FY26 COLLECTION DEVELOPMENT POLICY

Osceola Creek Middle School

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Dawn Williams
Educational Media Specialist

Signature Page

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Date Approved by Administration: May, 2025

Media Specialist Name: _____Dawn Williams_____

Media Specialist Signature: _____

Principal Name: _____Brian McClellan_____

Principal Signature: _____

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This collection development policy is a statement of the principles and guidelines used by the OCMS 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, staff, and other interested stockholders of the school community.

It is understood that this document is fluid and changes in the curriculum, demographics, information needs or programs of the school will mandate updates to the collection and its governing policies.

The acquisition and maintenance of the Library Media Center materials collection is a primary function of the library media staff. Collection development and management refers to the process of building and maintaining the library's entire materials collection, in print, non-print, audiovisual, and electronic formats so that they are available to every student at the time of need to support and enrich the student's educational experience.

The collection development process includes the formulation of policy and procedures, budget allocations, needs assessments, selection, collection maintenance and evaluation, de-selection, and resource sharing.

The primary goal of the Media Center's collection development efforts is to build a current collection that supports the needs of the curriculum and the school community and maintains the recommended boundaries for the size, average age and access to the collection.

Background Statement & School Community

According to SIS, OCMS has a culturally and ethnically diverse student population representing different economic backgrounds, which include
37 % White,
17 % Black,
39.5 % Hispanic,
2 % Asian, and
3.6% Multiracial.

School Mission Statement

We strive to educate students and to assist them in realizing their full potential as responsible, productive, contributing members of society by providing an educational environment in which students are challenged, excellence is expected and differences are valued.

Media Center Mission Statement

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 is expected to:
• identify, plan, and use resources;
• acquire and evaluate information;
• organize and maintain information;
• interpret and communicate information;
• use computers and technology to process information; and
• work with a variety of technologies.

Responsibility for Collection Management & Development

Dawn Williams the Media Specialist is responsible for the collection management and its development. Meeting with teachers to accommodate their requests for books or materials guides the acquisition of purchases for the library collection.

Library Program

The library is open daily throughout the school day. Classes are scheduled to be taught by the Media Specialist. (2 this year) Classes are also covered by the Media Specialist on an as needed basis. Usually 1 / 2 classes per day.

Goals and Objectives

Goal 1: Populate the Spanish section of the library for new incoming students who are just learning the language.
• Order more Spanish books
• Ensure book displays include diverse characters and points of view, and make displays geared towards underrepresented populations.

Goal 2: To increase the use of district electronic databases:
- Inform faculty as well as teach and support instruction of the District supported databases, possibly by joining subject area meetings.
- having classes come to the media center for instruction.

Goal 3 : Increase circulation by 10%

- To purchase high interest reading materials to support all reading levels, especially those in the lowest 25% in reading.
- To collaborate with subject area teachers to purchase materials that will directly support their individual students' reading levels and interests.
- purchase more Spanish and books for ESE students.

Budget and Funding

School-based Operating Budget	Budget FY25	FY26 Projected Budget
Account 551100 - Media Supplies	$584	$625.00
Account 553420 - Media Subscriptions (Periodicals-Newspapers)		$0
Account 561100 - Library Books	$1500	$ 2500.00
Account 562230 - Media A/V Equipment	$ 0	$ 0
Account 564220 - Furn-Fix/Equip	$ 0	$ 0
Fundraising/ Grants	Budget Amount	
Media Center Internal Account number for your grant(s) (get this from your bookkeeper)	$2500	$
State Media Allocation	Budget Amount	
Account 556110 (program 3070) - Media Books	$1511.00	$ 1600.00

Purchasing Plan FY26

Approximate Purchasing Plan	
Purpose	**Amount**
books	3200.00
supplies	700.00
Total:	$

Scope of the Collection

The collection development is focused on the curriculum of OCMS, 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 non-print collection at OCMS is arranged by the Dewey Decimal Classification System for Non-Fiction books. The Fiction books are classified by their Genre.Additional resources are provided by district-wide subscriptions to electronic information databases.

