FY26
COLLECTION
DEVELOPMENT
POLICY

Carver Middle School

FY26 Collection Development Policy

Lakin Goldwire

Educational Media Specialist

Carver Middle School

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Date Approved by Administration: 05/20/2025

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Media Specialist Signature: _[signature]_

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Principal Signature: _[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. As our student population changes, the Media Center at Carver 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

Carver is a STEM, AVID and IB infused school. The users of Carver Middle School Library Media Center come from grades 6 through 8 in addition to the faculty, staff and parents of that community of users. According to the SIS school snapshot, Carver Middle School has a culturally and ethnically diverse student population representing different backgrounds, which include 4% White, 75% Black, 18% Hispanic, and 2% other. In addition, the Carver Middle School Library Media Center supports the unique curricular needs of the ESE (15%) and ELL (27%) students.

School Mission Statement

Carver Middle School's purpose, through IB, Pre-IT, and AVID, is to serve the educational needs of its students and provide ongoing support for its families. Our mission is to enable all students to become positive and productive citizens and members of a global society. To achieve this, we aim to develop the student intellectually, socially, ethically, and physically. The overall climate encourages life-long learning through self-discipline, tolerance, leadership, and service to others.

Media Center Mission Statement

The mission of Carver Middle School's Library Media Center is to provide equitable access to print and electronic resources for students to use in their pursuit of academic and leisure learning. We further strive to assist all students in becoming effective users of ideas and information while providing an environment that encourages a lifelong love of reading.

Responsibility for Collection Management & Development

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 Carver Middle School reassesses and adapts its collection to reflect new and differing areas of interest and for concern. The collection development policy is annually evaluated and revised as necessary to provide guidance for implementing changes in the collection. The Media Specialist is responsible for the collection management and its development. However, the Media Specialist also seeks input from administration, faculty, students, parents and district stakeholders throughout the selection process.

Library Program

Foremost among national standards for school library media center programs is the need to work collaboratively with teachers to develop meaningful information literacy lesson plans that integrate into classroom learning. At Carver Middle School, the library media specialist uses Study Sync as a mechanism to review the standards being taught at a grade-level in any given week and works with the classroom teacher to develop compatible lessons that support classroom learning.

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 time of need. At Carver Middle School the library media center schedule is flexible, meaning students can visit the Media Center before, during, or after the school day. During the first 20 minutes of homeroom students are encouraged to read in their classrooms and come to the library to check out books. Students are permitted to read, check out books, and/or take Book of the Month Trivia quizzes during this 20 minute period.

The department of Instructional Materials and Library and Library Media Services oversees lessons plans that are uploaded to Study Sync on the district's main web page. These lessons are designed to be collaborative lessons with emphasis on supporting the Information and Media Literacy Sunshine State Standards embedded in Language Arts.

SPECIAL INITIATIVES:

- Battle of the Books/ Book of the Month: The library media program supports students as they mature into lifelong learners through our Battle of the Books competition and Book of the Month. Battle of the Books is a reading incentive program for student's to come together to demonstrate their abilities and test their knowledge of books they have read. Our Book of the Month highlights a high interest novel that students are introduced to via our monthly Battle of the Book rollout introduction. Students are then encouraged to finish the book and take Trivia quizzes for recognition and prizes.
- Scholastic Book Fair: The LMC hosts a book fair throughout the year. Students are able to purchase books of their interest.
- Read Across America Day: The LMC partners with community leaders to share in the joy of reading and instill the love for learning to students.
- Literacy Week: Daily activities to raise awareness about the importance of reading and inspire students and to make reading part of their daily routines

Goals and Objectives

Lakin Goldwire will continue as the Library Media Specialist. She will continue to support the goals of Carver Middle School and the district in developing her program and adding to the collection.

Objectives:

- To increase library use among ESE students and reluctant readers, we will expand the number of high interest titles by 5% by January 2025 compared to the titles in the collection of March 2022.
- Our starter Makers Space is continuously being developed to include additional items. The

makerspace will include a writing center, coding center, supplies center, math center, building center, crafting, games and puzzles, alongside other creative and fun hands-on activities. Teachers may email the media specialist if they would like to schedule a time for a whole class to visit the media center. The Media Center is open for students in the morning as enrichment.

- Raise funds to purchase materials by hosting book fairs.
- Assist and promote Reading Plus, Book of the Month, and Battle of the Books.

