

FY26 COLLECTION DEVELOPMENT POLICY



Palm Springs Community Middle School

FY26 Collection Development Policy

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Signature Page

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Purpose of Collection Development Policy

The Collection Development Policy is designed to support the Library's Mission Statement and serves as a guide for the selection, acquisition, maintenance, and retention of materials by establishing roles, responsibilities, and a process for addressing library user concerns. As our student population changes, the Media Center at Palm Springs Middle School reassesses and adapts its collections to reflect new and differing areas of interest and concern. The collection development policy is annually evaluated and revised as necessary to provide guidance for implementing changes in the collection.

Background Statement & School Community

The school community of Palm Springs Middle School is diverse with a diverse student population of white, black, hispanic, asian, and mixed race students. One hundred percent of the student population receives free/reduced lunch, 33% are English language learners, and 23% are ESE. The school serves approximately 1,580 students aged 11-15 in grades 6, 7, & 8. The languages spoken by students are English, Spanish, and Haitian Creole.

Palm Springs Middle School is a Choice School of the Arts with programs in dance, music, drama, and television production. The school also hosts an International Spanish Academy and Dual Language program. The school participates in AVID and STEM.

School Mission Statement

In partnership with parents and community, the mission of Palm Springs Community Middle School is to develop positive educational, cultural, technological, and social preparedness skills required of students to become productive and environmentally aware citizens.

Media Center Mission Statement

The Palm Springs Community Middle School's Library Media Center's mission is to promote information and digital literacy to all students, staff and the community. Through collaboration, research and thinking critically, students will become proficient learners in accessing information in the 21st century. The Palm Springs Middle Library Media Center aligns with the school's mission and vision statements by providing equitable access, resources, and social preparedness skills. The library media center collaborates with staff, teachers and parents to prepare students to become contributors to their communities, be good citizens, lifelong learners and develop a love for reading.

Responsibility for Collection Management & Development

The media specialist will be responsible for coordinating the collection development program.

Administrators, students, teachers and parents will be actively involved so that the collection meets the needs of the school.

1. Materials should be age appropriate.
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.

Library Program

Palm Springs Middle School's library program is one of flexible scheduling focusing on mastering the Destiny system, MackinVia, e-books and databases available. Classes may be scheduled for the day or periods needed. Instruction is modified for all learners. Students may check-out books/materials throughout the day-with passes from teachers. Materials/books may also be checked-out to parents, stakeholders, and PBCSD employees.

Goals and Objectives

Goal 1: Increase student proficiency levels in reading as measured by the FAST by 5%. Sixth grade will increase to 46%, 7th grade to 40%, and 8th grade to 47% proficient.

- Increase circulation of books by 10%.
- Extend library hours by 1 hour daily by participating in the early morning care program.
- Meet with ELA/Reading department chairs to develop initiatives to promote school-wide reading.

Goal 2: Familiarize students and faculty with digital books to become savvy with using MackinVia and Destiny.

- ebooks
- databases
- Destiny-catalog and checkout

Goal 3: Increase student digital literacy.

- identify misinformation on social media platforms
- learn digital media responsibility and etiquette

Budget and Funding

Funding for the Media Center is found through the state categorical funds, district funding, and Title 1 funding. The budget for the FY26 school year is expected to be similar to FY25.

<i>School-based Operating Budget</i>	<i>Budget FY25</i>	<i>FY26 Projected Budget</i>
<i>Account 551100 - Media Supplies</i>	<i>\$903</i>	<i>\$903</i>
<i>Account 553420 - Media Subscriptions (Periodicals-Newspapers)</i>	<i>\$622</i>	<i>\$622</i>
<i>Account 561100 - Library Books</i>	<i>\$1037</i>	<i>\$1037</i>
<i>Account 562230 - Media A/V Equipment</i>	<i>\$622</i>	<i>\$622</i>
<i>Fundraising/ Grants</i>	<i>Budget Amount</i>	
<i>Media Center Internal Account number for your grant(s) 5/1700.00</i>	<i>\$3,184</i>	<i>\$3,184</i>
<i>State Media Allocation</i>	<i>Budget Amount</i>	
<i>Account 556110 (program 3070) - Media Books</i>	<i>\$3500</i>	<i>\$3500</i>

Purchasing Plan FY26

Approximate Purchasing Plan	
Purpose	Amount
books	\$5781
supplies	\$603
STEM	\$300
Total:	\$6,684

Scope of the Collection

The collection development is focused on the curriculum of Palm Springs Community Middle School, which follows guidelines of the Schools District of Palm Beach County, which in turn are governed by the Department of Education of the State of Florida. Materials will support both curriculum and pleasure reading as per [School Board Policy 8.12](#).

