

FY26 COLLECTION DEVELOPMENT POLICY



John F. Kennedy Middle School

FY26 Collection Development Policy

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Signature Page

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Date Approved by Administration:

4/15/24

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Purpose of Collection Development Policy

The purpose of a collection development policy is to support the school's mission and meet the learning community's needs. We are a middle school *MYP IB* school with two magnets, *Pre-Culinary and Pre-IT*. Our collections aim to represent our student body, offer learning materials to achieve their learning goals, increase literacy, and expand their horizons.

Background Statement & School Community

John F. Kennedy serves approximately 804 students in grades 6-8 and has 110 faculty members. The racial profile is 61% black, .06% white, 30% Hispanic, .01% Asian, .02% American Indian, and .01% Mixed Race. 98% of our students are on Free/Reduced Lunch. 40% of our students are English Language Learners (ELL), and 14% are Exceptional Students (ESE). The school grade is currently a "C." We are a Middle Years Programme (MYP) International Baccalaureate program with two magnet programs, Pre-Culinary and Pre-IT. Our collections and databases support these programs.

School Mission Statement

The School District of Palm Beach County is committed to providing a world-class education with excellence and equity to empower students to reach their highest potential with the most effective staff to foster the knowledge, skills, and ethics required for responsible citizenship and productive careers.

Media Center Mission Statement

The Library Media Center is committed to creating lifelong learners and readers by working collaboratively with stakeholders to curate a library media program that will serve as the backbone of the learning environment at John F. Kennedy Middle School.

Responsibility for Collection Management & Development

The media specialist is responsible for the collection management and its development. Before purchasing material, each item is vetted with two professional reviews and posted on a stakeholders' site for two weeks before the school bookkeeper hands the quote to the Principal for signature and final approval. Any popular books without a professional review are also sent to the district stakeholder site with a Google form explaining why the purchase is being made. Most likely, it is non-fiction, such as a book on IT and Culinary, or a book the students requested and is very popular. The media specialist will then vet it for age appropriateness. Often, non-fiction does not have professional reviews, but the material aligns with our curriculum and student needs. At SAC meetings, the administration listens to the community and tries to build and maintain collections representative of the school community.

Library Program

The library is open all day and is on a flexible schedule. Students and faculty can come down to use the resources and/or hold classes. The computer lab is open all day and is used by classes or individual students and supports our *Middle School Course Recovery (MSCR)* students. The library program supports literacy initiatives, such as the *Battle of the Books*

club and *Book Taco*, a gamified reading platform with quizzes supporting comprehension and vocabulary skills and general information literacy skills, in addition to testing. The library also hosts guest speakers, authors, and community members, and collaborates with *Suncoast's National English Honor Society's (NEHS)* annual essay contest each spring. Books are on display for monthly highlights and celebrations. The media center is also open during all three lunch periods for students to come and do class work, relax, and read. ID Badges are also made in the media center and replaced during each lunch period. We have had an annual field trip to the *Mandel Public Library* for the last two years, during their *Books and Music Festival (BAM Fest)*, which invites famous authors and illustrators and is open to families at no charge. We also host the public librarians from the local libraries, such as *Riviera Beach City Library*, *The Mandel Public Library* in West Palm Beach, and the *Palm Beach Gardens* branch from the *Palm Beach County Library System*, at least once a year on a Parent Night and again if we have a large family event. The media center also hosts an annual *Scholastic Book Fair* at the beginning of the school year for students, staff, and the community.

Goals and Objectives

Goal 1: Update the current age of the fiction and non-fiction collections.

- *Use data from the Follett Titlewave analysis to see the average age of our collections to inform new selections and what to remove from the collections due to no longer being current and/or relevant.*
- *Purchase up-to-date books that relate to the needs and interests of the student population in FY26.*

Goal 2: Grow the Battle of the Books Club Competition.

- *Meet regularly in person, either before or after school.*
- *Utilize funding to purchase new Sunshine books after July 1.*

Goal 3: Provide book talks about new& different genres to our ELA classes.

