

Wellington Landings Middle School

FY26 Collection Development Policy

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Educational Media Specialist


Signature Page

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Date Approved by Administration: May 9, 2025

Media Specialist Name: Jennifer Donaldson

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Principal Name: Lindsay Ingersoll

Principal Signature:

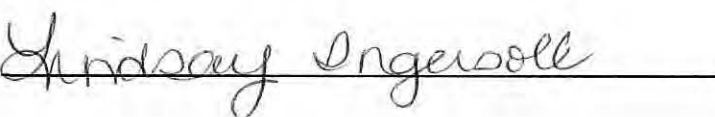
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Purpose of Collection Development Policy

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 Wellington Landings 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

Wellington Landings Middle School has 1205 students currently enrolled. Demographically, 41% of those students are White, 11% of those students are Black, 40% are Hispanic, 3% are Asian, and 4% are Mixed Race. 51% of Wellington Landings' students are male, while 49% are female, and 30% of our students receive free or reduced lunch.

As of 2023, 15% of Wellington Landings Middle School students are English Language Learners. As our Western communities continue to grow in Palm Beach County, Wellington Landings Middle School expects a growth in student population.

Wellington Landings Middle is a Choice Program school, offering performance arts and visual arts classes. Students are able to take many high school credit courses, including computer courses that offer industry certifications.

School Mission Statement

Wellington Landings Middle School is committed to preparing and supporting all students to be successful by offering rigorous and relevant learning opportunities.

Media Center Mission Statement

Wellington Landings Middle School's Library Media Center is dedicated to designing and maintaining a library media program that supports, complements, and expands the instructional programs offered at the school, while cultivating students who are information literate, readers for pleasure, and life-long learners. To this end, the library media center will:

- Provide free and open access to all information resources for all members of the school community
- 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 imagination, thought, and inquiry
- Stimulate intellectual curiosity;
- Encourage pleasure reading through a vast collection and welcoming environment
- Develop diverse interests for the enjoyment of lifelong learning
- Provide and promote instruction to prepare students to become independent users of libraries, media, and information resources.

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 stakeholders of Wellington Landings Middle School is considered and used to help guide the LMS program. Stakeholders include Wellington Landings Middle School's principal, the Instructional Literacy Team, PLC chairs, parents of students, and students.

Students have the opportunity to share suggestions and requests through the Media Center's Google Classroom and suggestion box when they visit the Media Center.

Library Program

The Library Media Center at Wellington Landings Middle School is open to students each school day, throughout the day, to ensure equitable access to all students.

The Library Media Center is open to students for free-use, Makerspace time, quiet reading, and checkouts on Monday, Wednesday, and Friday mornings beginning at 8:45am. Students are permitted to visit the Library Media Center independently during classes with a pass provided by their teacher, or during a whole-class visit.

Teachers are provided a schedule for the Library Media Center so that they may sign their classes up to visit for whole group lessons, project based learning time, collaborative groupings, independent reading, book checkouts, and more. The Library Media Center is open for students to use for study space, to complete IXL and Reading Plus lessons, as well as complete other school assignments.

Goals and Objectives

Goal 1: To increase student use of the Library Media Center.

Objective 1: To create a working schedule with designated blocks of time (weeks/months) for different subject areas to visit the media center.

Objective 2: To advertise the school's catalog, Destiny, in order to help familiarize

students with how to find materials that are available to them through the Media Center.

Objective 3: To work more closely with our school's TV Production teacher to create weekly reading and library announcements, such as "Book Trailer Tuesdays" and "First Chapter Fridays" which will highlight and pique interest in the books available to be checked out in the Media Center. This is a practice we can continue and modify as needed for advertisement.

Goal 2: To support reading for pleasure and increase enjoyment of reading among students at Wellington Landings.

Objective 1: Reach out to middle schools with similar demographics as WLMS and discuss with their media specialists what is working for their school to boost reading enjoyment. Collaborate and share ideas.

Object 2: Begin trial of programs available (BookTaco) that help motivate students to reach reading goals and incentivize regular reading.

Objective 3: Possibly purchase programs, such as "BookTaco," to use school wide as a way to motivate students to read independently.

Goal 3: To make the collection of printed materials in the Media Center more accessible to students and teachers.

Objective 1: To train Language Arts teachers how to use the district provided tool of Teachingbooks in order to pair students with age/level appropriate books.

Objective 2: To create interactive displays of books that fit with units being taught to support cross-curricular learning.

Budget and Funding

Funding for the Wellington Landings Media Center is provided by internal accounts and the School Based Operating Budget. Funds are also obtained through fundraising events through the school and held through the Media Center, such as bookfairs, etc.

2025-2026 (FY25) projected budget amounts

<i>School-based Operating Budget</i>	<i>Budget FY25</i>	<i>FY26 Projected Budget</i>
<i>Account 551100 - Media Supplies</i>	<i>\$1326</i>	<i>\$1275</i>
<i>Account 553420 - Media Subscriptions (Periodicals-Newspapers)</i>	<i>\$0</i>	<i>\$0</i>
<i>Account 561100 - Library Books</i>	<i>\$902</i>	<i>\$850</i>
<i>Account 562230 - Media A/V Equipment</i>	<i>\$541</i>	<i>\$500</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>\$1984</i>	<i>\$1984</i>
<i>State Media Allocation</i>	<i>Budget Amount</i>	
<i>Account 561100 (program 3070) - Media Books</i>	<i>\$3075</i>	<i>\$3000</i>

Purchasing Plan 2025-2026

Purpose	Amount
books	\$4,000
supplies	\$2000
STEM	\$1000
Total:	\$7000

Scope of the Collection

The collection development is focused on the curriculum of WLMS, which follows the guidelines of the School District of Palm Beach County, which is in turn governed by the Department of Education of the State of Florida.

