FY26 COLLECTION DEVELOPMENT POLICY

Lantana Community Middle School

FY26 Collection Development Policy

Heather Allen
Educational Media Specialist

Signature Page

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Date Approved by Administration: __5/12/25_____

Media Specialist Name: Heather Allen

Media Specialist Signature: _____

Principal Name: Edward Burke

Principal Signature: _____

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Purpose of Collection Development Policy

The collection development Policy states the principles and guidelines used in the selection and acquisition of library materials. Materials are selected primarily for the students, faculty, and staff of Lantana Community Middle School to support their curricular, instructional, and program needs.

Background Statement & School Community

Lantana Community Middle School was established in 1963. It serves approximately 800 students in grades 6-8. There are students of multiple ethnicities - African-American, Hispanic, and Caucasian, who speak English, Creole, Portuguese, and Spanish. The school offers several programs including Cambridge, Dance, Pre-Medical, Band and Pre-Teacher Academies.

School Mission Statement

The mission of Lantana Community Middle School is to create and maintain a positive, professional, and secure environment for all staff, students, and parents in order that they may grow intellectually, and may acquire skills necessary to be successful and productive.

Media Center Mission Statement

The library media center will contain a comprehensive collection of information resources that enable the school to achieve its goal of helping each individual attain new heights personally, academically, and professionally. In addition, the center promotes information literacy skills, which include accessing, interpreting, using, and evaluating information in order to become a critically thinking, ethical, lifelong learner.

Responsibility for Collection Management & Development

The library media collection is to enrich and support the instructional program and school objectives along with supporting the school objectives. Therefore, a variety of input is needed from administration, faculty, staff, and students in selecting materials. Suggestions and requests from all stakeholders are received and those materials evaluated to determine their appropriateness for the collection.

Library Program

The library program supports and enhances the instructional program and school objectives. It provides information resources for all areas of knowledge while meeting the personal and recreational needs of students and staff as well as supporting the professional needs of teachers and staff.

Goals and Objectives

Goal 1: To continue professional growth

　　a. attend appropriate media related programs with the District's in-service plan
　　b. attend professional conferences
　　c. acquire professional journals and literature for the purpose of keeping abreast of new developments

Goal 2: Grow the MackinVia eBook Collection

　　a. use data from a needs assessment to inform MackinVia eBook selections
　　b. purchase up to date eBooks that relate to the needs and interests of the student population in FY 26

Goal 3: To grow the collection of books related to the special programs at our school

　　a. Conduct a needs assessment to determine which materials we already have and which we need
　　b. Collaborate with teachers about their needs and ask for purchasing suggestions
　　c. Purchase age appropriate books related to dance, the medical profession, and the education profession

Budget and Funding

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

FY26 projected budget amounts

School-based Operating Budget	*Budget FY25*	*FY26 Projected Budget*
Account 551100 - Media Supplies	*$587*	*$587*
Account 553420 - Media Subscriptions (Periodicals-Newspapers)	*$336*	*$336*
Account 561100 - Library Books	*$560*	*$560*
Account 562230 - Media A/V Equipment	*$336*	*$336*
Account 564220 - Furn-Fix/Equip	*$0*	*$0*
Fundraising/ Grants	**Budget Amount**	
Media Center Internal Account number for your grant(s)	*$0*	*$0*
State Media Allocation	**Budget Amount**	
Account 561100 (program 3070) - Media Books	*$2013*	*$2000*

Purchasing Plan FY26

Approximate Purchasing Plan	
Purpose	**Amount**
books	$3100
supplies	$732
Total:	**$3832**

Scope of the Collection

Lantana Community Middle School houses students in grades 6 through 8. They represent culturally diverse ethnic and economic backgrounds which include, but are not limited to, Haitian, Hispanic and Asian. The media center serves the following groups within the school: Gifted, ESE, ELL, autistic units, an afterschool program, adult education/GED program, as well as all students and staff.

The collection will contain a wide variety of print and nonprint materials that are appropriate for different levels and learning styles. Materials will support both curriculum and pleasure reading as per School Board policy 8.12. The collection includes District-provided databases and eBooks that expand our in-house collection and provide 24/7 access for students. Per District policy the collection will be arranged in standard Dewey order. The collection will be maintained at approximately ten books per student.

Equipment

An audiovisual collection will also be maintained. A collection of audiovisual equipment will be kept in the media center with sufficient equipment to fulfill teachers' requests. Media Center computer resources include a computer lab, fifty-three desktop computers, and twenty-five chromebooks.

Collection Development

Collection development is the process of building the library collection to meet the information needs of the library users in a timely and economical manner using information resources locally held, as well as resources from other organizations. It is the means by which the library provides high quality information resources of print and non-print materials and provides access to electronic resources that will meet the cultural and recreational needs of users. Collection development is an ongoing process, undertaken by the media specialist, with input from faculty, administrators, staff, students and parents.

Selection and Evaluation Criteria

The media specialist will be responsible for coordinating the collection development program. Administrators, teachers and parents will be actively involved so that the collection meets the needs of the school.

