

FY26 COLLECTION DEVELOPMENT POLICY



Howell L. Watkins Middle School

FY26 Collection Development Policy

Jarrad Scott

Educational Media Specialist

Signature Page

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Date Approved by Administration: 4/23/25

Media Specialist Name: _____Jarrod Scott_____

Media Specialist Signature: _____

Principal Name: _____Dr. Presley Charles_____


Principal Signature: _____

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Purpose of Collection Development Policy

The purpose of this policy is to make data based decisions on how to enhance and improve the library collection to meet the needs of the diverse population of students and teachers at our school. This policy supports the needs of the school and district curriculum and school community. This plan serves as the guiding document for planning, programming, and purchasing decisions for the Media Center.

Background Statement & School Community

The users (students) of the H. L. Watkins media center and school community are highly diverse. H. L. Watkins has a culturally and ethnically diverse student population representing numerous countries and backgrounds. According to the Gold Report, the population includes students that are: 8% white, 71% black, 18% hispanic, 2% asian, 3% mixed, with 49% male students and 51% female students. 91% of students are on free or reduced lunch. 17% of students are ELL, and 21% are ESE. We serve 813 students in grades 6-8. H. L. Watkins is an International Baccalaureate (IB) school, and we also offer two choice programs, Pre-Medical Science, and the Math, Science and Robotics program.

School Mission Statement

Howell L Watkins is committed to providing a world-class educational experience for the students and staff we serve. Providing an atmosphere and culture of excellence and equity that empowers each student and staff to reach their highest potential. Implementing initiatives that foster expanding awareness, developing skills, and amplifying ethical behaviors that are attributed to being responsible, productive and contributing members of society.

Media Center Mission Statement

The mission of H. L. Watkins Media Center is to foster a love of reading and learning for students. We hope to engage the students in 21st century learning, skills, and knowledge, in order to guide them to become productive and respectable members of society.

Responsibility for Collection Management & Development

Collection development is the process of providing quality materials and equipment for the library media center. The goal of collection development is to ensure the collection has informational sources in adequate current relevance and variety to support a student's academic and personal interest needs. The media specialist is charged with leading the process with the input of teachers, students, and parents.

Library Program

The library program at H. L. Watkins is guided by the AASL (American Association of School Libraries) national standards. The librarian is on a fixed schedule, where they teach 3 elective courses.

Journalism class is responsible for putting together the schools yearbook and school newsletter. Intro to communication class teaches students the basics to using a computer. TV production was brought back into the curriculum once the proper equipment was installed. Announcements are recorded the day before and shown the following day throughout the course of the day. The announcements can also be found on YouTube under our news channel.

During other times, the library is open for students to come freely. Students may come before school from 8:45-9:30am. They may also come during the day when the Media Specialist is not directly teaching a class with a pass from their teacher. The media center completed renovations of the Seminole Lounge, where students can come and read a book do some studying, or just hang out. The new addition drew a lot of students coming in to relax from the everyday stressors of class.

Other literacy initiatives in the library include the "Got Caught Reading" Tickets. "Got Caught Reading" tickets are given out to students by teachers when they see them reading willingly on their own. These tickets may also be turned into the media center for prizes. We partnered with Lake Park Library System to continue our book club partnership. Students were given a month and a half to complete the reading material. we met the first Wednesday of every month to discuss 4-5 chapters of the book. Once completed, we had a pizza party to discuss the book as a whole.

The Seminole Zone is open for students to explore when they are in the media center. The Seminole Zone includes a research center, coloring center, building center, games and puzzles, and other creative and fun hands on activities. Teachers may email the media specialist if they would like to schedule a time for a whole class to visit the media center.

The media specialist held a book fair once this year in the Spring lasting for 1 week in FY25. This year the book fair made \$2,339 with a profit of 40% of that, \$850, to spend in Scholastic Dollars from the Scholastic catalog. In the future, we will attempt to hold the book fair twice a year, one in the fall and one in the spring, to increase revenue and participation. The book fair includes an opportunity for every teacher to bring their class to shop, games, contests, snacks, and prizes.

The media specialist attempted to create a rotating schedule for all teachers to come visit once a month. In the beginning there was a lot of participation and then after surveying the teachers, not many were interested in participating. The media specialist would also like to visit classrooms to offer assistance, support, lesson plan activities, and project based learning ideas and implementation on an individual interest or as needed basis. According to IB guiding principles, the Media Specialist should also assist in the community project in collaboration with the IB coordinator. The media specialist is also capable of training teachers on literacy related websites and game based learning opportunities online to support instruction.