Through affiliation with the public library system, SEFLIN, the OCMS 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 center along with all those that students, faculty, and administrators can access through interlibrary loans. 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.

Equipment

Collection 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 information sources in adequate quantity and variety to support student's academic and personal interest needs. The media specialist leads this process with the input of administration, teachers, students, parents, and stakeholders.

Selection and Evaluation Criteria

The library media specialist is in charge of collection development and uses professional judgment, school board policy language about Selection, faculty, administrative and student input, and professional resources such as School Library Journal, Horn Book, and Booklist.

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

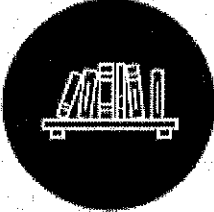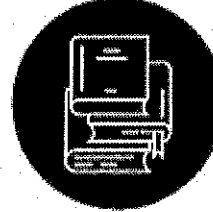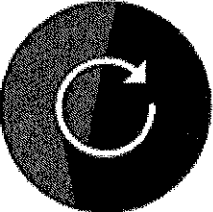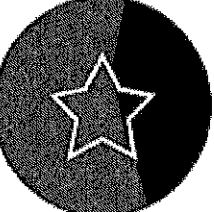The School District Library Media Services Department supports school-based library media center personnel and establishes uniform policies and procedures for school library media centers throughout the District. These services include, but are not limited to:
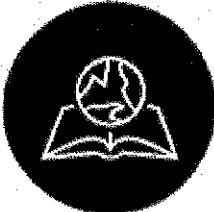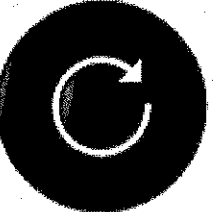
- Maintaining a professional library collection to assist with recertification and knowledge acquisition on education-related topics;
- Managing the online catalog, including the library inventory and circulation software;
- Selecting and making accessible online information databases for reference and 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.

6274 Items in the Collection	7.2 Items per Student	69% Fiction Titles in the Collection	31% 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.	2008 Average Age of the Collection	55% Aged Titles	10% 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.	
53% Representative Titles in Collection	2010 Representative Titles Average Age	61% SLL Titles in Collection	2010 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	2010	17
Philosophy & Psychology	2013	12
Religion	2011	22
Social Sciences	2008	434
Language	2012	2
Science	2009	256
Technology	2008	82
Arts & Recreation	2007	436
Literature	2003	119
History & Geography	2003	320
Biography	2008	425
Easy	1997	2
General Fiction	2009	3864
Graphic Novels (741.5) See Help document if needed	2007	414

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

Since the library was heavily weeded in 2018, complete inventory has been done each year since.

Lost or Damaged Library Materials

Students are encouraged to return books in a timely manner. A fee is reported to the student if a book is not returned. ALl efforts are made to collect fees for books. If a book is not returned/paid for by the students

senior year, the fee is removed.

Strategic Focus – Weeding and Acquisitions
<<Replace the red with your selection, inventory, and weeding priorities by year.)

School Year	Strategic Focus
FY26	**Selection Priorities** • Priority 1 Spanish Books • Priority 2 Fiction • Priority 3
	Inventory/Weeding Priorities • Priority 1Non- Fiction • Priority 2Biography • Priority 3
FY27	**Selection Priorities** • Priority 1 Fiction • Priority 2 • Priority 3
	Inventory/Weeding Priorities • Priority 1 Fiction • Priority 2 Non Fiction • Priority 3 Professional Library
FY28	**Selection Priorities** • Priority 1 Fiction • Priority 2 • Priority 3
	Inventory Priorities • Priority 1 • Priority 2 • Priority 3

Reconsideration of Materials

OCMS library will follow Policy 8.125 in reference to Objections to Library Media 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 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)