1. Materials should be appropriate for recommended levels
2. Materials should be accessible to students of varied abilities and meet the informational needs of all students
3. Materials should relate to the curriculum and the objectives of the instructional program
4. Materials should be selected based on assessed curricular needs
5. Materials should reflect the identified learning outcomes of the instructional program
6. Materials should be accurate in terms of content and present facts in an objective manner
7. Authority of the author, organization, and publisher should be a consideration in selection
8. Materials concerning human development and family life should contain facts, which are presented in a manner appropriate to the level of students
9. Materials should reflect the pluralistic nature of a global society
10. Materials should be available in a variety of formats, e.g. print, audiovisual, electronic, multimedia, to meet the needs of a diverse student population
11. Materials should be assessed for currency of the information as it relates to the content and purpose of the item
12. Literary quality, technical merit, physical arrangement, and aesthetic characteristics should be considered as integral components in the evaluation of all media formats
13. Materials should be cost effective in terms of use
14. Materials should be provided to meet the curricular needs and the individual needs, interests, and learning styles of all levels
15. Materials will be positively reviewed and/or recommended by at least two sources

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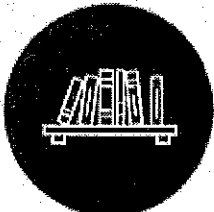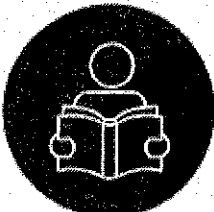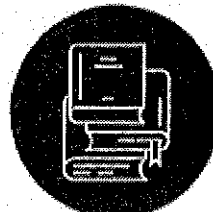
District Resources And Services
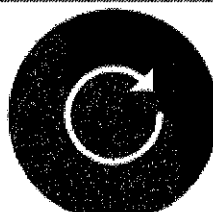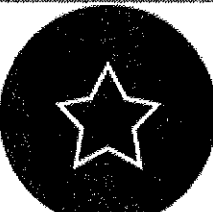
The School District Library Media Services Department supports school-based library media center personnel and establishes uniform policies and procedures for school library media centers throughout the District. These services include, but are not limited to:

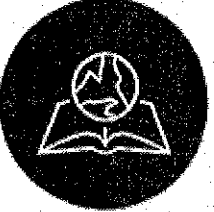- Maintaining a professional library collection to assist with recertification and knowledge acquisition on education-related topics;
- Managing the online catalog, including the library inventory and circulation software;
- Selecting and making accessible online information databases for reference and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

11, 466 Items in the Collection	**13.4** Items per Student	**46%** Fiction Titles in the Collection	**39%** 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.	**2005** 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.	
17% Representative Titles in Collection	**2007** Representative Titles Average Age	**36** SLL Titles in Collection	**2008** 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	89	2008
Philosophy & Psychology	62	2003
Religion	81	1999
Social Sciences	857	2003
Language	226	2000
Science	866	2000
Technology	323	2004
Arts & Recreation	1040	2011
Literature	156	2001
History & Geography	757	1999
Biography	711	2002
Easy	80	2002
General Fiction	5313	2002
Graphic Novels	686	2010

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 (8).

FY26 - Professional Library, Biographies
FY27 - Fiction, Paperbacks, Everyone
FY28 - Nonfiction, Graphic Novels, Foreign Language

Lost or Damaged Library Materials

According to School Board Policy 2.218(9) "if a student loses or damages District property, including library books and textbooks loaned to said student, student shall be required to pay for, replace or repair said district property."
When a book has been damaged the media specialist will attempt to repair the item.
Students are required to replace or pay for lost library materials. Every effort will be made to work with the student and family to fulfill this obligation.

Strategic Focus – Weeding and Acquisitions
According to School Board Policy 2.218(9) "if a student loses or damages District property, including library books and textbooks loaned to said student, student shall be required to pay for, replace or repair said district property."
When a book has been damaged the media specialist will attempt to repair the item.
Students are required to replace or pay for lost library materials. Every effort will be made to work with the student and family to fulfill this obligation.

School Year	Strategic Focus
FY26	Selection Priorities • Foreign Language (Spanish, French/Creole) • Nonfiction - Countries • Biographies
	Inventory/Weeding Priorities • Nonfiction • Graphic Novels • Geography and Travel (360-369) • Education (370-379)
FY27	Selection Priorities • Nonfiction - Technology • Nonfiction - History and Geography • Nonfiction - Religion
	Inventory/Weeding Priorities • Biographies • Professional Library • Commerce, Community, Transportation (380-389) • Astronomy (520-529)

FY28	Selection Priorities • Nonfiction - Medical • Nonfiction - Dance • Nonfiction - Architecture/Building
	Inventory/Weeding Priorities • Nonfiction - Medical • Nonfiction - Dance • Foreign Language • Medicine and Health (610-619)

Reconsideration of Materials

Although care is taken to use professional selection criteria when choosing materials for the library media collection, citizens may on occasion request that an item be reconsidered. Should such a complaint arise, it will be handled according to SDPBC Policy 8.1205 - Challenge Procedures for Instructional Materials (attached in 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)