



FY27 Collection Development Plan

Micah Kossove
Educational Media Specialist

Bak Middle School of the Arts

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Signature Page

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Date Approved by Administration: 5/7/26

Media Specialist Name: Micah Kossove

Media Specialist Signature: Micah Kossove

Principal Name: Sally Rozanski

Principal Signature: Sally Rozanski

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Purpose of Collection Development Plan

This Collection Development Plan serves as the school's official guide for the selection, acquisition, maintenance, and management of library media resources. Its purpose is to ensure that the collection supports the school's curriculum and instructional goals while strictly adhering to the statutory requirements of Florida Statute 1006.28 and School Board Policy 8.12.

The library media collection serves the following functions: supports the instructional program and objectives of the School Improvement Plan; sustains the integration of the arts and academics; provides data for all areas of knowledge with an emphasis on information retrieval technology; meets the personal and recreational reading needs of the students; supports the professional needs of teachers and administrators, and introduces new instructional technologies into the learning environment.

Background Statement & School Community

The Bak Library Media Center serves the outstanding needs and enrichment of our diverse student population. Ranging from grades 6-8, Bak Middle School of the Arts students are high-achieving and excel not only artistically, but also athletically and academically. The cultural diversity of our students enhances the overall quality and culture of Bak Middle School of the Arts.

Bak Middle School of the Arts has a student population of 1,211. The Student Demographic Information is as follows:

- White 39%
- Hispanic 25%
- Black 15%
- Asian or Pacific Islander 15%
- American Indian or Alaskan Native 1%
- Multi-Racial 6%

The Bak Middle School of the Arts Library Media Center enhances the school's artistic and academic climate by working with administration, teachers, and staff to fulfill the needs of our diverse student body. Collaborating with teachers and sponsors of various clubs and organizations to enhance the overall quality of instruction and create a culture of a high-achieving learning environment. Some of the notable clubs that are affiliated with Bak Middle School of the Arts are the following:

- National Junior Honor Society
- Robotics
- Academic Games
- Battle of the Books
- Curtain Calls
- SGA/Student Voice

The primary objective of the Bak Middle School of the Arts Library Media Center is to enhance the learning environment by addressing the needs of teachers, instructional staff, and the wide range of artistic and academic activities associated with Bak Middle School of the Arts.

School Mission Statement

Empowering students to have the knowledge, skills, and self-confidence to reach their potential in the arts, academics, and life.

Media Center Mission Statement

Bak Middle School of the Arts is committed to the artistic and academic excellence that inspires and challenges today's learners. The Media Center at Bak Middle School of the Arts will contain a collection of teaching/learning resources that enhance and contribute to this commitment.

Responsibility for Collection Management & Development

In accordance with School Board Policy 8.12, the School Board is the legal owner of all library materials. The Principal is responsible for administering the school's library media program and for the physical maintenance of the facility.

Per state statute, the professional selection and vetting of materials must be performed by a Certified Educational Media Specialist. At schools with a certified specialist, this responsibility lies with that individual. At schools without a certified specialist, the selection and vetting of materials is managed by the District Library Media Services Department to ensure statutory compliance.

To ensure the collection remains relevant and responsive to the school community, input regarding selection and collection development is actively solicited from administration, faculty, students, parents, and District stakeholders.

Library Program

The library media program operates on a Flexible schedule to ensure equitable access for all students. Instruction is provided daily and on demand to support academic standards and digital literacy.

The Bak Middle School of the Arts Library Media Center is an open learning environment that is accessible to all students of the school. Classes are held in the Media Center throughout the year, and the Media Center is also open to all classes that need to use its facilities. It is an open policy for scheduling visits to the Media Center.

Classes are held in the Library Media Center, which offers various Critical Thinking, Computer Coding, and Graphic Design classes. The Media Center is also commonly used for arts endeavors. The Media Center serves as a gallery for students to display their works. Production for our Communications and Visual Arts routinely works in conjunction with the Media Center. Periodically, our Band and Choral departments also host performances.

The Library Media Center is available daily before school for students to use computers, play chess and other games, read, and check out library books. Additionally, students can play the piano and other instruments available throughout the school year. The Library Media Center also supports various clubs that meet at different times throughout the year. Some of the clubs include: The Chess Club, Robotics Club, The Green Team, Book Clubs, Stitch Club, SGA, Geek Games, and National Junior Honor Society, among others.

Goals and Objectives

1. To promote a love of reading and learning in all students.
 - a. Increase the number of students who borrow books from the library by 10% by the end of the school year.
 - b. Expand the library collection to include diverse books that represent a variety of cultures and experiences.
2. To support and enhance the curriculum through collaboration with teachers.
 - a. Collaborate with teachers to develop and implement effective instructional strategies that incorporate library resources.
 - b. Provide regular opportunities for students to engage in research and inquiry-based learning.
3. To foster the development of critical thinking and information literacy skills.
 - a. Ensure that the library media center is a safe and welcoming space for all students, including those with diverse backgrounds and abilities.
 - b. Provide access to technology resources, including computers, tablets, and e-books, to support students' learning and research needs.

