

**FY26  
COLLECTION  
DEVELOPMENT  
POLICY**



**Watson B. Duncan Middle School  
Library Media Center**

**FY26 Collection Development Policy**

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*The only thing that you absolutely have to know is the location of the library.*

—Albert Einstein


## Signature Page

### Watson B. Duncan Middle School FY26 Collection Development Policy


Date Drafted: April 21, 2025

Date Approved by Administration: April 22, 2025

Media Specialist Name: Kathleen Boutte

Media Specialist Signature: 

Principal Name: Phillip D'Amico

Principal Signature: 

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## **Purpose of Collection Development Policy**

This collection development policy states the principles and guidelines used by Watson B. Duncan Middle School Media Center in its selection, acquisition, evaluation, and maintenance of media center materials. It is intended to guide and drive the media center's daily and long-term operation.

The collection development process includes formulating policy and procedures, budget allocations, needs assessments, selection, collection maintenance, evaluation, and weeding. This policy will be used for providing consistency among those responsible for developing the collection, as well as for communicating the Media Center's policies to faculty, staff, students and other members of the school community. It is understood that as the programs and information needs of the school change, so too, the collection development policy will change to meet those needs.

## **Background Statement & School Community**

Located in Palm Beach Gardens, Florida, Watson B. Duncan Middle School serves 1,032 students in grades 6-8. We have several Literary and Fine Arts Academies with focuses on Instrumental, Theatre, Visual, Vocal, and Writing/Literature. There is also a Pre-Finance Academy. Our community of users also includes faculty, staff and parents.

Watson B. Duncan's diverse student population represents different cultural, ethnic and economic backgrounds. Below is the demographic information:

- White - 40%
- Black - 25%
- Hispanic - 24%
- Asian - 6%
- Multiracial - 5%
- Economically Disadvantaged - 62%
- Students with Disabilities - 23%
- Current English Language Learners - 4%

## School Mission Statement

**Mission Statement:** Watson B. Duncan Middle School and The School District of Palm Beach County mission is to educate, affirm, and inspire each student in an equity-embedded school system.

**Vision Statement:** Watson B. Duncan Middle School and The School District of Palm Beach County envision an educational and working environment, where both students and staff are unimpeded by bias or discrimination. Individuals of all backgrounds and experiences are embraced, affirmed, and inspired. Each and every one will succeed and flourish.

The School District of Palm Beach County will take ownership for students' academic mastery, emotional intelligence, and social-emotional needs by creating environments where students, families, staff, and communities will develop agency and voice.

A joy of learning is fostered in each student and a positive vision for their future is nurtured. Each student's cultural heritage is valued, and their physical, emotional, academic, and social needs are met.

## Media Center Mission Statement

Our Library Media Center is dedicated to designing and maintaining a library media program that supports, complements, and expands the instructional program of Watson B. Duncan Middle School. Creating lifelong learners and readers is the goal of any effective media center and we accomplish this by encouraging our students to read for pleasure and to conduct research with integrity. Students use both print and online materials while reading or researching. We strive to offer quality and reliable resources that meet the varying needs of our school community. Our collection covers a wide range of subjects, reflects differentiated levels of student ability, and represents diverse points of view. Our mission is to provide the knowledge, skills and ethics required to be effective users of information, in a supportive environment that promotes inquiry, curiosity, and enjoyment.

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

The library media specialist is responsible for maintaining a quality collection on an ongoing basis, including procuring new materials and discarding ineffective items. Decisions are made with the input of various stakeholders including teachers, administrators, students and parents who are encouraged to request titles or topics of interest. The library media specialist ensures that all book purchases are age/grade appropriate, have 2 positive professional reviews, and are in compliance with district and state policies. All books, whether purchased or donated, are vetted and uploaded giving stakeholders the required time for review and comments.

## **Library Program**

Watson B. Duncan Middle School's library media center staff consists of one full-time certified media specialist and one full-time media clerk position.

The library is open each day that students are in attendance to ensure equitable access for all students to library media resources. Recent research shows improvement in student learning gains when the library media center is available to the student at the point of need. Students are able to access the library from 9:00 – 4:00 each day, except for the occasional need to close the media center for special events or testing. Many students come throughout the day for books or research.

Teachers are encouraged to bring classes to the media center. The library media specialist collaborates with teachers, coteaches, and provides resources as needed.

