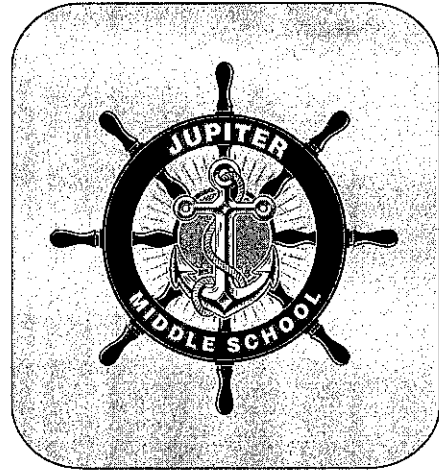# FY 26 COLLECTION DEVELOPMENT POLICY

Jupiter Middle School

FY26 Collection Development Policy

Juanita Deal
Educational Media Specialist

Signature Page

Jupiter Middle School
FY26 Collection Development Policy

Date Approved by Administration:

Media Specialist: Juanita Deal

Media Specialist Signature: _____

Principal: Lisa Hastey

Principal Signature: _____

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Purpose of Collection Development Policy

The Jupiter Middle School Media Center Collection Development Policy supports our media center and guides our steps to acquire and maintain materials. The policy provides the foundations for our goals which supports student academic and personal growth, increases a passion for reading and cultivates an overall love of learning.

Background Statement & School Community

Jupiter Middle School continues to grow and is currently home to 1,254 students. Our population is diverse: Our student demographics: 47% White, 41% Hispanic, 5% Black, 4% Multiracial, 52% Male, 48% Female.

Our school is a Cambridge Global Education school in which we incorporate Sustainable Development Goals in all classes on our campus. We offer Global Perspectives courses, high school level courses, and throughout the year focus on the Sustainable Development Goals in all classes on our campus. We are home to a strong Choice Program which is truly lottery based; we accept students from across our area into our programs. Our Choice Program includes the following academies: Pre-Culinary Arts, Pre-Medical Services, Multimedia, Music and Communications (an umbrella academy which includes courses in Communications: Journalism, Music: Band/Chorus, and Multimedia: Technology) and Pre-Engineering. Our community is very connected and proud of our school with many current residents in the area who attended Jupiter Middle School and have a strong desire for their students to also attend our school.

School Mission Statement

Mission - Jupiter Middle School will provide every student with an academically rigorous and safe environment which promotes achievement in all subject areas and prepares students for college and careers.

Vision - Jupiter Middle School envisions a dynamic collaborative multi-cultural community where education and lifelong learning are valued and supported and all learners reach their highest potential and succeed in the global economy.

Media Center Mission Statement

The Mission of the Jupiter Middle School Library/Media Center is to provide a center for quality learning which will support students as they grow in an ever changing society. The Library/Media Center fosters a passion for reading and learning, guiding students as they integrate technology into all parts of their lives, supports student development, and serves as a central location for professional development activities for staff.

Responsibility for Collection Management & Development

The Media Specialist is responsible for guiding the collection management and development for our media center. The school administration is actively involved in creating and supporting this collection management and development. Teachers are involved in identifying opportunities for collaboration and student input is actively solicited to ensure that the materials we offer are aligned with their

interests and learning needs.

Library Program

The Media Center is open on school days during school hours. Each day, every student has a unique period known as Academic Reinforcement (AR) which is for 30 minutes. During the AR time period, students have the opportunity to visit the media center, get assistance with homework, work on group projects, check out books, have dialogue with staff about books and enter a supportive and caring environment. The Media Specialist actively mentors students.

Classes, ranging from Language Arts to Social Studies, often visit the media center whether it is to obtain materials or receive instruction by the Media Specialist on topics such as research skills. The room is the only large space on campus and is used for activities such as special events, community meetings (ex: PTO), testing, and staff meetings.

Goals and Objectives

Our goals align to the SDPBC Strategic Plan with a focus on the following:
> Academic Excellence and Growth - Accelerate student learning using innovative and differentiated approaches
> Student Focused Culture - Increase student voice and choice in educational experiences
> Library/Media Center staff work to connect students to learning, to foster a personal love of learning and support as they achieve academic goals.

