

## **Woodlands Middle School**

### **FY26 Collection Development Policy**

***Stephanie Feig***

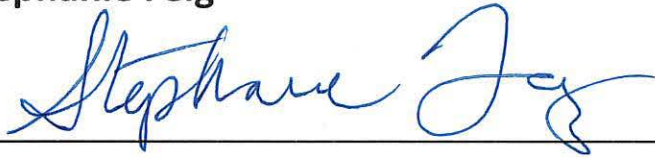
Certified Educational Media Specialist (MLIS)

**Woodlands Middle School**  
**FY26 Collection Development Policy**

Date Approved by Administration: April 8, 2025

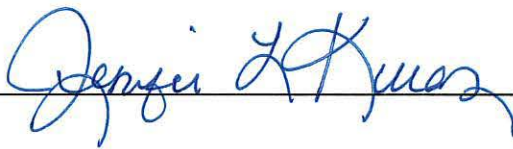
**Media Specialist Name: Stephanie Feig**

**Media Specialist Signature:** \_\_\_\_\_



**Principal Name: Jennifer Kuras**

**Principal Signature:** \_\_\_\_\_



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## **Purpose of Collection Development Policy**

In order to carry out the mission of the school and the library media center at Woodlands Middle School, the personnel will develop and maintain collections that meet the needs of a growing diverse school population. SDPBC Policy 8.12 (6.a) stipulates “Each school shall, in conjunction with the “Library Bill of Rights”) 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 Woodlands 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, staff and students and other interested stockholders of the school community. This document is fluid. Changes in the curriculum, demographics, information needs or programs of the school will mandate updates to the collection and its governing policies.

## **Background Statement & School Community**

### **School Community Profile/ Identification of Users**

The users of Woodlands Middle School Library Media Center come from grades 6th through 8th in addition to the faculty, staff and parents of that community of users. According to the Gold Report, Woodlands Middle School has a culturally and ethnically diverse student population representing different economic backgrounds. In addition, the Woodlands Middle School Library Media Center supports the unique curricular needs of the ESE and ESOL. Woodlands has four academies and an AVID program. Cambridge, Pre-Culinary, Pre-Information Technology, and Pre-Medical. [Pre-Medical is in-house, available only for students residing in our attendance boundaries]. In 2022-2023. Woodlands started implementing the RCA House System, designed to celebrate student efforts through a process that builds character, empowers academic excellence, fosters school spirit, enhances relationships, and promotes a culture of belonging. As of March 18, 2024, Woodland Middle School served 1605 students:

Asian Students 80%

Black/African American Students 53%

Hispanic Students 58%

Multiracial Students 67%

White Students 69%

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### **School Mission Statement**

Woodlands is a Cambridge International School dedicated to connecting, supporting, and accelerating our scholars to succeed and serve others.

### **Woodlands Media Center Mission Statement**

The Library Media Center is dedicated to designing and maintaining a library media program that supports, compliments, and expands the informational and instructional programs of the school. It supports both students and teachers. The overall mission is to bring people and ideas together. The media staff will:

- provide and promote extensive use of resources in multiple formats that are designed to meet the varying needs of all learners in all aspects of the curriculum;
- provide a learning environment which promotes inquiry;
- stimulate intellectual curiosity;
- encourage pleasure reading - covering a wide range of subjects and reflects diverse points of view and student ability levels;
- deliver information through various formats such as print, non-print, visual, auditory, verbal, concrete, and abstract;

- develop diverse interest for the enjoyment of life-long learning,
- provide and promote instruction to prepare students to become independent users of libraries and information resources. The successful, self-aware learner should be able to:
  - identify, plan and use resources;
  - find and evaluate information;
  - organize and maintain information;
  - interpret and communicate information;
  - use computers and technology to process information; use technology ; to present information.

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

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, audio visual 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, de-selection and resource sharing. The primary goal of the Woodlands 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 as defined by the mission and goals of the: - School District of Palm Beach County; - ALA /AASL Standards for the 21st Century Learner; - Partnership for 21st Century Skills; - International Society for Technology in Education (ISTE) - National Education Technology Standards (NETS) 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 open every day to students and/or faculty who are in attendance. Summer hours will be provided when the budget is available. Research and reference materials are available at all times through the district wide-wide electronic subscription databases.

## **Library Program**

At Woodlands Middle School, our library media center program is designed to support both students and teachers. We offer a variety of resources and services to enhance instructional lessons and provide access to information. Here's what our program looks like:

- **Instructional Support:** The Library Media Specialist (LMS) is available to collaborate with teachers and provide assistance in gathering resources and materials. The LMS also provides instruction in information literacy skills, instructional methodologies, and educational technology applications. LMS works closely with language arts, social studies, and our Academy programs to support their unique needs. National standards for school library media center programs are needed to work collaboratively with teachers to develop meaningful information literacy lesson plans that integrate into classroom learning.