Special Initiatives:

- Scholastic Book Fair: The media center hosts at least one book fair annually, where students are able to purchase books of interest.
- Literacy Week: This week is dedicated to celebrating literacy with many school wide events on campus. Collaborative events also occur with our neighbors at Timber Trace Elementary.
- Special class lessons: Banned Books Week
- Author Visits: The media specialist organizes and hosts 2 author visits per year.
- Book Buddies: Students from Duncan Middle School read to Kindergarten and 1st grade students at Timber Trace Elementary to foster a love of reading.
- Battle of the Books Club: The media specialist runs 3 separate book clubs for Battle of the Books. These clubs meet weekly to allow students to practice for the B.O.B. competition.
- Jim Harbin Festival: Students produce videos for the annual Jim Harbin Media Festival.

## Goals and Objectives for 2025-2026

**Goal 1:** Increase the circulation of books that are rarely circulated or have never been circulated.

- Sometimes great books aren't circulated. Even new books can be overlooked by students. I will create engaging displays throughout the year that feature books with low circulation data.
- I will promote these titles to both students and teachers.
- Incentives will be offered to students who read the books and write short reviews promoting them for their peers.

**Goal 2:** Use the media center as a collaborative meeting space with different academic classes.

- Encourage interest in Media Production while creating submissions for the Jim Harbin Media Contest.
- Work together on class projects and showcase final products in the media center.
- Work with speech/debate class and host mock trials.

**Goal 3:** Create a "No Phone Zone" for student use during lunch time. Student phone usage is very high, and even when sitting amongst peers, many students don't converse with each other. Students need practice in developing communication skills.

- Dedicate a separate room off the media center as a space where students can build interpersonal relationships by talking, creating and playing games. Phones will not be allowed in the room.
- Stock the room with various board games, puzzles, and activities that encourage talking to others while problem solving.

### **Ongoing Goals:**

- Decrease the age of the collection by weeding/replacing outdated materials.
- Build relationships with students through passive programming in the media center.
- Hold an annual book fair to bring family events to school.
- Participate with BAM (Books and Music) and host author visits.

## Budget and Funding

Funding sources for the Watson B. Duncan Middle School Media Center include state and county allocated funds, book fairs, and donations from our PTO and SAC. The media center budget is divided into various categories and is spent on books, supplies, author visits and reading incentives.

Budget expenditures are based on data from Destiny reports, curriculum needs, and suggestions from staff and students. Books are purchased to support State Standards and our Sunshine State Young Readers program.

The budget for the FY26 school year is expected to be similar to FY25.

### **2025-2026 (FY26) projected budget amounts**

<b><i>School Based Operating Budget</i></b>	<b><i>FY24 Budget</i></b>	<b><i>FY25 Projected Budget</i></b>
<i>Account 55110 - Media Supplies</i>	\$492	\$492
<i>Account 553420 - Media Subscriptions</i>	\$502	\$502
<i>Account 561100 - Media Books</i>	\$836	\$836
<i>Account 562230 - Media A/V Equipment</i>	\$502	\$502
<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 - 5-1700.00</i>	\$1,000	\$1,000
<b><i>State Media Allocation</i></b>	<b><i>Budget Amount</i></b>	
<i>Account 556110 (program 3070) - Media Books</i>	\$2,598	\$2,598
	\$5,930	\$5,930



## ***Purchasing Plan 2025-2026***

<b>Approximate Purchasing Plan</b>	
<b>Purpose</b>	<b>Amount</b>
Fiction Books	2,000
NonFiction Books	1,000
SSYRA Books	800
Supplies	500
Author Visit	1,000
Incentives for students	400
<b>Total:</b>	<b>\$5,700</b>

### **Scope of the Collection**

The collection of Watson B. Duncan Middle School is geared toward meeting the needs of all students. Materials in the collection are meant to support both curriculum and pleasure reading as per School Board Policy 8.12 section 5d:

(A comprehensive collection should).....Meet the personal needs and interests of students, including materials that: nurture the development of recreational reading/listening/viewing, cultural appreciation, and aesthetic values; represent the many religious, racial, ethnic, linguistic, and cultural groups in our society and reflect their contributions to the heritage and culture of our civilization; foster respect for the diverse roles available to women and men in today's society; and provide access to materials in heritage language as stipulated by the META agreement.