Goal 1: To support student interest in learning, we will focus on increasing the average age in non-fiction by one year.
> Strategies:
> 1. Weed materials which are in poor physical condition by March, 2026.
> 2. Survey students for ideas about new books by November, 2025.
> 3. Purchase at least 25 new titles of non-fiction books.

Goal 2: Increase student research skills, emphasizing identification of valid and factual data. Lessons will be provided to at least 10 classes.
> Strategies:
> 1. Provide lessons on skills needed to identify valid and factual data by November, 2025.
> 2. Provide individual assistance to students who visit media center in small groups on how to improve research skills, identify research tools and appropriate valid sources by March, 2026.

Goal 3: Provide individual or group academic assistance (research skills) to ESOL students.
> 1. Identify students who will be participants in this initiative by October, 2025.
> 2. Create a welcome packet which students and families will receive which explains initiative and opportunities for academic support.
> 3. Meet with students individually/small groups to offer mentoring and support by March, 2026.

Budget and Funding

The Media Center receives annual school-based operating budget funds as well as State Categorical Funds. The budget for FY26 is expected to be similar to that which was received in past years.

School-based Operating Budget	Budget FY25	FY26 Projected Budget
Account 551100 - Media Supplies	$637.58	$650.00
Account 553420 - Media Subscriptions (Periodicals-Newspapers)	$550.00	$550.00
Account 561100 - Library Books	$986.00	$1,000.00
Account 562230 - Media A/V Equipment	$591.00	$550.00
Account 564220 - Furn-Fix/Equip	$0.00	$0.00
Fundraising/ Grants	Budget Amount	
Media Center Internal Account number for your grant(s) (get this from your bookkeeper)	$6,500.00	$6250.00
State Media Allocation	Budget Amount	
Account 561100 (program 3070) - Media Books	$3180.00	$3,000.00

Purchasing Plan FY26

Approximate Purchasing Plan	
Purpose	**Amount**
Books	$4,000.00
Periodicals	$550.00
Supplies	$650.00
Media/A/V Equipment	$550.00
Total:	**$5750.00**

Scope of the Collection

The collection is focused on materials which support both curriculum and pleasure reading as per School Board Policy 8.12 (see Section 5 d). In accordance with District policy, the collection will be arranged in standard Dewey order (see Section 8 Management of Library Media Instructional Materials]. Student and staff requests for materials are gathered and used to guide purchases. Additional resources are provided by District provided databases and eBooks that expand our collection and provide 24/7 access for students. Materials are identified for purchase based upon student interest in accordance with district policies and state statutes. Materials are also identified which support educational standards.

The library media collection includes all of the resources available in the school library media center along with all those that students, faculty and administrators can access through interlibrary loan. Our media center is no longer focused on access to technology as students each have their own school issued device. Students also have access to a Smartboard which is utilized by students to work on educational activities such as math problems and academic games. Items such as cameras and other supporting equipment can be checked out from the media center.

Equipment

The media center is equipped with audiovisual equipment including a large projector and screen, one large sized smartboard, additional sound system beyond the one integrated into hardwired speakers. The media center is used for activities including staff meetings and community events.

While we do have a TV studio, we do not currently offer a TV production class. We received updated TV studio equipment this year which has transformed our news show. We anticipate utilizing these resources to expand student opportunities for producing programming.

Collection Development

The collection development process includes the formulation of policy and procedures, budget allocations, needs assessments, selection, collection maintenance and evaluation, de-selection and resource sharing. Collection Development guides the way we identify future quality materials and equipment for the Media Center. The primary goal of the Library/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.
The library is open on school days when students and/or faculty are in attendance. Research and reference materials are available at all times through the district-wide electronic subscription databases. Interlibrary loan is available through participation with the SDPBC Destiny system. We work with our students to identify resources available at local branches of the Palm Beach County Library system.

We have focused our efforts on modernizing the collection by weeding outdated/poor condition materials, identifying which material and types of materials of interest to our stakeholders (students and staff) and providing access to those materials. The materials we offer align with updated curriculum standards. The media specialist leads the process of collection development with the guidance from school administration. We receive input from stakeholders such as students, teachers, staff and community members.

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 (ex: School Library Journal) which provide evaluations of books and media resources is an important step to determine if items meet required criteria. Our 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.

