

FY26 COLLECTION DEVELOPMENT POLICY



Boca Raton Community Middle School

FY26 Collection Development Policy


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Signature Page

Boca Raton Community Middle School
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Date Approved by Administration: 5/1/25

Media Specialist Name: _____ Yohanny Garcia _____

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Purpose of Collection Development Policy

Boca Raton Community Middle School is committed to providing a world-class education with excellence and equity to empower each student to reach his or her highest potential. This collection development policy is a statement of the principles and guidelines used by the Boca Raton Community Middle School Library in the selection, acquisition, evaluation, and maintenance of library media center materials. It will be used both in providing consistency among those responsible for developing the collection and in communicating the library media center's policies to faculty, students, and staff and other interested stockholders of the school community. The primary goal of the Media Center's collection development efforts is to build a current collection that supports the needs of the curriculum and the school community and maintains the recommended boundaries for size of collection, average age of collection and access to the collection.

Background Statement & School Community

The users of The Boca Raton Community Middle School Library come from 6 through 8th Grade in addition to the faculty, staff and parents of that community of users. According to the Gold Report, Boca Raton Community Middle School has a culturally and ethnically diverse student population representing different economic backgrounds, which include 43% Caucasian, 14% Black, 35% Hispanic, 5 % Asian, et. al. We have 1055 students with 65.5% Free/Reduced lunch, 22% ELL students, 22% ESE. In addition, The Boca Community Middle School Library supports the curricular needs of the high number of Pre-Medical Academy students.

Boca Raton Community Middle School strives to offer much innovation and acceleration to our students: Pre-Medical Program (3 specific Electives and science track), Pre-AICE coursework in ELA and Science, Pre-AICE Global Perspectives Elective, High School Algebra and Geometry (for students who completed the 8th grade FAST), High School Spanish and Pre-AICE Spanish, Innovative 3D Mixed reality Lab, Pre-Microsoft computer certification/coding, Continued Electives in Art, Music/Band, PreAice Photography, Physical Education, Culinary, Yearbook, Student Government, Debate, and TV Production.

School Mission Statement

Boca Raton Community Middle School is committed to providing a world-class education with excellence and equity to empower each student to reach his or her highest potential with the most effective staff to foster the knowledge, skills, and ethics required for post-secondary education, responsible citizenship, productive careers, and success in a global society.

Media Center Mission Statement

Boca Raton Community Middle School Library is dedicated to advancing the school's mission of delivering a world-class education grounded in excellence and equity. Our goal is to empower every student to achieve their highest potential by fostering the knowledge, skills, and ethical foundation needed for post-secondary education, responsible citizenship, productive careers, and success in a global society. Every selection we make and every plan we implement in our library is intentionally designed to support and strengthen this mission.

Responsibility for Collection Management & Development

The media specialist is responsible for the collection management and its development. She welcomes and encourages stakeholder input from administration, faculty, students, parents, and district stakeholders. Media specialist supports the information needs of students as defined by the mission and goals of the: School District of Palm Beach County; ALA / AASL Standards for the 21st Century Learner; Partnership for 21st Century Skills; International Society for Technology in Education (ISTE) National Education Technology Standards (NETS).

The Library Media Center recognizes its responsibility to respond to the reading, reference, and research needs of the student body and faculty in an age of information abundance. The electronic catalog of resources for the school and the district is maintained by the Department of K-12 Instructional Materials and Library Media Services and is available at all times to students, faculty and parents. Boca Raton Community Middle School supports Intellectual Freedom as stated in documents published by the American Library Association.

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 Boca Raton Community Middle School, the Library Media Specialist will use C-PALMS as a mechanism to review the standards being taught at each grade level, and work with the classroom teachers to develop compatible lessons and provide resources that support classroom learning.

The library is open throughout each day that students are in attendance to ensure equitable access for all students to library media resources.

The school administration and faculty are aware that recent research documents the improvement in student learning gains when the school library is available to the student at the point of need. At Boca Raton Middle School the library is open from 9:00 a.m. to 4:15 p.m. During FY 26, the library will be open from 9:00 a.m. to 4:15 p.m.

Furthermore, the Library Media Specialist is focusing her resources on the district's strategic plan of ensuring high school readiness, including academic achievement, behavior, and engagement. Lesson plans are designed by the Library Media Specialist to address relevant Florida Benchmarks for Excellent Student Thinking (B.E.S.T.) Standards, utilizing a variety of media, including fiction and nonfiction books, online databases and research tools. Educational programs are available to students through the School District of Palm Beach County Learning Tools page.

Through the Library Program we produce the morning news on a daily basis. Sharing upcoming school events and successes with the student body. Furthermore, we create the annual yearbook for the school, recording, highlighting and commemorating the school year.

