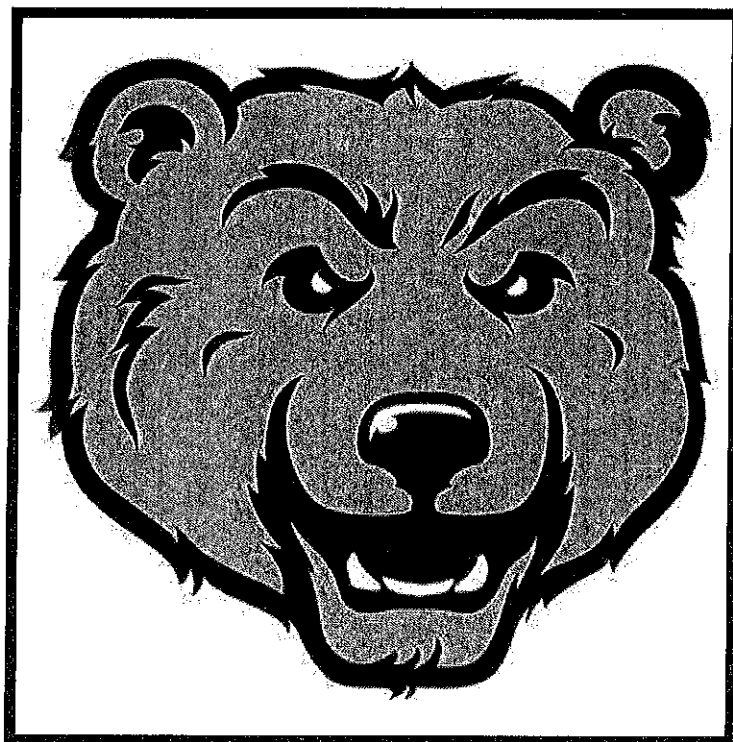


**FY26  
Collection  
Development  
Policy**



# **Bear Lakes Middle School**

**Melissa Pierce; MLS, MBA  
Educational Media Specialist**


## Signature Page

Bear Lakes Middle School  
FY26 Collection Development Policy


Date Drafted: May 9, 2025

Date Approved by Administration: May 9, 2025

Media Specialist Name: \_\_\_\_\_ Melissa Pierce \_\_\_\_\_

Media Specialist Signature: \_\_\_\_\_  


Principal Name: \_\_\_\_\_ Dr. Kirk Howell \_\_\_\_\_

Principal Signature: \_\_\_\_\_  


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## **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.

It functions as a comprehensive guide for educators and librarians in the systematic selection, acquisition, maintenance, and retention of diverse educational resources.

- **Selection:** This involves carefully choosing materials that align with the curriculum and support learning objectives.
- **Acquisition:** This refers to the process of obtaining these resources through purchase, donation, or other means, ensuring they meet the needs of the educational community.
- **Maintenance:** This includes preserving and updating the collection to keep it current, accessible, and relevant for students and faculty.
- **Retention:** This involves making informed decisions about which materials to keep over time, building a comprehensive and valuable collection for future use. The policy clearly defines the roles and responsibilities of stakeholders in the collection development process, promoting transparency and accountability. It also establishes a formal procedure for addressing concerns from library users, fostering a collaborative approach to continuously improve the library's resources and better serve the educational community. In essence, the policy functions as a pedagogical tool, ensuring the library's collection effectively supports teaching, learning, and research.
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## **Background Statement & School Community**

Our school is a Title 1 school with a diverse demographic. BLMS is located in the heart of West Palm Beach, Florida which is a mid-size city setting. The student population of BLMS serves 84d1 students in grades 6 - 8.

The school enrolls 75% economically disadvantaged students. There are 84 equivalent full-time teachers and 4 full-time school counselors. The school's minority student enrollment is 95% . The

student-teacher ratio is 10:1.

Bear Lakes Middle School's English for Speaker of Other Languages (ESOL) Department serves to meet the language and academic needs of a diverse student population of English Language Learners(ELLs).

The school purpose, in partnership with families and community, is to develop each child intellectually, emotionally, physically, and socially so that all students are life-long learners, complex thinkers, responsible global citizens and effective communicators.

The ESE Department at BLMS consists of a gifted program, an IND program, and an EBD program.

As a Choice Program and Dual Enrollment school, BLMS also offers the Middle School Pre-Biotechnology Academy. With courses in genetics, DNA structure and function, utilization of basic biotechnology tools and techniques, forensics, bioethics, and genetic engineering. High school courses include Business Entrepreneurship, TV Production, and Computer Technical Certification.