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.
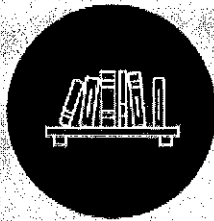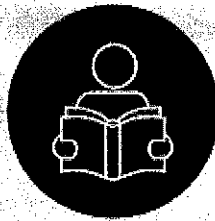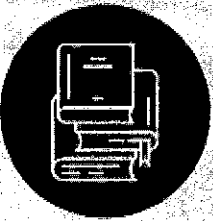
District Resources And Services

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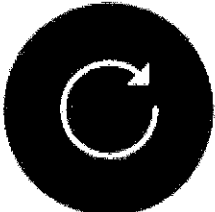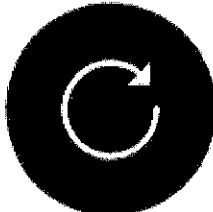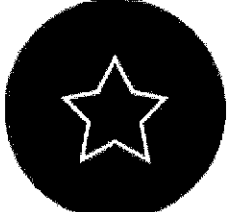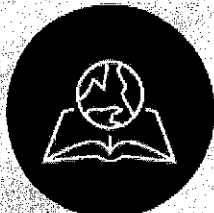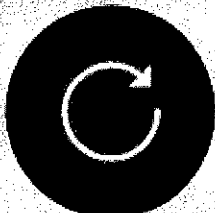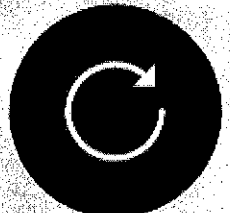
- Maintaining a professional library collection to assist with recertification and knowledge acquisition on education-related topics;
- Managing the online catalog, including the library inventory and circulation software;
- Selecting and making accessible online information databases for reference and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

7,733	5.6	3,953	2,680
Items in the Collection	Items per Student	Fiction Titles in the Collection	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.	**2001** Average Age of the Collection	**57%** Aged Titles	**9%** 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.	
2,686 Representative Titles in Collection	**2007** Representative Titles Average Age	**3,353** 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	52	1993
Philosophy & Psychology	62	1991
Religion	63	1987
Social Sciences	508	1992
Language	27	2001
Science	466	1988
Technology	327	1986
Arts & Recreation	679	2001

Literature	91	2005
History & Geography	405	1996
Biography	495	2008
Easy	88	2006
General Fiction	3953	2007
Graphic Novels	333	2012

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 per Board Policy 8.12 (8).

Collection Maintenance is achieved by annual weeding of materials and inventory which is completed on a three year rotation.

Inventory schedule: FY 25 - Easy, FY 26 - Non-Fiction, FY 27 Fiction.

There are stickers affixed to books which indicate the book has a Reading Quiz available, genre stickers (ex: Adventure, Historical Fiction), books written in Spanish and books for teachers/staff labelled PRO.

Lost or Damaged Library Materials

Lost or damaged library materials - In accordance with School Board Policy 2.21B(9), students who have lost or damaged materials will receive a fine for the materials with consideration to the age of the material/purchase date. In consideration of extenuating circumstances, and on a case by case basis, the Media Specialist, under guidance from Principal, will work with students to identify an opportunity to provide community service in lieu of actual payment. These opportunities are identified in consultation with the student's Assistant Principal. We do not charge late fees for materials.

Strategic Focus – Weeding and Acquisitions

School Year	Strategic Focus
FY26	Selection Priorities • Fiction • Non-fiction

	• Graphic Novels
	Inventory/Weeding Priorities • Inventory - Non-Fiction • Weeding - Graphic Novels and Board Books
FY27	**Selection Priorities** • Biographies and Autobiographies • Fiction-focus on Graphic Novels which are based on historical events
	Inventory/Weeding Priorities • **Inventory -** Fiction • Weeding - Graphic Novels and Fiction
FY28	**Selection Priorities** • Biographies and Autobiographies • Fiction-focus on Graphic Novels which are based on historical events) • Fiction - recently published
	Inventory/Weeding Priorities • Inventory - Easy and Non-Fiction • Weeding - Non-fiction

Reconsideration of Materials

The Media Center follows Board Policy 8.1205 on challenged materials. The policy and the Specific Material Objection form are linked in your 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: 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)