FY26 COLLECTION DEVELOPMENT POLICY

Emerald Cove Middle School

FY26 Collection Development Policy

Dr. Eugina Smith Feaman
Principal

Uzma Ahmed, M.Ed
Certified Educational Media Specialist

Emerald Cove Middle School
FY26 Collection Development Policy

Date Approved by Administration: _____4/11/2025_____

Media Specialist Name:_____Uzma Ahmed_____

Media Specialist Signature: _____*Uzma Ahmed*_____

Principal Name: _____Dr. Eugina Feaman_____

Principal Signature: _____*Feaman*_____

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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 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 Emerald Cove 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

The primary users of ECMS Library Media Center are students in grades six through eight. Faculty and staff frequently check out books and materials for classroom and personal use, and parents in our community are welcome to utilize our resources as well. According to District data, ECMS has a culturally and ethnically diverse student population representing different economic backgrounds. According to the most recent information in the School District's SIS School Report and the FLDOE Report Card, students at Emerald Cove include 29% white, 27% black, 30% Hispanic, 8% Asian, and 4% multiracial. The total enrollment is 1,213. The Exceptional Student Education population is 27.2% of our school, and 3.8% of the student body are English Language Learners. There are eleven different primary languages spoken by students at Emerald Cove. Our school has an AVID program and a Pre-IT program which set it apart from other middle schools and impacts our collection development.

https://sis.palmbeachschools.org/focus/Modules.php?force_package=SIS&modna me=Reports/DistrictReports.php#!export/86

https://edudata.fldoe.org/ReportCards/Schools.html?school=3371&district=50

School Mission Statement

Emerald Cove 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 responsible citizenship and productive careers.

The school's vision is that the students will maintain high standards through a rigorous and relevant program that enriches their lives and enhances academic achievement, develops creative thinking and analytical skills and embraces reading. In addition, the school works towards making sure the academic and elective curriculum reflects a real world perspective.

Media Center Mission Statement

The Emerald Cove Middle School Library Media Center exists to provide informational and instructional resources to support the school's curriculum and to meet the academic and recreational information needs and interest of students, staff and parents. To achieve these purposes, the LMC collection covers a wide range of subjects, reflects differentiated levels of student ability, and represents diverse points of view. In addition to providing information, the collection also includes items that portray the creative artistry, insight and vision of the human mind and artifacts that contribute to the development of both cognitive and affective attributes in students. To accommodate varying learning styles and to enrich learning for all, providing information through a variety of formats is essential. These formats, which are print and non-print, visual and auditory, verbal and non-verbal, concrete and abstract, are delivered through various technologies and media. Non-fiction materials are organized using the Dewey Decimal system. Fiction books are arranged by genre with large colorful wooden signs and are labeled with genre stickers for easy access for all library users. A professional resource collection and a curriculum support collection of print materials and DVD's are available in the production room.

In all, the ECMS Media Center Media Specialist strives to enable all members of the school community to become effective users of technology, ideas and information while providing an environment that encourages a lifelong curiosity and love for literacies, including 21st century literacies: digital, visual, health, science, economic and financial.

Responsibility for Collection Management & Development

The Library Media Specialist is primarily responsible for collection management and its development. Department chairs, special program teachers, and guidance counselors also play a vital role in selection of materials. All teachers, parents, and students have the opportunity to request materials, which are then reviewed thoroughly by the LMS before being purchased. Teachers may request materials in person, in writing, a Google form or via email. Students have a "request box" in which to place their choices, or they may also request books verbally for the LMS to review.

Library Program

The Library Media Specialist is available to assist and collaborate with teachers to plan and enhance instructional lessons. The LMS not only provides assistance in gathering informational resources and materials, but is also available to provide instruction to teachers and students in the areas of information literacy skills, instructional methodologies, and educational technology applications. Assistance from the LMS is made available in the library or classroom both informally and formally.