Goals and Objectives

- Increase teacher participation with 75% of the teachers and school staff by supporting the library programs and initiatives. This will be accomplished through the assistance of school administration informing, reminding, and supporting all media center activities and initiatives.
- Increase student access and availability to the media center by 25%. This will be accomplished by allowing students to come to the media center more freely and frequently under procedures and guidelines established by the media specialist.
- Increase the average age of the collection from 2005 to at least 2010 in FY25.
- Students will learn through a variety of modalities including print materials and resources for research, a diverse fiction and non-fiction collection where all students are represented, technology, hands-on inquiry based activities, and project based learning through the IB curriculum.
- The Media Center will provide a safe and welcoming environment for all students to feel comfortable expressing and researching their interests in order to be career and college ready.
- Teachers and staff will be supported by the Media Specialist in the Media Center and in their classrooms with literacy and technology based initiatives, instruction, and support.
- H. L. Watkins Media Center will educate and embrace the whole child, including their educational, physical, and social emotional needs.

Budget and Funding

<i>School-based Operating Budget</i>	<i>Budget FY25</i>	<i>FY26 Projected Budget</i>
<i>Account 551100 - Media Supplies</i>	\$534	\$534
<i>Account 553420 - Media Subscriptions (Periodicals-Newspapers)</i>	\$0	\$0
<i>Account 561100 - Library Books</i>	\$1041	\$1041
<i>Account 562230 - Media A/V Equipment</i>	\$0	\$0
<i>Account 564220 - Furn-Fix/Equip</i>	\$0	0
<i>Fundraising/ Grants</i>	<i>Budget Amount</i>	
<i>Media Center Internal Account number for your grant(s) (get this from your bookkeeper)</i>	\$0	\$0
<i>State Media Allocation</i>	<i>Budget Amount</i>	
<i>Account 561100 (program 3070) - Media Books</i>	\$1403	\$1403

Purchasing Plan FY26

Approximate Purchasing Plan	
Purpose	Amount
Fictional Book Collection (2010+)	\$2500
Seminole Lounge Activities	\$500
Technology Integration	\$500
Total:	\$3500

Scope of the Collection

There are 6,711 items currently in the collection. In FY25, the average age of the library collection was 2005. Extensive weeding of nonfiction took place in FY23, since nonfiction had the majority of the aged titles. The materials in the collection support both curricular and pleasure reading based on school board policy 8.12 section d. The fiction collection has recently been reorganized by genre, new signage, and color coded labels. All genres are marked by a sign at the top of the shelves, then organized alphabetically by the author's last name. Each genre has a corresponding color label for easier locating and reshelving of materials. Some of the fiction genres/sections include: Graphic novels, popular authors, horror, mystery, science fiction, sports, historical fiction, diversity, Spanish, African American literature, adventure, fantasy and fairy tale, supernatural, Jewish and Holocaust literature, animals, young adult, holidays, poetry, realistic fiction, classics, children's illustrated literature, and yearbooks (not for circulation). The non-fiction collection is organized by the Dewey Decimal system, per School Board Policy 8.12 section 5. Ebooks can be found and accessed 24/7 through Destiny on the student/teacher portal. These include titles from Follett shelf, MackinVia, Tumble Books, Gale research, and more. The teacher professional library is located in the back production room of the library.

Equipment

Teachers and staff have access to the following equipment to support instruction, curriculum enhancement, and classroom preparation: Laminating machine, Color and black & white printers, Paper cutter and binding machine, Poster printer, and charging station for devices. Yes, A TV Production Studio is housed within the Media Center. The studio supports daily announcements, student-led segments, and digital storytelling projects. It includes: Professional-grade video camera and lighting, Teleprompter software, Green screen setup, Soundboard and mic system, Editing station with iMovie/Adobe Premiere access, The studio serves as a collaborative space for both curriculum-aligned projects and extracurricular media clubs.

Collection Development

Collection development is the ongoing process of acquiring and maintaining high-quality materials and resources for the library media center. Its primary goal is to ensure that the collection remains current, relevant, and diverse enough to support both the academic requirements and personal interests of students. The media specialist leads this effort, collaborating closely with teachers, students, and parents to make informed and inclusive decisions.

