



Tradewinds Middle School FY26 Collection Development Policy

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Signature Page

Tradewinds Middle School
FY26 Collection Development Policy

Date Approved by Administration: 5/29/25

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Purpose of Collection Development Policy

The purpose of Tradewinds Middle School's Collection Development Policy is to ensure that our students have access to high quality, relevant print and digital resources which support our mission to foster students' academic, emotional, and social success, as well as the county's mission to educate, affirm, and inspire all students. Moreover, we maintain a wide selection of accessible, high-interest, culturally diverse materials

Background Statement & School Community

Languages Spoken

group	Total #	English	French	Haitian Creole	Kanjobal	Mam	Portuguese	Spanish	Bengali, Bengla	Albanian	Dutch, Netherlands	Chinese	Quiche
6th grade female	123	59	1	16	2	1	0	43	0	0	0	0	0
6th grade male	107	46	0	17	1	0	0	45	0	0	0	0	0
7th grade female	132	69	0	19	0	1	1	41	1	0	0	0	0
7th grade male	113	44	0	22	0	0	0	45	1	0	0	0	0
8th grade female	152	52	0	30	0	0	1	67	0	1	1	0	0
8th grade male	146	61	0	33	0	1	0	49	1	0	0	1	1

Race

group	White	Asian	Indigenous or Alaska Native	Native Hawaiian or Pacific Islander	Black or African American
6th grade female	59	3	10	1	47
6th grade male	49	2	10	0	41
7th grade female	43	3	18	1	66
7th grade male	39	3	17	0	56
8th grade female	54	3	28	2	62
8th grade male	57	6	12	1	73

Advanced International Certificate of Education (AICE) – The AICE Program is an International Pre-University Preparation Program, part of the Cambridge Assessment Group. AICE courses are among the highest level and most rigorous available. Our students are exposed to complex topics and learn more about concepts and the thinking process on how to address multiple perspectives and different arguments by supporting their viewpoints and arguments with texts and evidence.

Advancement Via Individual Determination (AVID) - Students enrolled in the program have the opportunity to develop academic skills in reading, writing, and critical thinking that build organizational skills, time management, and goal setting that can prepare them for college and or career ready upon high school graduation.

Pre-Culinary Arts - This preparatory program is designed to prepare students for entry into high school culinary arts career academies and/or related fields of study. Students receive consumer-level skills and begin the

exploration of the culinary field as well as related occupations. Areas of study include nutrition, safety and sanitation, culinary terminology, small and large equipment usage, and food preparation needed in the workforce. Opportunities to learn front and back-of-the-house operations through entrepreneurship activities are also built into the curriculum.

Pre-Teacher Education – This academy is a preparatory program for students interested in any career that deals with children and child care. Career study includes vocations such as child psychologist, social worker, pediatrician, pediatric nurse, teacher, children’s author, child nutritionist, and pediatric dentist. Some areas of study include child development, early childhood nutrition, health and safety, communication, interpersonal skills, leadership, career development, child abuse and neglect, fetal alcohol syndrome, and pre-natal/infant brain development. There are opportunities to receive certification in infant/child CPR, First Aid, and AED, as well as babysitting.

School Mission Statement

The staff at Tradewinds Middle School is committed to providing a safe, positive, and inclusive learning environment that fosters students’ academic, emotional, and social success. Through effective teamwork, high expectations, and character development, administration, teachers, parents, and community members will provide ALL students access to rigorous and equitable learning opportunities while preparing middle school students for the transition to high school and beyond.

Media Center Mission Statement

Our mission is to provide students and teachers with access to high quality, up-to-date print and digital resources that support students’ academic, emotional, and social success as we nurture responsible, global citizens. The Media Center seeks to engage with all students on their path to becoming confident, educated, empathetic, problem-solvers with a lifelong love of reading.

Responsibility for Collection Management & Development

The Media Specialist is responsible for collection management and development; however, the principal is responsible for ensuring that selection of materials is in compliance with district procedures. With that in mind, all stakeholders are encouraged to give input into our collection development.

We use a variety of methods, including the following, to guide our selections.