The High school Acceleration Program and we continue to operate on the premise that all children have the ability, with the proper support and guidance, to participate in our acceleration program. Finally, fifty percent of our eighth graders matriculating to high school have one or more high school credit courses.

### **Bear Lakes Middle School Mission Statement**

Bear Lakes Middle School aims to help all students grow academically, emotionally, physically, and socially. The school supports all learners, including ESOL and ESE students, so they can learn throughout their lives, think critically, be good citizens, and communicate well. With programs like the Pre-Biotechnology Academy, the school gives all students the chance to take advanced classes and get ready for success in high school, college, and their future careers.

### **Media Center Mission Statement**

The Bear Lakes Media Center is dedicated to creating and sustaining a dynamic Library Media Program that enriches and supports the school's curriculum. We aim to provide resources and services that meet the educational needs of students.

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

There is one certified Media Specialist and one Media Clerk staffing the BLMS Media Center. The Media Specialist is primarily responsible for the logistics of ordering resources for the library collection. The selection of resources is made with the input of school staff, administration, and student body. The ultimate responsibility for developing a library collection falls on the Media Specialist. The collection supports the instructional program and the unique student population of the school. In turn, the administration and staff at the school assists the development of the Media center program by • Endorsing the library media center program to teachers, students, and parents.

- Endorsing the library media center program to teachers, students, and parents.
- Making school funds available whenever possible to complete the approved goals and objectives.
- Observing the Library Media Center program, suggesting improvements, and new programs in support of the school objectives.
- Working with the Media Specialist to meet the changing curriculums.

## **Library Program**

As our student population changes, the Media Center at Bear Lakes Middle School (BLMS) 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.

The Bear Lakes Middle School (BLMS) program delivers and promotes extensive resources in multiple formats to meet the diverse needs of all learners across the curriculum. It cultivates a learning environment that fosters inquiry and stimulates intellectual curiosity. The fiction collection, comprising 41% of the total resources, is actively promoted to encourage pleasure reading while simultaneously enhancing background knowledge.

## **Goals and Objectives**

### **Goal 1:**

Objective - To better support ESOL students, the library will promote resources in different formats to support diversified learning methods of the entire student body.

Strategy - A STEM work area will be part of the Media Center area. Media Staff will promote the STEM / Makerspace area through the department can currently use the library before school, during class with permission, and on their own throughout the school day. The planned STEM / Makerspace area will be in place at the end of the first quarter of the school year.

Impact - The ESOL population of the school will have the same literacy resources available to them enhancing greater academic success.

### **Goal 2:**

Objective - The BLMS Library Program allows students to use the library before school and, with staff permission, during classes and individually throughout the day. FY26's objective is to adjust Media Center staff schedules to allow students to use the facility during the entire school day with special lunch privileges to reading programs.

Strategy - In FY 2026 the Media Center will adjust schedules of the Media Specialist and the Media

Clerk to allow for Independent Reading Time (IRT) before school or during lunch. The ultimate goal is to present a program to the Administration where the entire school population can participate in IRT during the school day, however a small percentage of students elected through the ELA team will be the beta group for the program.

Impact - Students will realize the pleasure of reading for personal development.

### Goal 3:

Objective - Enhance communication and collaboration between the Media Specialist and school staff.

Strategy - The Media Specialist will attend school staff meetings and team meetings at least once a month to communicate pertinent Media Center resources and services. This proactive approach will ensure that staff are aware of available resources and services, and that the Media Center is aligned with the school's overall goals.

Impact - Increase awareness and utilization of Media Center resources and services among staff, fostering a collaborative environment that supports student learning and achievement. Regular communication will enable the Media Specialist to better understand and respond to the needs of teachers and students.

## Budget and Funding

School-based Operating Budget	Budget FY25	FY26 Projected Budget
Account 551100 - Media Supplies	\$508	\$500
Account 553420 - Media Subscriptions (Periodicals-Newspapers)	\$381	\$250
Account 561100 - Library Books	\$635	\$1300
Account 562230 - Media A/V Equipment	\$381	\$500
Account 564220 - Furn-Fix/Equip	0	\$500
Fundraising/ Grants	Budget Amount	0
Media Center Internal Account number for your grant(s) (get this from your bookkeeper)	\$2500	\$485
State Media Allocation	Budget Amount	0
Account 556110 (program 3070) - Media Books	\$2088	\$2773

## Purchasing Plan FY26

Purpose	Amount
AV/TV production	\$1000
books	\$2000
supplies	\$1200
STEM Program (resources, furniture)	\$500
IT Technology	\$500
Total:	\$5200