- **Student Access:** Our library is open for students to return or check out books, use computers, study, work on homework or projects. Students may also visit the library during the school day with permission from their teacher. Teachers are encouraged to bring their entire class to the library during the regular school day. A daily school calendar is provided to all teachers and staff. The library is open throughout each day that students are in attendance to ensure equitable access for all students to library media resources. A flexible schedule is used throughout the year.

- **Media Production:** Our production room is fully equipped and available for use by all school staff, but specifically for our Media Production class.

- **Reading Programs:** Woodlands Middle School will participate in Sunshine State Young Reader Awards by making available the books on the list and organizing the voting. The SSYRA program can be accessed at <http://myssyra.org/>.

The District has a Battle of the Books competition for students to participate in

## **Goals and Objectives**

Goals & Objectives for FY26:

Goal 1: To increase circulation and enthusiasm for reading.

Objective 1: To work closely with the ELA department to create reading incentives based on the Sunshine State Young Reader's Award Program and encourage bi-weekly book-checkout through ELA departments.

Objective 2: To utilize our morning announcements to promote new book arrivals and book fundraisers.

Objective 3: Have a group of student assistants to help in shelving books, checking in & out materials and recommending books to other students.

Goal 2: To increase funding for the middle school media center.

Objective 1: To develop a fundraising plan that includes seeking donations from local businesses, organizing book fairs, and applying for grants that support literacy initiatives.

Goal 3: Enhance Technological Infrastructure and seating in the Library Media Center

Objective 1: Upgrade library technology to support modern learning needs and preferences.

- Strategy: Invest in new computers, tablets, and software applications to facilitate research, collaboration, and digital creation.

- Strategy: Provide training sessions for students and staff on how to effectively utilize new technologies for learning and research purposes.

Objective 2: Look to enhance seating in the library to promote collaborative learning while facilitating seating that is conducive to learning and also for quiet reflection.



## Budget and Funding

Woodlands's Library Media Center is given a school-based operating budget each year. This is the expected 2025-2026 budget:

<i>School-based Operating Budget</i>	<i>Budget FY25</i>	<i>FY26 Projected Budget</i>
<i>Account 551100 - Media Supplies</i>	<i>\$1008.44</i>	<i>\$1008.44</i>
<i>Account 553420 - Media Subscriptions (Periodicals-Newspapers)</i>	<i>\$1000.00</i>	<i>\$1000.00</i>
<i>Account 561100 - Library Books</i>	<i>\$0</i>	<i>\$0</i>
<i>Account 562230 - Media A/V Equipment</i>	<i>\$0</i>	<i>\$0</i>
<i>Account 564220 - Furn-Fix/Equip</i>	<i>\$660.56</i>	<i>\$660.56</i>
<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>	<i>\$7071.32</i>	<i>\$7071.32</i>
<b><i>State Media Allocation</i></b>	<b><i>Budget Amount</i></b>	
<i>Account 556110 (program 3070) - Media Books</i>	<i>\$3268.00</i>	<i>\$3268.00</i>

## Purchasing Plan FY26

Approximate Purchasing Plan	
Purpose	Amount
Furniture	\$6,000.00
Books	\$3,500.00
Supplies	\$500.00
STEM	\$500.00
Total:	\$10,500.00

### Scope of the Collection

The collection development is focused on the curriculum of Woodlands 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. According to best practices for school libraries in the United States, the print and non-print collection at Woodlands Middle School is arranged by the Dewey Decimal Classification System and by genre categories. 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

### Equipment

The Media Center has a range of equipment for student and staff use in the media center and designated workroom areas. This includes copiers, a computer lab, two projectors with screens, a laminator, a poster maker, etc. Please note that we do house a TV production studio within our media center, but it is used as a classroom each day. Basic production supplies such as rechargeable batteries, staples, and paper clips are provided,

along with digital media production equipment. LMC staff and volunteers are available to provide production room assistance and services.

### **Collection Development**

Collection development is a crucial process in providing high-quality materials and resources for the library media center. Its primary objective is to ensure that the collection meets the academic and personal interests of the students by offering a variety of information that suits the student's background. The media specialist spearheads this process, working collaboratively with stakeholders such as administrators, teachers, students, and parents to make informed decisions about the materials to be included. The ultimate aim is to create a diverse and engaging collection that supports the educational objectives of the school and enriches the learning experience of the students

### **Selection and Evaluation Criteria**

Collection development is a crucial process in providing high-quality materials and resources for the library media center. Its primary objective is to ensure that the collection meets the academic and personal interests of the students by offering a variety of information sources in sufficient quantity. The media specialist spearheads this process, working collaboratively with stakeholders such as administrators, teachers, students, and parents to make informed decisions about the materials to be included. The ultimate aim is to create a diverse and engaging collection that supports the educational objectives of the school and enriches the learning experience of the students

