

FY26 COLLECTION DEVELOPMENT POLICY



Eagles Landing Middle School

FY26 Collection Development Policy

Kendra Gremaux

Educational Media Specialist

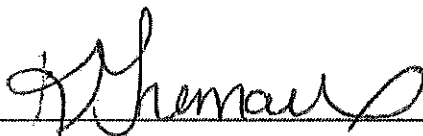
Signature Page

Eagles Landing Middle School
FY26 Collection Development Policy

Date Approved by Administration: 5/9/2025

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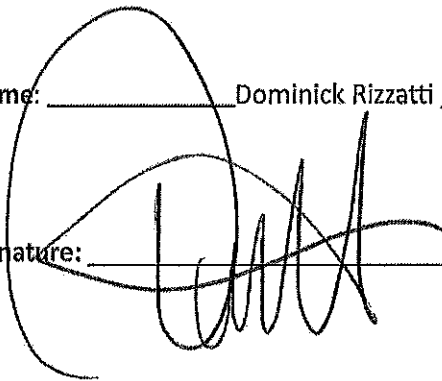


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Purpose of Collection Development Policy

This collection development policy has been created to provide information on our processes and guidelines for selecting materials to be included in the Eagles Landing Middle School library. It is our goal to select materials that support our curriculum and the programmatic needs of our school. We also purchase materials to promote and foster a love for reading in our middle school students.

Background Statement & School Community

The current enrollment at Eagles Landing Middle School is 1480 students. The Eagles Landing Media Center services sixth through eighth-grade students, faculty staff, and parents. According to the Gold Report, approximately 52% of the student population is White, 9% is Black, 33% is Hispanic, 4% is Asian, and 2% is Multiethnic. Our students speak various languages, including, but not limited to, English, Spanish, Portuguese, Russian, Haitian Creole, French, German, and Hebrew. Approximately 30% of students qualify for free or reduced lunch. The media center seeks to ensure that resources are available to meet the needs of culturally diverse students.

School Mission Statement

ELMS is committed to providing an optimal student experience that includes a student-driven, collaborative, technology-based curriculum to ensure student excellence and equity.

ELMS is committed to creating a safe, nurturing environment that builds a foundation of college preparedness and career readiness, as well as empowering students with the skills, knowledge, and experiences necessary to become productive, educated, competitive, and responsible citizens in the global community.

Media Center Mission Statement

The mission of the media program is to provide an all-inclusive space that empowers learners to explore and discover while supporting, complementing, and expanding the instructional program of Eagles Landing Middle School. The media program also provides free and open access to all information resources to all members of the school community.

Responsibility for Collection Management & Development

The library media specialist at Eagles Landing Middle School, under the assistance and guidance of the Department of Library and Media Services, is responsible for the collection management and its development. The library media specialist, along with the Department of Library and Media Services, are continually reviewing new materials and seeking to replace outdated material with new material as developments in the community, nation, and world impact the legitimacy of information available to students and staff. The library media specialist meets with administration and department representatives regarding curriculum needs. The media specialist is also involved with students and provides opportunities through an open-door policy for students to come in and recommend titles, activities, and programs for which the student body can benefit.

Library Program

The library at Eagles Landing Middle School operates on a flexible schedule. The library opens for students at 9:15 am and closes at 4:30 pm. Our library program serves our community, aiming to foster literacy, education, and community engagement. These programs encompass a broad spectrum of offerings, including but not limited to traditional book lending services, educational workshops, cultural events, and technological resources. We often host cultural events, art exhibitions, PTSA and SAC functions, teacher events, and PDD training. All of which are designed to foster a sense of community and intellectual enrichment. The Media Center participates in Celebrate Literacy Month, Read Across America, National Poetry Month, Black History Month, Hispanic Heritage Month, Women's History Month, and International Literacy Day. Our library also welcomes guest speakers who educate students on topics including but not limited to The Holocaust and Black History Month.

