>Analysis of the Collection</u>	12-13
<u>Gifts and Donations</u>	13
<u>Collection Maintenance</u>	14
<u>Lost or Damaged Library Materials</u>	15
<u>Strategic Focus – Weeding &amp; Acquisitions</u>	15
<u>Reconsideration of Materials</u>	16
<u>Appendices</u>	17
<u>A - Library Bill of Rights</u>	17
<u>B - ALA Intellectual Freedom Statement</u>	17
<u>C - Board Policy 8.12</u>	17
<u>D - Board Policy 8.1205</u>	17
<u>E - Specific Material Objection Form</u>	17

## **Purpose of Collection Development Policy**

The Collection Development Policy is designed to support the Library's Mission statement and serves as a guide for the selection, acquisition, maintenance, and retention of materials by establishing roles, responsibilities, and a process for addressing Library user concerns. As our student population changes, the Media Center at Western Pines Middle School, reassesses and adapts its collections to reflect new and differing areas of interest and concern. The collection development policy is annually evaluated and revised as necessary to provide guidance for implementing changes in the collection.

## **Background Statement & School Community**

**Western Pines Middle School is made up of over 989 students. The school is 46% White, 14% Black, 30% Hispanic, and 5% Asian. The school is 57% male and 43% female. 44% of our students receive free and reduced lunch. 6% of our population consists of ELL students. We do have a Pre-IT Academy, and Pre-Med Academy, and a Graphic Arts Academy as well.**

## **School Mission Statement**

Western Pines Community School's high expectations are designed to nurture and develop our students into literate, ethical, self-motivated, productive, problem-solvers equipped for the challenges of the 21 Century.

## **Media Center Mission Statement**

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 collection management and development of the Library Media Center is the responsibility of the certified Library Media Specialist. In addition, input from the school's principal along with our Instructional Literacy Team helps guide instruction, materials, and programs in the media center. Students have the opportunities to share suggestions through Google Classrooms created for the media center and when they visit the library media center. District stakeholders also have the opportunity to view and comment on materials being ordered for the library media center.

## **Library Program**

The library is open throughout each day that students are in attendance to ensure equitable access for all students to library media resources. The school administration and faculty are aware that recent research documents improvement in student learning gains when the library media center is available to the student at the point of need. At WPMS the library media center is open before school at 8:30 am, after school every day until 4:15 pm, and throughout the school day. The media center is also open during lunches. During those times, students are free to check out books. Students may also visit during classes with passes or on class visits.

### **Goals and Objectives**

**Goal 1: To continue to increase the number of books in the collection that supports each subject area's curriculum.**

**Objective 1: To obtain materials that support the district and state standards.**

**Objective 2: To weed nonfiction materials based upon the significance to the reader, focusing on items which have never been or not circulated frequently.**

**Objective 3: To continue to cultivate nonfiction materials. Surveys will be done with teachers to supplement with new, time and age appropriate materials.**

**Goal 2: To support Western Pines to deliver effective and relevant instruction to meet the needs of all students.**

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

**Objective 2: To purchase high interest, low-leveled books to support the lowest 25% in both reading and math.**

**Objective 3: To increase classroom visits and circulation days beginning with the sixth grade teachers.**

**Objective 4: Collaborate with the Reading Teachers to form a program that the efforts of their students (breakfast celebrations with guest readers, celebrating students who grow five or more levels in Reading Plus).**

**Objective 5: Collaborate with the faculty and Literacy Committee on a regular basis.**

**Objective 6: Continue with student incentives, contests and rewards for participation in the Reading Plus and Million Word programs or Outstanding Progress in Reading Plus.**

**Objective 7: Support students and teachers in school-wide Reading Plus initiative; monitoring and assisting students in the program (including an incentive with Battle of the Books).**

**Goal 3: To support Western Pines to increase opportunities for science, technology, engineering and mathematics enrichment for students.**

