

# **FY26 COLLECTION DEVELOPMENT POLICY**



Bak Middle School of the Arts

## **FY26 Collection Development Policy**

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## Table of Contents

<a href="#">Purpose Statement</a>	2
<a href="#">Background Statement &amp; School Community</a>	2
<a href="#">School Mission Statement</a>	3
<a href="#">Media Center Mission Statement</a>	3
<a href="#">Responsibility for Collection Management Development</a>	3
<a href="#">Library Program</a>	3
<a href="#">Goals and Objectives</a>	4
<a href="#">Budgeting and Funding</a>	5-6
<a href="#">Scope of the Collection</a>	6
<a href="#">Equipment</a>	7
<a href="#">Collection Development</a>	7
<a href="#">Selection Evaluation and Criteria</a>	8-10
<a href="#">Removal of Materials</a>	11
<a href="#">Oversight for Compliance</a>	11
<a href="#">Analysis of the Collection</a>	11-13
<a href="#">Gifts and Donations</a>	14
<a href="#">Collection Maintenance</a>	14-15
<a href="#">Lost or Damaged Library Materials</a>	15
<a href="#">Strategic Focus – Weeding &amp; Acquisitions</a>	16
<a href="#">Reconsideration of Materials</a>	17
<a href="#">Appendices</a>	18

## **Purpose of Collection Development Policy**

The library media collection serves the following functions: supports the instructional program and objectives of the School Improvement Plan; sustains the integration of the arts and academics; provides data for all areas of knowledge with an emphasis on information retrieval technology; meets the personal and recreational reading needs of the students; supports the professional needs of teachers and administrators, and introduces new instructional technologies into the learning environment.

## **Background Statement & School Community**

The Bak Library Media Center services the outstanding needs and enrichment of our diverse student population. Ranging from grades 6-8, Bak Middle School of the Arts students are high-achieving and excel not only artistically, but also athletically and academically. The cultural diversity of our students enhances the overall quality and culture of Bak Middle School of the Arts.

Bak Middle School of the Arts has a population of 1,237 students. The Student Demographic Information is as follows:

- White 39%
- Hispanic 26%
- Black 15%
- Asian 14%
- Multi-Racial 6%

The Bak Middle School of the Arts Library Media Center enhances the school's artistic and academic climate by working with administration, teachers, and staff to fulfill the needs of our diverse student body. Collaborating with teachers and sponsors of various clubs and organizations to enhance the overall quality of instruction and create a culture of a high-achieving learning environment. Some of the notable clubs that are affiliated with Bak Middle School of the Arts are the following:

- Junior ITS
- Robotics
- Academic Games
- Battle of the Books
- Curtain Calls
- SGA

The primary objective of the Bak Middle School of the Arts Library Media Center is to fulfill and enrich the learning environment by addressing the needs of teachers, instructional staff, and the wide range of artistic and academic activities associated with Bak Middle School of the Arts.

### **School Mission Statement**

Empowering students to have the knowledge, skills, and self-confidence to reach their potential in the arts, academics, and in life.

### **Media Center Mission Statement**

Bak Middle School of the Arts is committed to the artistic and academic excellence that inspires and challenges today's learners. The Media Center at Bak Middle School of the Arts will contain a collection of teaching/learning resources that enhance and contribute to this commitment.

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

The Media Specialist is responsible for coordinating the collection development program. Administrators, arts, and academic teachers participate in the collection development program. Collection development is based on READS Florida's K-12 Integrated Library Media Reading Guidelines for grades 6-8. It is in conjunction with state laws and guidelines that serve the school, the community, and at-large stakeholders as well.

### **Library Program**

The Bak Middle School of the Arts Library Media Center is an open learning environment that is accessible to all students of the school. Classes are held in the Media Center throughout the year, but it is also open to all classes that need to use the library's facilities. It is an open policy for scheduling visits to the Media Center.

Classes are held in the Library Media Center, which offers various Critical Thinking classes, as well as Computer Coding and Graphic Design classes. The Media Center is also commonly used for arts endeavors. The Media Center serves as a gallery for students to display their works. Production for our Communications and Visual Arts routinely works in conjunction with the Media Center. Periodically, our Band and Choral departments also host performances.