Goals and Objectives

Goal 1: Foster a Love for Reading:

Objective 1: offer a diverse collection of engaging and age-appropriate books.

Objective 2: Collaborate with language arts classes to complete a quarterly book challenge.

Goal 2: Increase circulation of previously uncirculated items.

Objective 1: Create targeted displays that feature only previously uncirculated items.

Objective 2: Talk titles individually with students, especially prominent readers.

Goal 3: To support students' literacy skills through the incorporation of technology.

Objective 1: To teach all students to use Destiny to locate and check out books in the Media Center.

Objective 2: To teach all students how to access and check out ebooks using Mackin Via.

Objective 3: To utilize Chromebooks with students in meaningful ways to access library materials, conduct research, and extend learning.

Budget and Funding

Eagles Landing Media Center is given a school-based operating budget at the beginning of every school year. The ELMS Bookkeeper uses a formula to disperse the appropriate funds. It is expected that the budget for SY26 will be similar to the school year of SY25 budget line is as follows:

| <i>School-based Operating Budget</i> | <i>Budget FY25</i> | <i>FY26 Projected Budget</i> |
|---|----------------------|------------------------------|
| <i>Account 551100 - Media Supplies</i> | <i>\$1,431.50</i> | <i>\$1,431.50</i> |
| <i>Account 553420 - Media Subscriptions (Periodicals-Newspapers)</i> | <i>\$0</i> | <i>\$</i> |
| <i>Account 561100 - Library Books</i> | <i>\$1,276.50</i> | <i>\$1,276.50</i> |
| <i>Account 562230 - Media A/V Equipment</i> | <i>\$0</i> | <i>\$0</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>\$?</i> | <i>\$</i> |
| <i>State Media Allocation</i> | <i>Budget Amount</i> | |
| <i>Account 556110 (program 3070) - Media Books</i> | <i>\$3,673.00</i> | <i>\$3,673.00</i> |

Purchasing Plan FY26

| Approximate Purchasing Plan | |
|-----------------------------|-------------------|
| Purpose | Amount |
| Upgrade Books | \$3,500.00 |
| Chromebook (loaners) | \$1,000.00 |
| | |
| STEM | \$500.00 |
| | |
| | |
| Total: | \$5,000.00 |

Scope of the Collection

The collection at Eagles Landing Middle School will include books and media that have been reviewed and vetted and support both curriculum and pleasure reading as per School Board Policy 8.12 (see Section 5d). Students will be able to access books in Fiction, and non-fiction, based on the Dewey Decimal system of classification (see **Section 8 Management of Library Media Instructional Materials**). To address the needs of students with reading devices, books will be made available in e-book format as well.

The school district provides a collection of electronic databases and eBooks that expand the local collection and provide 24/7 access for students.

Equipment

Eagles Landing Middle School has a newly upgraded TV production studio. Studio equipment includes: video cameras, microphones of various types, tripods, editing software such as Adobe Premiere Pro for editing and post-production, computers, external hard drives, tricast, teleprompter, large screen televisions, and a dedicated studio space with a green screen backdrop, lighting equipment, and soundproofing for filming and recording. Teachers and staff have use of interactive smartboards, printers and copiers that include faxing and scanning, and audiovisual equipment that include projectors. Teachers can also use the laminator and poster printer. In addition, all students have a school issued chromebook.

Collection Development

Collection development is the process of selecting, evaluating, and maintaining materials to meet the needs of those students, staff, and community members utilizing our media center. Collection development aims to build a well-rounded and balanced collection that reflects the interests and informational needs of the library's users while supporting the institution's goals and objectives. Additionally, it involves ongoing evaluation and maintenance to ensure the collection remains current, relevant, and aligned with the evolving needs of the administration, teachers, students, parents, and stakeholders.

Selection and Evaluation Criteria

At Eagles Landing, the media specialist takes the selection and evaluation of materials being purchased for the school community very seriously. Any new material selected and placed on a purchase list must go through an evaluation process. Please review School Board Policy 8.12 on the selection of Library Media Center materials. It is our goal to ensure our school policies are in line with the policies of the district. 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.

