

FY26 COLLECTION DEVELOPMENT POLICY



Loggers' Run Middle School

FY25 Collection Development Policy

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Certifications

Elementary 1-6

Educational Media Specialist PK-12

Loggers' Run Middle School
FY26 Collection Development Policy

Date Drafted: April 17th, 2025

Date Approved by Administration: _____

Media Specialist Name: _____ Rachel Caselle _____

Media Specialist Signature: _____

Principal Name: _____ Dr. Krista Rogers _____

Principal Signature:  _____

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Purpose of Collection Development Policy

SECTION I. PURPOSE / PHILOSOPHY:

SDPBC Policy 8.12 (6.a) stipulates: "Each school shall, in conjunction with the "Library Bill of Rights" (www.ala.org/ala/oif/statementspols/statementsif/librarybillrights.htm) of the American Library Association (ALA) and District policy, establish procedures for the evaluation, selection, management, and disposal of library media materials in conformance with this policy and Policy 8.1205 and shall record such in the school's collection development policy."

This collection development policy is used by the Loggers' Run Media Center in the selection, acquisition, evaluation, and maintenance of the library media center materials. The collection development policy effectively communicates the philosophy and purpose of the Library media center's policies to faculty, students, staff and other members of the school community. If the needs of the Loggers' Run Media Center change due to changes in curriculum, demographics, or informational needs, this document may be updated to include those changes. As we are implementing Florida Standards our goal is to provide resources to accommodate student and teacher needs with appropriate resources.

The Media Center materials are available to all 6-8th grade students in the school without exception. Acquisition and maintenance of materials is the primary function of the media staff members to ensure that students have the required materials at the time of need.

The primary goal of the collection development policy is to support the needs of the curriculum and the school community while considering the size of the collection, the average age of the collection and access to the collection. This goal supports the information needs of students as defined by the mission and goals of the School District of Palm Beach County, ALA / AASL Standards for the 21st Century Learner, FAST/B.E.S.T. (Grades 6-8), EOCs and Florida Standards.

The Library Media Center ensures that students, parents and staff have access to reference tools at all times. The district's electronic reference catalog is maintained by the Department of K-12 Instructional Materials and Library Media.

The Media Center is open every day that students and/or faculty are in attendance. Research and reference materials are available at all times through the district-wide electronic subscription databases. Furthermore, inter-library loan is available.

Background Statement & School Community

II. PROFILE / IDENTIFICATION OF USERS:

The Loggers' Run Media Center serves approximately 1,116 students in grades 6th through 8th, faculty, staff, and parents. Loggers' Run Community Middle has a variety of Choice Programs including Performing Arts, Pre-Culinary, Pre-Law, and Pre-Medical Sciences. More information can be found on the Gold Report link.

https://www2.palmbeachschools.org/dre/gold_names/

SCHOOL MISSION STATEMENT:

Loggers' Run Middle School is dedicated to working collaboratively with all stakeholders in order to provide a safe and nurturing learning environment where all students can realize and achieve their utmost potential through a challenging and motivating curriculum. We believe it is our responsibility to encourage diverse educational opportunities in an inclusive setting whereby all students become literate, practical citizens of a global society.

Responsibility for Collection Management & Development

The School District Library Media Services provides support to school 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 re-certification 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;
- Manage technical services for acquiring and processing resources for schools;
- Distribute to schools and monitor categorical and capital budgets allocated for library programs
- Foster a global range of services that facilitate the transformation of school-based library activities to meet the changing needs of an information society.

Library Media Services works in collaboration with other district departments including the Department of Educational Technology to provide selected electronic information, technology to access it, and the training needed to search and find specific facts efficiently and effectively.

III. LIBRARY MEDIA CENTER MISSION STATEMENT:

Loggers' Run Middle School is committed to providing the instruction, resources, and opportunity to gain the information literacy skills necessary for the 21st Century, implementing the Florida State Standards. The Library Media Center is dedicated to designing and maintaining a library media program that supports, complements, and expands the instructional program of the school. The library media staff:

- provide and promote extensive use of resources in multiple formats that are designed to meet the varying needs of all learners in all aspects of the curriculum
- provide a learning environment which promotes inquiry
- stimulate intellectual curiosity
- encourage pleasure reading
- develop diverse interests for the enjoyment of life-long learning
- provide and promote instruction to prepare students to become independent users of libraries and information resources

The successful, self-aware learner should be able to:

- identify, plan, and use resources
- find and evaluate information
- organize and maintain information
- interpret and communicate information
- use computers and technology to process information
- use technology to present information
- work with a variety of technologies in a safe and digitally responsible manner

IV. LIBRARY MEDIA CENTER PROGRAM

At Loggers' Run Middle School, the library media center is on an open schedule to grades 6-8th. The media center is only closed for state-wide testing or special events. Foremost, among national standards for school library media center programs is the need to work collaboratively with teachers to develop meaningful informative literacy lesson plans that integrate Florida Standards and AASL Standards Framework for Learners standards into classroom learning. This year at Loggers' Run Middle School, the library media specialist will implement the Florida B.E.S.T (Benchmark for Excellent Student Thinking) for all grades.

