

FY26 COLLECTION DEVELOPMENT POLICY



Pahokee Middle High School

FY26 Collection Development Policy

Ryan Mann
Educational Media Specialist

Signature Page

Pahokee Middle High School
FY26 Collection Development Policy

Date Approved by Administration: **5/01/2025**

Media Specialist Name: Ryan S. Mann

Media Specialist Signature: 

Principal Name: Dwayne Dennard

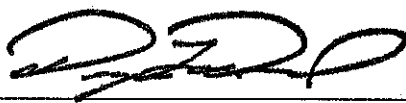
Principal Signature: 

Table of Contents

<u>Purpose Statement</u>	4
<u>Background Statement & School Community</u>	4
<u>School Mission Statement</u>	4
<u>Media Center Mission Statement</u>	4
<u>Responsibility for Collection Management Development</u>	4
<u>Library Program</u>	5
<u>Goals and Objectives</u>	5
<u>Budgeting and Funding</u>	5
<u>Scope of the Collection</u>	7
<u>Equipment</u>	8
<u>Collection Development</u>	8
<u>Selection Evaluation and Criteria</u>	8
<u>Analysis of the Collection</u>	11
<u>Gifts and Donations</u>	12
<u>Collection Maintenance</u>	12
<u>Lost or Damaged Library Materials</u>	13
<u>Strategic Focus – Weeding & Acquisitions</u>	14
<u>Reconsideration of Materials</u>	14
<u>Appendices</u>	15
<u>A - Library Bill of Rights</u>	15
<u>B - ALA Intellectual Freedom Statement</u>	15
<u>C - Board Policy 8.12</u>	15
<u>D - Board Policy 8.1205</u>	15
<u>E - Specific Material Objection Form</u>	15

Purpose of Collection Development Policy

This collection development policy is a statement of the principles and guidelines used by the Pahokee Middle High School Media Center in the selection, acquisition, evaluation, and maintenance of library media center materials.

It will be used both in providing consistency among those responsible for developing the collection and in communicating the library media center's policies to faculty, students, and staff and other interested stockholders of the school community.

Background Statement & School Community

The users of Pahokee Middle High School Library Media Center come from grades 6th through 12th in addition to the faculty, staff and parents of that community of users.

According to the Gold Report, Pahokee Middle High School has a culturally and ethnically diverse student population representing different economic backgrounds, which include (60.4%) Black, (34.4%) Hispanic, (3.9%) White, (1.3%) Other and (50.9%) Male (49.1%) Female.

In addition, the Pahokee Middle High School Library Media Center supports the unique curricular needs of the IB program, Robotics program, ESE department, ESOL and Medical Departments.

School Mission Statement

The mission of Pahokee Middle High School is to provide a rigorous academic environment that embraces the individual uniqueness and potential of each of our students while installing in the respect and desire for lifelong learning.

Media Center Mission Statement

The mission of Pahokee Middle High School Media Center is to provide a safe and free environment for students to embrace their love of books and information gathering while installing in them the respect and desire for lifelong learning.

Responsibility for Collection Management & Development

The Certified Educational Media Specialist is responsible for the collection and its development. The Media Specialist will work with administration, faculty, students, parents, and district stakeholders to gather, manage, and develop a collection that reflex the needs of the community.

Library Program

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 will 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, and; 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.

Goals and Objectives

A minimum of three annual goals and a proposed budget are formulated in the spring of each school year based on curriculum needs, circulation and usage data along with data regarding to state-of-the-collection. The goals give focus and direction to the ongoing library media program in the school. These goals are approved by the library media center advisory committee and administration and can align with the annual individual professional development plan or accomplished educator goals for the library media specialist.

Goal 1: Clean up and organize class sets after library remodel. We have of over 30,000 items in destiny and most are fiction class sets.

Goal 2: Finish boxing weeded books and have weeded books removed.

Goal 3: Inventory Middle and High school non-fiction.

Budget and Funding

School library supplies funds: Library supply funds will be divided between the Middle School and High School media centers. supplies are chosen to meet the needs and desires of the school community. Some school needs include various colors of butcher paper for bulletin boards and other school signs and projects, posters for text rich environments, and library décor. Also, various supplies of pens, pencils, markers, scissors, and glues.