For the 2024-2025 school year, the LMS has worked closely with the Language Arts Department teachers by vetting and providing resources for thematic study of subjects (e.g. disasters such as the sinking of the *Titanic*, the *Challenger* explosion and the Holocaust), for classroom novel studies, and for genre-specific activities. LMS has also scheduled whole-class independent book check-out days. In addition, the LMS supported the ELA Department by hosting an author who specializes in growing young authors via a flash-draft writing activity, sponsoring the Scholastic book fair, presenting literacy activities for *Celebrate Literacy Week, Florida!* and will support the summer reading program by integrating the Sunshine State Young Readers Award (SSYRA) books.

For FY 24-25, the LMS supported the Social Studies department by providing resources for and featuring notables who represent Hispanic Heritage Month, Black History Month & Women's History Month on morning announcements. The LMS further supported this department by hosting a visit by personnel from the State Attorney's Office and by attending the district-sponsored workshop: 'Beyond the Bookshelf: A Social Studies Adventure'. This workshop provided the LMS with a comprehensive understanding of middle grades social studies standards and

effective strategies for integration with language arts via various learning applications found on the district portal, such as Gale In Context: Middle School and Newsela. The LMS also arranged for a Mel Fisher Pop-up Museum featuring the Bermuda Triangle and invited the Science and Social Studies teachers to bring their students for an in depth study.

The LMS also supports the STEM Club, ESE Department, AVID Program, and Pre-Information Technology courses with resources and curriculum materials. For FY 25, the LMS supported the Fine Arts team by instructing an 8th grade critical thinking class. In this class, students honed their research, literacy, critical-thinking, communication and technological skills by creating projects on individuals/topics and presenting them. Finally, the LMS collaborates with the Guidance Department to convey character education messages via the morning announcements and by hosting events such as 'Coffee with Counselors'. The anticipation for the 2025-2026 school year is to continue these same programs and collaborations, while adding even more.

For FY 24-25, the LMS revived the morning announcements by getting the state of the art TV studio back up and running and sponsoring the ECTV Pirate News Club every day. The morning announcements are uploaded to ECMS's private, unlisted Youtube channel and shared with staff, students and parents. Additionally, the LMS has sponsored the Battle of the Books Club, using the afore-mentioned SSYRA books, and students have participated in the online battle. Both of these clubs met from 8:15 am till 8:55 am, with the Pirate News Club meeting every day while the Battle of Books Club met every Tuesday, from September 2024 till February 2025.

To ensure access to all students, the ECMS LMC opens up in the mornings for students to return or check out books, read, use the computers, study, and work on homework & projects from 8:55 to 9:25. Individuals or small groups of students may visit the library anytime during the school day on our flexible schedule with permission from the classroom teacher. Teachers of all subjects are encouraged to bring an entire class to the library during the regular school day, and many do so quite often.

Goals and Objectives

Goal #1: To support the ECMS School Improvement Goal and District's Strategic Plan of developing a single school culture, a positive climate as well as an appreciation of multicultural diversity

1. by recognizing notable individuals in months dedicated to groups (e.g. Hispanic Heritage Month, African-American Heritage Month, Women's History Month etc.) on ECTV Pirate News and on ECMS display cases, throughout the FY 26 school year.
2. by purchasing relevant, reviewed, vetted, state-approved resources for the following areas of study: History of the Holocaust; History of Africans and African Americans; History of Asian Americans & Pacific Islanders; Health Education, Life Skills & Social Media; Hispanic Contributions; Women's Contributions; Civic & Character Education; and Sacrifices of Veterans, and the value of Medal of Honor recipients.
3. by coordinating with district level Program Planners for Multicultural and Holocaust studies as well as Mel Fisher Maritime Museum to invite guest speakers and/or travelling museums.

Goal #2: To support the ECMS School Improvement Goal as well as the District's Strategic Plan by informing teachers and students, at the beginning of the school year, about the numerous vetted, benchmark-aligned, and differentiated resources available on the district portal, for classroom instruction and supplemental practice: Gale Research, Adobe Express, Teaching Books, PebbleGo, Newsela, https://docs.google.com/document/d/1F6h-MLZenQcOTuWmcj7T128pn8WKlDfC/edit?tab=t.0

Goal # 3: To develop and maintain the extensive ECMS LMC collection by

1. Thoroughly assessing needs by analyzing the following: ECMS Library Collection with Titlewave Analysis, School SIS Reports and stakeholder input, (suggestion box, emails, Google forms) by Fall 2025.
2. Utilizing 100% of Book Allocation Funds and Scholastic Book Fair profits to purchase books meeting needs based on the analyses of student demographics (e.g. Social Sciences-300's), student interests/needs (e.g. large print books, books in series), age of collection and stakeholder suggestions, by Spring 2026.

