



Western Pines

FY26 Collection Development Policy

Laura Cruz

Educational Media Specialist

Signature Page

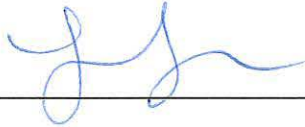
Western Pines

FY26 Collection Development Policy

Date Approved by Administration: **5/9/25**

Media Specialist Name: Laura Cruz

Media Specialist Signature: _____



Principal Name: Philip Preddy

Principal Signature: _____

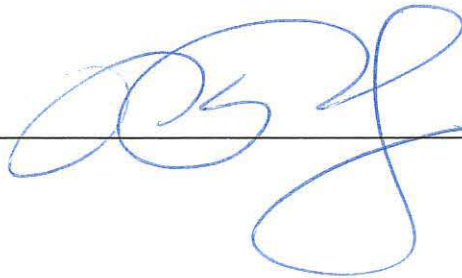


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Purpose of Collection Development Policy

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 Western Pines 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

Western Pines Middle School is made up of over 1088 students. The school is 42% White, 12% Black, 37% Hispanic, and 5% Asian. The school is 57% male and 43% female. 44% of our students receive free and reduced lunch. 6% of our population consists of ELL students. We do have a Pre-IT Academy, and Pre-Med Academy, and a Graphic Arts Academy as well.

School Mission Statement

Western Pines Community School's high expectations are designed to nurture and develop our students into literate, ethical, self-motivated, productive, problem-solvers equipped for the challenges of the 21 Century.

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.

Responsibility for Collection Management & Development

The collection management and development of the Library Media Center is the responsibility of the certified Library Media Specialist. In addition, input from the school's principal along with our Instructional Literacy Team helps guide instruction, materials, and programs in the media center. Students have the opportunities to share suggestions through Google Classrooms created for the media center and when they visit the library media center. District stakeholders also have the opportunity to view and comment on materials being ordered for the library media center.

Library Program

The library is open throughout each day that students are in attendance to ensure equitable access for all students to library media resources. The school administration and faculty are aware that recent research documents improvement in student learning gains when the library media center is available to the student at the point of need. At WPMS the library media center is open before school at 8:30 am, after school every day until 4:15 pm, and throughout the school day. The media center is also open during lunches. During those times, students are free to check out books. Students may also visit during classes with passes or on class visits.

Goals and Objectives

Goal 1: To continue to increase the number of books in the collection that supports each subject area's curriculum.

Objective 1: To obtain materials that support the district and state standards.

Objective 2: To weed nonfiction materials based upon the significance to the reader, focusing on items which have never been or not circulated frequently.

Objective 3: To continue to cultivate nonfiction materials. Surveys will be done with teachers to supplement with new, time and age appropriate materials.

Goal 2: To support Western Pines to deliver effective and relevant instruction to meet the needs of all students.

Objective 1: To purchase high-quality age appropriate titles.

Objective 2: To purchase high interest, low-leveled books to support the lowest 25% in both reading and math.

Objective 3: To increase classroom visits and circulation days beginning with the sixth grade teachers.

Objective 4: Collaborate with the Reading Teachers to form a program that the efforts of their students (breakfast celebrations with guest readers, celebrating students who grow five or more levels in Reading Plus).

Objective 5: Collaborate with the faculty and Literacy Committee on a regular basis.

Objective 6: Continue with student incentives, contests and rewards for participation in the Reading Plus and Million Word programs or Outstanding Progress in Reading Plus.

Objective 7: Support students and teachers in school-wide Reading Plus initiative; monitoring and assisting students in the program (including an incentive with Battle of the Books).

Goal 3: To support Western Pines to increase opportunities for science, technology, engineering and mathematics enrichment for students.

Objective: To purchase updated titles in science, technology, engineering and mathematics.

Budget and Funding

The LMC is given a school-based operating budget at the beginning of every school year. The school administration uses a formula to distribute the appropriated funds. 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>\$716</i>	<i>\$750</i>
<i>Account 553420 - Media Subscriptions (Periodicals-Newspapers)</i>	<i>\$476</i>	<i>\$475</i>
<i>Account 561100 - Library Books</i>	<i>\$793</i>	<i>\$750</i>
<i>Account 562230 - Media A/V Equipment</i>	<i>\$476</i>	<i>\$475</i>
<i>Account 564220 - Furn-Fix/Equip</i>	<i>\$0</i>	<i>\$0</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>	<i>\$0</i>	<i>\$0</i>
<i>State Media Allocation</i>	<i>Budget Amount</i>	
<i>Account 561100 (program 3070) - Media Books</i>	<i>\$2,738</i>	<i>\$3,000</i>

Purchasing Plan FY26

Approximate Purchasing Plan	
Purpose	Amount
books	\$3,500
supplies	\$500
STEM	\$750
Total:	\$4,750

Scope of the Collection

The collection development is focused on the curriculum of WPMS, 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 WPMS 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. 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.

The collection is made up of print resources, Audio CDs, ebooks, and electronic databases. The nonfiction print collection in the media center continues to grow to support academic titles for our teachers, engaging books for our low 25%, and STEAM materials for programs at school.

Materials will support both curriculum and pleasure reading as per School Board Policy 8.12 (see Section 2 d) and also that per District policy, the collection will be arranged in standard Dewey order (see Section 5 Management of Library Media Instructional Materials]

Equipment

We are equipped with a poster printer for teachers to use through our ITSA. We have two SMART Panels for meetings and teacher instruction. We are also now the proud owners of two Marty the Robots.

