

FY26 COLLECTION DEVELOPMENT POLICY



Crestwood Middle School

FY26 Collection Development Policy

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Educational Media Specialist

Signature Page

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Purpose of Collection Development Policy

The Collection Development Policy is designed to support the Library's Mission 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 Specialist at Crestwood 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

At Crestwood Middle School 18.1% of the population is white. 40.7% are black. 33.8% are Hispanic. 2.5% are Asian. 4.5% are multiracial. 52.3% are male. 47.7% are female. English, Spanish, French and Creole are the languages spoken in the community. 73.9% are economically disadvantaged. 8.1% are English Language Learners. The total number enrolled is 725 students. We offer Choice Academies in Pre-Engineering, STEM, Pre-Business, Information Technology, MultiMedia, Music, Communications and Infinity Gifted. In addition, students can earn high school credits in Algebra 1 Honors, Geometry Honors, Physical Science Honors, Emerging Technology Business, Spanish 1, Social Media and Lifestyle Fitness.

School Mission Statement

Crestwood Middle School is committed to providing all students a world-class education with excellence and equity to empower each student to reach his or her potential.

Media Center Mission Statement

The Crestwood Middle School Media Center programming supports and enhances the academic curriculum of the school. The media center also strives to be a place of safety, learning, and inquiry to all students. We firmly believe in the power of reading and create every opportunity for students to find ways to help them take the lead in their own education.

Responsibility for Collection Management & Development

The Media Specialist is responsible for selecting and maintaining all materials that are acquired for the media center. We use the input of administration, faculty, staff, students and the community stakeholders to determine what materials will fit our community's needs.

Library Program

Crestwood's Media Center is the heart of the school. Beyond normal book check out, the media center functions as a meeting place for students, faculty, and staff. We serve as an extension of the classroom for many teachers for work on group projects and other large group activities. Clubs and after school tutoring happens here too. The library is a flexible schedule area. Students and teachers with classes can come in between 8:45-4:00.

In addition to checking out books, the Media Specialist:

- Makes IDs for all new students and replaces IDs as needed
- Laminates items for teachers
- Makes poster-sized prints
- Circulates Chromebooks and laptops
- Supervises groups of students as needed
- Uploads all book orders to the stakeholders site
- Vets lessons outside of the Blender curriculum as required by law
- Hosts annual Scholastic Book Fair

Goals and Objectives

Goal 1: To weed and replace outdated books, focusing on both fiction and nonfiction titles

- Weed books based on the age of the book, condition of book and interest levels.
- Purchase more books with the Lexile level over 900.

Goal 2: To build the diversity of the collection.

- Purchase more books in Spanish, French and Creole languages.
- Purchase more books on subjects the students take interest in.

Goal 3: Increase circulation.

- Encourage ELA class media center visits by sending out a calendar to sign up for.
- Allow kids to come to the media center during lunch or before school.

Budget and Funding

The LMC is given a school-based operating budget at the beginning of every school year. The Crestwood Middle School administration uses a formula to disperse the appropriated funds. The budget for the 2025 - 2026 school year is expected to be similar to the 2024-2025.

| <i>School-based Operating Budget</i> | <i>Budget FY25</i> | <i>FY26 Projected Budget</i> |
|---|-----------------------------|-------------------------------------|
| <i>Account 551100 - Media Supplies</i> | <i>\$478</i> | <i>\$478</i> |
| <i>Account 553420 - Media Subscriptions (Periodicals-Newspapers)</i> | <i>\$359</i> | <i>\$359</i> |
| <i>Account 561100 - Library Books</i> | <i>\$598</i> | <i>\$598</i> |
| <i>Account 562230 - Media A/V Equipment</i> | <i>\$359</i> | <i>\$359</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)</i> | <i>\$1032</i> | <i>\$1032</i> |
| <i>State Media Allocation</i> | <i>Budget Amount</i> | |
| <i>Account 561100 (program 3070) - Media Books</i> | <i>\$1332</i> | <i>\$1332</i> |

Purchasing Plan FY26

| Approximate Purchasing Plan | |
|--------------------------------------|---------------|
| Purpose | Amount |
| Laminating film | \$400 |
| Books | \$600 |
| Poster paper and ink | \$300 |
| Program 3070 (state funds) for books | \$1332 |
| | |
| | |
| Total: | \$2632 |

Scope of the Collection

The collection is focused on curriculum and the selection of materials for independent pleasure reading for the students of Crestwood Middle School. The selection of materials for the collection 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. All materials selected and collected must be age appropriate and have two positive reviews from School Library Journal, School Library Connection, Booklist and other professional review sources.

District-provided databases on the student portal and eBooks such as MackinVIA expand the local collection and provide 24/7 access for students.

According to best practices for school libraries in the United States, and School District Policy 8.12, section 5, all collections - print and non-print at Crestwood Middle School are arranged by the Dewey Decimal Classification System. In the fiction section the books are arranged by Author's last name.

