



## **Polo Park Middle School**

### **FY26 Collection Development Policy**

*Nora Bernstein*

Educational Media Specialist

**Signature Page**

**Polo Park Middle School**  
FY26 Collection Development Policy

Date Approved by Administration: **May 5, 2025**

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## **Purpose of Collection Development Policy**

The purpose of this collection development policy is to state the principles and guidelines used by the Polo Park Middle School Library Media Center in the selection, acquisition, evaluation, and maintenance of library media center materials. This policy is to help guide and drive the daily and long-term policies of the library media center at Polo Park.

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, deselection, 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:**

- Ø size of collection,
- Ø average age of collection and
- Ø access to the collection.

The Library Media Center recognizes its responsibility to respond to the student body and faculty's reading, reference, and research needs in an age of information abundance. The Department of K-12 Instructional Materials and Library Media Services maintains the electronic catalog of resources for the school and the district. It is always available to students, faculty, and parents.

## **Background Statement & School Community**

Our library media center serves the administration, faculty, staff, and students at Polo Park Middle School. Polo Park is one of three public middle schools located in Wellington, a suburban community in Palm Beach County, Florida. Polo Park Middle School draws from a diverse population.

We serve students in grades 6-8 and support curricular programs for ESE, ESOL, and Gifted students. We have a Pre-Engineering program and a Pre-IT program at Polo Park. This is our second year having a Dual Language Program at Polo Park. We are a controlled open-enrollment school, opening enrollment to any student who chooses to attend Polo Park, regardless of where they live.

Interests and maturity levels vary significantly between our incoming sixth graders and our outgoing eighth graders, which must be reflected in our collection. Additionally, our collection must reflect the reading levels of our patrons, even those reading way below grade level. Our student body this year, as of SY24-25 fall overview of the 2023-2024 Polo Park Middle School Report Card is as follows:

5.9% Asian

37.8% Hispanic

15% Black

1% American Indian

4% Mixed Race

37% White

57.9% of our student population is male

42.1% of our student population is female

47% of our students qualify for free and reduced lunch

Our school has earned an A rating since 2001, the first year the school received a school grade.

When looking at our population in terms of patron reading interests and requests, our students most often requested the following: graphic novels, and the genres of fantasy, mystery, and scary/horror. Students often seem unsure of what they like and ask the library media specialist to help them find a good book. This year, we have focused on building our fiction to promote independent reading.

## **School Mission Statement**

Polo Park Middle School will empower our students to attain their maximum potential through partnering with parents and the community to foster the understanding, cooperation, and communication skills necessary for students to become literate, productive citizens.

## **Media Center Mission Statement**

The Polo Park Middle School Library Media Center is committed to providing its patrons with a learning environment that promotes respect, independent thinking, and individuality.

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.

## **Responsibility for Collection Management & Development**

The responsibility for collection management and development depends on input from all stakeholders: the media specialist, administration, teachers, students, parents, and district personnel. This input comes in the form of surveys, presentations, and suggestions.

The library media specialist is on the SAC committee, which is comprised of parents, teachers, administration, and community members. The Polo Park SAC has awarded the library media center grants for initiatives and programs that support curricula and student achievement. The Polo Park library media specialist has also been awarded funding from the PTSA to support the library media program and student achievement.

Students can submit book suggestions that they would like to see in the Polo Park library media center. The library media specialist ensures the books are purchased as long as they have two grade-level, positive, professional reviews and comply with the state legislation, giving stakeholders the required time for review and comments. Students are also involved in decision-making for lunchtime activities.

## Library Program

The overall goal is to create a strong middle school library media program. At Polo Park, we have an open schedule. Teachers can schedule time in the library media center, and students can visit with a pass from their teacher(s). The library media center is open 4 days a week before school starts. Before school, parent-teacher conferences are held in the library media center on Tuesdays.