**Objective: To purchase updated titles in science, technology, engineering and mathematics.**

**Budget and Funding**

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

<b><i>School-based Operating Budget</i></b>	<b><i>Budget FY24</i></b>	<b><i>FY25 Projected Budget</i></b>
<i>Account 551100 - Media Supplies</i>	<i>\$617.00</i>	<i>\$620.00</i>
<i>Account 553420 - Media Subscriptions (Periodicals-Newspapers)</i>	<i>\$463.00</i>	<i>\$470.00</i>
<i>Account 561100 - Library Books</i>	<i>\$1235.00</i>	<i>\$1300.00</i>
<i>Account 562230 - Media A/V Equipment</i>	<i>\$0</i>	<i>\$500</i>
<i>Account 564220 - Furn-Fix/Equip</i>	<i>\$0</i>	<i>\$0</i>
<b><i>Fundraising/ Grants</i></b>	<b><i>Budget Amount</i></b>	
<i>Media Center Internal Account number for your grant(s) (get this from your bookkeeper)</i>	<i>\$0</i>	<i>\$0</i>
<b><i>State Media Allocation</i></b>	<b><i>Budget Amount</i></b>	
<i>Account 556110 (program 3070) - Media Books</i>	<i>\$1865.00</i>	<i>\$2000.00</i>

## Purchasing Plan FY25

Approximate Purchasing Plan	
Purpose	Amount
Books	\$3500
supplies	\$500
STEM	\$500
<b>Total:</b>	<b>\$4,500</b>

### Scope of the Collection

The collection development is focused on the curriculum of WPMS, which 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.

According to best practices for school libraries in the United States, the print and non-print collection at WPMS is arranged by the Dewey Decimal Classification System. Additional resources are provided by district-wide subscriptions to electronic information databases.

The library media collection includes all the resources available in the school library media center along with all those that students, faculty and administrators can access through interlibrary loan. Three types of collection maps can provide the staff and advisory committee with comprehensive information to direct short-term purchases and long-range planning. Collection mapping is the process of examining the quantity and quality of your collection and identifying its strengths and weaknesses. A collection map is a visual supplement to the automated catalog system that graphically displays the breadth and depth of the collection.

The collection is made up of print resources, DVDs for instructional use, Audio CDs, ebooks, and electronic databases. The nonfiction print collection in the media center continues to grow to support academic titles for our teachers, engaging books for our low 25%, and STEAM materials for programs at school.

Materials will support both curriculum and pleasure reading as per School Board Policy 8.12 (see Section 2 d) and also that per District policy, the collection will be arranged in standard Dewey order ( see Section 5 Management of Library Media Instructional Materials]

## Equipment

We are equipped with a poster printer for teachers to use through our ITSA. We have two SMART Panels for meetings and teacher instruction.

## Collection Development

The Collection Development is the process of providing quality materials and equipment for the library media center. As addressed in the goals for the 2024-2025 school year, the collection development goals will ensure the media center collection has information sources in adequate quantity and variety to support student's academic and personal interest needs. These needs will continue to be discussed with Literacy Team, teachers, students, and parents.

## Selection and Evaluation Criteria

- a. Materials for use in school media centers or classroom library collections shall be carefully selected. A choice of materials that support the instructional program and promote reading shall be available to students and professional staff to allow for varying achievement levels, interests, and teaching/learning styles. Each school shall, in conjunction with the "Library Bill of Rights" ([www.ala.org/advocacy/sites/ala.org.advocacy/files/content/intfreedom/librarybill/lbor.pdf](http://www.ala.org/advocacy/sites/ala.org.advocacy/files/content/intfreedom/librarybill/lbor.pdf)) of the American Library Association ("ALA") and District policy, establish procedures for the evaluation, selection, management, and disposal of library media materials in conformance with this policy and Policy 8.1205 and shall record such in the school's collection development plan.
- b. The "Library Bill of Rights" referenced herein is to be used as a suggested guideline. To the extent that there are inconsistencies between the guidelines in the "Library Bill of Rights" and District policy, District policy shall take precedence and shall govern the selection, retention and disposition criteria of library media materials for library media centers and classrooms.
- c. Selection of materials shall also be consistent with the provisions in the School Board's collective bargaining agreement with CTA relating to academic freedom and responsibilities--Article II, Section K--to the extent those provisions are applicable.
- d. Moreover, consistent with Fla. Stat. § 1006.28 (2) (a) 2, library media materials must be suited to student needs and their ability to comprehend the material presented, and be appropriate for the grade level and age group for which the material is used.
- e. In conjunction with the selection criteria above, library media specialists, teachers and administrators at each school location shall evaluate and select print and non-print materials for the library media center using several of the criteria outlined below, as appropriate for the media type. Any library media material containing pornography or otherwise prohibited by Fla Stat. § 847.012 as harmful to minors may not be used or made available within any public school.
- f. Additional criteria used in evaluating all materials include:
  - i. PROFESSIONAL REVIEWS. -- Print or non-print media including video footage that have been favorably reviewed by two or more professional sources such as a School Library Journal, Horn Book, Booklist, and/or Children's Catalog.
  - ii. EDUCATIONAL SIGNIFICANCE. -- Material is valuable to an individual course of study or to the library media collection; the degree to which the material would be supplemented and explained by mature classroom instruction.
  - iii. APPROPRIATENESS. -- Material is geared to the age, maturity, diverse interests, and learning levels of students for whom it is intended. Reading levels and Lexile's are



