

Don Estridge High Tech Middle School

FY26 Collection Development Policy

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Educational Media Specialist

Signature Page

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Date Approved by Administration: April 25, 2025

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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 Don Estridge High Tech Middle School library. It is our goal to select materials that support our rigorous technology infused curriculum and the needs of our school. We also purchase materials to promote reading for enjoyment in our middle school students.

Background Statement & School Community

The current enrollment at Don Estridge High Tech Middle School is 1253 students. The Don Estridge Media Center services sixth through eighth grade students, faculty and staff, and parents. According to the Gold Report, approximately 49% of the student population is White, 16% is Black, 23% is Hispanic, 7% is Asian, and 5% is Multiethnic. Our students speak a variety of languages including, but not limited to: English, Spanish, Portuguese, Russian, Haitian-Creole, French, German, and Hebrew. Approximately 25% 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.

Our school is a "high tech" school and provides industry certifications in Digital Discoveries in Society and Web Foundations Associates. Don Estridge also teaches beginning and advanced robotics. We also have a drones club as well as a gaming club. The library media center's goal is to support these special curriculum areas with resources in the media center and make purchases based on those specific areas of focus.

School Mission Statement

The faculty of Don Estridge High Tech Middle School is committed to providing a world-class education along with a safe and nurturing environment that includes a rigorous technology infused curriculum to ensure that all students become responsible and productive life-long learners.

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 Don Estridge High Tech Middle School. The media program also provides free and open access to all information resources to all members of the school community. Using local, national and international sources of information and collaboration vital to intellectual inquiry and growth in a democratic society, the Don Estridge High Tech Middle School media program is designed to help students function successfully in our technological society and to fulfill life-long learning needs.

Responsibility for Collection Management & Development

The library media specialist at Don Estridge High Tech 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 seek 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 Don Estridge High Tech Middle School operates on a flexible schedule. The library opens for students at 8:00 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 also encourage students to use STEM activities, arts and crafts, puzzles, and various other tools while in the media center. We often host cultural events, art exhibitions, PTSA and SAC functions, teacher events and PDD training. Students are encouraged to visit the media center to complete small group assignments, research, and printing of needed resources. 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 educating students on topics including, but not limited to The Holocaust and Black History Month.

Goals and Objectives

Goal 1: Improve Student Research Skills

- Objective 1: provide lessons on skills needed to evaluate sources for credibility, relevance, validity, and factual data
- Objective 2: provide individual or small group assistance to improve research skills through use of various research tools and sources
- Objective 3: Help students understand different types of research methods

Goal 2: Increase Student Engagement in the Media Center

- Objective 1: Implement weekly themed reading events
- Objective 2: establish a book club
- Objective 3: Prepare battle of the books competition

Goal 3: Foster Creativity and Innovation

- Objective 1: Encourage students to explore creative projects, including digital media creation and other forms of expression
- Objective 2: Provide tools and software for students to use
- Objective 3: Hold small groups for instruction on technology use and contest applications

Budget and Funding

DEHTMS Library Media Center is given a school-based operating budget at the beginning of every school year. The administrative team uses a formula in order to disperse the appropriated 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>	\$743.72	\$750
<i>Account 553420 - Media Subscriptions (Periodicals-Newspapers)</i>	\$572	\$500
<i>Account 561100 - Library Books</i>	\$953	\$900
<i>Account 562230 - Media A/V Equipment</i>	\$498	\$500
<i>Account 564220 - Furn-Fix/Equip</i>	\$0	\$150
<i>Fundraising/ Grants</i>	<i>Budget Amount</i>	
<i>Media Center Internal Account number for your grant(s) (get this from your bookkeeper)</i>	\$950	\$900
<i>State Media Allocation</i>	<i>Budget Amount</i>	
<i>Account 556110 (program 3070) - Media Books</i>	\$1000	\$1000

design for teacher/staff professional development. In addition to software programs and tools for managing classroom resources, scheduling equipment use, and tracking student progress and assignments. In addition, all students have a school issued chromebook, access to a computer for printing, and all resources in the media center.

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 Don Estridge, 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 library media staff will:

- provide 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
- encourage pleasure reading
- develop diverse interests for the enjoyment of life-long learning
- provide and promote instruction to prepare students to become independent users of libraries and information resources.

The successful, self-aware learner is expected to:

- identify, plan, and use resources
- acquire and evaluate information
- organize and maintain information
- interpret and communicate information
- use computers and technology to process information
- work with a variety of technologies

Purchasing Plan FY26

Approximate Purchasing Plan	
Purpose	Amount
books	\$1000
supplies for spacemakers	\$500
Adobe and WeVideo	\$600
Total:	\$2100

Scope of the Collection

The collection at Don Estridge High Tech 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 3d). Students will be able to access books in Fiction, and non-fiction, based on the Dewey Decimal system of classification (See Section 6 Management of Library Media Instructional Materials). Non-fiction books will be available to students that are current in technology and careers in technology, as Don Estridge is a high tech middle school and our focus is on STEM. To address the needs of students with reading devices, books will be made available in e-book format as well. Students and teachers will have access to vetted DVDS and audio books, professional development books, biographies and reference books. The school district provides a collection of electronic databases and eBooks that expand the local collection and provide 24/7 access for students.