### **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**

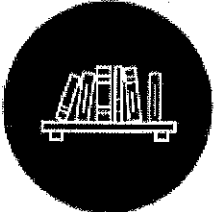

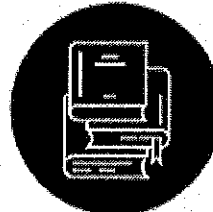

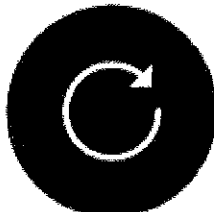
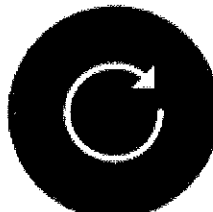
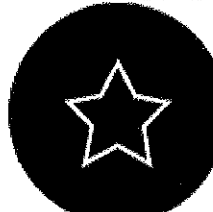
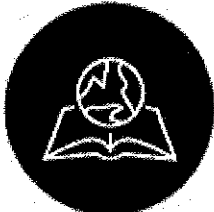
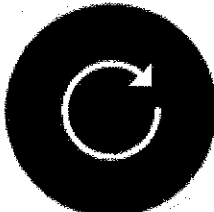

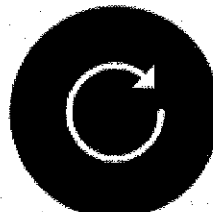
The School District Library Media Services provides support to school library media center personnel and establishes uniform policies and procedures for school library media centers throughout the District. These services include, but are not limited to:

- 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.

## 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.

			
<b>5,173</b> Items in the Collection	<b>3.9</b> Items per Student	<b>40%</b> Fiction Titles in the Collection	<b>41 %</b> Percent of nonfiction in the collection
Library media resources are curated to include both recently published works and classics that both rightfully impact the average age of the collection.			
	<b>2007</b> Average Age of the Collection	<b>50%</b> Aged Titles	<b>9%</b> 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.	
			
<b>2,006</b> Representative Titles In Collection	<b>2007</b> Representative Titles Average Age	<b>1,934</b> SLL Titles in Collection	<b>2009</b> SLL Titles Average Age

## Collection Analysis By Category

The information collected in this section provides a detailed look at the current library collection by classification and genre. The information 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	45	2005
Philosophy & Psychology	30	2012
Religion	55	1999
Social Sciences	421	2007
Language	4	2000
Science	244	2007
Technology	284	2010
Arts & Recreation	462	2012
Literature	121	2001
History & Geography	450	2004
Biography	521	2004
Easy	2	2007
General Fiction	2,089	2008
Graphic Novels	370	2008

## **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**

As per Board Policy 8.12 (8), an inventory of the library media center's collection will be completed on a three-year rotation. This means that each year, a different category of materials will be evaluated to ensure that they are up-to-date, accurate, and relevant to the intended audience. To provide clarity and continuity, we have established a rotation plan that specifies which category of materials will be evaluated in each year. For instance, in 2026, the inventory will focus on Fiction, in 2027 on Non-Fiction, and in 2028 on Easy. By adhering to this rotation plan, we can ensure that the entire collection is reviewed regularly and that any necessary updates or replacements are made in a timely manner. Additionally, this plan provides a roadmap for future media specialists to continue the inventory process seamlessly.

## **Lost or Damaged Library Materials**

As per School Board Policy 2.21B(9), if a student loses or damages District property, including library books and textbooks loaned to them, they are obligated to cover the costs, replace, or repair the said property. Consequently, if a student misplaces or damages a library book, they are accountable for its replacement or reimbursement. In the case of replacement, the student must ensure that the substitute book is of equivalent quality to the one borrowed. For instance, if the original book is a paperback, the replacement must also be a paperback. Similarly, if the original is a hardcover or library-bound book, the replacement must match that format. Additionally, students are expected to cover expenses for any lost or damaged textbooks.

## Strategic Focus – Weeding and Acquisitions

School Year	Strategic Focus
FY26	<b>Selection Priorities</b> <ul style="list-style-type: none"> <li>• Fiction</li> <li>• Nonfiction</li> <li>• Easy</li> </ul>
	<b>Inventory/Weeding Priorities</b> <ul style="list-style-type: none"> <li>• Fiction</li> <li>• Nonfiction</li> <li>• Easy</li> </ul>
FY27	<b>Selection Priorities</b> <ul style="list-style-type: none"> <li>• Nonfiction</li> <li>• Fiction</li> <li>• Easy</li> </ul>
	<b>Inventory/Weeding Priorities</b> <ul style="list-style-type: none"> <li>• Fiction</li> <li>• Nonfiction</li> <li>• Easy</li> </ul>
FY28	<b>Selection Priorities</b> <ul style="list-style-type: none"> <li>• Easy</li> <li>• Fiction</li> <li>• Nonfiction</li> </ul>
	<b>Inventory Priorities/Weeding Priorities</b> <ul style="list-style-type: none"> <li>• Nonfiction</li> <li>• Fiction</li> <li>• Easy</li> </ul>



## **Reconsideration of Materials**

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. Teachers, administration and the school library media advisory committee assist in the reevaluation 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/>.

Materials that are weeded can be disposed of in different ways. a. Giving them to students for individual use b. Recycling the materials for various instructional activities c. Cannibalizing non-repairable parts or pages d. wedding containing misinformation or that is outdated is boxed, labeled as "weeded, " and picked up by the District (not disposed of in dumpsters or recycling bins at the school).

## **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 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)