We have a few incentive programs that utilize the Book Taco reading program. This program was new to our school this year. The first incentive program is our Taco Grande Club, students must read 500,000 words based on Book Taco to qualify. The next is our Taco Supreme Club, students must read 1,000,000 words based on Book Taco to qualify. Students in these “clubs” are invited to author visits and other literacy happenings. The students in these clubs are also recognized with a luncheon at the end of the year. The students in the Taco Grande receive medallions, and those in the Taco Supreme Club receive trophies.

Our third reading incentive is the Ice Cream Extravaganza; to qualify, students must read 3 or more SSYRA (Sunshine State Young Readers Award) books and pass the Book Taco quizzes for those books. Students meeting this criteria were invited to the Ice Cream Extravaganza, which is an ice cream with a choice of 15 toppings, one for each of the 15 books, to create an ice cream sundae.

This year, three classes participated in BOB (Battle of the Books), which uses the SSYRA books. Students formed groups of 4-5; within the group, they chose which books to read and learn. Each student was responsible for reading 3 or more of the SSYRA books. Ultimately, they participated in the district’s online battle. The classes celebrated their efforts with pizza and ice cream.

This year, we were able to host 3 authors at Polo Park. Taryn Souders', author of one of this year's SSYRA books; Stephen Kozan an author and publisher; and Erika Lewis, author of another of this year's SSYRA books. Ms.Souder's visit focused on how and where she gets her ideas and how she does her research. This year, in addition to Ms. Souder's in-person visit, a virtual session with our creative writing class was arranged. During this session, she explained the writing process, how she gets her ideas, and her research methods. During her in-person visit, when she met with the creative writing class, she read aloud and critiqued the students' work. This was a very exciting and memorable experience for those students. We also hosted Stephen Kozan, who will work with and publish a student's work. Erika Lewis worked with students on the writing process during her visit. All students attending an author event received an autographed book.

Our concentration this year was a continued focus on our library lunch activities. We used the lunch period for activities such as First Chapter Fridays, Book Trailers and Popcorn, Blackout Poetry, Book Bingo, birthday bingo, women's history bingo, Black history bingo, and others. We used this time for flowerpot painting, felt craft, and other makerspace and creative activities. Students needed to have a permission slip on file to participate.

Library programming is in part driven by funding. The library media specialist at Polo Park

fundraises and writes grants to fund library media activities and programs. We are very lucky to have a very supportive PTSA that is willing to underwrite author visits and copies of the authors' books for students attending their presentations. This year, the library media specialist looked for community support, contacting businesses to help cover the cost of library programming. A law firm in West Palm Beach sponsored the cost of one of the author visits. Fundraising and grant writing are greatly needed to enhance the library experiences..

## **Goals and Objectives**

The overall goal is to create an outstanding middle school library media program. Two years ago, we began to work on one of our earlier goals: to increase programming in the library media center by implementing lunchtime activities, which we held only during Literacy Week and National Library Month. Although attendance was not great initially, we hoped to grow the program. This year, we continued that program with activities held multiple times during the month. Some of those activities were book bingo, blackout poetry, felt craft, flower pot painting, book trailers, popcorn, and First Chapter Fridays. Our goal is to continue to increase our lunch activities with a growth in attendance. Last year, we decided to add a morning activity. We added a beading, fiber arts, and crafts club, which we plan to continue next year.

Hopefully, FY 26 will allow the library media specialist to see this coming year's goals come to fruition. The vision is to increase programming during lunch hour, including book clubs, makerspace activities, games, and more. The following are long- and short-term goals for the Polo Park Library Media Center; some can be implemented by the collaborative efforts of the library media specialist and teachers; others may require funding to implement them effectively.

### **Goal 1 -**

**To continue building a reading culture and increase circulation** – This is a primary goal, as the more students read, the better they become as readers and learners.

- Continue with the school-wide reading initiative. DEAR
- Invite teachers to bring their students down for book checkout on a scheduled rotation.