GOAL 1: Increase Circulation

Action Step 1: Implement Battle of the Books and Book of the Month Goals and Incentives

Action Step 2: Increase Book of the Month participation by highlighting 1-2 titles per month via student communication channels.

Action Step 3: ELA class media center visit rotations.

Action Step 4: Give the opportunity for students to be involved in book selection via Surveys (ensuring books purchased meet selection criteria).

Action Step 5: Collaborate with staff on class reads to ensure titles selected are of high interest to students, promoting a love of reading, which would bring more patrons into the library.

GOAL 2: Continue to promote inclusion in the collection and the library as a safe space for all.

Action Step 1: Weed out low circulating/outdated titles.

Action Step 2: Make sure diverse characters and points of view are included in every genre of the library. Purchase titles as needed.

Action Step 3: Ensure book displays always include diverse characters and points of view, and make displays geared towards underrepresented populations.

Budget and Funding

The media center receives an annual school-based operating budget allocated at the start of each school year. Other sources such as state or district funds, fundraising projects, grants, and donations may supplement the budget allocation. For the FY26 school year, the Media Center's budget is expected to remain consistent with the amount provided in FY25, supporting collection development, digital resources, and programming.

School-based Operating Budget	Budget FY25	FY26 Projected Budget
Account 551100 - Media Supplies	$534	$534
Account 553420 - Media Subscriptions (Periodicals-Newspapers)	$287	$287
Account 561100 - Library Books	$478	$478
Account 562230 - Media A/V Equipment	$287	$287
Account 564220 - Furn-Fix/Equip	$861	$861
Fundraising/ Grants	$200	$1000
Media Center Internal Account number for your grant(s) (get this from your bookkeeper)	6-4408.00	6-4408.00
State Media Allocation	**Budget Amount**	
Account 561100 (program 3070) - Media Books	$1693	$1693

Purchasing Plan FY26

Approximate Purchasing Plan	
Purpose	**Amount**
Continue to develop the Makers Space	$1,000.00
Expand the number of high-interest fiction books to attract reluctant readers including our large ESE and ELL populations	$1,000.00
Increase the number and quality of nonfiction books particularly in the areas of STEM	$1,000.00
Media Supplies/ Resources	$1,000.00
Total:	**$4,000.00**

Scope of the Collection

The collection will contain a wide variety of print and nonprint materials that are appropriate for different levels and learning styles. Materials will support both curriculum and pleasure reading as per School Board Policy 8.12. Per District policy the collection will be arranged in standard Dewey Decimal order. The collection will be maintained at approximately ten books per student. An audiovisual collection will also be maintained. A collection of audiovisual equipment will be kept in the media center with sufficient equipment to fulfill teachers' requests. Computers with access to the Internet and resources provided through the District's web page. Students also have access to the collection of District provided databases and eBooks that expand our school collection and provide 24/7 accessibility for students.

Equipment

Carver's Media Center provides individual computer workstations and laptops for research and online activities. Internet connectivity for accessing online databases and resources. Databases offer a wealth of knowledge on various topics, Ebooks, and other digital content through various platforms. Technology for creating and sharing i.e. projectors and smartboards, printers, and copiers, digital cameras and video equipment, Ipads, Audio and Video equipment for presenting multimedia content. Additional equipment is available for teacher/staff to use in the media center and workroom areas such as Scanning, poster creation, and lamination equipment. Carver's Media Center also houses our CMSTV TV production studio.

Collection Development

Collection Development is the process of supplying the library media center with high-quality materials and apparatus. The goal of collection development is to ensure the collection has sufficient information sources in adequate varieties and quantities to meet the academic and personal interest of students. This process is led by the media specialist with input from administration, teachers, students, and parents, and stakeholders.

Selection and Evaluation Criteria

In accordance with School District of Palm Beach County Board Policy 8.12 - Selection of Library Media Center Materials (see Appendix C), Carver Middle School Media Center uses the following professional reviewing sources to aid in the selection of library media center materials.