Equipment

DEHTMS has a TV production studio that was upgraded last school year. 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, tricaster, 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 document cameras, interactive smartboards, printers and copiers that include faxing and scanning, audiovisual equipment that include projectors, screens, and speakers, classroom sets of tablets or ipads, Teachers can also use the laminator and poster printer. Maker Space Equipment such as 3D printers, robotics kits, and crafting supplies. Teachers also have access to books, videos, and online courses related to media literacy, educational technology, and instructional

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

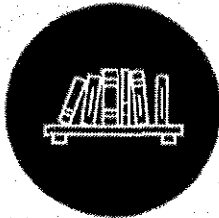
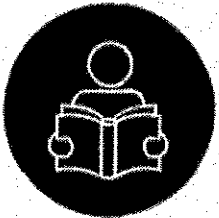
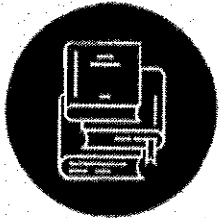

The School District Library Media Services Department supports school-based library media center personnel and establishes uniform policies and procedures for school library media centers throughout the District. These services include, but are not limited to:

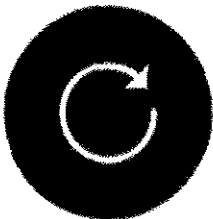
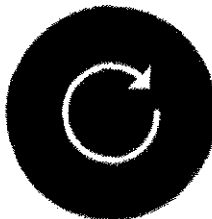
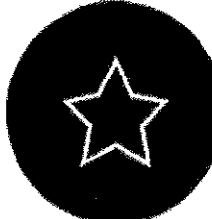
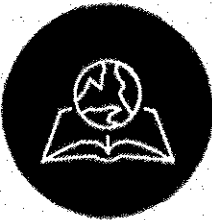
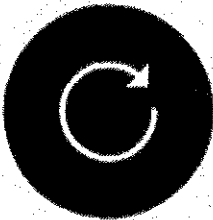

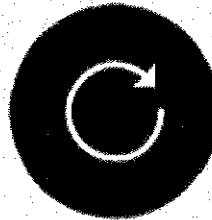
- Maintaining a professional library collection to assist with recertification and knowledge acquisition on education-related topics;
- Managing the online catalog, including the library inventory and circulation software;
- Selecting and making accessible online information databases for reference and 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 <<Use Titlewave to Fill in This Infographic>>

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.

			
16,211 Items in the Collection	12.7 Items per Student	43% Fiction Titles in the Collection	41% 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.			
	2002 Average Age of the Collection	84% 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.	
			
5,858 Representative Titles in Collection	2003 Representative Titles Average Age	33% SLL Titles In Collection	2003 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	136	2005
Philosophy & Psychology	105	2003
Religion	84	2003
Social Sciences	1007	2003
Language	26	2001
Science	1261	2003
Technology	775	2003
Arts & Recreation	1026	2003

Literature	342	2000
History & Geography	1816	2003
Biography	1389	2004
Easy	72	1994
General Fiction	6901	2002
Graphic Novels (741.5) See Help document if needed	267	2003

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 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.

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. There may be a deadline by which the replacement cost or fee must be paid. This deadline is usually communicated to the student or their parents/guardians. Consequences for failing to pay for lost or damaged materials within the specified timeframe could include restrictions on borrowing privileges, withholding of report cards, or not being able to participate in end of the year activities..

Strategic Focus – Weeding and Acquisitions

FY26 - Biographies and Graphic Novels, FY27 - Non fiction, FY28 - Fiction, Reference).

School Year	Strategic Focus
FY26	Selection Priorities <ul style="list-style-type: none">• Biographies• Graphic Novels• Professional
	Inventory/Weeding Priorities <ul style="list-style-type: none">• Weed:Biographies, Easy Books• Inventory: biographies, graphic novels
FY27	Selection Priorities <ul style="list-style-type: none">• Non Fiction
	Inventory/Weeding Priorities <ul style="list-style-type: none">• Weed:Non Fiction• Inventory: Non Fiction
FY28	Selection Priorities <ul style="list-style-type: none">• Fiction• E- books
	Inventory Priorities <ul style="list-style-type: none">• Weed: References, Professional• Inventory: Fiction, References

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 and use the form Specific Material Objection form, both of which are 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. One popular criteria for weeding is found in the CREW Manual.

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 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)