## Scope of the Collection

The BLMS library resources aim to predict and support the future educational needs of our students and teachers as much as possible. The library strengths are found in its physical and digital book collection. The following are areas where the Bear Lakes Middle School (BLMS) library collection excels:

- A. Print materials Non-fiction books appropriate for 6th through 8th grade students. There will be a limited number of materials for students who are below 6th grade reading level and those that are excelling beyond 8th grade reading level.
- B. Non-fiction books appropriate for 6th through 8th grade students. There is a limited number of materials for students who are below 6th grade level as the goal is to increase the support of the triple enrollment program.
- C. Reference materials include dictionaries, thesauri, encyclopedias, atlases, almanacs, and focused reference books and electronic reference source. These are on a purchasing schedule of 5 years due to the abundance of online resources.
- D. Periodical subscriptions will be purchased, as the budget allows, for students as well as teacher resources. Mostly physical copies will be used for lessons and for browsing purposes.
- D. Internet-based resources that support the curriculum and state standards.
- E. Non-Print materials
  - 1. DVDs. will not be purchased due to newer technology available through web based services vetted through the district policies. Replacing resources with electronic /online format is the default and other formats are purchased only in special cases.

## **Equipment**

IT equipment including chromebooks are managed or circulated through the Media Center. The IT department is housed within the Media Center, but the IT staff handles this department.

However, that being the case, the BLMS Media Center offers a student and visitor work area equipped with:

- Student Desktops: 5 units for student access
- Apple iPads: 4 units for portable tasks within the Media Center
- Smart Board: 1 interactive display - large room viewing capacity
- Chromebooks: 25 units (cart) for general, class and staff training purposes.

The Media Center also houses the IT department and the TV Studio. In addition the teacher workroom is in the Media Center and contains a laminator, 3 copiers, a poster maker and various other tools for the staff to use. Students do not have access to the workroom.

Funding for equipment including chromebooks will not be purchased using school funds as they are provided by the district.

## **Collection Development**

The primary goal of the BLMS Media Center Library Collection is to provide focused resources for curriculum support as well as age appropriate, quality recreational/leisure reading materials.

## **Selection and Evaluation Criteria**

Selection and evaluation criteria is based on currency and timeliness of material, accuracy, quality and depth of material. Relevance of subject or title to the institution's current and potential scholarly/curriculum needs include "standard or important works in a field". And careful selection of materials that are not duplicated by electronic or technology-based. 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,
- 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.

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**

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

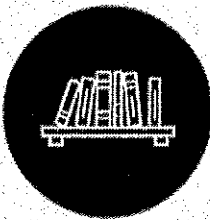
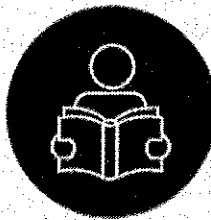
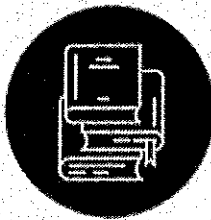




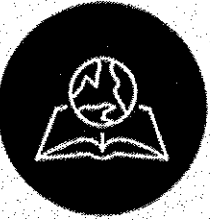
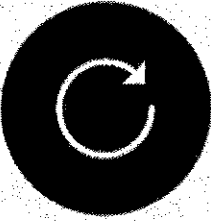

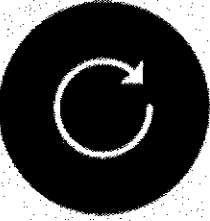
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- Participating in inter-departmental curriculum development, facility planning, personnel staffing, and task forces at the administrative level;
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The School District Library Media Services works 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.

			
12,678 Items in the Collection	16.6 Items per Student	41% Fiction Titles in the Collection	41% 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.			
	1998 Average Age of the Collection	78% Aged Titles	2% 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.	
			
Representative Titles	Representative	SLL Titles in	SLL Titles Average

In Collection	Titles Average Age	Collection	Age
4,412	1999	4,195	2000

### 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	# 256	1996
Philosophy & Psychology	# 77	2002
Religion	# 55	1993
Social Sciences	# 1170	1995
Language	# 166	1993
Science	# 131	1999
Technology	# 502	1997
Arts & Recreation	# 827	2000
Literature	# 485	1995
History & Geography	# 1170	1995
Biography	# 1404	1997
Easy	# 25	1991
General Fiction	# 5198	1998
Graphic Novels	# 257	1994

## **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 in the schools, Library Media centers must conduct an annual inventory. To facilitate the circulation and inventory process, Destiny Library manager software has been made available to all schools in the district. Since 2017 BLMS typically inventories the circulating book collection each year. The reference collection, resource materials, and miscellaneous electronic materials are part of a 3 year inventory cycle. The BLMS Media Specialist is responsible for the on-going maintenance of a quality collection which includes procurement of new materials and discarding of ineffective and outdated items. Teachers, administration and the Leadership Team assists in the evaluation and systematic deleting of materials and equipment to ensure the collection remains responsive to our user needs, changing curriculum and advancements in technology.