3. Maintaining the collection by weeding out at least 10-20 damaged and/or outdated books including graphic novels (741.5), by the end of the year, using the The CREW Guidelines, which is considered the standard for weeding at the School District of Palm Beach County.

Budget and Funding

School-based Operating Budget	Budget FY25	FY26 Projected Budget
Account 551100 - Media Supplies	$1067	$1067
Account 553420 - Media Subscriptions (Periodicals-Newspapers)	$0.00	$0.00
Account 561100 - Library Books	$941.00	$941.00
Account 562230 - Media A/V Equipment	$565.00	$565.00
Account 564220 - Furn-Fix/Equip	$167.95	$167.95
Fundraising/ Grants	**Budget Amount**	
Media Center Internal Account number for your grant(s) 5-1700.00	$12426.58	$12426.58
State Media Allocation	**Budget Amount**	
Account 556110 (program 3070) - Media Books	$3038.00	$3038.00

Purchasing Plan FY26

Approximate Purchasing Plan	
Purpose	**Amount**
Books	$4000
Poster-Making Supplies (paper, ink, laminating)	$800
General Supplies	$1200
Total:	**$6,000**

Scope of the Collection

The collection development of the ECMS Media Center is influenced by the Library Bill of Rights and guidelines of the School District of Palm Beach County, which, in turn, are governed by the Department of Education of the State of Florida. The state of Florida follows the Florida Standards, which also influences the collection. It is further influenced by the ECMS School Mission, school demographics, unique needs and special programs. In addition, the Media Center houses resources in adequate quality, quantity and variety to support the school's instructional program. To accommodate varying learning styles, a variety of informational formats is essential in any program. The formats, including visual and auditory, are delivered through various technologies and media, including print and non-print sources. The ECMS MC collection includes, but is not limited to, print and eBooks in the following genres: fiction, non-fiction, graphic novels,and bilingual (Spanish-English). Through the district portal, all patrons have access to online databases and research tools, purchased by the school district. These databases include Gale Researcher, Worldbook, Tumblebooks, Newsela, Florida Electronic Library, Google Scholar, Imagine Language & Literature, ISeek, Khan Academy, and SIRS. All digital resources and eBooks are available 24/7 to all patrons.

Per School Board Policy School Board Policy 8.12 (Section 2d), the materials in our collection support both curriculum and pleasure reading. Also per district policy, 8.12(5) Management of Library Media Materials, the collection is arranged according to the Dewey Decimal Classification System. The collection includes 232 DVDs for teachers to check out for use in their classrooms and 88 resources in the

Professional library. Electronic books are available through the MackinVIA student and teacher portals. Books on CD as well as books on Playaway MP3 player supplement the expansive print collection.

Materials in the ECMS media center will support both curriculum and pleasure reading as per School Board Policy 8.12 (see Section 5 d). The non-fiction collection is arranged in standard Dewey order (see Section 8 Management of Library Media Instructional Materials) with the exception of the 714.5 graphic novels, which are grouped with other graphic texts, and the 920 group biography section which is situated next to the 92 Biography section. In addition, books in Spanish have their own section of fiction & non-fiction texts. Fiction books are housed according to the genres. Genres in the fiction section are as follows: Adventure, Classics, Easy, Chapter Books, Fantasy, Graphic Novels, Historical Fiction, Horror, Humor, Mystery, New, Realistic, Science Fiction, Sports, Sunshine State Young Readers Award, Fantasy/Sci Fi Series, and the Friends Book Club Corner.

The entire print and ebook collection is viewable through the Destiny catalog and MackinVIA tile located in teacher and student portals 24 hours a day.

