



FY26 COLLECTION DEVELOPMENT POLICY



Omni Middle School

FY26 Collection Development Policy

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Educational Media Specialist

Signature Page

Omni Middle School
FY26 Collection Development Policy

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Date Approved by Administration: MAY 07 2025

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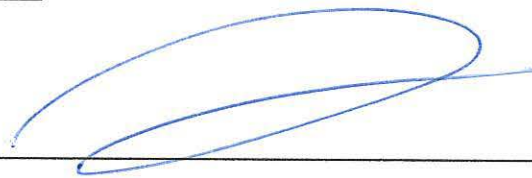


Table of Contents

Purpose of Collection Development Policy.....	1
Background Statement & School Community.....	1-2
School Mission Statement.....	2
Media Center Mission Statement.....	3
Responsibility for Collection Management & Development.....	3
Library Program.....	3
Goals and Objectives.....	3-4
Budget and Funding.....	5
Purchasing Plan FY26.....	6
Scope of the Collection.....	6
Equipment.....	7
Collection Development.....	7-8
Selection and Evaluation Criteria.....	8
District-Wide "Procedures for Selecting and Developing Library Collections".....	8
District Resources And Services.....	8
Collection Analysis.....	9
Collection Analysis By Category.....	10
Gifts and Donations.....	10
Collection Maintenance.....	10-11
Lost or Damaged Library Materials.....	11
Strategic Focus – Weeding and Acquisitions.....	12
Reconsideration of Materials.....	12
Annual Evaluation and Revision of CDP.....	12
Appendices.....	13
A: Library Bill of Rights.....	13
B: Intellectual Freedom Statement.....	13
C: Policy 8.12 - Selection of Library Media Center Materials, Classroom Library Materials, and Reading List Materials.....	13
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.....	13
E: Specific Material Objection Form.....	13

Purpose of Collection Development Policy

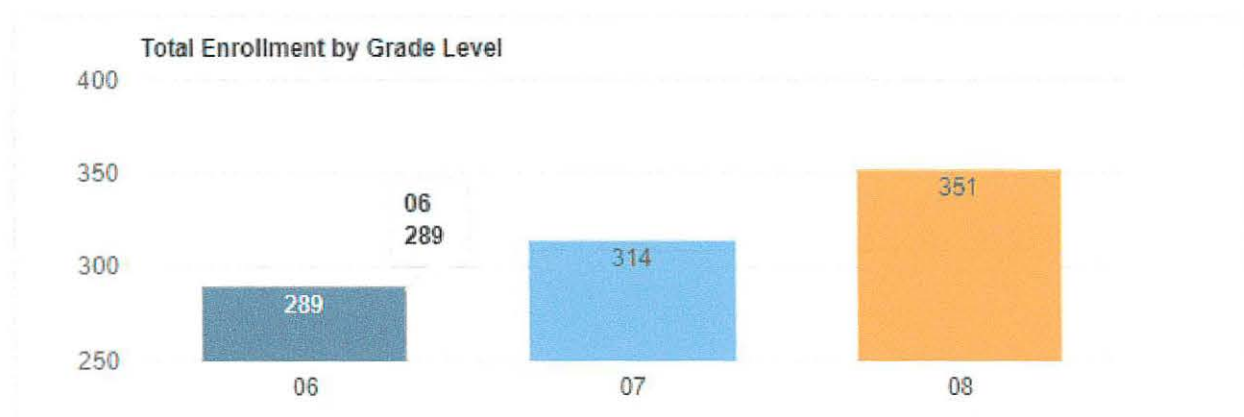
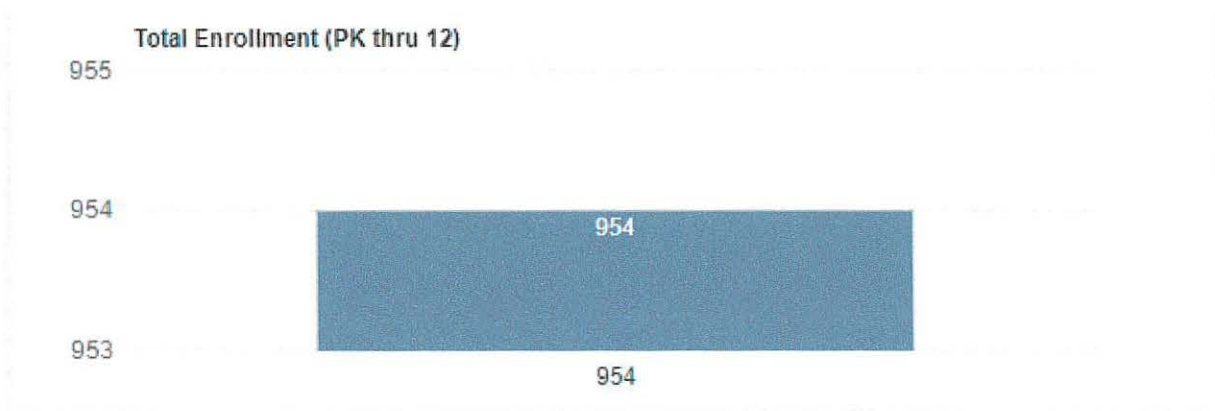
The Collection Development Policy is designed to support the Library's Mission statement and serves as a guide for the selection, acquisition, maintenance, and retention of materials by establishing roles, responsibilities, and a process for addressing library user concerns.