• School Library Journal - https://www.slj.com/section/reviews

• Booklist - https://www.booklistonline.com/

• Horn Book Guide - https://www.hornbookguide.com/site/

• Center for the Children's Book - https://bccb.ischool.illinois.edu/

• Kirkus Reviews - https://www.kirkusreviews.com/

• Publisher's Weekly - https://www.publishersweekly.com/pw/reviews/index.html

• School Library Connection - https://schoollibraryconnection.com/About

ALAYouthMediaAwards   -
https://www.ala.org/news/mediapresscenter/presskits/youthmediaawards/alayouthmediaawards

Carver Middle School Media Center only uses reviews from professional reviewing sources. Reviews from Amazon, Goodreads, Common Sense Media, and the like will not be considered when selecting library media center materials.

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:
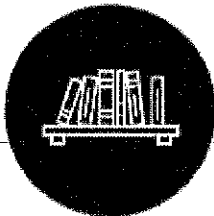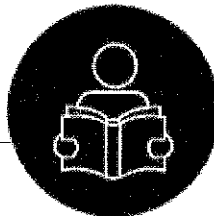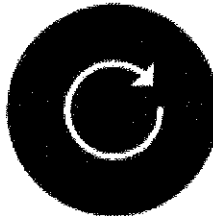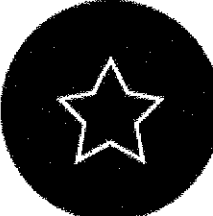
- Maintaining a professional library collection to assist with recertification and knowledge acquisition on education-related topics;
- Managing the online catalog, including the library inventory and circulation software;
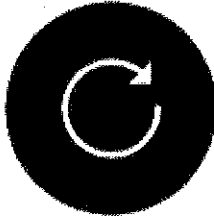
- Selecting and making accessible online information databases for reference and research;
- Providing guidance and training to school library media staff in program planning, curriculum development, budget, technology, collection maintenance, facility use, and media production;
- Participating in inter-departmental 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.

13,442 Items in the Collection	**15.6** Items per Student	**54%** Fiction Titles in the Collection	**31%** 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.			
	2004 Average Age of the Collection	**64%** Aged Titles	**6%** 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.	

46%	2004	43%	2007
Representative Titles in Collection	Representative Titles Average Age	SLL Titles in Collection	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	20	2012
Philosophy & Psychology	47	2004
Religion	29	1997
Social Sciences	517	2002
Language	91	1996
Science	675	2000
Technology	413	2003
Arts & Recreation	1032	2011
Literature	308	2002
History & Geography	923	1999
Biography	907	1999
Easy	261	1996
General Fiction	7273	2006
Graphic Novels	15	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 Board Policy 8.12 (8) governing Instructional Materials, instructional material stored in the Library Media enter must be inventoried annually. To facilitate the circulation and inventory process, Destiny Library manager software has been made available to all schools. Carver Middle School typically inventories part of its collection each year on a rotational basis, every 3 years. 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 touser 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 includes obsolescence, physical age and condition, and general inapplicability for continued inclusion in the existing collection.

The three year inventory rotation cycle is as follows:

FY25: Reference, Biography, Special Collections

FY26: Fiction

FY27: Non-Fiction

Lost or Damaged Library Materials

Carver Middle School's policy regarding lost or damaged library materials requires students to either replace the item or pay the current replacement cost. While we do not charge daily late fees for overdue items, materials that are significantly overdue may be considered lost and subject to a replacement charge. Exceptions to this policy may be made in cases of financial hardship or special circumstances, which are reviewed on a case-by-case basis by the Media Specialist.

Strategic Focus – Weeding and Acquisitions

School Year	Strategic Focus
FY26	**Selection Priorities** • General Fiction • Easy • Arts & Recreation
	Inventory/Weeding Priorities • History & Geography • Literature • Social Sciences
FY27	**Selection Priorities** • General Fiction • Technology • Arts & Recreation
	Inventory/Weeding Priorities • Non Fiction General Subjects & 900 History Biography • Non Fiction - Philosophy • Non Fiction- Religion
FY28	**Selection Priorities** • General Fiction • Technology • Language
	Inventory/Weeding Priorities • NonFiction Science • Technology

Reconsideration of Materials

Our media center follows Board Policy 8.1205 regarding challenged materials. If a concern is raised about any item in the collection, we will adhere to the procedures outlined in this policy to ensure a fair and respectful review process. Both Board Policy 8.1205 and the Specific Material Objection form are included in the appendix for reference.

Annual Evaluation and Revision of CDP

This collection development plan will be reviewed each school year.

<div align="center">**Appendices**</div>

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)