- Establishing expectations with administration early to achieve maximum buy-in.
- Inviting each faculty member to suggest fiction and/or nonfiction material to support their lessons.
- Incentivizing time for each department to evaluate current holdings.
- Providing a suggestion box with paper and pencils for students to request books. If we end up ordering the book, the student who suggested it will get to read it first!
- Putting a “Media Center” tile on each student’s portal so they can contact the Media Specialist directly to find out if a specific item is available or to request items to be printed.
- Having 1 parent night per quarter to discuss updates, hold a “Read Aloud,” showcase specific genre, allow smaller siblings to read outloud to a middle school volunteer, etc

Library Program

The library program will provide access to all students through a consistent, rotating schedule. Students will learn how to navigate the library in search of a specific book, author, or topic, as well as how to browse by area(s) interest. Additionally, the library program will serve as a resource for students seeking assistance with academic concerns, such as exploring and applying for choice programs, tracking their quality points, and assisting with verifying eligibility for special programs. The library will also serve as a resource for district-supported assistance information, such as 211 and how to access free or reduced medical assistance.

Goals and Objectives

Goal #1: Give every student a Media Center tour by the end of month 1.

- Schedule through social studies
- Provide a Reading Interest Questionnaire
- Offer incentives to students who return their Questionnaire to the Media Center within 2 school days

Goal #2: Check out a book to every student by the end of quarter 1.

- Schedule through social studies
- Use the Reading Interest Questionnaires to pull books ahead of time

Goal #3: Have a minimum of 20 adults attend the Media Center's first Family Night. (October?)

- Select date and format
- Incentivize
- Promote

Budget and Funding

<i>School-based Operating Budget</i>	<i>Budget FY25</i>	<i>FY26 Projected Budget</i>
<i>Account 551100 - Media Supplies</i>	1447.18	<i>Per admin,</i>
<i>Account 553420 - Media Subscriptions (Periodicals-Newspapers)</i>	0	<i>budget items</i>
<i>Account 561100 - Library Books</i>	0	<i>are TBD with</i>
<i>Account 562230 - Media A/V Equipment</i>	0	<i>incoming</i>
<i>Account 564220 - Furn-Fix/Equip</i>	0	<i>Media Specialist</i>
<i>Fundraising/ Grants</i>	<i>Budget Amount</i>	
<i>Media Center Internal Account number for your grant(s) (get this from your bookkeeper)</i>	\$124.60	
<i>State Media Allocation</i>	<i>Budget Amount</i>	
<i>Account 561100 (program 3070) - Media Books</i>	2100	

Purchasing Plan FY26

Approximate Purchasing Plan	
Purpose	Amount
supplies	Per admin,
books	budget will be
subscriptions	determined when
	meeting with the
	incoming Media
	Specialist
Total:	\$

Scope of the Collection

The Library Media Center houses our collection of fiction, non-fiction, graphic novels, reference books, English language magazines, and Spanish language magazines for pleasure reading as well as research. Books are classified according to the Dewey Decimal System, with signage that clearly directs students to the different areas.

Through their student portals, students have access to Mackinvia electronically, which is mostly used for pleasure reading, but which also contains access to non-fiction resources like certain GALE and World Book sources.

Students also have digital access to SIRS Discoverer and SIRS Researcher, along with the GALE databases, which provide up-to-date, relevant information on a variety of topics, including STEM, global issues, and opposing viewpoints to help students broaden their perspectives, conduct research, and practice critical thinking.

Per school board policy 8.12, our collection serves to provide material for students' personal enjoyment, to support our standards-based curriculum, and to provide access to material that enriches their understanding of the world around them

Equipment

Students primarily use their Chromebooks in the Media Center. We do have headphones available for students, and we disinfect them after each use. Students have access to a black and white and color printer. Additionally, we house 3 full Chromebook carts for testing. Teachers also have access to both printers, as well as 3 copy machines, a laminator, and a poster maker. At one time, there was a tv production studio attached to the media center, but it's not currently in use.

Collection Development

TMS's process for Collection Development is dedicated to providing diverse materials to engage and inform our stakeholders through consistently evaluating our holdings and reviewing input from our stakeholders.