Selection and Evaluation Criteria

All materials will be carefully evaluated by the media specialist using trusted sources such as School Library Journal and other approved review platforms. This vetting process applies to books, digital resources, websites, and educational technology tools. Selected materials must be current, relevant, and developmentally appropriate for middle school students. While reading levels may range from elementary through high school, content will be thoughtfully chosen to ensure it is inclusive, diverse, and free from bias.

Selections will be guided by district-approved reading lists and recommendations provided by Library Media Services. Additionally, data from collection analysis tools—such as Destiny, Follett, and MackinVIA—will inform decisions, particularly when identifying and addressing gaps within the collection. All purchases and selections will align with the criteria outlined in School Board Policy 8.12, as referenced in the Appendix.

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

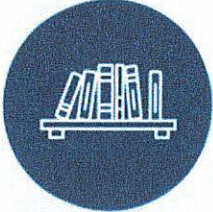

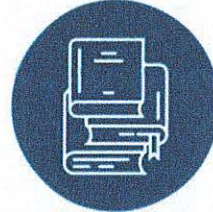

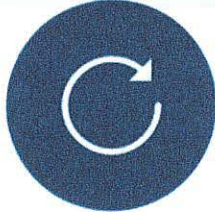



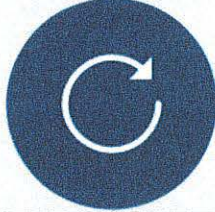

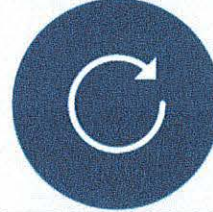
The School District Library Media Services Department supports school-based library media center personnel and establishes uniform policies and procedures for school library media centers throughout the District. These services include, but are not limited to:

- 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.

			
6711 Items in the Collection	6.4 Items per Student	63% Fiction Titles in the Collection	29 % 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	59% 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	2006 Representative Titles Average Age	3193 SLL Titles in Collection	2007 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	60	2014
Philosophy & Psychology	39	2015
Religion	21	2007
Social Sciences	231	2006
Language	26	1995
Science	337	2008
Technology	168	2010
Arts & Recreation	613	2012
Literature	130	1999
History & Geography	312	2005
Biography	169	2009
Easy	51	2008
General Fiction	4221	2004
Graphic Novels (741.5) See Help document if needed	439	2015

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

Books that are deemed inappropriate, outdated in factual information or cultural representations, and old, damaged books will be weeded from the library collection. The weeding process happens continually throughout the school year when necessary. Outdated

materials deemed inappropriate in content will not be placed in classrooms or given to teachers and will be boxed and sent to Library Media Services as instructed by them. Sections will be inventoried on a three year rotating schedule. The plan is FY25 fiction, FY26 Biographies and Children's Section, FY27 Non-Fiction.

Lost or Damaged Library Materials

At Howell L. Watkins Middle School, we believe in fostering a love for reading and promoting equitable access to library resources. As part of this commitment, no fees are charged for overdue, lost, or damaged library materials. While we encourage students to be responsible stewards of school resources, we understand that accidents happen and materials can sometimes be misplaced. In such cases, students are encouraged to speak with the media specialist to discuss possible solutions, including replacing the item or selecting an alternative resolution. Our goal is to keep students engaged with the library without fear of penalty, while continuing to support a respectful and shared learning environment.

Strategic Focus – Weeding and Acquisitions

School Year	Strategic Focus
FY26	Selection Priorities <ul style="list-style-type: none"> • Fiction • Graphic Novels • YA Readers
	Inventory/Weeding Priorities <ul style="list-style-type: none"> • Fiction • YA Readers • Poetry
FY27	Selection Priorities <ul style="list-style-type: none"> • Biographies • Poetry • Culture Lit.
	Inventory/Weeding Priorities <ul style="list-style-type: none"> • Culture Lit. • Graphic Novels • Biographies
FY28	Selection Priorities <ul style="list-style-type: none"> • YA Readers • Fiction • Poetry
	Inventory/Weeding Priorities <ul style="list-style-type: none"> • Fiction • Non Fiction • Childrens Section

Reconsideration of Materials

In the event of a challenge by a citizen of Palm Beach County, personnel at H. L. Watkins Middle School will follow SDPBC Policy 8.1205 Challenge Procedures for Instructional Materials. You may find Board Policy 8.1205 and related forms 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: 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)