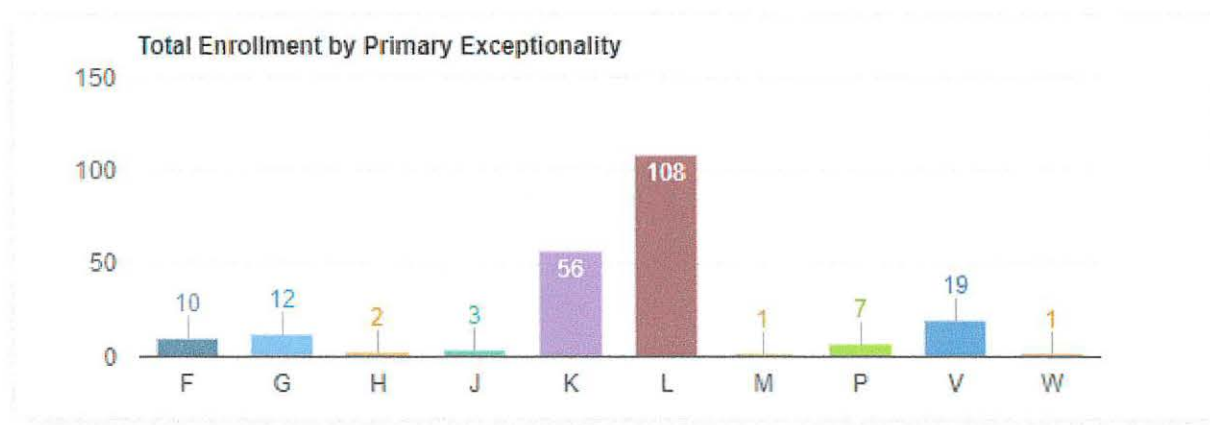
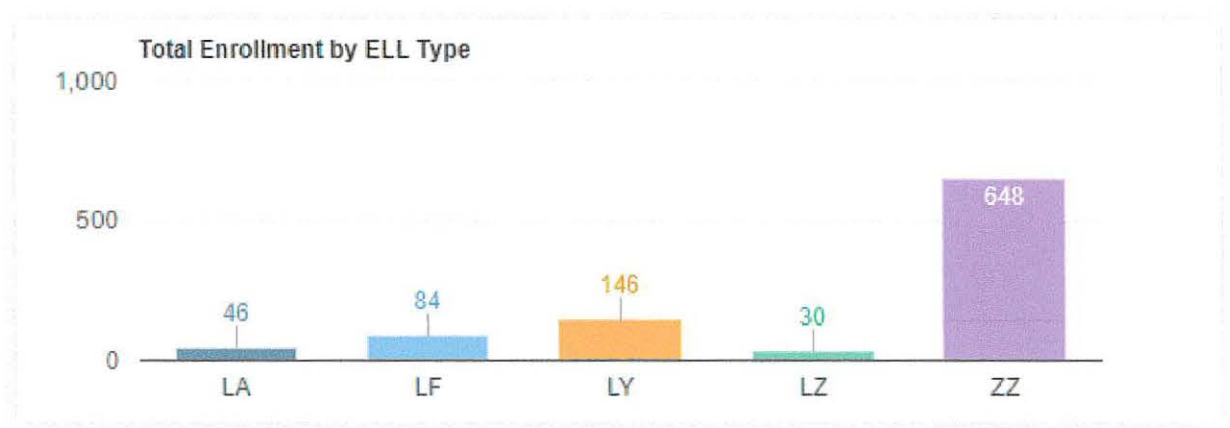
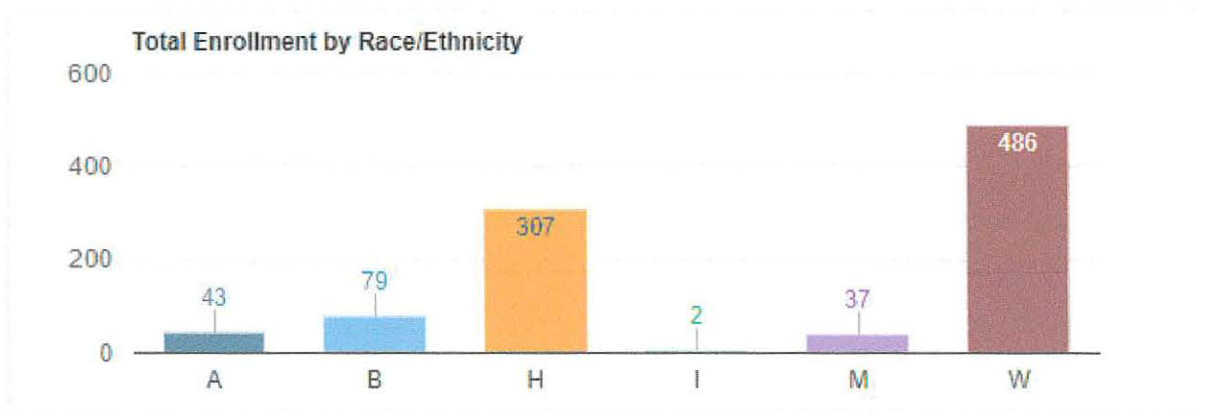
As our student population changes, the media center at Omni Middle School reassesses and adapts its collections to reflect new and differing areas of interest and concern. The collection development policy is annually evaluated and revised as necessary to provide guidance for implementing changes in the collection.