According to the best practices for school libraries in the United States, the print and non-print collection at WLMS 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, DVDs for instructional use, 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 5 d) and also that per District policy, the collection will be arranged in standard Dewey order (see Section 8 Management of Library Media Instructional Materials]

Equipment

The media center at WLMS is well equipped to help students, faculty and staff in different ways. The media center provides a large meeting space, two classrooms for small groups and individualized instruction, a computer lab that is available for classes to use, a SMART board and projector system that allows for collaboration and presentation. There is a work room with copy machines for faculty and staff. The media center also houses two color poster printers and two color printers that are dedicated to staff use. The collection of student chromebooks is housed in the media center along with various equipment for a Maker Space station.

Collection Development

The Collection Development is the process of providing quality materials and equipment for the library media center. As addressed in the 2023-2024 school year, the collection development goals will ensure that the media center's collection has information sources in adequate quantity and variety to help facilitate and support student's academic and personal growth and interests. The needs of the students will continue to be discussed and considered with the Literacy Team, teachers, students, administrators, and parents.

Selection and Evaluation Criteria

As is stated in the School District of Palm Beach County Board Policy 8.12, Wellington Landings employs a variety of vetted and respected literary and academic sources for selecting and evaluating new materials for the Media Center.

This is done at WLMS through vetting all materials that are available to students through the Certified Library Media Specialist and adhering to applicable State Statutes. Adherence to policy in book selections is assured by using professional, unbiased, and reputable literary review sources such as:

- American Library Association
- Kirkus Book Review
- Booklist
- Junior High School Library Catalog
- Senior High School library Catalog
- Books for Secondary School Libraries
- Online-Offline

- Book Links
- T.H.E. Journal
- School Library Journal
- Children's Book Council
- TeachingBooks
- Book Talk
- BookReport
- Bulletin for the Center of Children's Books

Media Center materials are selected with purpose and for a reason. The materials are evaluated according to their aesthetic, literary, social value, appropriateness to student age and emotional maturity, along with the relevance to grade level curriculum.

Media Center materials reflect sensitivity to the achievements, needs, and rights of men and women, various ethnic groups, and other cultures.

The selection of media center materials about political theories and ideologies, religion, public issues, and controversial topics is directed toward maintaining an unbiased, balanced and truthful representation.

Media Center materials are judged as a whole, considering the author and producer's intent rather than focusing solely on 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.

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:











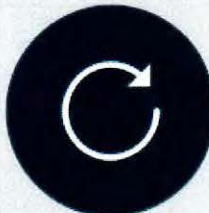
- Maintaining a professional library collection to assist with recertification knowledge acquisition on education-related topics;
- Managing the online catalog including the library inventory and circulation software;
- Selecting and making accessible online information databases for reference and research;
- 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 monitor categorical and capital budgets allocated for library programs
- 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, technology to access it, and the training needed to search and find specific facts efficiently and effectively.

Collection Analysis

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.

			
8,976 Items in the Collection	8 Items per Student	57% Fiction Titles in the Collection	37% 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.			
	2008 Average Age of the Collection	2008 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.	
			
42% Representative Titles in Collection	2009 Representative Titles Average Age	47% SLL Titles in Collection	2011 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.

Computer Science, Information & General Works	71	2009
Philosophy & Psychology	49	2006
Religion	64	2004
Social Sciences	601	2005
Language	49	1997
Science	536	2005
Technology	441	2006
Arts & Recreation	737	2010
Literature	143	2003
History & Geography	592	2004
Biography	369	2007
Easy	31	2008
General Fiction	5087	2010
Graphic Novels (741.5) See Help document if needed	458	2014

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

Inventory is completed on a three-year rotation at Wellington Landings, per Board Policy 8.12 (8). The rotation plan for Wellington Landings is as follows: FY26 Fiction and Graphic Novels, FY27 Biography,

FY28 Non-Fiction.

The Media Center uses Genre posters to indicate what each different Genre of fiction is along with a visual of a book spine sticker that corresponds to that specific genre. Each book is labeled with a book genre sticker for easy reference. Students can pick out a book and know what genre the book is by comparing the spine sticker to the Genre poster in the media center.

Lost or Damaged Library Materials

Students are charged the cost of the material that is lost or damaged. Students are required to pay for the lost or damaged materials before leaving eighth grade.

Strategic Focus – Weeding and Acquisitions

FY26	Selection Priorities <ul style="list-style-type: none">● Upgrade Biographies to reflect current public figures● Update materials to support the diverse learning in the Nonfiction area.● Update the Easy section to support the ESE unit at WLMS
	Inventory/Weeding Priorities <ul style="list-style-type: none">● Technology● Science● Geography
FY27	Selection Priorities <ul style="list-style-type: none">● Update Non-Fiction Arts section to support Choice programs at WLMS● Update materials in Maker Space station● Update Fiction to meet diverse needs of our school
	Inventory/Weeding Priorities <ul style="list-style-type: none">● Social Sciences● Careers● Fiction Titles older than 15 years
FY28	Selection Priorities <ul style="list-style-type: none">● Acquire more Holocaust titles to help support the PBCSD mission of Holocaust education● Procure a wider variety of digital titles● Replace series that have high check out and are wearing out
	Inventory/Weeding Priorities <ul style="list-style-type: none">● Series that are falling apart from high check out● Cook books● Arts and Recreation

Reconsideration of Materials

Materials considered for the Library Media Center are placed under a 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)