Goals and Objectives

Goal 1:

Increase the circulation rate of books by 20% by the end of the next academic year by tracking monthly circulation data, promoting books through morning news trailers, and comparing results to last year's records to demonstrate a more engaging media center program.

Goal 2:

Install new multimedia equipment and interactive displays in the TV studio/media center by the end of the current academic year by researching needs, allocating funds, collaborating with IT for installation, and documenting equipment used to foster digital literacy and modern learning experiences.

Goal 3:

Add 100 new titles to the media center's book and digital collection by the end of the academic year by surveying student and teacher preferences, identifying collection gaps, allocating purchase funds, and recording the new additions to ensure the collection remains diverse and up-to-date.

Budget and Funding

The LMC is given a school-based operating budget at the beginning of every school year. The Boca Raton Community Middle School administration uses a formula to disperse the appropriated funds. The budget for the FY26 school year is expected to be similar to FY25.

<i>School-based Operating Budget</i>	<i>Budget FY25</i>	<i>FY26 Projected Budget</i>
<i>Account 551100 - Media Supplies</i>	<i>\$686.00</i>	<i>\$686</i>
<i>Account 553420 - Media Subscriptions (Periodicals-Newspapers)</i>	<i>\$515</i>	<i>\$515</i>
<i>Account 561100 - Library Books</i>	<i>\$858</i>	<i>\$858</i>
<i>Account 562230 - Media A/V Equipment</i>	<i>\$515</i>	<i>\$515</i>
<i>Account 564220 - Furn-Fix/Equip</i>	<i>\$</i>	<i>\$</i>
<i>Fundraising/ Grants</i>	<i>Budget Amount</i>	
<i>Media Center Internal Account 5-1700.00</i>	<i>\$822.26</i>	<i>\$822.26</i>
<i>State Media Allocation</i>	<i>Budget Amount</i>	
<i>Account 561100 (program 3070) - Media Books</i>	<i>\$2,648</i>	<i>\$2,648</i>

Purchasing Plan FY26

Purpose	Amount
Books (Especially eBooks)	\$1000
Electronic Database Subscription	\$1500
Supplies	\$1201
STEM	\$500
Total:	\$4201

Scope of the Collection

The collection development is focused on the curriculum of Boca Raton Community Middle School, which 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.

According to best practices for school libraries in the United States, the print and non-print collection at Boca Raton Community Middle School is arranged by the Dewey Decimal Classification System. Additional resources are provided by district-wide subscriptions to electronic information databases. Through affiliation with the public library system, SEFLIN, The Boca Raton Community Middle School Library is able to extend its collection to provide any major resources needed by a patron. The library media collection includes all the resources available in the school library media center along with all those that students, faculty and administrators can access through interlibrary loan. Non-fiction materials to support the Pre-Med program and STEAM programs.

The collection of District provided databases and eBooks expand our local collection and provide 24/7 access for students. Boca Raton Community Middle School Library 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 order.

Equipment

A TV Production studio and a computer lab are housed within the media center. A zSpace Lab is housed in a workroom near the media center.

Collection Development

Collection Development involves acquiring high-quality materials and equipment for the library media center. The objective is to ensure that the collection includes a diverse range of information sources in sufficient quantity to meet the academic and personal interests of students. This process is spearheaded by the media specialist, who collaborates with administration, teachers, students, parents, and other stakeholders to make informed decisions about the collection.

Boca Raton Community Middle School supports Intellectual Freedom as stated in documents published by the American Library Association.

Selection and Evaluation Criteria

Collection Development is the process of providing quality materials and equipment for the library media center. The goal of collection development is to ensure the collection materials considered for purchase are selected on the basis of the criteria established in SDPBC 8.12. and following Fla. Stat. § 1006.28. Boca Raton Community Middle School Library materials are selected for their educational significance. The materials are evaluated according to their aesthetic, literary and social value, appropriateness to student age and emotional maturity and relevance to the curriculum. Professional reviewing sources are used in the material selection process like School Library Journal, Kirkus, and Booklist.

Boca Raton Community Middle School Library materials reflect sensitivity to the achievements, needs, and rights of men and women, various ethnic groups, and other cultures. The selection of library materials about political theories and ideologies, religion, public issues and controversial topics is directed toward maintaining a balanced representation with various perspectives.

Library media center materials are judged as a whole, considering the author's/producer's intent rather than focusing solely upon individual pages, phrases, pictures or incidents taken out of context. Other factors that are considered in the final decision to purchase new materials include their educational significance; need and value to the collection as a whole; and their relationship to the interests of students and curriculum course of study.