Annual inventory of the entire circulating collection is ongoing and paired with weeding which ensures that the BLMS collection remains current and useful to the Ear Lakes community of students and staff. There is an emphasis on electronic copies as replacement for hard copy annual reference resources.

The Inventory will be completed on a three-year rotation per Board Policy 8.12(8). Each section may contain graphic format, hardcopy, digital format and paperback.

FY 2025 - Fiction

Non Fiction - including Professional  
Biography

FY 2026 - Fiction

Non Fiction - including Professional  
Biography  
Professional (FY26 weeded and expanding via new purchases)

FY 2027 - Fiction

Non Fiction including Professional  
Biography  
Professional (FY26 weeded and expanding via new purchases providing the most up to date for teacher professional development)

## **Lost or Damaged Library Materials**

Students are responsible for library materials and equipment they borrow. If an item is lost or damaged, the student will be charged a replacement fee. This fee must be paid to the Palm Beach County School District by the student's graduation date. Students who leave the school district before graduation are responsible for paying the replacement cost as determined by the school administration.

## Strategic Focus – Weeding and Acquisitions

FY26	Selection Priorities <ul style="list-style-type: none"> <li>• TV Production</li> <li>• Business Leadership</li> <li>• Medical Technology</li> </ul>
	Inventory Priorities <ul style="list-style-type: none"> <li>• General Reference</li> <li>• ESE</li> <li>• SLL</li> </ul>
	Weeding Priorities <ul style="list-style-type: none"> <li>• Fiction</li> <li>• Non-fiction Dewey 900s</li> <li>• Professional</li> </ul>
FY27	Selection Priorities <ul style="list-style-type: none"> <li>• Medical Technologies</li> <li>• Computer coding/programming</li> <li>• Drama/Classic Literature</li> </ul>
	Inventory Priorities <ul style="list-style-type: none"> <li>• General Fiction</li> <li>• Biography</li> <li>• Geography</li> </ul>
	Weeding Priorities <ul style="list-style-type: none"> <li>• General Fiction</li> <li>• Biography</li> <li>• Geography</li> </ul>
FY28	Selection Priorities <ul style="list-style-type: none"> <li>• Leadership</li> <li>• STEM</li> <li>• SLL</li> </ul>
	Weeding Priorities <ul style="list-style-type: none"> <li>• Fiction</li> <li>• Non-fiction Dewey 900s</li> <li>• Professional</li> </ul>
	Weeding Priorities <ul style="list-style-type: none"> <li>• Reference</li> <li>• Sciences / Medical Technology</li> <li>• ESE</li> </ul>

## **Reconsideration of Materials**

Policy 8.12 - Selection of Library Media Center Materials and Reading List Materials refers to the requirement for having a procedure in place that handles complaints about learning materials used in schools, like textbooks, library books, and resources that teachers use in the classroom.

This system is meant to ensure that all individuals with access to Media Center resources have a fair and consistent process for reviewing resources. The policy will help decide whether the material should be taken out of use at that school if someone complains about it, and it also explains how to appeal if you don't agree with the decision.

If any community member, parent, student or school staff has an objection to an instructional or Media Center resource, the procedure is to take it first to the Media Specialist as the Instructional Materials Resource for the school. Despite efforts to follow the PBCSD Policy (Policy 8.12 - Selection of Library Media Center Materials and Reading List Materials) criteria there may be objections to selecting valuable materials for student and teacher use. The Specific Material Objection form is linked in the appendix and is a requirement for the reconsideration of materials.

## **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 February 3, 2025)

Document ID: d03f6aae-7e51-46b3-afed-50fa0809f8ca

### B: Intellectual Freedom Statement

"The Freedom to Read Statement", American Library Association, July 26, 2006.

[Link](#) (Accessed February 3, 2025)

Document ID: 24cc13f0-22e4-4c16-ba92-d68ee65b9e28

### 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 February 3, 2025)

### 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 April 21, 2025)

### E: Specific Material Objection Form

School Board of Palm Beach County (November 14, 2023). Specific Material Objection Form.

[Link](#) (Accessed February 3, 2025)