Equipment

The ECMS media center has a computer lab with 26 desktop computers, of which five will print to a black & white printer. The TV production room is also attached to the media center in a separate room. The media center contains one large SMART panel, one small SMART panel, microphones and audio enhancement devices, portable whiteboards and markers, board and card games, and art supplies which may be borrowed for use in the media center or for classroom use.

To assist in media production and project presentation, the ECMS LMC TV Production Studio Room is fully equipped with state of the art equipment, including a Tricaster, sound machine, teleprompter, cameras, and microphones. In addition, a wide variety of machines and equipment are available including a single color Variquest printer, an Epson poster-sized color printer, twelve rolls of colored bulletin board paper, a copy machine, a laminating machine, an electric hole punch, electric staplers, a binding machine, an AccuCut die cut machine, etc. Basic production supplies such as rechargeable batteries, staples, paper clips, tape, etc. are provided as well. LMC staff and volunteers are available to provide

production room assistance. In FY 25, a Dell Latitude 5550 Laptop with a barcode scanner was added to the equipment collection from the district funded Project 8430 capital funds.

Collection Development

The acquisition and maintenance of the Library Media Center materials collection is a primary function of the library media center's mission. Collection development refers to the process of building and maintaining the library's entire materials collection, in both print and non-print formats. The collection development process includes adhering to district policies and procedures, budget allocations, needs assessment, selection, collection maintenance and evaluation, and resource sharing. It is the process of providing quality materials and equipment and its goal is to ensure that the collection has information sources in adequate quantity and variety to support students' academic and personal interest needs. The media specialist leads this process with the input of administration, teachers, students, parents, and stakeholders. Library Bill of Rights is used as a general guideline for collection development. If there are inconsistencies between the guidelines in the Library Bill of Rights and School District Policies 8.1 and 8.125, district policy takes precedence and governs the selection, retention and disposition criteria of instructional materials for library media centers and classrooms. The media center provides a box for student requests, which the LMS will then carefully review for appropriateness, quality, interest, cost, among other factors. Parents, faculty, and staff members may request materials, which will receive careful consideration by the LMS, administration, and other school and district stakeholders.

Selection and Evaluation Criteria

The LMS follows all procedures stated in the Palm Beach County School Board's Policy 8.12 on Selection of Materials. This policy states that materials in the Emerald Cove Middle School media center are free of pornography and material prohibited under Florida Statute 847.012 [harmful to minors]. These materials are suited to student needs and their ability to comprehend the material presented. The content is to be appropriate for the grade level and age group for which the materials are used or made available.

The primary tool that the LMS uses is Titlewave in the Destiny portal tile, which provides academic reviews for books that are being considered for placement in the school's media center. A book under consideration must have at least two

favorable academic reviews which state the material is age-appropriate. If sufficient information is not available there, other sources the LMS uses for finding age-appropriateness of materials are Mackin, Kirkus Reviews, School Library Journal, and Publishers Weekly.

Once the LMS has decided to purchase materials for the media center, it must be placed on the district's Active Book Order Stakeholder website for two weeks for public scrutiny and comment before it can be ordered.

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:
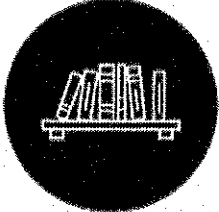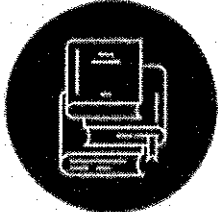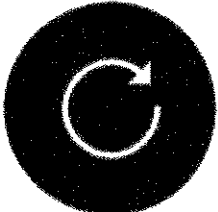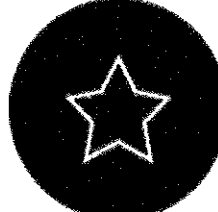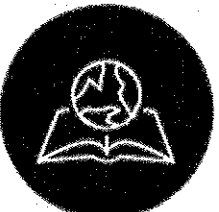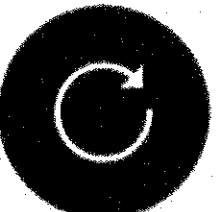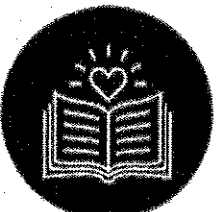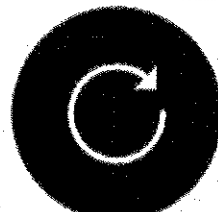
- Maintaining a professional library collection to assist with recertification and knowledge acquisition on education-related topics;
- Managing the online catalog, including the library inventory and circulation software;
- Selecting and making accessible online information databases for reference and 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.