considered to provide a range of material that challenges the student and guides their selection process.

- iv. ACCURACY. -- Nonfiction information is correct, recent, and objective.
- v. LITERARY MERIT. -- Fiction that has a noteworthy plot, setting, characterization, style and theme.
- vi. SCOPE. -- Content is covered adequately to achieve its intended purpose.
- vii. AUTHORITY. -- The author, editor, or producer has a superior reputation for producing materials of this nature.
- viii. SPECIAL FEATURES. -- The item has maps, charts, graphs, glossaries, and/or other learning aids that support the content, are unique or are valuable.
- ix. TRANSLATION INTEGRITY. -- Material translated from one language to another maintains the stylistic characteristics of the original.
- x. ARRANGEMENT. -- Concepts are presented in a logical sequence and in a way that assures learning.
- xi. TREATMENT. -- Typeset, visuals, style, and/or medium captures and holds the student's attention.
- xii. TECHNICAL QUALITY. -- Sound is clear and audible; visuals project clearly.
- xiii. AESTHETIC QUALITY. -- Material is superior to similar items in attractiveness and presentation of content.
- xiv. POTENTIAL DEMAND. -- Item has particular timeliness or popular appeal.
- xv. DURABILITY. -- Material has the potential for frequent use or is of a nature that it will be considered consumable.
- xvi. OBSCENITY.-- No books or other material containing pornography or otherwise prohibited by Fla. Stat. § 847.012 as harmful to minors shall be used.
- xvii. COPYRIGHT.-- Library media materials used in a school shall be procured and used in accordance with federal, state and District copyright laws, rules, and policies as referenced in School Board Policy 8.121.

#### RULEMAKING

#### AUTHORITY:

Fla. Stat. §§ 120.81 (1) (a); 1001.32(2);  
1001.41(1),(2) & (5); 1001.42 (28).

#### LAWS IMPLEMENTED:

Fla. Stat. §§ 1001.32(2); 1001.42 (2), (9) (13), &  
(19)(a); 1001.43(2) & (3); 1006.28;; 1006.40;  
1006.41; 847.012.

HISTORY:

2/18/72; 4/6/83; 2/20/85; 6/16/99; 5/7/2008;  
1/24/2018

RELATED POLICIES: Policy 8.1205 - Objection  
Procedures for Instructional Materials, Library Media  
Materials, and Supplemental Classroom Materials,  
including reading Lists

Other reputable, unbiased, professional reviewing sources used for selection include:

- BookTalk
- BookReport
- Bulletin for the Center for Children's Books
- Kirkus Reviews
- Junior High School Library Catalog
- Senior High School Library Catalog
- Books for Secondary School Libraries
- Online-Offline
- Book Links
- T.H.E. Journal
- Booklist
- School Library Journal
- Children's Book Council: Notable Social Studies and Science Trade Books for Students K-12

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.

Media Center materials reflect sensitivity to the achievements, needs, and rights of men and women, various ethnic groups, and other cultures.

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.

### **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**

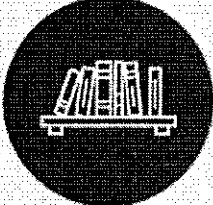





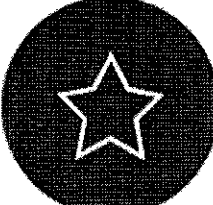
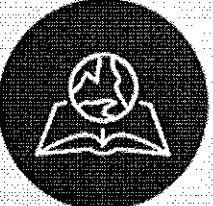
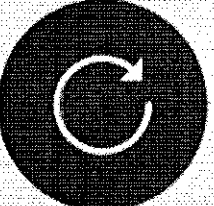
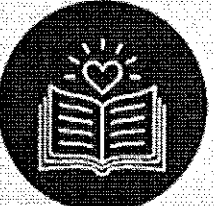
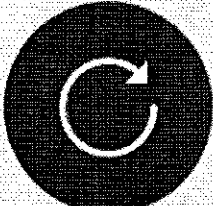
The School District Library Media Services provides support to school library media center personnel and establishes uniform policies and procedures for school library media centers throughout the District. These services include, but are not limited to:

- 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>9,091</b> Items in the Collection	<b>17.8</b> Items per Student	<b>Fiction 63%</b> Fiction Titles in the Collection	<b>Nonfiction 30%</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>2005</b> Average Age of the Collection	<b>55%</b> Aged Titles	<b>10%</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>42%</b> Representative Titles in Collection	<b>2006</b> Representative Titles Average Age	<b>47%</b> SLL Titles in Collection	<b>2007</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	79	2003
Philosophy & Psychology	92	2002
Religion	19	1994
Social Sciences	338	2003
Language	35	1993
Science	561	1999
Technology	329	2002
Arts & Recreation	712	2010
Literature	210	2000
History & Geography	350	2000
Biography	270	2004
Easy	108	1998
General Fiction	5,736	2006
Graphic Novels	427	2013

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

Per Florida Statute governing Instructional Materials, instructional material stored in the Library Media Center must be inventoried annually. To facilitate the circulation and inventory process, Destiny Library Manager software has been made available to all schools. Western Pines Middle School typically inventories part of its collection each year on a rotational basis, every 3 years. 2024 - Fiction, 2025 - Nonfiction, 2026 - Biographies.

Fiction books have been marked with genre stickers. It is the goal by the end of the school year to move the fiction books to be shelved by genre.

Weeding of materials and resources is essential for the maintenance of a healthy reading, research and reference library media collection. Weeding is a form of quality control of the collection in which outdated, inaccurate and worn-out materials and equipment are discarded from the electronic catalog and physically removed from the collection.

The Library Media Specialist is responsible for the on-going maintenance of a quality collection which includes procurement of new materials and discarding of ineffective items. Teachers, administration and the school library media advisory committee assist in the re-evaluation and systematic deleting of materials and equipment to ensure that the collection remains responsive to user needs, changing curriculum and advancing technology.

In coordinating this process, the library media specialist will follow objective criteria for removing materials and equipment from the media center, which include obsolescence, physical age and condition, and general inapplicability for continued inclusion in the existing collection. One popular criteria for weeding is found in the CREW Manual.

**Lost or Damaged Library Materials**

While we do not charge late fees at Western Pines Middle School, 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." Starting with the current 8th grade class in 2024, if these obligations are not cleared before going to high school, they will follow them until they are cleared.

**Strategic Focus – Weeding and Acquisitions**

School Year	Strategic Focus
FY25	<b>Selection Priorities</b> <ul style="list-style-type: none"> <li>● Updated Fiction that meets the diverse needs of my learners.</li> <li>● Updated Science that helps support my low 25% and is more age accurate</li> <li>● Updated History and Geography that is more age accurate</li> </ul>
	<b>Inventory/ Weeding Priorities</b> <ul style="list-style-type: none"> <li>● Technology</li> <li>● Science</li> <li>● History and Geography</li> </ul>
FY26	<b>Selection Priorities</b> <ul style="list-style-type: none"> <li>● Updated Fiction that meets the diverse needs of my learners.</li> <li>● Age accurate Technology</li> <li>● Age accurate Science</li> </ul>
	<b>Inventory/ Weeding Priorities</b> <ul style="list-style-type: none"> <li>● Technology</li> <li>● Science</li> <li>● Biographies</li> </ul>
FY27	<b>Selection Priorities</b> <ul style="list-style-type: none"> <li>● Updated Fiction that meets the diverse needs of my learners.</li> <li>● Updated materials to support the diverse learner in nonfiction areas</li> <li>● Updated SLL materials</li> </ul>
	<b>Inventory/ Weeding Priorities</b> <ul style="list-style-type: none"> <li>● Science</li> <li>● Technology</li> <li>● Social Sciences</li> </ul>

### **Reconsideration of Materials**

Materials considered for the Library Media Center are placed under stakeholder review for two weeks. Any materials that are challenged will follow Board Policy 8.1205.

### **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)