### **Goal 2 -**

**Increase participation in library incentive programs, Sunshine State Young Reader Award:**

- Order books in spring to be ready for the start of the school year, both in print and e-book formats.

- Select SSYRA books to be included on our summer reading list.
- Work collaboratively with teachers to encourage students to participate in SSYRA activities.
- Use SSYRA resources to track student reading progress
- Use SSYRA brag tags as incentive rewards

### **Taco Grande Club and Taco Supreme Club –**

It is the hope that these ‘clubs’ will continue, with the use of Book Taco.. Each year, we encourage students to ‘join’ our reading clubs by reading 500,000 words and more; the goal is a million words plus for the Taco Supreme “club” status.

- Schedule ELA orientation for all classes -have a handout about SSYRA, Taco Grande Club, and Taco Supreme Club.
- Send information to the PTSA to disseminate to parents.

### **Goal 3 –**

**Increase the types of programming and the number of state and literacy initiatives taking place in the library media center.**

- Continue with lunchtime activities and expand them to activities being held most weeks.
- Hold an author visit or multiple visits.
- Plan displays and/or programs for Banned Books Week, Children’s Book Week, International Dot Day, Hispanic Heritage Month, Black History Month, Women’s History Month, Jewish American Heritage Month, and Asian American Pacific Islander Heritage Month.
- Share information regarding programming with PTSA to parents via email and social media.

## Budget and Funding

The Polo Park Middle School library media center is supported through various funding sources. The library media center receives an operating budget from the school and allocations in specific funding areas from the State of Florida.

Capital Funds for the Destiny Project for Library Media Centers: a media production studio kit

State Categorical Funds for Library Media Centers: (allotted \$2,795.00)

The library media center's budget is supplemented through SAC, PTSA, book fairs, donations, grants, and fundraising. The library media center usually participates in an annual fundraising field trip that helps support the library media programming.

Since school and state budgets are based on a per-student basis, it is expected that our library media center's operating budget will need to seek additional outside funding sources. This will need to be in the form of additional grants and fundraising. In FY25, the library media specialist received grants from PTSA, SAC, and other school funding sources to support our author visits, year-end reading celebrations, and recognition. Due to these grants, every child attending the author visits received a personalized, autographed book. Budget goals for FY26 and beyond include:

- funding at least one author visit
- funding the Battle of the Books
- funding lunchtime/afterschool/evening literary programs
- funding for attendance at the Library Media (FAME) conference (professional development)

<b><i>School-based Operating Budget</i></b>	<b><i>Budget FY25</i></b>	<b><i>FY26 Projected Budget</i></b>
<i>Account 551100 - Media Supplies</i>	\$797.00	\$ 750.
<i>Account 553420 - Media Subscriptions (Periodicals-Newspapers)</i>	\$500	\$ 500.
<i>Account 561100 - Library Books</i>	\$833	\$ 850.
<i>Account 562230 - Media A/V Equipment</i>	\$500	\$ 500.
<i>Account 564220 - Furn-Fix/Equip</i>	\$0	\$ 0
<b><i>Fundraising/ Grants</i></b>	<b><i>Budget Amount</i></b>	
<i>Media Center Internal Account number for your grant(s) (get this from your bookkeeper)</i>	\$5,153.99	\$ 5,000.
<b><i>State Media Allocation</i></b>	<b><i>Budget Amount</i></b>	
<i>Account 556110 (program 3070) - Media Books</i>	\$2,795	\$2,500.

## Purchasing Plan FY26

Approximate Purchasing Plan	
Purpose	Amount
books	\$ 5,000.
supplies	\$1,000.
STEM	\$ 1,000.
Author fees	\$ 5,000.
programing costs	\$ 3,000.
<b>books for BOB</b>	<b>\$ 2,000.</b>
<b>Total:</b>	<b>\$ 17,000.</b>

## Scope of the Collection

The collection is focused on curriculum and the selection of materials for independent pleasure reading for Polo Park Middle School students. The selection of materials for the collection follows the School District of Palm Beach County guidelines, which in turn are governed by the Department of Education of the State of Florida. All materials selected and collected must be age-appropriate and have two positive reviews from School Library Journal, School Library Connection, Booklist, and other professional review sources.