The library is open (Flexible-Scheduling) throughout each day that students are in attendance to ensure equitable access for all students to library media resources. The school administration and faculty are aware that recent research documents improve student learning gains when the library media center is available to the student at the point of need.

In addition, the Media Center promotes the Sunshine State Young Reader Award books and sponsors the Battle of the Books for grades 6-8. All 6-8 students participate in voting for their favorite Sunshine State Book every April. The Media Center initiates school- wide events for Read Across America and Celebrate Literacy Week. All students in grades 6-8 participate in an Hour of Code, Digital Citizenship lessons, and continue to work with coding via various coding websites.

V. ANNUAL GOALS:

Goal 1: To increase the student use of books and materials

Objectives:

- Collaborate with students to acquire material that support their personal and academic Interests.
- Genrification of our Media Center.
- Use our display shelves to feature text which supports both the curriculum and students' interest.

Goal 2: To inventory and update Non-Fiction and Biographies

Objectives:

- To weed and replace outdated materials; focusing on Biographies.
- To weed materials based on the significance to the reader, focusing on items which have never been circulated or have not been circulated for long periods of time.

VI. BUDGET GOALS:

Loggers' Run Library Media Center is given a school-based operating budget at the beginning of every school year. The administrator uses a formula to disperse the appropriated funds. It is expected that the budget for 2025-2026 will be similar to the school year of 2024-2025 budget line as follows:

<i>School Based Operating Budget</i>	<i>FY25 Budget</i>	<i>FY26 Projected Budget</i>
<i>Account 55110 - Media Supplies</i>	\$1240.60	\$1240.60
<i>Account 561100 - Library Books</i>	\$1,079.15	\$1,079.15
<i>Account 553420 - Media Subscriptions (Periodicals-Newspapers)</i>	149.25	149.25
<i>Account 562230 - Media A/V Equipment</i>	0	0
<i>Account 564220 - Furn-Fix/Equipment</i>	0	0
<i>Fundraising/ Grants</i>	<i>Budget Amount</i>	
<i>Media Center Internal Account number</i>	\$167.01	\$167.01
<i>State Media Allocation</i>	<i>Budget Amount</i>	
<i>Account 556110 (program 3070) - Media Books</i>	\$1991	\$1991

5.1700.00 Internal Account

Project 3070 State Library Media Allocation
(purchase books and ebooks)

Project 8430 Capital Funds for Destiny Project

Library Media Center is intending to supplement its school-based operating budget with an Internal Account, which is funded through the Spring and Fall Scholastic Book Fairs. These funds are used for the same line items that are listed within the School-Based Operating Budget.

Purchasing Plan FY26

Approximate Purchasing Plan	
Purpose	Amount
Books	\$5,000
Supplies	\$1,000
STEAM	\$250
Total:	\$6,250

SCOPE OF THE COLLECTION

Loggers' Run Collection Development Policy follows the guidelines of the School District of Palm Beach County and the Florida Department of Education. Print and non-print resources are arranged by the Dewey Decimal Classification System as directed by the United States best practices among school libraries. Additional resources are provided by district-wide subscriptions to electronic information databases which provides 24/7 access for students.

Our Media Center is able to provide any major resource needed by a patron through affiliation with the public library system. The library media collection includes all the resources available in the school library media center along with all those that students, faculty and administrators can access through interlibrary loan.

The average age of our collection at Loggers' Run Middle School is 1996. Our entire collection of books at Loggers' Run Middle School is 10,630. Our eBook collection has 445 books available and the average age is 2014. (Titlewave orders for this year have been made so calculations are going on the current Destiny report.

In selecting new books, we ensure that the books are supported by the Florida Standards, school curriculum, and goals of the School Improvement Plan. All books must also have two professional reviews.

Equipment

We have eight DELL Model Optiplex 7010 working computers for student/teacher use as well as a printer that can be used to print out documents or student work. That printer was purchased using 8430 funds. Four Dell Chromebook 3110 2-in-1 were purchased for student use using 2025 8430 funds.

COLLECTION DEVELOPMENT:

Collection development refers to the process of building and maintaining the Media Center's entire materials collection, in both print and non-print formats. The collection development process includes the formulation of policy and procedures, budget allocations, needs assessment, selection, collection maintenance and evaluation, and resource sharing. The acquisition and maintenance of the Loggers' Run Middle School Media Center materials collection is a primary function of the Media Center's mission.