Budget and Funding

The Library Media Center 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 FY27 school year is expected to be similar to FY26.

The Bak Middle School of the Arts Library Media Center receives budget dollars from the State of Florida, the School District of Palm Beach County, and Federal grants. Additionally, we host a fundraising Book Fair, which raised over \$ 1,500 at our most recent fair.

It has a school-based operating budget at the beginning of each school year. The district administration uses its formula to allocate funds to schools. The FY26 budget is expected to be similar to previous years.

<i>School-based Operating Budget</i>	<i>Budget FY26</i>	<i>Projected FY27 Budget</i>
Account 551100 - Media Supplies	\$900	\$900
Account 553420 - Media Subscriptions (Periodicals-Newspapers)	\$475	\$475
Account 561100 - Library Books	\$1000	\$1000
Account 562230 - Media A/V Equipment	\$550	\$500
Account 564220 - Furn-Fix/Equip	\$0	\$0
Fundraising and/or Grants	FY26	Projected FY27
Media Center Internal Account number for your grant(s) (get this from your bookkeeper)	\$2180.18	\$2500.00
State Media Allocation	FY26	Projected FY27
Account 561100 (program 3070) - Media Books	\$3100	\$3000

Purchasing Plan FY27

Purpose	Amount
Update and maintain the library book collection.	
Library Books	\$4,100
Supplies	\$1,000
AV Equipment	\$400
Total:	\$4,400

Scope of the Collection

The Library Media Center manages a comprehensive collection of print, digital, and technological resources selected to support the school's instructional goals and the diverse needs of the student community. The following sections outline the specific formats and equipment currently maintained within the collection.

Formats:

- Print: Hardcover and Paperback Books, Graphic Novels, Reference Materials, and Professional Collection.
- Digital: eBooks, Digital Audiobooks, Online Databases

The collection will contain a wide variety of print and nonprint materials appropriate for different ability levels, learning styles, diverse learners, and language differences. In addition, the print and nonprint collections will concentrate on the artistic emphasis of the Bak Middle School of the Arts. The artistic scope of the collection will support age-appropriate materials that enhance students' overall artistic education.

Digital Resources:

The collection includes District-provided databases and eBooks that expand the local collection and provide students with 24/7 access to high-quality digital content. These resources are vetted at the District level to ensure alignment with state standards and student privacy regulations.

Policy Alignment and Organization:

In accordance with School Board Policy 8.12 (Section 5d), the library media collection is curated to support both the academic curriculum and the personal interest needs (pleasure reading) of the student body.

Furthermore, per School Board Policy 8.12 (Section 8) on the Management of Library Media Instructional Materials, the collection is organized and maintained using the standard Dewey Decimal Classification System to ensure uniform accessibility across the District.

Equipment

To support the school's curriculum and foster digital literacy, the Library Media Center maintains a curated inventory of audiovisual and technological equipment. The lists below detail the specific hardware available to students and staff for instruction, content creation, and daily access.

Instructional Area:

- Computer Lab: 72 Desktop Student Workstations, 100 Chromebooks.
- Classroom Technology: Interactive Flat Panel, Document Camera, Sound System.
- Coding Kits, Building Manipulatives, Smartboards, iPads, Drawing Tablets

Teacher Support and Workroom:

- Production: Large Format (Poster) Printer, Laminator, Die-Cut Machine.
- A/V Support: Portable Projectors, PA System, Portable Speakers.

Circulation and Access:

- Devices: Student Laptops/Chromebooks (Daily Loaners), Laptop Chargers, Hotspots, iPads/Tablets (for Student/Staff Checkout)
- Peripherals: Headphones, Webcams, Calculators.

Collection Development and Maintenance

The collection is developed and maintained through a rigorous process of selection and weeding (deselection) to ensure materials remain current, relevant, and in good physical condition.

Selection Criteria:

In accordance with School Board Policy 8.12, materials are selected based on educational significance, need, and accuracy. The selection process prioritizes resources that support the

curriculum, foster factual knowledge growth, and reflect the diversity of the global community.

Weeding (Deselection) Policy:

Per Florida Statute 1006.28 and District guidelines, the collection is continuously reviewed. Materials are removed (weeded) if they are physically damaged, factually inaccurate, obsolete, or no longer circulating. This ensures the library remains a vital, attractive, and useful resource for students.

Selection and Evaluation Criteria

The Media Specialist is responsible for selecting and evaluating the collection development program. Administrators, arts, and academic teachers contribute acquisition suggestions for the collection development program. The collection development is based on the READS- Florida's K-12 Integrated Library Media Reading Guidelines for grades 6-8, with the founding principles of school board policy 8.12.