According to best practices for school libraries in the United States, and [School Board Policy 8.12](#) all collections - print and non-print at Polo Park Middle School are arranged by the Dewey Decimal Classification System. In the fiction section, the books are arranged by Dewey within their respective genre sublocations. District-wide subscriptions to electronic information databases provide additional resources. MackinVia provides our students 24-hour access to reading materials provided by the district and Polo Park. Although we focused on our print collection this year, we will continue supporting MackinVia and our print collection. The district provides access to databases that supplement our non-fiction section, which are also available to students both in school and away.

Through affiliation with the public library system and our inter-library loan policy, the Polo Park Middle School library media center can extend its collection to provide any major resource a patron needs.

Polo Park Middle School is a Pre-Engineering, Pre-IT, and a Dual Language Choice school.

This year, when acquiring books, Spanish language books were added; mostly fiction, as with the growth of the Dual Language program, so has the demand for Spanish language books.. IT and Engineering change rapidly, so books relating to these areas must be updated regularly to stay current.

## **Equipment**

The equipment available for use in our media programs is as follows:

a GBC laminator

a Lexmark CS 510de color printer

an Epson ST- c4100 color printer

an Epson SC - T3170 color poster maker

an Epson SC - T5170 color poster maker

a Hamilton Buhl media production studio kit

The equipment is used only by the media specialist, the media clerk, or our IT person. Teachers may request color printing or lamination; students may request color copies for projects.

## **Collection Development**

Collection development is the process by which quality books, materials, and equipment are added to the library media center. The library media specialist leads the process of collection development with input from students, teachers, parents, and community members. The goal of collection development is to ensure enough books and materials to support the academics at Polo Park; this includes both the students' academic and independent reading and learning needs.

## **Selection and Evaluation Criteria**

The library media center selects and evaluates materials, always keeping in mind our Polo Park community. When selecting materials, the media specialist considers the following:

- Media Center materials reflect sensitivity to the achievements, needs, and rights of men and women, various ethnic groups, and other cultures.
- Media Center materials are selected for a reason. The materials are evaluated according to their aesthetic, literary, and social value, appropriateness to student age, emotional maturity, and relevance to the curriculum.
- The selection of media center materials about political theories and ideologies, religion, public issues, and controversial topics is directed toward maintaining a balanced representation of 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 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 the curriculum course of study. Publication date and Lexile range may also be used as determining factors.

When selecting materials, the library media specialist will ensure that materials have two positive reviews and are recommended for our students' grade level or age. Books recommended for 8<sup>th</sup> grade and higher will be classified with a YA label and shelved in a YA section. All students must have a signed letter on file stating the parent's consent for their child to read from the YA shelves. The media specialist will use reputable, unbiased, professional reviewing sources for selection, including but not limited to: School Library Journal, The Library Connection, BookTalk, Bulletin for the Center for Children's Books, and Kirkus Review.

### **District-Wide "Procedures for Selecting and Developing Library Collections"**

[School Board Policy 8.12](#) sets out the procedures for selecting and developing library collections. These procedures are followed District-wide.

## **District Resources And Services**

The School District Library Media Services supports 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 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 works 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 search and find specific facts efficiently and effectively.

## 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.

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.

			
Items in the Collection 15,129	Items per Student 13.4	Percent of Fiction Titles in the Collection 49	Percent of nonfiction in the collection 38%
Library media resources are curated to include recently published works and classics that rightfully impact the average age of the collection.			
	Average Age of the Collection 2005	Aged Titles 71%	Newer than 5 Years 6%
Library media resources should be representative of the school.		Skills for Lifelong Learning (SLL) library media resources can contribute to character development.	
			