Background Statement & School Community

The community served by the Omni Middle School Library Media Center consists of students in grades 6 through 8, in addition to the school's faculty and staff. Omni Middle School offers several specialized programs, including a Biomedical program, Industry Certification opportunities, a Holocaust Honors program, foreign language courses and advanced mathematics courses such as Algebra and Geometry. These programs and the diverse academic needs of the students and faculty influence the library's collection development and purchasing decisions.

Omni Middle School serves a diverse student population as represented in the bar graphs below.





School Mission Statement

Omni Middle is committed to providing a world-class education with excellence and equity to empower each student to reach his or her highest potential with the most effective staff to foster the knowledge, skills, and ethics required for responsible citizenship and productive careers.

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:

- Provides and promotes extensive use of resources that are designed to meet the varying needs of learners in all areas of the curriculum;
- Provides a learning environment which promotes inquiry;
- Stimulates intellectual curiosity;
- Encourages pleasure reading,
- Develops diverse interests for the enjoyment of lifelong learning, and;
- Provides and promotes instruction to prepare students to become independent users of libraries and information resources.

Responsibility for Collection Management & Development

Collection development and management refers to the process of building and maintaining the library's entire materials collection, in varied formats so that they are available to every student at the time of need to support and enrich the student's educational experience. The Library Media Specialist, Ms. Kaitlin Rivas, is responsible for the collection management and its development. The acquisition and maintenance of the Library Media Center materials collection is a primary function of the library media staff.

The media specialist proactively seeks input from administration through meetings, from faculty via curriculum collaboration, and from students using surveys, all to ensure the library media program effectively serves the diverse needs of the entire educational community and supports the school's mission.