The Library Media Center is available daily before school for students to use computers, play chess and other games, read, and check out library books. Additionally, students can play the piano and other instruments available throughout the school year. The Library Media Center also supports various clubs that meet at different times throughout the year. Some of the clubs include: The Chess Club, Robotics Club, The Green Team, Book Clubs, Geek Games, National Junior Honor Society, among others.

## Goals and Objectives

1. To promote a love of reading and learning in all students.
  - a. Increase the number of students who borrow books from the library by 10% by the end of the school year.
  - b. Expand the library collection to include diverse books that represent a variety of cultures and experiences.
2. To support and enhance the curriculum through collaboration with teachers.
  - a. Collaborate with teachers to develop and implement effective instructional strategies that incorporate library resources.
  - b. Provide regular opportunities for students to engage in research and inquiry-based learning.
3. To foster the development of critical thinking and information literacy skills.
  - a. Ensure that the library media center is a safe and welcoming space for all students, including those with diverse backgrounds and abilities.
  - b. Provide access to technology resources such as computers, tablets, and e-books to support students' learning and research needs.

## Budget and Funding

The Bak Middle School of the Arts Library Media Center receives budget dollars from State of Florida, the School District of Palm Beach County, along with Federal grants. Additionally, we host a fundraising Book Fair which raised over \$1500 during our most recent in-person fair.

The has a school-based operating budget at the beginning of each school year. The district administration uses it's formula to distribute the appropriate funds to the schools. So, the budget FY26 is predicted to be similar to previous years.

<b><i>School-based Budget</i></b>	<b><i>Operating</i></b>	<b><i>Budget FY25</i></b>	<b><i>FY26 Projected Budget</i></b>
<i>Account 551100 - Media Supplies</i>		\$584	\$580
<i>Account 553420 - Media Subscriptions (Periodicals-Newspapers)</i>		\$356	\$350
<i>Account 561100 - Library Books</i>		\$1052	\$1000
<i>Account 562230 - Media A/V Equipment</i>		\$466	\$460
<i>Account 564220 - Furn-Fix/Equip</i>		\$188	\$180
<b><i>Fundraising/ Grants</i></b>		<b>Budget Amount</b>	
<i>Media Center Internal Account number for your grant(s) (get this from your bookkeeper)</i>		\$2500	\$2000
<b><i>State Media Allocation</i></b>		<b>Budget Amount</b>	
<i>Account 561100 (program 3070) - Media Books</i>		\$3100	\$3000

Approximate Purchasing Plan	
Purpose	Amount
Update and maintain library book collection.	
Books	\$3,000
Supplies	\$1,000
AV Equipment	\$400
<b>Total:</b>	<b>\$4,400</b>

### Scope of the Collection

The collection will contain a wide variety of print and nonprint materials appropriate for different ability levels, learning styles, diverse learners, and language differences. The print collection will be maintained at approximately ten items per pupil. The nonprint collection will enhance the instructional objectives of the school. The entire collection will reflect the diversity of the student body.

The collection of reading material will support both educational and personal enrichment for the students of Bak Middle School of the Arts.

As per School District Policy 8.12, section II, c and d. (cited below)

c. Support the general educational goals of the District and the objectives of specific courses, including materials that represent diverse points of view in order that young citizens may develop, under guidance, the practice of critical analysis of media and intellectual integrity in forming judgments;

d. 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.

All print materials will be organized in accordance with Section 5, Management of Library Media Instructional Materials. "Management of Library Media Instructional 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. 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."

In addition, the print and nonprint collections will concentrate on the artistic emphasis of Bak Middle School of the Arts. The artistic scope of the collection will support age-appropriate materials that will enhance the overall artistic education of the students.

All nonprint digital resources that are available to all students encompass all of the Palm Beach County School District's digital resources and databases, as well as supported e-book collections.



## **Equipment**

The Bak MSOA Library Media Center uses the following equipment within the facilities:

- Computers
- Desktops
- Laptops
- Chromebooks
- Ipads
- Smartboard
- Cameras and TV Production Equipment
- Wacom Tablets

## **Collection Development**

The purpose of collection development for the art school library is to support the educational and research needs of the school's students and faculty by acquiring and maintaining a comprehensive collection of print and digital resources in the areas of art and design. The collection will provide access to current and relevant materials that represent a wide range of perspectives, styles, and techniques in the fields of fine art, graphic design, fashion design, and art history.

