



JEAGA MIDDLE SCHOOL

FY26 Collection Development Policy

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Date Drafted: **May 27, 2025**

Date Approved by Administration: May 29, 2025

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Purpose of Collection Development Policy

The collection development policy is a statement of the principles and guidelines used by the Jeaga Middle School Media Center in the selection, acquisition, 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 stakeholders of the school community. The collection development process is a primary function of the library Media Specialist. This process includes the formation of policy and procedures, budget allocations, needs assessments, selection, collection maintenance and evaluation, de-selection and resource sharing.

Background Statement & School Community

The primary patrons of the Jeaga Middle School Library Media Center are students in 6th through 8th grade, faculty and staff. Jeaga Middle School has a culturally and ethnically diverse student population representing different economic backgrounds, which include 47% Black, 48% Hispanic, 3% White, and 2% Mixed Race. The total student population is 977. Predominant languages spoken are English, Spanish, and Haitian Creole. In addition, the Jeaga Middle School Library Media Center supports the unique curricular needs of our Pre-Law Academy, Culinary Arts program, ELL program, ESE program, AVID, and Title I support programs.

School Mission Statement

The mission of Jeaga Middle School is to provide a diverse, academic, physical, emotional, social, and safe learning environment that fosters high expectations for students' potential and success through developmentally-appropriate instruction; innovative instructional strategies, rigorous standards, and educational and technological resources, while instilling in our students a desire to become life-long learners.

Media Center Mission Statement

Jeaga Middle School Media program supports the district's mission and believes that educational excellence comes from within and follows the ALA library bill of rights: "That books and other library resources should be provided for the interest, information, and *enlightenment of all people of the community the library serves.*" At Jeaga Middle School we are creating an environment that encourages intellectual freedom and a persons' *right to know*. Information is the key force of what makes learning so valuable, knowing where and how to find answers is the number one critical thinking skill children need help developing in today's world. Within 21st century Media Centers we have the ability to open up doors for students and show them how to develop these skills, thereby helping our students who become our communities make ethical decisions in our ever changing-world.

Responsibility for Collection Management & Development

The Media Specialist is solely responsible for the collection management and development of items in the Media center. All information is publicly available to everyone including administration, parents, stakeholders, faculty, students and parents.

Library Program

The library is on a flexible schedule and is open every day so that students are able to access library media resources. The media center is open mornings from 9:00 to 9:25 AM and the media specialist is available to help students with research, printing, and selection of materials. Throughout the day, teachers are able to schedule classes to work on special projects, use the computers, research, and check out library materials. Teachers are able to send individual students or small groups to the media center for research, book check out and computer programs such as Reading Plus.

The professional library and ESOL Collections are also housed in the media center. This promotes collaboration between the media specialist and the teachers concerning curricular needs. Jeaga Middle School participates in the Sunshine State Young Reader Awards program by promoting the program to both students and faculty at the beginning of each year.

Goals and Objectives

Goal 1:

Increase the overall average publication date of the collection and focus on updating the Media Center as well. Some of the first missions is to weed out outdated materials and purchase new materials with a primary focus on science, history, and computer science. The materials are extremely outdated and have little to no relevance for any audience. Of course, weed materials that have low circulation and those that have been worn out from use. The average age is 2004 and about 60 percent of the collection needs to be replaced. The problem is figuring out how to weed without wiping out the collection, because the weeding is faster than the purchasing. In October I plan on going to AASL and am looking forward to bringing back ideas and solutions for the Media Center all around.

Goal 11:

Facilitate working with teachers in the school that are reluctant to come to the media center for help. Try and go to their classrooms and bring my lessons to them- Teach Destiny and Databases for major projects, start with reading and English teachers. Show them eBooks, SIRS and Wordbook. Try and help the students and teachers be more familiar with using the resources we provide instead of Google. Expand digital research lesson plans and provide a more hands-on approach to teaching real-world research skills. Collaborate with classroom teachers on projects correlating with their standards and my research goals. Set up sessions in the media center through our Social Studies and Science department for students to learn the research process based on Florida's Library Media Research Model, FINDS, and Florida Standards. These lessons include searching for materials (print and electronic), accessing

information, evaluating sources, understanding principles of intellectual property rights & intellectual freedom, creating presentations, and presenting information & ideas.

Goal 111:

Start to program and advertise the library during all three lunches. Plan on having kids return and check out books based on what I have available. Also increase participation in library incentive programs, Sunshine State Young Reader Award: Order books in the spring, both in print and electronic formats, to be ready for the start of the school year. Select SSYRA books to be included on our summer reading list. Work collaboratively with teachers to encourage students to participate in SSYRA activities. Use SSYRA resources to track student reading progress. Have winners on morning announcements.