Electronic database subscriptions and online curricular software that are made available to the Boca Raton Community Middle School Library users on the school district's wide area network (WAN) are selected using a similar educational criteria to that established for the materials in a school except availability and compatibility of technology hardware and software platforms are reviewed and resolved. In addition, the WAN maintains software that complies with the federally legislated Children's Internet Protection Act [CIPA] designed to protect children from obscene or adult-content material.

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

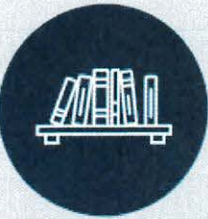










The School District Library Media Services Department supports school-based library media center personnel and establishes uniform policies and procedures for school library media centers throughout the District. These services include, but are not limited to:

- 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.

			
10,216 Items in the Collection	6.7 Items per Student	55% Fiction Titles in the Collection	37 % 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.			
	2006 Average Age of the Collection	61% 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.	
			
39% Representative Titles in Collection	2007 Representative Titles Average Age	43% SLL Titles in Collection	2009 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.

Computer Science, Information & General Works	107	2010
Philosophy & Psychology	50	2009
Religion	38	2002
Social Sciences	449	2005
Language	89	1998
Science	506	2006
Technology	430	2006
Arts & Recreation	1192	2007
Literature	292	1994
History & Geography	599	2004
Biography	686	2002
Easy	33	1996
General Fiction	5,599	2008
Graphic Novels (741.5)	518	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

Inventory will be completed on a three-year rotation as per Board Policy 8.12. In 2024, we completed a full inventory of the library media collection. In 2025, we completed an inventory of Fiction and in 2026 we will inventory Non-fiction. Per Florida Statute governing Instructional Materials, instructional material stored in the library must be inventoried annually. To facilitate the circulation and inventory process, Destiny Library Manager Software has been made available to all schools.

Processing specifications for media items including books are maintained centrally by the Department of Instructional Materials and Library Media Services. The specifications are followed by vendors, by Library Media Services and by individuals at schools who process material. Schools are discouraged from processing instructional materials. Such items can be sent to the central processing center at Library Media Services while library staff focuses on services to students and faculty.

Destiny Library Manager Software can generate numerous reports on circulation and average age of collection. These reports can be one indicator of the success of a library media program. Select reports therefore are posted on the district's web page under Library Media Services.

Weeding of materials and resources is essential for the maintenance of a healthy reading, research and reference library 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 School Librarian 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 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. In coordinating this process, the School Librarian 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. Materials that are weeded can be disposed of in different ways. Keep in mind that media that is obsolete or has misinformation should be boxed and sent to District Library Media Services for disposition to prevent inaccurate information from being shared.

During the 2025-2026 school year, the Boca Raton Middle School Library collection will go through a weeding of outdated worn books, as well as items that haven't been circulated in several years due to lack of interest.

Lost or Damaged Library Materials

While the library at Boca Raton Community Middle School works to eliminate barriers that inhibit students from accessing and using reading, reference, and research materials, the responsibilities of students, parents and teachers for lost or damaged Instructional Materials is outlined in SDPBC Policy 8.12. Students, parents and teachers are held accountable for lost or damaged material.

Fines for late material are discouraged in elementary and middle school where lessons on borrowing, self-responsibility, civic duty and the purpose of libraries are ongoing. Boca Raton Community Middle

School does not impose late fees for overdue materials. However, fines will be imposed for lost or damaged books.

Strategic Focus – Weeding and Acquisitions

FY26	Selection Priorities <ul style="list-style-type: none"> ● Non Fiction: STEM ● Fiction: SSYRA ● Diverse Titles
	Inventory/Weeding Priorities <ul style="list-style-type: none"> ● Inventory: Non Fiction ● Weeding Age-Sensitive Areas ● Weeding 300 -379: Political Science, Social Problems
FY27	Selection Priorities <ul style="list-style-type: none"> ● Non Fiction: Science, Technology ● Fiction: SSYRA ● Medical Sciences/ Medicine
	Inventory/Weeding Priorities <ul style="list-style-type: none"> ● Weeding Old Worn Books ● Weeding Age-Sensitive Areas ● Inventory: Media Equipment
FY28	Selection Priorities <ul style="list-style-type: none"> ● 700 - 799 Fine Arts, Sports ● Technology, AI ● Languages (Foreign)
	Inventory/Weeding Priorities <ul style="list-style-type: none"> ● Age Sensitive Areas: Commerce, Communications ● Weeding 700s ● Inventory: Fiction

Reconsideration of Materials

In the event of a challenge by a citizen of Palm Beach County, personnel at Boca Raton Community Middle School will follow SDPBC Policy 8.1205 – Challenge Procedures for Instructional Materials. Board Policy 8.1205 Policy and form can be found in the appendix E.

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)