Library Program

Foremost among national standards for school library media center programs is the need to work collaboratively with teachers to facilitate lesson plans that integrate into classroom learning. At Omni Middle School, the library media specialist works with the classroom teacher to support classroom learning. The library is open throughout each day that students are in attendance to ensure equitable access for all students to library media resources.

Goals and Objectives

GOAL #1: Continue to increase the average age of the publication date of our library collection.

1. Purchase new titles of fiction and nonfiction, including award winning titles and student/teacher requests.
2. To weed and replace outdated materials.

GOAL #2: To provide effective and relevant media to meet the needs of students at a variety of learning levels and increase the number of books in the collection that supports each subject area's curriculum.

1. Purchase high-quality age appropriate titles.
2. Purchase high-interest, low-leveled books to support the lowest 25% in both reading and math.
3. Collaborate with faculty and staff.
4. Purchase books catered to our ELL student population based on data review.
5. Continue to add to the multicultural titles.

GOAL #3: Continue to promote inclusion in the collection and as a safe space for all users.

1. Continue to add to the multicultural titles.
2. Ensure diverse points of view and characters are included in every genre.
Purchase titles additional as needed.
3. Ensure book displays include diverse characters and points of view. Increase underrepresented populations.
4. Purchase books catered to our ELL student population based on data review.

Budget and Funding

The Omni Middle School Library Media Center is supported by an annual School Based Operating budget, State Categorical Funds for Library Media Centers (3070), and Capital Funds for the Destiny Project for Library Media Centers (8430). FY25 figures are expected to be similar to FY24. The library media center's budget is supplemented by fundraising, donations, SAC, and PTSA.

School-based Operating Budget	Budget FY25	FY26 Projected Budget
Account 551100 - Media Supplies	\$667	\$667
Account 553420 - Media Subscriptions (Periodicals-Newspapers)	\$365	\$365
Account 561100 - Library Books	\$792	\$792
Account 562230 - Media A/V Equipment	\$495	\$495
Account 564220 - Furn-Fix/Equip	\$188	\$188
Fundraising/ Grants	Budget Amount \$1535	\$1535
Media Center Internal Account number for your grant(s) (get this from your bookkeeper)	\$3754	\$3754
State Media Allocation Account 561100 (program 3070) - Media Books	Budget Amount \$2363	\$2363

Purchasing Plan FY26

Approximate Purchasing Plan	
Purpose	Amount
Supplies	\$1000
Books (library)	\$3155
Books (professional library)	\$715
Total	\$4870

Scope of the Collection

The collection development is focused on the curriculum of Omni Middle 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. 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 Omni Middle School is arranged by the Dewey Decimal Classification System. Additional resources are provided by district-wide subscriptions to electronic information databases.

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.

Collection mapping is the process of examining the quantity and quality of the 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 re: Titlewise. This can provide information for maintenance, purchasing, and long-range planning.

Omni Middle School uses the Destiny Library Manager system to check out materials. Formats which are included in the collection are print books and ebooks. Users also have 24/7 access to District-provided databases such as GALE Researcher, SIRS Researcher, and SIRS Discoverer via the district portal.

Equipment

Equipment available for use for teachers/ staff include a computer lab, a laminating machine, five copy machines, two computers, a SMARTboard, two microphones, and two phones. The media workroom includes automatic hole punchers, two scantron machines, and two paper cutters.

Collection Development

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 a statement of the principles and guidelines used by the Omni Middle 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.

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 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:

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

This goal supports the information needs of students defined by the mission and goals of the:

- School District of Palm Beach County;
 - ALA / AASL Standards for the 21st Century Learner
- The Library Media Center recognizes its

responsibility to respond to the reading, reference and research needs of the student body and faculty in an age of information abundance. The electronic catalog of resources for the school and the district is maintained by the Department of K-12 Instructional Materials and Library Media Services and is available at all times to students, faculty and parents.

The library is expected to be 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. Interlibrary loans are available through district membership.