The art school library will strive to create a diverse and inclusive collection that reflects the school's commitment to promoting social justice, equity, and inclusion in all aspects of its programs and services. The collection will feature works by artists and designers from diverse backgrounds and perspectives, as well as materials that address issues of race, gender, sexuality, and other social justice topics.

The collection development process will involve collaboration with faculty, students, and other stakeholders to ensure that the library's resources meet the needs of the school's curriculum and research goals. The library will also seek to acquire resources that align with emerging trends and technologies in the art and design fields.

To ensure the ongoing relevance and usefulness of the collection, the library will regularly assess and evaluate its holdings, using metrics such as circulation statistics, user feedback, and professional reviews. Based on these evaluations, the library will make informed decisions about the acquisition and deselection of materials.

Ultimately, the goal of collection development for the art school library is to provide a robust and dynamic collection of resources that supports the school's mission to prepare students for careers in the art and design fields, while also fostering their intellectual curiosity and creative expression.

## **Selection and Evaluation Criteria**

The Media Specialist is responsible for coordinating the collection development program. Administrators, arts, and academic teachers participate in the collection development program. The collection development is based on the READS- Florida's K-12 Integrated Library Media Reading Guidelines for grades 6-8.

The following criteria will evaluate all materials purchased for the collection:

1. Literary Merit
2. Accuracy
3. Scope
4. Appropriateness
5. Authority/Reputation
6. Special Features
7. Arrangement/Pacing
8. Treatment
9. Technical Quality
10. Aesthetic Quality
11. Availability
12. Value to Collection
13. Cost












Gifted and donated items must meet the same stringent criteria as materials that are purchased.

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

[School Board Policy 8.12](#) sets out the procedures for selecting and developing library collections, which are followed District-wide.

## Collection Analysis

The collection is developed for and influenced by students, their interests, academic needs and alignment to the curriculum. The data below is a snapshot of the collection based on a Titlewise Analysis.

			
<b>16,025</b> Items in the Collection	<b>5.8</b> Items per Student	<b>56%</b> Fiction Titles in the Collection	<b>44%</b> Percent of nonfiction in the collection
Library media resources are curated to include recently published works and classics that rightfully impact the average age of the collection.			
	<b>1998</b> Average Age of the Collection	<b>36%</b> Aged Titles	<b>225</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>41%</b>	<b>2003</b>	<b>5,404</b>	<b>2006</b>

Representa tive Titles in Collection	Represent ative Titles Average Age	SLL Titles in Collection	SLL Titles Average Age
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### Collection Analysis By Category

This section provides a detailed look at the current library collection by classification and genre. It 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	101	2000
Philosophy & Psychology	102	2000
Religion	143	1996
Social Sciences	776	1998
Language	61	1993
Science	440	1996
Technology	295	1997
Arts & Recreation	2634	2001
Literature	920	1996
History & Geography	1531	1997
Biography	635	1999
Easy	47	1996
General Fiction	9022	2004
Graphic Novels	985	2011

## 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

The purpose of collection maintenance for the middle school library media center is to ensure that the collection remains up-to-date, relevant, and accessible to all students and staff. The collection includes print and digital materials that support the school's curriculum and promote a love of reading and learning among students.

To achieve this purpose, the library media center will implement a collection maintenance plan that includes ongoing assessment, evaluation, and weeding of the collection. The plan will involve collaboration with teachers, students, and other stakeholders to ensure that the collection meets the evolving needs and interests of the school community.

Regular assessment of the collection will involve using various metrics, such as circulation statistics, user feedback, and professional reviews, to identify areas of strength and weakness in the collection. Based on the results of these assessments, the library media center will make informed decisions about the acquisition, retention, and deselection of materials.