School library audio/visual funds: Library audio/visual funds will be divided between the Middle School and High School media centers. Audio/visual supplies are chosen to meet the needs and desires of the school community. Some school needs include wireless keyboards and mouse, USB drives, Charging cords, and Micro Fiber cleaning cloths.

<i>School-based Operating Budget</i>	<i>Budget FY25</i>	<i>FY26 Projected Budget</i>
<i>Account 551100 - Media Supplies</i>	\$637.00	\$640.00
<i>Account 553420 - Media Subscriptions (Periodicals-Newspapers)</i>	\$390.00	\$390.00
<i>Account 561100 - Library Books</i>	\$1057.00	\$1100.00
<i>Account 562230 - Media A/V Equipment</i>	\$187.00	\$200.00
<i>Account 564220 - Furn-Fix/Equip</i>	0	\$300.00
<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	\$1000
<i>State Media Allocation</i>	<i>Budget Amount</i>	
<i>Account 561100 (program 3070) - Media Books</i>	\$910.00	\$950.00

Purchasing Plan FY26

Approximate Purchasing Plan	
Purpose	Amount
Fiction books	\$550.00
Makerspace supplies	\$250.00
IB text	\$600.00
Total:	\$1400.00

Scope of the Collection

The collection development is focused on the curriculum of Pahokee Middle High School, which follows the guidelines of the School District of Palm Beach County, which in turn are governed by the Department of Education of the State of Florida.

According to best practices for school libraries in the United States, the print and nonprint collection at Pahokee Middle High School is arranged by the Dewey Decimal Classification System. Some fiction books will have a genre sticker on the spine. Additional resources are provided by district-wide subscriptions to electronic information databases.

Through affiliation with the public library system, Florida Electronic and SEFLIN, the Pahokee Middle High School library is able to extend its collection to provide any major resource needed by a patron.

The library media collection includes all the resources available in the school library media centers along with all those that students, faculty and administrators can access through interlibrary loan. Three types of collection maps can provide the staff and advisory committee with comprehensive information to direct short-term purchases and long-range planning. Collection mapping is the process of examining the quantity and quality of your collection and identifying its strengths and weaknesses. A collection map is a visual supplement to the automated catalog system that graphically displays the breadth and depth of the collection. School Board Policy 8.12 sets out the procedures for selecting and developing library collections, which are followed District-wide.

Equipment

Equipment available for staff and students include:

Laminating Machine
Copy Machine
Paper Cutter
Letter Press
Poster Printer
Digital Video Cameras
Digital Photo Cameras
TV Studio
Maker Space Lab
Computer Lab

Collection Development

Collection Development is analyzing your collection to see if it fits the needs of the community. Quality materials and equipment should be available and used in the library media center. The goal of collection development is to insure ample resources and in varieties to serve all members of the community. It is the media specialist's responsibility to ensure this takes place with the aid from staff, students, and all stakeholders.

Selection and Evaluation Criteria

Collection Development is analyzing your collection to see if it fits the needs of the community. Quality materials and equipment should be available and used in the library media center. The goal of collection development is to insure ample resources and in varieties to serve all members of the community. It is the media specialist's responsibility to ensure this takes place with the aid from staff, students, and all stakeholders.

Selection and Evaluation Criteria

Reputable, unbiased, professional reviewing sources used for selection include:

- BookTalk
- BookReport
- Bulletin for the Center for Children's Books
- Kirkus Reviews
- Junior High School Library Catalog
- Senior High School Library Catalog
- Books for Secondary School Libraries

- Online-Offline
- Book Links
- T.H.E. Journal
- Titlewave

Media Center materials are selected for a reason. The materials are evaluated according to their aesthetic, literary and social value, appropriateness to student age and emotional maturity and relevance to the curriculum.

Media Center materials reflect sensitivity to the achievements, needs, and rights of men and women, various ethnic groups, and other cultures.

The selection of media center materials about political theories and ideologies, religion, public issues and controversial topics is directed toward maintaining a balanced representation with various opinions.

Media center materials are judged as a whole, considering the author's/producer's intent rather than focusing solely upon individual pages, phrases, pictures or incidents taken out of context.

Other factors that are considered in the final decision to purchase new materials include their educational significance; need and value to the collection as a whole; and their relationship to the interests of students and curriculum course of study.