Selection and Evaluation Criteria

Board policy dictates that our collection be governed by three principles:

- Material must be accessible and suited to the diverse needs of our students
- Material must be suitable for the students' grade and age level
- Material must not violate 847.012, F.S.

Guided by those principles, our collection reflects the diverse racial, ethnic, socioeconomic, and cultural diversity *and* interests of our students with relevant fiction, nonfiction, print, and digital media. Special consideration is taken to provide material that supports the academic curriculum at TMS and that has been recommended through established academic trade journals and collegial collaboration.

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.



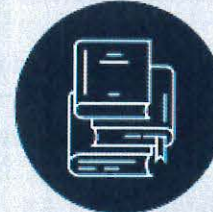







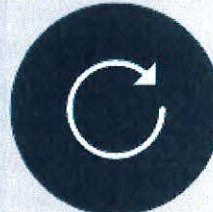
District Resources And Services : The School District Library Media Services provides support to school library media center personnel and establishes uniform policies and procedures for school library media centers throughout the District. These services include, but are not limited to:

- 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 in collaboration 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. **School Board Policy 8.12** sets out the procedures for selecting and developing library collections, which are followed District-wide.

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.

			
7983 Items in the Collection	8.6 Items per Student	35% Fiction Titles in the Collection	35% 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.			
	2005 Average Age of the Collection	69% Aged Titles	8% 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.	
			
41% Representative Titles in Collection	2007 Representative Titles Average Age	33% SLL Titles in Collection	2009 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	18	2007
Philosophy & Psychology	34	2007
Religion	53	2003
Social Sciences	365	2005
Language	11	2004
Science	735	2003
Technology	355	2004
Arts & Recreation	328	2008
Literature	145	2004
History & Geography	775	2003
Biography	860	2004
Easy	20	1993
General Fiction	2322	2008
Graphic Novels	264	year

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 compliance with Board Policy 8.12, our collection is evaluated and updated annually, with inventory taking place on a three-year rotational basis. Because I won't be returning for the FY26 school year, I inventoried the entire media center this month so the incoming media specialist has a clear picture of our collection. Additionally, I weeded over 1100 books. Next year (FY26), the inventory focus should be on reference material and nonfiction. In FY27, the inventory should focus on books in students' native language. In FY28, I would recommend returning to fiction to keep the collection current.

Currently, the media center *mostly* adheres to the Dewey Decimal system of organization; however, I have separated three categories that are requested the most: graphic novels, manga, and books in Spanish.

Lost or Damaged Library Materials

When I became the media specialist last school year, the inventory was pretty askew; therefore, we did not charge fees for overdue or damaged books. Now that the entire media center has been inventoried, I was able to clean up and reconcile the obligation list. Beginning next year (FY26), students will be charged only if their library book isn't returned or renewed within **3 weeks**. For library books that are lost or damaged beyond use, we will follow School Board Policy 2.21B(9), which states, "If a student loses or damages... library books...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">● Reference books and nonfiction to support STEM● Relevant biographies
	Inventory/Weeding Priorities <ul style="list-style-type: none">● Outdated reference books and nonfiction● Biographies of 90's and 2000's pop stars and wrestlers
FY27	Selection Priorities <ul style="list-style-type: none">● Books in Spanish● Books in Creole
	Inventory/Weeding Priorities <ul style="list-style-type: none">● Our current collection of books in students' native language
FY28	Selection Priorities <ul style="list-style-type: none">● Newly released popular fiction● Adding to or completing book series
	Inventory/Weeding Priorities <ul style="list-style-type: none">● Outdated novels● Novels in disrepair

Reconsideration of Materials

Board Policy 8.12 (Appendix C) governs the criteria for Selection of Library Media Center Materials and includes a mandatory training for all Media Specialists. TMS recognizes the importance of adhering to Board Policy and is compliant in training the Media Specialist. not only in the selection and maintenance of our Collection, but also in following Board Policy 8.1205 (Appendix D), which outlines the "Objection Procedures" in the event that a stakeholder challenges any material (Appendix E).

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)