Equipment

The Media center houses the Chromebooks for students to check out. The poster maker and teacher workroom are there. Two large panel computers are in use.

Collection Development

Collection development is the process by which quality books, materials, and equipment are added to the library media center. The library Media Specialist leads the process of collection development with

input from students, teachers, parents and stakeholders. The goal of collection development is to ensure that there are enough books and materials to support the academics at Crestwood Middle School: this includes both the student's academic and independent reading and learning needs.

Selection and Evaluation Criteria

The Media Specialist is responsible for coordinating 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.

All materials purchased for the collection will be evaluated by the following criteria:

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

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

Titlewave
ALA NOTABLE/BEST BOOKS
BOOKLIST
BOOK REPORT
HORN BOOK
LIBRARY JOURNAL
LIBRARY MEDIA CONNECTION (LMC)
SCHOOL LIBRARY JOURNAL
T.H.E. JOURNAL
YALSA (Young Adult Library Services Association)

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.

District Resources And Services












The School District Library Media Services Department supports school-based 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 Department collaborates 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 efficiently and effectively search for and find specific facts.

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.

| | | | |
|--|---|---|---|
|  |  |  |  |
| 13,216 Items in the Collection | 17.9 Items per Student | 64% Fiction Titles in the Collection | 23% 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. |  |  |  |
| | 2003 Average Age of the Collection | 66% Aged Titles | 7% 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. | |
|  |  |  |  |
| 5,940 Representative Titles in Collection | 2005 Representative Titles Average Age | 6,232 SLL Titles in Collection | 2007 SLL Titles Average Age |

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 | 40 | 2009 |
| Philosophy & Psychology | 46 | 2004 |
| Religion | 55 | 1998 |
| Social Sciences | 420 | 2000 |
| Language | 31 | 1995 |
| Science | 385 | 2001 |
| Technology | 317 | 2001 |
| Arts & Recreation | 452 | 2009 |
| Literature | 175 | 1996 |
| History & Geography | 1065 | 1997 |
| Biography | 1193 | 1995 |
| Easy | 23 | 2000 |
| General Fiction | 8434 | 2006 |
| Graphic Novels | 110 | 2009 |

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

Our school's Collection Inventory of the Media Center will be done on a three-year rotation as per School Board Policy 8.12 and as seen in the chart below. While completing our school's yearly inventory, we will weed about 1/4 of our collection or what is necessary. Doing this will help to ensure that books published with current dates and appropriate information are available to our students. Books that do not meet specific requirements, such as specified dates of publication, will need to be addressed. The Titlewave Analysis will serve as a good resource as it suggests weeded books up for consideration. All books that do not meet specific criteria will not be placed in the classroom once weeded. Additionally, as materials are returned and discharged, those that are damaged beyond repair will be removed from the catalog. ADDITIONAL CRITERIA FOR WEEDING LIBRARY MATERIALS: excess number of copies, physical condition beyond repair, brittle paper, faded, yellowed, cover scratched or warped, binding ragged, poor format – small print, poor quality pictures, poor content, material not suitable for the middle school students and faculty, and/or material outdated by ten to twenty years. (See Strategic Focus for Weeding and Acquisition Chart on page 13)

Lost or Damaged Library Materials

No fees are imposed on students for late book returns. Students will be responsible for lost book fees.

Funding

1. The District provides each school funds to operate the media center.
2. District money provides updated computers and services.
3. State money is allotted for books and equipment.
4. Grants will be applied for, as they are available for filling specific needs of the Library/Media Program. In addition to the resources for funding sources that the district provides, we seek out grants and funding opportunities often.
5. Internal Account funds are contingent on Book Fair sales and reimbursements from lost books.
6. Our school works with individuals and organizations in our local community to obtain funding and donations for special projects.

Strategic Focus – Weeding and Acquisitions

| School Year | Strategic Focus |
|--------------------|---|
| FY26 | Selection Priorities <ul style="list-style-type: none">● Biography● Non-Fiction● Fiction |
| | Inventory/Weeding Priorities <ul style="list-style-type: none">● Biography● Non-Fiction● Fiction |
| FY27 | Selection Priorities <ul style="list-style-type: none">● Fiction● Biography● Non-Fiction |
| | Inventory/Weeding Priorities <ul style="list-style-type: none">● Fiction● Biography● Non-Fiction |
| FY28 | Selection Priorities <ul style="list-style-type: none">● Non-Fiction● Fiction● Biography |
| | Inventory/Weeding Priorities <ul style="list-style-type: none">● Non-Fiction● Fiction● Biography |

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Reconsideration of Materials

In the event of a challenge by a citizen of Palm Beach County, Administration and school personnel at Crestwood Middle School will follow SDPBC policy 8.1205- Challenge Procedures for Instructional Materials (see Appendix D). To challenge materials, the complainant must complete the form PBSD 1114. (see Appendix E). [Board Policy 8.1205](#)

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 February 3, 2025)

E: Specific Material Objection Form

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

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