Collection Development

The Collection Development is the process of providing quality materials and equipment for the library media center. As addressed in the goals for the school year, the collection development goals will ensure the media center collection has information sources in adequate quantity and variety to support student's academic and personal interest needs. These needs will continue to be discussed with Literacy Team, teachers, students, and parents.

Selection and Evaluation Criteria

Materials for use at Western Pines shall be carefully selected. A choice of materials that support the instructional program and promote reading shall be available to students and professional staff to allow for varying achievement levels, interests, and teaching/learning styles. The materials at Western Pines are evaluated according to their aesthetic, literary and social value, appropriateness to student age and emotional maturity and relevance to the curriculum. The Media Center materials at Western Pines reflect sensitivity to the achievements, needs, and rights of men and women, various ethnic groups, and other cultures. The selection of materials about political theories and ideologies, religion, public issues and controversial topics is directed toward maintaining a balanced representation with various opinions. When selecting materials at Western Pines, 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 that are 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 curriculum course of study. To help with the selection process, the Library Media Specialist at Western Pines will consult other reputable, unbiased, professional reviewing sources that include –

- BookTalk
- BookReport
- Bulletin for the Center for Children's Books
- Kirkus Reviews
- Junior High School Library Catalog
- Senior High School Library Catalog
- Books for Secondary School Libraries
- Online-Offline
- Book Links
- T.H.E. Journal
- Booklist
- School Library Journal
- Children's Book Council: Notable Social Studies and Science Trade Books for Students K-12

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

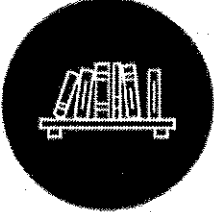

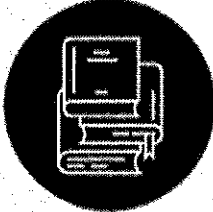

The School District Library Media Services Department supports school-based library media center personnel and establishes uniform policies and procedures for school library media centers throughout the District. These services include, but are not limited to:


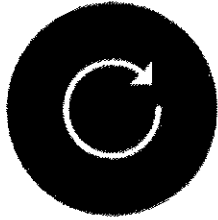

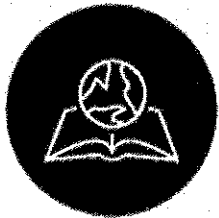
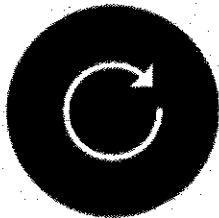

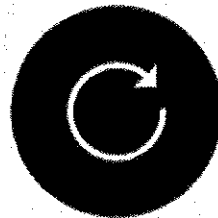
- Maintaining a professional library collection to assist with recertification and knowledge acquisition on education-related topics;
- Managing the online catalog, including the library inventory and circulation software;
- Selecting and making accessible online information databases for reference and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

			
8,649 Items in the Collection	16.9 Items per Student	68% Fiction Titles in the Collection	25 % 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	53% Aged Titles	12% 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.	
			
43% Representative Titles in Collection	2007 Representative Titles Average Age	52% 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)
Computer Science, Information & General Works	74	2005
Philosophy & Psychology	58	2004
Religion	15	1997
Social Sciences	300	2005
Language	29	1992
Science	346	2003
Technology	291	2004
Arts & Recreation	681	2012

Literature	89	2002
History & Geography	248	2001
Biography	273	2004
Easy	108	1998
General Fiction	5,886	2007
Graphic Novels	409	2016

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

Per Florida Statute governing Instructional Materials, instructional material 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. Western Pines Middle School typically inventories part of its collection each year on a rotational basis, every 3 years. 2025 - Nonfiction, 2026 - Biographies, 2027 - Fiction

Fiction books have been marked with genre stickers. It is the goal by the end of the school year to move the fiction books to be shelved by genre.

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 discarding of ineffective items. Teachers, administration and the school library media advisory committee assist in 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.

Lost or Damaged Library Materials

While we do not charge late fees at Western Pines Middle School, in accordance with 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." Starting with the current 8th grade class in 2024, if these obligations are not cleared before going to high school, they will follow them until they are cleared.

Strategic Focus – Weeding and Acquisitions

School Year	Strategic Focus
FY26	Selection Priorities <ul style="list-style-type: none"> • Updated Fiction that meets the diverse needs of my learners. • Age accurate Technology • Age accurate Science
	Inventory/ Weeding Priorities <ul style="list-style-type: none"> • Technology • Science • Biographies
FY27	Selection Priorities <ul style="list-style-type: none"> • Updated Fiction that meets the diverse needs of my learners. • Updated materials to support the diverse learner in nonfiction areas • Updated SLL materials
	Inventory/ Weeding Priorities <ul style="list-style-type: none"> • Science • Technology

	<ul style="list-style-type: none"> • Social Sciences
FY28	Selection Priorities <ul style="list-style-type: none"> • Updated Fiction that meets the diverse needs of my learners. • Updated Science that helps support my low 25% and is more age accurate • Updated History and Geography that is more age accurate
	Inventory/ Weeding Priorities <ul style="list-style-type: none"> • Technology • Science • History and Geography

Reconsideration of Materials

Materials considered for the Library Media Center are placed under stakeholder review for two weeks. Any materials that are challenged will follow Board Policy 8.1205.

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)