<i>School-based Operating Budget</i>	<i>Budget FY25</i>	<i>FY26 Projected Budget</i>
<i>Account 551100 - Media Supplies</i>	<i>\$700</i>	<i>\$300</i>
<i>Account 553420 - Media Subscriptions (Periodicals-Newspapers)</i>	<i>\$1700</i>	<i>\$0</i>
<i>Account 561100 - Library Books</i>	<i>\$800</i>	<i>\$1500</i>
<i>Account 562230 - Media A/V Equipment</i>	<i>\$200</i>	<i>\$350</i>
<i>Account 564220 - Furniture x/Equip</i>	<i>\$500</i>	<i>\$1000</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>\$2500</i>	<i>\$3000</i>
<i>State Media Allocation</i>	<i>Budget Amount</i>	
<i>Account 561100 (program 3070) - Media Books</i>	<i>\$2500</i>	<i>\$3500</i>

Purchasing Plan FY26

Approximate Purchasing Plan	
Purpose	Amount
FY26	
books	\$4000
supplies	\$200
Furniture-estimate needs more clarification	\$5000-
Total:	\$11000

Scope of the Collection

The collection development is influenced by the curriculum of Jeaga 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. The term “collection” includes the information resources available through the library media center. These materials support the curriculum and meet the personal informational and recreational needs of our students. To achieve this purpose, the collection includes a wide range of subjects, meets many levels of student abilities, and represents diverse points of view. Additionally, Jeaga’s resources are supplemented by a district-wide subscription to databases and eBook. This expands the library’s collection and provides on-demand service as there is 24/7 access for students. According to best practices for school library media centers in the United States, the print and non-print collection at Jeaga Middle School is arranged by the Dewey Decimal Classification System. All materials included in the Jeaga Middle School Media Center will support both curriculum and pleasure reading as per School Board Policy 8.12.

Per Florida Statute governing Instructional Materials, instructional material stored in the Library Media Center must be inventoried annually. To facilitate the circulation and inventory process, Destiny Library Manager software has been made available to all schools. JEAGA Middle School typically inventory part of its collection each year on a rotational basis, every 3 years.

Weeding of materials and resources is essential for the maintenance of a healthy reading, research and reference library media collection. Weeding is a form of quality control of the collection in which outdated, inaccurate and worn-out materials and equipment are discarded from the electronic catalog and physically removed from the collection.

Equipment

The media center has a newly renovated Television Production studio. We need standalone technology resources besides the printer, maybe iPad or chrome books for the center for the students to use. All of our desktops have been eliminated

Collection Development

The Library Media Specialist is responsible for the on-going maintenance of a quality collection which includes procurement of new materials and discarding of ineffective items. Teachers, administration and the school library media advisory committee assist in the re-evaluation and systematic deleting of materials and equipment to ensure that the collection remains responsive to user needs, changing curriculum and advancing technology.

In coordinating this process, the library media specialist will follow objective criteria for removing materials and equipment from the media center, which include obsolescence, physical age and condition, and general inapplicability for continued inclusion in the existing collection. One popular criterion for weeding is found in the CREW Manual.

Selection and Evaluation Criteria

Selection and Evaluation Criteria Material selection is guided by ensuring that items comply with SDPBC Board policy on selection of materials. Valid and reliable tools such as reviews by nationally recognized publications such as School Library Journal are used to determine if material meets age-appropriate standards, SDPBC policies, Florida Statutes and FL Department of Education guidelines. The SDPBC Board policy 8.12 specifically guides our selection of library materials with the criteria which includes compliance with HB 1467 (2022), § 1006.28 (2) (d). Materials must be educationally appropriate, age appropriate and accurate. Use of nationally recognized resources which provide evaluations of books and media resources is an important step to determine if items meet required criteria. The goal is to both maintain and increase our collection by eliminating materials which are in poor physical condition, provide information which is not age appropriate or lacks valid information. We strive to improve the quality of the collection by adding current materials which are of interest to our students, support the curriculum in classrooms and meet both local and state requirements, policies and laws. 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 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 Title wave, the vendor's ordering and analysis tool.

Section	# of Titles	Average Age (year)
Computer Science, Information & General Works	50	2006
Philosophy & Psychology	51	2005
Religion	44	2001
Social Sciences	744	2002
Language	371	2003
Science	895	2002
Technology	662	2003
Arts & Recreation	618	2008
Literature	397	2000
History & Geography	794	2002
Biography	737	2001
Easy	25	1994
General Fiction	3100	2006
Graphic Novels	350	2022

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

The collection development policy is a statement of the principles and guidelines used by the Jeaga Middle School Media Center in the selection, acquisition, 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 stakeholders of the school community. The collection development process is a primary function of the library media staff. This process includes the formation of policy and procedures, budget allocations, needs assessments, selection, collection maintenance and evaluation, de-selection and resource sharing.

Inventory will be completed on a three-year rotation as per Board Policy 8.12 To get a better picture of the whole collection I inventoried both nonfiction and fiction all categories this year 2024.-all of the selection to see how far off the inventory is with what is on the shelves. I will conduct inventory as follows: FY 26 Fiction, FY 27 - Nonfiction, FY 28 - Easy/Biography.

Lost or Damaged Library Materials

At Jeaga Middle School, students are not charged fines for having overdue materials to the Media Center. Students are charged the total cost of a book if the book is lost or damaged.

Strategic Focus – Weeding and Acquisitions

School Year	Strategic Focus
FY26	Selection Priorities <ul style="list-style-type: none">● nonfiction● information outdated● out of date
	Inventory/ Weeding Priorities <ul style="list-style-type: none">● nonfiction subjects● Biography
FY27	Selection Priorities <ul style="list-style-type: none">● Dewey 300-600● History● Fiction E-J
	Inventory/ Weeding Priorities <ul style="list-style-type: none">● Reference● Easy Reads● Poetry
FY28	Selection Priorities <ul style="list-style-type: none">● Easy Reading● 000-300● Fiction M, N, O, P
	Inventory/ Weeding Priorities <ul style="list-style-type: none">● Genre selections● Fiction J-P● Nonfiction 900's

Reconsideration of Materials

Jeaga Middle School will follow Board Policy 8.1205 on challenged materials. The policy and material objection form are both linked in the Appendix.

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: d03f6aac-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)