The following criteria will evaluate all materials purchased for the collection:

1. Literary Merit
2. Accuracy
3. Scope
4. Appropriateness
5. Authority/Reputation
6. Special Features
7. Arrangement/Pacing
8. Treatment
9. Technical Quality
10. Aesthetic Quality
11. Availability
12. Value to Collection
13. Cost

Professional Selection Aids

Selection aids include, BUT ARE NOT LIMITED TO, the following resources:

- School Library Journal
- Kirkus Collections
- ALA awards list (American Library Association)

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.

			
14792 Items in the Collection	12 Items per Student	8585 Fiction Titles in the Collection	42% 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.			
	1999 Average Age of the Collection	35% Aged Titles	270 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.	
			
40% Representative Titles in Collection	2004 Representative Titles Average Age	5164 SLL Titles in Collection	2007 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	70	2001
Philosophy & Psychology	98	2000
Religion	130	1997
Social Sciences	667	1999
Language	62	1994
Science	437	1996
Technology	290	1997
Arts & Recreation	2554	2002
Literature	912	1996
History & Geography	1008	1997
Biography	635	1999
Easy	47	1996
General Fiction	9022	2006
Graphic Novels	985	2011

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 outdated or age-inappropriate, even if they were donated. All gifts and donations must follow the same processes as new book orders.

Collection Maintenance

Inventory and Weeding Cycle:

Per School Board Policy 8.12, the collection is inventoried on a three-year rotational basis. This ensures every item in the collection is physically accounted for, assessed for condition, and evaluated for relevance at least once every three years. The schedule for the inventory process will be as follows: FY27 Non-Fiction, FY28 Biography, Professional, Library, and Graphic Novels, FY29 Fiction.

Ongoing Maintenance:

Collection maintenance is a continuous process that extends beyond the annual inventory window. Materials are repaired, relabeled, and deselected throughout the school year to maintain a high standard of accessibility and visual appeal.

Collection Organization and Visual Navigation:

All fiction is genrefied by subject using identifying spine label stickers for the specified category. The categories used to identify the fiction titles are the following:

- Adventure
- Fantasy
- Historical
- Holocaust
- Horror
- Mystery
- Realistic
- Science Fiction
- Urban

The biography and Graphic Novels are separated into standalone sections.

Lost or Damaged Library Materials

Replacement:

Bak MSOA Library Media Center may charge a fee for lost or damaged materials, often based on the replacement cost. Some may accept a suitable substitute, like a copy of the lost book or a gently used version.

Potential Fines:

Bak MSOA Library Media Center may impose fines for damaged items, though others may not due to potential economic inequities.

Impact on Borrowing Privileges:

Students may have their borrowing privileges limited or suspended until outstanding fees are paid or materials are returned.

Exceptions:

Bak MSOA Library Media Center may offer exceptions or payment plans for students facing financial hardship.

Notification of Obligations:

In some circumstances, outstanding library obligations may be transferred to the next school a student attends or even impact graduation.

Strategic Focus – Inventory, Deselection (Weeding), and Acquisitions

School Year	Strategic Focus
FY27	Selection Priorities • Fiction - Realistic, Urban Fiction • Fiction - Mystery, Historical Fiction • Fiction - Fantasy, Sci Fi
	Inventory • Fiction - Realistic, Urban Fiction • Fiction - Mystery, Historical Fiction • Fiction - Fantasy, Sci Fi
	Deselection (Weeding) Priorities • Non Fiction 746-920
FY28	Selection Priorities • Ebooks • Foreign Language, Easy • Classics
	Inventory • Ebooks • Foreign Language, Easy
	Deselection (Weeding) Priorities • Classics
FY29	Selection Priorities • Fiction - Graphic Novels, Adventure • Non Fiction • Biography
	Inventory • Fiction - Graphic Novels, Adventure
	Deselection (Weeding) Priorities • Non-Fiction 001 - 745 • Biography 92

Reconsideration of Materials

Objection Protocols: In the event of a citizen objection to any material within the library or classroom collection, the school shall strictly follow the procedures outlined in School Board Policy 8.1205. Copies of this policy and the Specific Material Objection Form are included in the Appendices of this document for immediate reference.

Status of Challenged Materials: Materials currently under objection shall be managed in accordance with the District's reconsideration procedures. Except where immediate removal is required by state statute (e.g., alleged sexual conduct), no material shall be removed or restricted solely based on an objection until the formal review process has been completed.

Annual Evaluation and Revision of Collection Development Plan

This collection development plan will be reviewed annually.

Appendices

A: Library Bill of Rights

"Library Bill of Rights", American Library Association, June 30, 2006.

[Link](#) (Accessed March 13, 2026)

Document ID: d03f6aae-7e51-46b3-afed-50fa0809f8ca

B: Intellectual Freedom Statement

"The Freedom to Read Statement", American Library Association, July 26, 2006.

[Link](#) (Accessed March 13, 2026)

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 March 13, 2026)

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 March 13, 2026)

E: Specific Material Objection Form

School Board of Palm Beach County (November 14, 2023). Specific Material Objection Form.

[Link](#) (Accessed March 13, 2026)