Electronic database subscriptions and online curricular software that are made available to Pahokee Middle High School Library Media Center users on the school districts wide portal are selected using a similar educational criterion to that established for the materials in a school except availability and compatibility of technology hardware and software platforms are reviewed and resolved. In addition, the maintains software that complies with the federally legislated Children's Internet Protection Act [CIPA] designed to protect children from obscene or adult-content material.

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

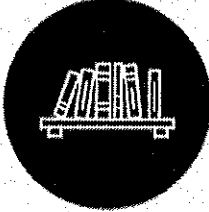
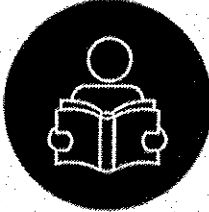
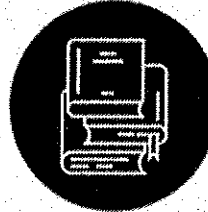

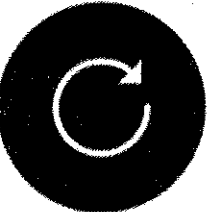
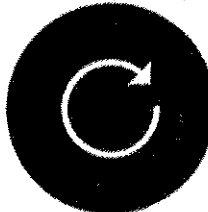
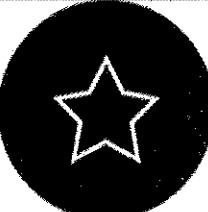
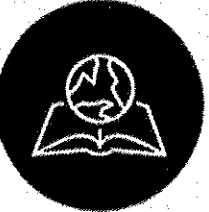
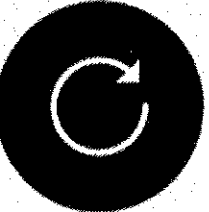

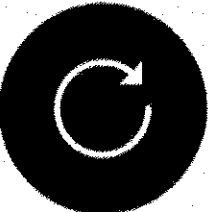
The School District Library Media Services Department supports school-based library media center personnel and establishes uniform policies and procedures for school library media centers throughout the District. These services include, but are not limited to:

- 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.

			
32,125 Items in the Collection	63.0 Items per Student	56% Fiction Titles in the Collection	33% 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.			
	1997 Average Age of the Collection	86% Aged Titles	1% 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.	
			
52% Representative Titles in Collection	1999 Representative Titles Average Age	44% SLL Titles in Collection	1999 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	236	2002
Philosophy & Psychology	276	1997
Religion	298	1988
Social Sciences	1958	1999
Language	289	2003
Science	1223	2000
Technology	982	1999
Arts & Recreation	1367	2002
Literature	1953	1991
History & Geography	2136	1996
Biography	1697	1994
Easy	170	1992
General Fiction	18070	1997
Graphic Novels	557	1997

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

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 reevaluation and systematic deleting of materials and equipment to ensure 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. One popular criteria for weeding is found in the CREW Manual. The Texas State Library has made the complete CREW Manual in PDF or HTML available via the Web at <http://www.tsl.state.tx.us/ld/pubs/crew/>

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

Rotation plan by year:

FY26 – Fiction

FY27 – Nonfiction

FY28 – Reference

The organization of the Media Centers follows standard Dewey Decimal Classification with separate sections for new books, Spanish and High School classics and essentials. Some spin stickers remain on books from previous programs but are no longer in use.

Lost or Damaged Library Materials

Pahokee Middle High School will charge fees for late materials or fines for lost/damaged materials in accordance with 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">• Arts & Recreation• Science• Technology
	Inventory/Weeding Priorities <ul style="list-style-type: none">• Old Arts & Recreation• Old Science• Old Technology
FY27	Selection Priorities <ul style="list-style-type: none">• Literature• Class Sets• New Fiction
	Inventory/Weeding Priorities <ul style="list-style-type: none">• Old Literature• Old Class Sets• Old Fiction
FY28	Selection Priorities <ul style="list-style-type: none">• History• Bio• Social Studies
	Inventory/Weeding Priorities <ul style="list-style-type: none">• Old History• Old Bio• Social Studies

Reconsideration of Materials

In the event of a challenge by a citizen of Palm Beach County, personnel at Pahokee Middle High School will follow SDPBC Policy 8.125 – Challenge Procedures for Instructional Materials.

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)