Selection and Evaluation Criteria

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

Omni Middle School's Library Media Center selects resources using reputable reviews (Booklist, Horn Book, Kirkus, SLJ), prioritizing educational value, curriculum relevance, and age-appropriateness. We aim for a balanced collection reflecting diverse perspectives and the needs of all students and staff. Materials are evaluated holistically for quality, literary merit, and social significance, without bias. We actively seek diverse materials representing our student body's backgrounds and interests, utilizing professional standards and review sources to ensure a high-quality, inclusive collection. Access to a wider range of materials is also available through interlibrary loans within the Palm Beach County School District.

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:

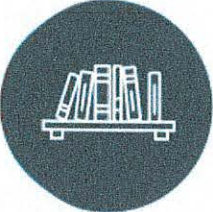

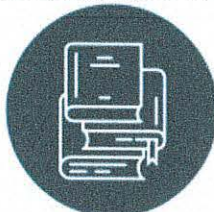





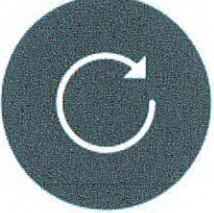

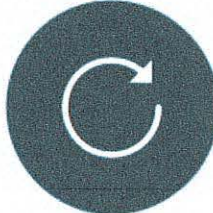
- Maintaining a professional library collection to assist with recertification and knowledge acquisition on education-related topics;
- Managing the online catalog, including the library inventory and circulation software;
- Selecting and making accessible online information databases for reference and 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.

			
10,255 Items in the Collection	10.6 Items per Student	55% Fiction Titles in the Collection	34 % 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.			
	2003 Average Age of the Collection	63% Aged Titles	6% 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.	
			
4,520% Representative Titles in Collection	2004 Representative Titles Average Age	4,476 SLL Titles in Collection	2007 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	34	2006
Philosophy & Psychology	46	2001
Religion	24	1996
Social Sciences	529	1998
Language	22	1994
Science	396	2007
Technology	221	2010
Arts & Recreation	560	2012
Literature	169	2000
History & Geography	1,465	1995
Biography	898	1996
Easy	41	1998
General Fiction	5,630	2005
Graphic Novels	239	2016.6

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

[In this section reference that Inventory will be completed on a three-year rotation as per [Board Policy 8.12 \(8\)](#).

Per [Board Policy 8.12 \(8\)](#) materials stored in the library media center must be inventoried annually. To facilitate the circulation and inventory process, Destiny Library Manager software has been made available to all schools.

Omni Middle School typically inventories 1/3 of its collection each year on a rotational cycle:

- Year 1 Bibliographies (SY25)
- Year 2 Non-Fiction (SY26)
- Year 3 Fiction (SY27)

Additionally, 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. The Library Media Specialist is responsible for the re-evaluation 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/>.

Lost or Damaged Library Materials

While the school library media center at Omni Middle School works to eliminate barriers that inhibit students from accessing and using reading, reference, and research materials, the responsibilities of students, parents and teachers for lost or damaged materials. Students, parents and teachers are held accountable for lost or damaged material as outlined in [School Board Policy 2.21B\(9\)](#).

Strategic Focus – Weeding and Acquisitions

School Year	Strategic Focus
FY26	Selection Priorities <ul style="list-style-type: none"> • Systems Data/ Computer Programs • General Fiction • Professional Library
	Inventory/ Weeding Priorities <ul style="list-style-type: none"> • Systems Data/Computer Programs • Geography, Maps, Atlases • Social Problems and Services
FY27	Selection Priorities <ul style="list-style-type: none"> • General Fiction • General Customs • Language (91)
	Inventory/ Weeding Priorities <ul style="list-style-type: none"> • Commerce, Communications and Transportation • Education • Geography, Maps, Atlases
FY28	Selection Priorities <ul style="list-style-type: none"> • Technology (09) • Computer Science, Information and General Works (04) • General Fiction (05)
	Inventory/Weeding Priorities <ul style="list-style-type: none"> • Systems Data/ Computer Programs • Geography, Maps, Atlases • Life Sciences/Biology

Reconsideration of Materials

In the event of a challenge by a citizen of Palm Beach County, SDPBC 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 may be utilized. The Library Media Specialist will follow the procedures outlined in [Board Policy 8.1205](#). This policy and the Specific Material Objection form are linked in the appendices of this document.

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

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[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)