Materials are organized according to the Dewey Decimal Classification System as per section 8 of School Board policy 8.12:

**Management of Library Media Materials.**-- Following practice and precedent, the school library media centers in Palm Beach County will arrange media and materials according to the Dewey Decimal Classification System.

The major collection areas in the library include: Fiction, Nonfiction (the Hundreds divisions), Biographies, Graphic Novels, Reference, Professional, and Audio/Visuals. Many of the Fiction books have identifying spine labels to assist users in easily identifying genres. Separate areas for Historical

Fiction, Mystery, Horror, Fantasy, Sports, and Adventure have been created to help students locate books easily. There is also a Young Adult section for 8th grade students. Large print books and audio books for select titles are also available.

The collection has both hardcover and paperback books, as well as DVDs. The library collection also includes databases and eBooks provided by the Department of Library Media Services at the School District of Palm Beach County. Databases such as World Book, Gale Research, SIRS, and MackinVia eBooks expand Duncan Middle School's collection and provide 24/7 access for students. In addition there are multiple copies of novel sets for teachers to use with class lessons.

## **Equipment**

Equipment in the main room of the media center includes a Smartboard and Audio Enhancement Microphones (both handheld and one on a lanyard). A Makerspace area consists of materials available to students for projects. This includes a variety of art supplies, felt, pipe cleaners, fabric, and recyclable material. The Makerspace area also has games and puzzles for student use.

All staff and students have their own Chromebooks/Laptops. In addition, there is a separate workroom with 2 desktop computers, 2 copy machines, a large paper cutter, and Ellison die cuts and machines for cutting letters and shapes for bulletin boards. An additional room contains a laminating machine and Epson printer for making posters.

The circulation desk has 2 desktop computers for circulating materials and the media specialist has a computer, 2 laptops, and an iPad for the media program. Two additional printers (one in the media specialist's office and one at the circulation desk) are used for various tasks such as printing receipts and documents.

## **Collection Development**

The primary goal of the Media Center's collection development efforts is to build a collection that supports the needs of the Watson B. Duncan school community. Materials in the library are available to every student in the school, as well as staff members and parents. Acquisition and maintenance of materials is the primary function of the media staff to ensure that students have the required materials at the time of need and to enrich their educational experience. Special consideration is taken to ensure the size, variety, and age of the collection meet the needs of our learners.

## **Selection and Evaluation Criteria**

When selecting materials, Watson B. Duncan Middle School follows the criteria in School Board Policy 8.12 section 9. All materials are carefully evaluated and vetted by the media specialist prior to being made available to students. Books have at least 2 positive reviews from reputable, unbiased, professional sources including but not limited to: School Library Journal, Booklist, BookTalk, Kirkus Reviews, and Horn Book Magazine. Books that have won prestigious awards such as The Newbery Award, Pura Belpre Award, and Coretta Scott King Award are also considered, as well as recommendations from the Florida Association for Media in Education. Materials are evaluated according to their aesthetic, literary and social value, appropriateness to student age and emotional maturity and relevance to the curriculum.

Our objective is to implement, enrich and support the School Improvement Plan. The library/media center makes available a wide range of materials on varying levels of difficulty that reflect the diverse interests, needs, and viewpoints of our school community. Our materials represent many cultures and ethnic groups. Materials that contain political theories and ideologies, religion, public issues and controversial topics have a balanced representation with 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 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.

The media specialist has the responsibility of coordinating the collection development program. The media specialist uses input from teachers and stakeholders, especially the Language Arts and Reading teams to ensure that the collection meets the needs of the school. Staff members are encouraged to participate in the selection process by emailing or providing written requests at any time for specific items they would like to have in the media center.

The media specialist attends meetings, local and state conferences and professional development to obtain information on new equipment, materials and latest practices related to the state standards and student achievement.

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

The library media specialist at Watson B. Duncan Middle school follows [School Board Policy 8.12](#), which 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.