- *Bring a cart of books around and talk about them to encourage circulation and interest in reading.*
- *Circulation Stats will show how often books are checked out and show if book talks increase interest.*

Goal 4: Collaborate more with Teachers at PD Meetings/ or Faculty Meetings on

- *Database usage, using Primary Sources, citations, evaluating information (websites, social media), Copyright, and digital citizenship.*
- *Use exit tickets*
- *Sign-up classes.*

Budget and Funding

The LMC is given a school-based operating budget at the beginning of every school year. The school administration uses a formula to distribute the appropriated funds. The budget for the FY26 school year is expected to be similar to that of FY25.

<i>School-based Operating Budget</i>	<i>Budget FY25</i>	<i>FY26 Projected Budget</i>
<i>Account 551100 - Media Supplies</i>	<i>\$ 488.00</i>	<i>\$ 488.00</i>
<i>Account 553420 - Media Subscriptions (Periodicals-Newspapers)</i>	<i>\$ 366.00</i>	<i>\$ 366.00</i>
<i>Account 561100 - Library Books</i>	<i>\$ 611.00</i>	<i>\$ 611.00</i>
<i>Account 562230 - Media A/V Equipment</i>	<i>\$ 366.00</i>	<i>\$ 366.00</i>
<i>Account 564220 - Furn-Fix/Equip</i>	<i>\$ 0.00</i>	<i>\$ 0.00</i>
<i>Fundraising/ Grants</i>	<i>Budget Amount</i>	<i>FY26 Projected Budget</i>
<i>Media Center Internal Account number for your grant(s) (get this from your bookkeeper)</i>	<i>\$ 591.67</i>	<i>\$ 591.67</i>
<i>Scholastic Book Fair Profits</i>	<i>\$ 862.45</i>	<i>\$ 862.45</i>
<i>State Media Allocation</i>	<i>Budget Amount</i>	<i>FY26 Projected Budget</i>
<i>Account 556110 (program 3070) - Media Books</i>	<i>\$2023.00</i>	<i>\$2023.00</i>
<i>TOTALS:</i>	<i>\$ 5308.12</i>	<i>\$5308.12</i>

Purchasing Plan FY26 (Approximate Amounts)

Approximate Purchasing Plan	
Purpose	Amount
Author Visits	1000.00 Fundraised
Fiction books	650.00
Supplies	500.00
Makerspace/STEM	250.00
Scholastic Book Fair	1600.00
State Allocated Funds	2050.00
Curriculum based	400.00
Total:	\$6450.00

Scope of the Collection

The collection development is influenced by the curriculum of John F. Kennedy Middle School, which follows the guidelines of the School District of Palm Beach County, which is governed by the Department of Education of the State of Florida. Special emphasis will be given to the prospective IB program, U.S. History, World History, Sciences, African-American studies, Spanish program, Pre-Culinary and Pre-IT programs, and our ELL students.

The collections follow the School Board Policy 8.12 (see Section 2d and Section 5). The materials support both curriculum and pleasure reading. Non-fiction is arranged in Dewey order and fiction by author's last name.

Our collection includes digital e-books in fiction and non-fiction, available on Follett Destiny and MackinVIA.

Our databases are available on the school district portal for students and staff. They help expand our local collection and provide 24/7 access to our learning community..

Inter-library loans from other school libraries in the School District of Palm Beach County and through our affiliation with the Palm Beach County Library System's consortium memberships with SUNLINK (State) and SEFLIN (Regional), the JFKMS media center can extend its community to these resources.