The media specialist will:

- encourage pleasure reading
- provide and promote extensive use of resources in multiple formats that are designed to meet the varying needs of all learners in all aspects of the curriculum
- provide a learning environment which promotes inquiry
- stimulate intellectual curiosity
- provide and promote instruction to prepare students to become independent users of libraries and information resources.

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 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:






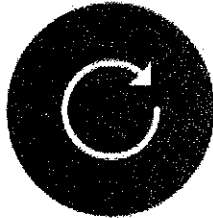

- Maintaining a professional library collection to assist with recertification and knowledge acquisition on education-related topics;


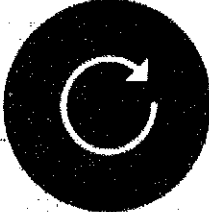


- Managing the online catalog including the library inventory and circulation software;
- Selecting and making accessible online information databases for reference and research;
- Providing guidance and training to school library media staff in program planning, curriculum development, budget, technology, 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.

| | | | |
|--|---|--|---|
|  |  |  |  |
| 13,337 Items in the Collection | 9.1 Items per Student | 59% Fiction Titles in the Collection | 32% 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. |  |  |  |
| | 2005 Average Age of the Collection | 65% Aged Titles | 5% 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. | |

| | | | |
|---|---|--|---|
|  |  |  |  |
| 41% Representative Titles in Collection | 2006 Representative Titles Average Age | 46% SLL Titles in Collection | 2009 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 | 31 | 2010 |
| Philosophy & Psychology | 35 | 2001 |
| Religion | 67 | 2002 |
| Social Sciences | 1,034 | 1998 |
| Language | 22 | 1995 |
| Science | 936 | 1998 |
| Technology | 618 | 1998 |
| Arts & Recreation | 738 | 2007 |
| Literature | 261 | 1997 |
| History & Geography | 480 | 1999 |
| Biography | 1,183 | 1999 |
| Easy | 7 | 1999 |
| General Fiction | 7,822 | 2008 |
| Graphic Novels (| # | year |

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. This policy is outlined in Palm Beach County School Board's Policy 8.12 (5). To facilitate the circulation and inventory process, Destiny Library Manager software has been made available to all schools. Inventories are staggered throughout the collections each year. ELMS Media Center inventory will be completed on a three-year rotation as per Board Policy 8.12 (8).

| School Year | Strategic Focus Primary | Strategic Focus Secondary |
|-------------|--------------------------------|---------------------------|
| FY25 | Fiction (Inventory & Weed) | Graphic Novels |
| FY26 | Non-Fiction (Inventory & Weed) | Biographies |
| FY27 | E-books | References |

Lost or Damaged Library Materials

Lost or damaged materials should be reported to a teacher, librarian, or administrative staff member as soon as the loss or damage occurs. Replacement costs can occur depending on multiple factors. New material, or material that must be replaced could require the full retail price of the item or a predetermined fee set by the school. Consequences for failing to pay for lost or damaged materials w could include restrictions on borrowing privileges.

Strategic Focus – Weeding and Acquisitions

| School Year | Strategic Focus |
|-------------|--|
| FY26 | Selection Priorities <ul style="list-style-type: none">• Biographies |
| | Inventory/Weeding Priorities <ul style="list-style-type: none">• Nonfiction |
| FY27 | Selection Priorities <ul style="list-style-type: none">• Fiction |
| | Inventory/Weeding Priorities <ul style="list-style-type: none">• Fiction |
| FY28 | Selection Priorities <ul style="list-style-type: none">• Graphic Novels |
| | Inventory Priorities <ul style="list-style-type: none">• Nonfiction |

Reconsideration of Materials

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. The guiding document in this procedure is Board Policy 8.125 on Challenged materials. 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. If an item is challenged, the objecting person must follow Policy 8.125. The Specific Material Objection form can be found in the appendix. 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.

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-aged-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)