## 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>8,321</b> Items in the Collection	<b>8.1</b> Items per Student	<b>65%</b> Fiction Titles in the Collection	<b>26%</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>2011</b> Average Age of the Collection	<b>40%</b> Aged Titles	<b>12%</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>41%</b> Diverse Titles in Collection	<b>2012</b> Diverse Titles Average Age	<b>48%</b> SEL Titles in Collection	<b>2012</b> SEL 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	55	2013
Philosophy & Psychology	107	2016
Religion	19	2017
Social Sciences	279	2009
Language	10	2006
Science	467	2010
Technology	141	2009
Arts & Recreation	630	2015
Literature	74	2007
History & Geography	371	2008
Biography	700	2010
Easy	0	n/a
General Fiction	5,418	2011
Graphic Novels	500	2015

## 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 the Watson B. Duncan Media Center collection, the media specialist will:

- Utilize collection analysis reports such as Titlewise to determine areas in need of additional resources or weeding.
- Examine curriculum content to determine adequacy of collection materials.
- Maintain an ongoing list of topics/areas that are in need of more resources.
- Ask staff to provide a list of research topics for which resources are needed.
- Conduct surveys of students and staff to determine adequacy and relevance of materials, as well as types of informational, curriculum and pleasure reading material to be added to the collection.
- Conduct an annual inventory of the collection to determine replacements, missing items and other material needs. Although inventory can occur any time during the year, we believe spring is best to identify items still checked out so student obligation records can be accurate. Inventory will be completed on a three year rotational basis as per [Board Policy 8.12 \(8\)](#)

*Library media materials acquired with funds from the General Appropriation Act of the State of Florida are to be cataloged and inventoried as part of the library media collection. Library media materials may be inventoried in one to three year cycles.*

The current rotation time line is as follows:

FY 24 - 25: Fiction (Completed in Spring 2025)

FY 25 - 26: NonFiction

FY 26 - 27: Biographies and Audio Visual Materials

FY 27 - 28: Fiction

### Organizational system in the Watson B. Duncan Media Center

There are various sections in the media center to allow ease of access for students and staff.

Graphic Novels, Young Adult novels, and Biographies are in separate sections with large signage.

Non-fiction is organized by the Dewey Decimal System, and much of the Fiction is shelved by genre.

Signs are posted on aisle ends, so students can find each genre. Spine labels are also on books for easy identification and filing back to shelves. The following spine labels can be found in our library.



## Lost or Damaged Library Materials

In accordance with [School Board Policy 2.21B\(9\)](#),

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. No fees are assessed for late materials.

## Strategic Focus – Weeding and Acquisitions

School Year	Strategic Focus
<b>2025-2026</b>	<b>Selection Priorities</b> <ul style="list-style-type: none"><li>• SSYRA titles for 2025-2026</li><li>• Series fill needs</li><li>• NonFiction based on current needs</li><li>• New Fiction and Graphic Novels</li><li>• Biographies</li></ul>
	<b>Inventory/ Weeding Priorities</b> <ul style="list-style-type: none"><li>• Weed Nonfiction (including Graphic Novels)</li><li>• Inventory Nonfiction section</li></ul>
<b>2026-2027</b>	<b>Selection Priorities</b> <ul style="list-style-type: none"><li>• SSYRA titles for 2026-2027</li><li>• Series fill needs</li><li>• Biographies/AV Materials</li><li>• Fiction by genre</li></ul>
	<b>Inventory/ Weeding Priorities</b> <ul style="list-style-type: none"><li>• Weed Biographies and AV Materials</li><li>• Inventory Biographies and Av Materials</li></ul>
<b>2027-2028</b>	<b>Selection Priorities</b> <ul style="list-style-type: none"><li>• SSYRA titles for 2027-2028</li><li>• Series fill needs</li><li>• New Fiction and Graphic Novels</li><li>• Large Print Books (based on popularity)</li></ul>
	<b>Inventory/ Weeding Priorities</b> <ul style="list-style-type: none"><li>• Weed all Fiction sections</li><li>• Inventory Fiction sections (Adventure, Mystery, Horror, Fantasy, Sports, and Historical Fiction, and General Fiction)</li></ul>

## Reconsideration of Materials

Watson B. Duncan Middle School follows all School District policies and Florida Laws concerning the selection of library media materials. If a challenge arises regarding school library/media center materials, the media specialist will follow School Board Policy 8.1205. The Challenge Procedures for Instructional Materials as well as the Specific Material Objection Form can be found in the Appendix.

## 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 April 21, 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 April 21, 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 April 21, 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 April 21, 2025)