Materials in the collections will also support both curriculum and pleasure reading as per School Board Policy 8.12 (see Section 5d). Also, per District policy, the collection will be arranged in standard Dewey order (see Section 8 Management of Library Media Instructional Materials]

Equipment

The JFK Media Center houses a Smartboard, a desktop computer lab, and two Title 1

Chromebook carts, totaling 50 laptops.. A projector/screen and docCam are available for presentations. There are two *Zebra* ID machines at the circulation Desk to print mass copies of IDs: the *Zebra ZXP Series 7* and individual IDs, using *Zebra ZC350*. The media center office has 3 *Epson* printers: the *Epson ST-C4100* for color copies and two larger printers for making posters, the *Epson SC-T3170* and the *Epson SC-T5170* for 24" wide and 36" wide prints. There is a *GBC Ultima 65* laminator available for all staff, but it is managed by the media specialist, as are the poster makers. Behind the media center office is the TV production studio, which has a tricast machine, teleprompter, two cameras, and two desktop computers.. The media center also has two iPads, two Mac Pro laptops, and two *Nikon 35mm* cameras. The cameras and iPads are used for taking pictures and videos for the yearbook and for school news. This year, the media center acquired a *Maono Podcast Console* from the 8430 Destiny Funds.

Collection Development

Collection Development is a tool to provide quality resources for the students and the school community. The district policy requires that when making a purchase, we verify that there are at least two academic and professional reviews and that the material is up-to-date and meets the needs and interests of our community. Each item is uploaded to a website for our stakeholders to review for 14 days before being signed off by our school principal. The media specialist also makes sure the purchases are age-appropriate for our students.

Part of Collection development is removing books and information that are no longer relevant and/or outdated. This process is referred to as "weeding." It also keeps the average age of the collection current.

Lastly, the media specialist repairs books and processes each book with barcodes and spine labels by Dewey and the author's last name.

Signage and easy access to displays also help access material in an inviting and easy-to-find manner.

Selection and Evaluation Criteria

The criteria for the Selection of materials are: two professional reviews from the following sources: School Library Journal, ALA's Booklist, The Hornbook, Kirkus Book Reviews, Library Journal, YALSA, Publishers Weekly, requests, and recommendations

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 (Follett Destiny & Mackinvia)

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.

			
7,845 Items in the Collection	11.5 Items per Student	24% Fiction Titles in the Collection	76% 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	75% 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.	

			
31% Representative Titles in Collection	2003 Representative Titles Average Age	25% 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	73	2002
Philosophy & Psychology	72	2001
Religion	71	1992
Social Sciences	1040	1996
Language	61	1995
Science	929	1996
Technology	640	1996
Arts & Recreation	1062	2005
Literature	301	1996
History & Geography	1160	1995
Biography	470	1998
Easy	66	2001
General Fiction	1791	2010
Graphic Novels	295	2020

Resource Stats

eBooks	325
Databases	14
Audiobooks	1
Videos	1
Links	19
Class Sets	0 of 0

Logins

[Current Year](#) [Previous Year](#)

Backpack	164
Guest	0

Reading Stats

[Current Year](#) [Previous Year](#)

Words	191,067
Pages	2,183
Hours Reading	79.6
Hours Listening	0.1
Books Finished	4

Extended Circulation Distribution

[Current Year](#) [Previous Year](#)