Inventory of collection will be conducted on a three year rotation per School Board Policy 8.12(8). Following the rotation in the chart below:

School Year	Strategic Focus
2025-2026	Selection Priorities <ul style="list-style-type: none"><li>Ebooks</li><li>Foreign Language, Easy</li><li>Classics</li></ul>
	Inventory/ Weeding Priorities <ul style="list-style-type: none"><li>Ebooks</li><li>Foreign Language, Easy</li><li>Classics</li></ul>
2026-2027	Selection Priorities <ul style="list-style-type: none"><li>Fiction - Realistic, Urban Fiction</li><li>Fiction - Mystery, Historical Fiction</li><li>Fiction - Fantasy, Sci Fi</li></ul>
	Inventory/ Weeding Priorities <ul style="list-style-type: none"><li>Fiction - Realistic, Urban Fiction</li><li>Fiction - Mystery, Historical Fiction</li><li>Fiction - Fantasy, Sci Fi</li></ul>

2027-2028	Selection Priorities <ul style="list-style-type: none"> <li>• Fiction - Graphic Novels, Adventure</li> <li>• Non Fiction</li> <li>• Biography</li> </ul>
	Inventory/ Weeding Priorities <ul style="list-style-type: none"> <li>• Fiction - Graphic Novels, Adventure</li> <li>• Non Fiction</li> <li>• Biography</li> </ul>

In addition, the library media center will ensure that the collection remains organized and accessible to all users by maintaining accurate cataloging and shelving systems. The library media center staff will also work to repair or replace damaged materials as needed, and to provide training and support to students and staff in the use of the library's resources and services.

The goal of collection maintenance for the middle school library media center is to provide a high-quality collection of resources that supports the school's curriculum and promotes a love of reading and learning among students. By regularly assessing, evaluating, and maintaining the collection, the library media center will ensure that it remains a valuable and relevant resource for the entire school community.

### **Lost or Damaged Library Materials**

Handling Lost or Damaged Materials:

#### **Replacement:**

Bak MSOA Library Media Center may charge a fee for lost or damaged materials, often based on the replacement cost. Some may accept a suitable substitute, like a copy of the lost book or a gently used version.

#### **Potential Fines:**

Bak MSOA Library Media Center may impose fines for damaged items, though others may not due to potential economic inequities.

#### **Impact on Borrowing Privileges:**

Students may have their borrowing privileges limited or suspended until outstanding fees are paid or materials are returned.

**Exceptions:**

Bak MSOA Library Media Center may offer exceptions or payment plans for students facing financial hardship.

**Notification of Obligations:**

In some districts, outstanding library obligations may be transferred to the next school a student attends or even impact graduation.

**Strategic Focus – Weeding and Acquisitions**

School Year	Strategic Focus
2025-2026	<b>Selection Priorities</b> <ul style="list-style-type: none"> <li>• Fiction - Graphic Novels, Adventure</li> <li>• Non Fiction</li> <li>• Biography</li> </ul>
	<b>Inventory/ Weeding Priorities</b> <ul style="list-style-type: none"> <li>• Fiction - Graphic Novels, Adventure</li> <li>• Non Fiction</li> <li>• Biography</li> </ul>
2026-2027	<b>Selection Priorities</b> <ul style="list-style-type: none"> <li>• Fiction - Realistic, Urban Fiction</li> <li>• Fiction - Mystery, Historical Fiction</li> <li>• Fiction - Fantasy, Sci Fi</li> </ul>
	<b>Inventory/ Weeding Priorities</b> <ul style="list-style-type: none"> <li>• Fiction - Realistic, Urban Fiction</li> <li>• Fiction - Mystery, Historical Fiction</li> <li>• Fiction - Fantasy, Sci Fi</li> </ul>
2027-2028	<b>Selection Priorities</b> <ul style="list-style-type: none"> <li>• Ebooks</li> <li>• Foreign Language, Easy</li> <li>• Classics</li> </ul>
	<b>Inventory/ Weeding Priorities</b> <ul style="list-style-type: none"> <li>• Ebooks</li> <li>• Foreign Language, Easy</li> <li>• Classics</li> </ul>

**Reconsideration of Materials**

Books and other materials are challenge on occasion. The media specialist will follow the School District of Palm Beach County Board Policy 8.1205 on challenged materials. Please note that the policy and the Specific Materials Objection Form are both linked in the appendix.

**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)