Representative Titles in Collection 42%	Representative Titles Average Age 2005	SLL Titles in Collection 39%	SLL Titles Average Age 2007

## 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	66	2009
Philosophy & Psychology	51	2011
Religion	38	2002
Social Sciences	613	2003
Language	41	2003
Science	1,301	2001
Technology	582	2007
Arts & Recreation	1,267	2007
Literature	355	2001
History & Geography	1,502	2001
Biography	1,237	2003
Easy	N/A	N/A
General Fiction	7,485	2006
Graphic Novels (741.5) See Help document if needed	358	212

## **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**

To maintain a collection, the collection must be analyzed, inventoried, weeded, and new books purchased. As our library has genrefid our fiction section, books must receive genre labels and the sublocations entered into Destiny. We inventory the collection on a three-year rotation as per [Board Policy 8.12](#). Based on inventory and analysis, we can then see what to weed out and also what to focus on as we add to The collection. For FY 25, we inventoried Biography and Non-fiction, FY 26- Fiction, and FY 27 - Non-fiction.

## **Lost or Damaged Library Materials**

We do not charge fees for late materials at Polo Park. Lost/damaged materials are considered on a case-by-case basis, as our goal is to get books into children's hands and to get children reading. We acknowledge [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" and consider that making decisions regarding lost or damaged library books.

## Strategic Focus – Weeding and Acquisitions

School Year	Strategic Focus
FY26	<b>Selection Priorities</b> <ul style="list-style-type: none"> <li>• Priority 1I Fiction by genre and current SSYRA</li> <li>• Priority 2 Non-fiction based on current needs</li> <li>• Priority 3 Biography based on current needs</li> </ul>
	<b>Inventory/ Weeding Priorities</b> <ul style="list-style-type: none"> <li>• Priority 1 Fiction based on number of copies and circulation.</li> <li>• Priority 2 Non-Fiction based on collection analysis</li> <li>• Priority 3 Biography and group biography</li> </ul>
FY27	<b>Selection Priorities</b> <ul style="list-style-type: none"> <li>• Priority 1I Fiction by genre and current SSYRA</li> <li>• Priority 2 Non-fiction based on current needs</li> <li>• Priority 3 Biography based on current needs</li> </ul>
	<b>Inventory/ Weeding Priorities</b> <ul style="list-style-type: none"> <li>• Priority 1 Non-Fiction based on collection analysis</li> <li>• Priority 2 Biography and group biography update</li> <li>• Priority 3 Fiction based on number of copies and circulation</li> <li>• </li> </ul>
FY28	<b>Selection Priorities</b> <ul style="list-style-type: none"> <li>• Priority 1 General Fiction and current SSYRA</li> <li>• Priority 2 Biography update</li> <li>• Priority 3 Non-Fiction update areas based on collection analysis</li> </ul>
	<b>Inventory/ Weeding Priorities</b> <ul style="list-style-type: none"> <li>• Priority 1 Fiction based on number of copies and circulation</li> <li>• Priority 2 Non-Fiction based on collection analysis</li> <li>• Biography</li> </ul>

## Reconsideration of Materials

Polo Park Middle School follows all school district policies and state laws regarding the selection of library media materials. However, if a challenge arises, the library media specialist will follow Board Policy 8.125 on challenged materials. Please see [Board Policy 8.1205](#) (Appendix D) and Specific Material Objection form (Appendix E) concerning book challenges.

## 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.

## **Library Bill of Rights**

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.

II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.

VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

VII. All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; January 29, 2019.

Inclusion of “age” reaffirmed January 23, 1996.

Although the Articles of the *Library Bill of Rights* are unambiguous statements of basic principles that should govern the service of all libraries, questions do arise concerning application of these principles to specific library practices. See the documents designated by the Intellectual Freedom Committee as [Interpretations of the Library Bill of Rights](#).

[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)