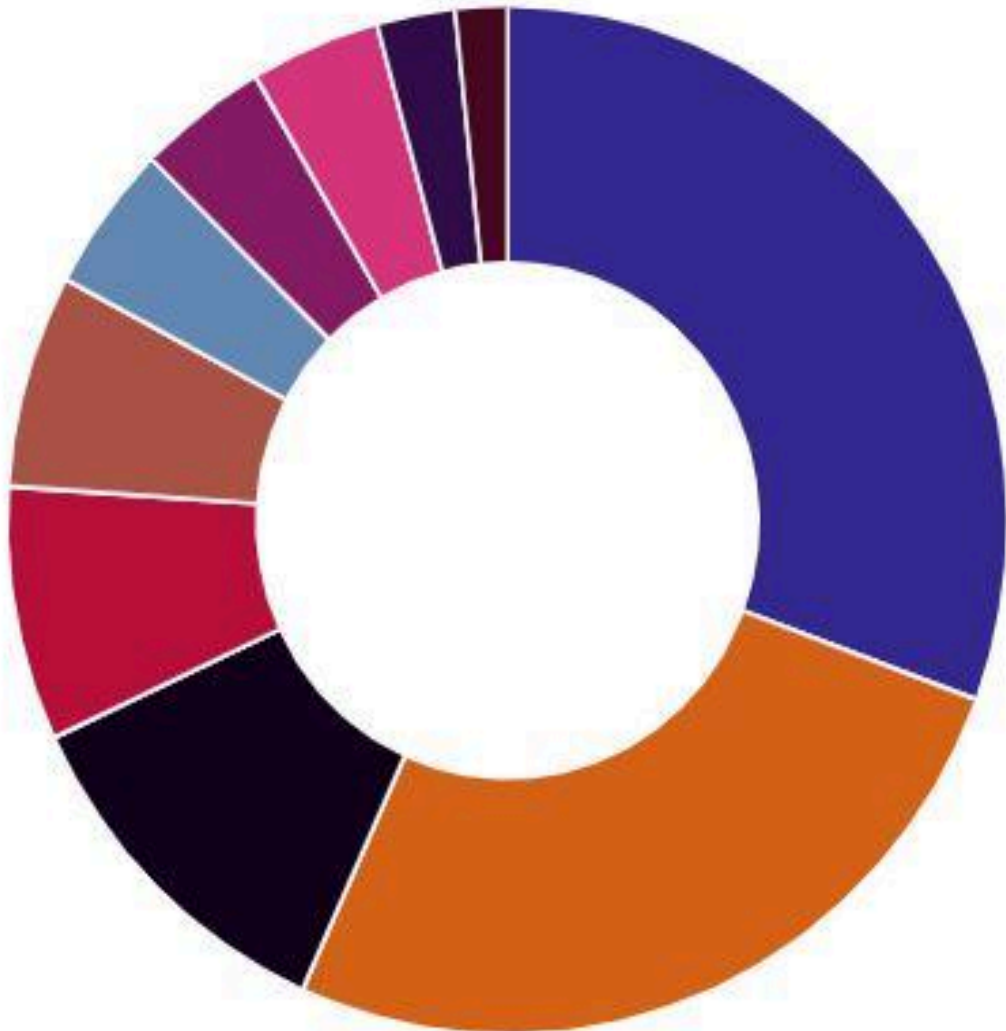
VIA Usage Report

Start Date	08/11/2024		
End Date	04/02/2025		
VIA Name	JOHN F KENNEDY MIDDLE SCHOOL		
Group Name	All		
Category Name	All		
Resource Type	All		
Provided By	All		
Total Resources	480		
Description			
Total Logins	605		
Total Views	776		
Total Checkouts	112		
Total Requests	15		

Category Distribution

User Activity

Collection



General Fiction Graphic Novels Adventure Sci-Fi and Fantasy
Mystery and Suspense Folklore, Fairytales, and Mythology
Sports and Recreation Supernatural Animals Social Studies

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

[In this section, the inventory will be completed on a three-year rotation per [Board Policy 8.12 \(8\)](#).

Lost or Damaged Library Materials

Lost or damaged materials are fined for the cost of the item based on [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

School Year	Strategic Focus
FY26	Selection Priorities <ul style="list-style-type: none">● Sunshine State SSYRA 6-8 (Battle of the Books)● Fiction, Graphic & Manga, Easy
	Inventory/Weeding Priorities <ul style="list-style-type: none">● Fiction● Paperbacks● Easy, bilingual and Graphic Novels.
FY27	Selection Priorities <ul style="list-style-type: none">● Sunshine State SSYRA 6-8 (Battle of the Books)● Non-Fiction/ Bio
	Inventory/Weeding Priorities <ul style="list-style-type: none">● Non-Fic Non-Fic
FY28	Selection Priorities <ul style="list-style-type: none">● Sunshine State SSYRA 6-8 (Battle of the Books)● Fiction
	Inventory Priorities <ul style="list-style-type: none">● Fiction● Paperbacks● Easy, bilingual and Graphic Novels

Reconsideration of Materials

All materials that have been challenged will adhere to the School [Board Policy 8.1205](#)- Objection Procedure for Instructional Materials, Library Media Materials, and Supplemental Classroom Materials, including Reading Lists.

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)