According to best practices for school libraries in the United States, the print and non-print collection at PSCMS is arranged by the Dewey Decimal Classification System. Additional resources are provided by district-wide subscriptions to the electronic information databases. The media collection includes all the resources available in the library along with all those that students, faculty, and administrators can access through interlibrary loans. There are numerous databases and ebooks that students and faculty can access through their portal 24/7. Media center technology includes: 3D printer, 30 desktop computers, Ellison machine, hundreds of die cuts, large multi-colored paper rolls, and multiple chromebook carts.

Equipment

Equipment available for staff use includes poster paper rolls in varying colors for bulletin boards, multiple die cuts for creating paper letters and shapes, paper-cutters, and a computer lab. A TV production studio is also available and in use by the TV production classes.

Collection Development

PSCMS collection development directly reflects the unique choice and academic curriculum and district/state standards. The school is very diverse and the media specialist makes sure there are materials and books available to every student at every reading level. In addition, every effort is

made to ensure there are books available for diverse populations and students' academic and personal interest needs. All school stakeholders are encouraged to participate in the process of book, ebook, and material selections. Book and material selection as well as ordering procedures follow new House Bills 1467,7,1557.

Selection and Evaluation Criteria

Materials considered for purchase are selected on the basis of the criteria established in SDPBC 8.21 (6.d):

All materials will support both curriculum and recreational reading per the above district policy. The collection is arranged in Dewey Decimal order. The media specialist uses the following criteria when selecting materials for the media center: professional reviews, educational significance, age appropriateness, maturity level, accuracy, literary merit, scope, potential demand and copyright dates. No materials which are deemed inappropriate or obscene as defined in the district's policy 8.12 will be part of the PSCMS collection.

Media material selection process is a combination of teacher, student, administrative, and community requests and the expertise of the library media specialist. Once funds become available, the media specialist surveys the staff and students for requests.

In addition to the above the following professional sources are used for selection:

- Kirkus Reviews
- Horn Book
- Library Journal
- BookTalk
- ALA Notable/Best Books
- Junior High School Library Catalog

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.

			
8,787 Items in the Collection	5.3 Items per Student	38% Fiction Titles in the Collection	50 % 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.			
	2006 Average Age of the Collection	61% Aged Titles	7% 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.	
			
3,448 (39%) Representative Titles in Collection	2006 Representative Titles Average Age	3,116 (35%) 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)	Gifts and Donations
Computer Science, Information & General Works	105	2008	
Philosophy & Psychology	59	2009	
Religion	104	2001	
Social Sciences	650	2003	
Language	345	1994	
Science	560	2006	
Technology	371	2005	
Arts & Recreation	891	2010	
Literature	301	2002	
History & Geography	1042	2002	
Biography	738	2006	
Easy	199	2005	
General Fiction	3364	2007	
Graphic Novels	516	2013	

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 in a three-year rotation as per [Board Policy 8.12 \(8\)](#). The entire collection is on a three-year inventory cycle. The following cycle is to be followed: 2026-Nonfiction, 2027-Biographies, Easy, and Professional, 2028-Fiction. Books will be weeded as necessary.

Lost or Damaged Library Materials

School policy for lost or damaged materials is to charge for the price of the book listed in Destiny. Books returned in good condition will not be assessed late fees. Graduation holds are placed on student accounts for lost or damaged books.

Strategic Focus – Weeding and Acquisitions

School Year	Strategic Focus
FY26	Selection Priorities <ul style="list-style-type: none"> ● Nonfiction 000-499 ● Nonfiction 500-799 ● Nonfiction 800-999
	Inventory/ Weeding Priorities <ul style="list-style-type: none"> ● Nonfiction 000-499 ● Nonfiction 500-799 ● Nonfiction 800-999
FY27	Selection Priorities <ul style="list-style-type: none"> ● Biography 92's ● Easy ● Spanish
	Inventory/ Weeding Priorities <ul style="list-style-type: none"> ● Biography 92's ● Easy ● Spanish
FY28	Selection Priorities <ul style="list-style-type: none"> ● Fiction AAA-III ● Fiction JJJ-SSS ● Fiction TTT-ZZZ
	Inventory/ Weeding Priorities <ul style="list-style-type: none"> ● Fiction AAA-III ● Fiction JJJ-SSS ● Fiction TTT-ZZZ

Reconsideration of Materials

In the event of a challenge by a citizen of Palm Beach County, personnel at Palm Springs Middle School will follow [Board Policy 8.1205](#) on Challenged Procedures for Instructional Materials. The policy and Specific Material Objection form are linked 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-aged-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)