19,771 Items in the Collection	15.2 Items per Student	55% Fiction Titles in the Collection	43% 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.	2007 Average Age of the Collection	68% Aged Titles	8% 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.	
42% Representative Titles in Collection	2008 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.

Section	# of Titles	Average Age (year)
Computer Science, Information & General Works	183	2009
Philosophy & Psychology	154	2006
Religion	69	2005
Social Sciences	1455	2006
Language	85	2004
Science	1317	2006
Technology	836	2006
Arts & Recreation	1104	2010
Literature	497	2005
History & Geography	1905	2006
Biography	904	2007
Easy	105	2004
General Fiction	10855	2008
Graphic Novels	541	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

LMC inventories need to be completed on a three-year rotation as per Board Policy 8.12 (8).

In accordance with the above mentioned policy, ECMS aspires to inventory 1/3 of its collection each year on a rotational cycle. The media specialists at ECMS have completed the following inventories: FY 23: Non-Fiction; FY 24: Fiction; FY 25: Non-Fiction, Playaways and Biographies. The goals for the next three years are as follows: FY26: Fiction, including the Easy book section; FY 27: Non-Fiction, including Biographies; and FY28: Fiction, including Easy.

As stated earlier, ECMS fiction sections are divided into SSYRA, Humor, Sports, Horror, Adventure, Graphic, New Fiction, Science Fiction, Fantasy, Mystery, Historical Fiction, and Realistic Fiction sections. These sections are labeled with large colorful wooden letters on the walls and countertops. The books also have genre stickers on the spines. Non-fiction books follow the Dewey Decimal System and are grouped by labeled shelves.

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

Emerald Cove Middle School charges fees for lost and damaged materials in accordance with School Board Policy 2.21B(9) which states: "If a student loses or damages District property, including library books and textbooks loaned to said student, said student shall be required to pay for, replace or repair said district property."

Strategic Focus – Weeding and Acquisitions

The weeding decisions are made based on The CREW Guidelines, which is considered the standard for making weeding decisions.

School Year	Strategic Focus
FY26	**Selection Priorities** • Priority 1–History & Geography (900's) • Priority 2–Social Sciences (300's) • Priority 3–New Fiction
	Inventory/ Weeding Priorities • Priority 1–Fiction • Priority 2–Textbook Room Novels • Priority 3–Easy/Chapter·
FY27	**Selection Priorities** • Priority 1–Science (500's) • Priority 2–Technology (600's) • Priority 3–New Fiction
	Inventory/ Weeding Priorities • Priority 1–Graphic Novels • Priority 2–Fiction • Priority 3–Friends Corner
FY28	**Selection Priorities** • Priority 1–Computer Science (100's) • Priority 2–Biography (92 and 920)) • Priority 3–New Fiction
	Inventory/ Weeding Priorities • Priority 1–Non-fiction • Priority 2--Play-Aways • Priority 3--Biography

Reconsideration of Materials

In the event of a challenge by a citizen of Palm Beach County, personnel at Emerald Cove Middle School will follow Board Policy 8.1205 – Challenge Procedures for Instructional Materials. Please see Appendix D and Appendix E for detailed information on this.

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 April 2, 2025)

Document ID: d03f6aae-7e51-46b3-afed-50fa0809f8ca

B: Intellectual Freedom Statement

"The Freedom to Read Statement", American Library Association, July 26, 2006.

Link (AccessedApril 2, 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 April 2, 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 2, 2025)

E: Specific Material Objection Form

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

Link (Accessed April 2, 2025)