Collection Development at Loggers' Run Middle School is focused on providing quality materials and equipment for our patrons. Our goal is to meet the expectations, requirements and needs of our students and staff while at the same time expanding and enriching their curriculum and world views.

Selection and Evaluation Criteria

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.

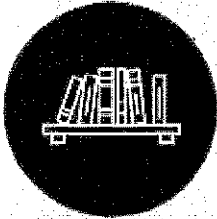
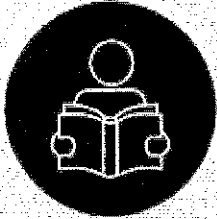
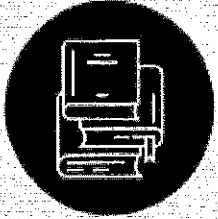

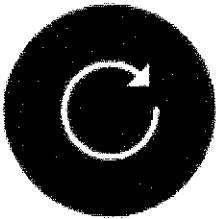
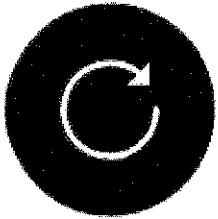


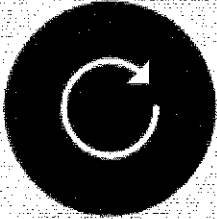
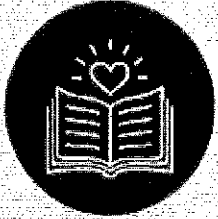

District Resources And Services

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.

The collection is developed for and influenced by students, their interests, academic needs and alignment to the curriculum. The data below is a snapshot of the collection based on a Titlewise Analysis.

			
5,523 Items in the Collection	4.6 Items per Student	39% Fiction Titles in the Collection	49% Percent of nonfiction in the collection
Library media resources are curated to include both recently published works and classics that both rightfully impact the average age of the collection.			
	2004 Average Age of the Collection	62% Aged Titles	15% Newer than 5 Years
Library media resources should be representative of the school.		Social-Emotional Learning (SLL) library media resources can contribute to character development.	
			
28% Representative Titles in Collection	2006 Representative Titles Average Age	32% SLL Titles in Collection	2010 SLL Titles Average Age

Collection Analysis By Category

The information collected in this section provides a detailed look at the current library collection by classification and genre. The information 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	14	1999
Philosophy & Psychology	14	2001
Religion	40	1994
Social Sciences	294	1996
Language	11	1998
Science	665	1992
Technology	364	1994
Arts & Recreation	916	2011
Literature	154	1998
History & Geography	237	2001
Biography	2,000	417
Easy	9	2010
General Fiction	2,137	2009
Graphic Novels	619	2016

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 material simply because they were donated. All gifts and donations must follow the same processes as new book orders.

Collection Maintenance

WEEDING and COLLECTION MAINTENANCE:

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.

The Library Media Specialist is responsible for the on-going maintenance of a quality collection which includes procurement of new materials and discard 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 insure 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. Materials that are weeded can be disposed of in different ways. Keep in mind that media that is obsolete or has misinformation should be discarded in recycling bins to prevent inaccurate information from being shared. Other materials can be disposed of by:

- a. Giving them to students or teachers for individual use
- b. Recycling the materials for various instructional activities
- c. Cannibalizing non-repairable parts or pages
- d. Destroying (i.e. trashing in recycle bins) by any reasonable and safe method in accordance with Board Policy 7.12 (2)

The Superintendent shall dispose of tangible property (equipment, furniture, buses, vehicles, etc.) in accordance with Fla. Stat. § 1013.28(2), but he/she shall dispose of obsolete or surplus instructional materials as provided within Fla. Stat. § 1006.41 and School Board Policy 8.122(5).

Strategic Focus – Weeding and Acquisitions

School Year	Strategic Focus
FY26	Selection Priorities <ul style="list-style-type: none">• Add more Graphic Novels• Add more Holiday/Religion Books• Add more Historical Fiction
	Inventory/ Weeding Priorities <ul style="list-style-type: none">• Non-Fiction (700-900)• Fiction
FY27	Selection Priorities <ul style="list-style-type: none">• Update Reference• Add Bi-lingual literature• Update Arts (700s)
	Inventory/ Weeding Priorities <ul style="list-style-type: none">• Graphic Novels• Reference• Biographies/Easy
FY28	Selection Priorities <ul style="list-style-type: none">• Add more Graphic Novels
	Inventory/ Weeding Priorities <ul style="list-style-type: none">• Non-Fiction

Reconsideration of Materials

SCHOOL BOARD POLICIES 8.12 AND 8.125

The Media Center does not add or withdraw, at the request of any individual or group, material, which has been chosen or excluded on the basis of stated selection criteria. The Media Center follows the guidelines established by the School District of Palm Beach County Administrative Directive 8.1205.

Inventory will be completed on a three-year rotation per Board Policy 8.12 (8).

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 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)