

FY27 COLLECTION DEVELOPMENT PLAN



Boca Raton Community Middle School FY27 Collection Development Plan

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Signature Page

Boca Raton Community Middle School
FY27 Collection Development Plan

Date Approved by Administration: 4/15/26

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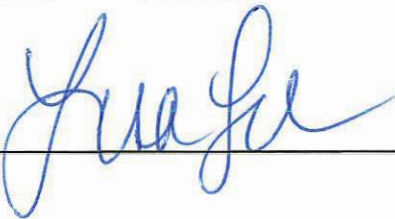
Principal Signature: _____  _____

Table of Contents

<u>Purpose Statement</u>	4
<u>Background Statement & School Community</u>	4
<u>School Mission Statement</u>	4
<u>Media Center Mission Statement</u>	4
<u>Responsibility for Collection Management Development</u>	4
<u>Library Program</u>	5
<u>Goals and Objectives</u>	5
<u>Budgeting and Funding</u>	6
<u>Scope of the Collection</u>	7
<u>Equipment</u>	8
<u>Collection Development</u>	8
<u>Selection Evaluation and Criteria</u>	9
<u>Analysis of the Collection</u>	10
<u>Gifts and Donations</u>	11
<u>Collection Maintenance</u>	12
<u>Lost or Damaged Library Materials</u>	12
<u>Strategic Focus – Weeding & Acquisitions</u>	12
<u>Reconsideration of Materials</u>	13
<u>Appendices</u>	14
<u>A - Library Bill of Rights</u>	14
<u>B - ALA Intellectual Freedom Statement</u>	14
<u>C - Board Policy 8.12</u>	14
<u>D - Board Policy 8.1205</u>	14
<u>E - Specific Material Objection Form</u>	14

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.

Background Statement & School Community

The users of The Boca Raton Community Middle School Library come from 6th through 8th Grade in addition to the faculty, staff and parents of that community of users. According to the Gold Report, Boca Raton Community Middle School has a culturally and ethnically diverse student population representing different economic backgrounds, which include 39% White, 20% Black, 33% Hispanic, 8% Asian, et. al. We have 1012 students with 64.4% Free/Reduced lunch, 34% ELL students, 24% ESE. In addition, The Boca Community Middle School Library supports the curricular needs of the high number of Pre-Medical Academy students.

Boca Raton Community Middle School strives to offer much innovation and acceleration to our students: Pre-Medical Program (3 specific electives and science track), Pre-AICE coursework in ELA and Science, Pre-AICE Global Perspectives elective, High School Algebra and Geometry (for students who completed the 8th grade FAST), High School Spanish and Pre-AICE Spanish, Innovative 3D Mixed Reality Lab, Pre-Microsoft computer certification/coding, Continued electives in Art, Music/Band, PreAice Photography, Physical Education, Culinary, Yearbook, Student Government, Debate, and TV Production.

School Mission Statement

Boca Raton Community Middle School is committed to providing a world-class education with excellence and equity to empower each student to reach his or her highest potential with the most effective staff to foster the knowledge, skills, and ethics required for post-secondary education, responsible citizenship, productive careers, and success in a global society.

Media Center Mission Statement

The Boca Raton Community Middle School Library is committed to fostering excellence and equity by providing equitable access to world-class resources and information. Our mission is to empower every student to reach their highest potential by cultivating a love of reading, advancing critical information literacy skills, and promoting the ethical use of knowledge required for lifelong learning, responsible citizenship, and success in a global society. Every selection we make and every plan we implement in our library is intentionally designed to support and strengthen this mission.

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 hybrid schedule to ensure equitable access for all students. Instruction is provided daily to support academic standards and digital literacy. The program supports special school initiatives such as Battle of the Books, STEM Fair, Literacy Week, Cobra News, Yearbook, PreAice Photography and provides a collaborative space for inquiry and research.

Goals and Objectives

Goal 1: Ensure excellence and equity in library resources and access by creating a collection and environment where every student has the tools they need to reach their highest potential.

Objective 1.1: Diversify and update the collection: conduct a comprehensive audit of the physical and digital library collections by the end of the first semester to ensure resources reflect diverse global perspectives, varied reading levels, and multiple formats (audiobooks, eBooks, graphic novels) to support all learners.

Objective 1.2: Eliminate barriers to access by expanding before-school or during lunch library time to ensure all students, regardless of socioeconomic status, have equitable access to library technology, study spaces, and materials.

Goal 2: Cultivate critical knowledge, research skills, and digital ethics preparing students for post-secondary education and responsible citizenship through information literacy.

Objective 2.1: Integrate information literacy across the curriculum. Collaborate with core subject teachers to co-plan and teach at least two inquiry-based research projects per grade level each year. These lessons will focus on evaluating the credibility of sources, fact-checking, and conducting effective searches.

Objective 2.2: Promote digital citizenship and ethical use. Develop and deliver a school-wide digital ethics module that teaches students about plagiarism, proper citation formats, copyright laws, and safe, responsible behavior online in a global digital society.

Goal 3: Empower lifelong learning and a global reading culture fostering the independent drive, empathy, and broad worldview required for success in a global society.

Objective 3.1: Boost independent reading engagement. Launch a student-driven reading program (such as "Battle of the Books," a peer-review book blog, or a genre reading challenge) aimed at increasing total library circulation by 15% over the course of the school year.

Objective 3.2: Connect students to the global community. Host at least three globally focused library events per year—such as virtual author visits, multicultural maker-space workshops, or interactive heritage month displays—that allow students to explore different cultures, careers, and global issues outside of the standard curriculum.

Budget and Funding

The LMC is given a school-based operating budget at the beginning of every school year. The school administration uses a formula to distribute the appropriated funds. The budget for the FY27 school year is expected to be similar to FY26.

School-based Operating Budget	Budget FY26	Projected FY27 Budget
Account 551100 - Media Supplies	\$588	\$588
Account 553420 - Media Subscriptions (Periodicals-Newspapers)	\$441	\$441
Account 561100 - Library Books	\$735	\$735
Account 562230 - Media A/V Equipment	\$441	\$441
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)	\$713.39	\$846.03
State Media Allocation	FY26	Projected FY27
Account 561100 (program 3070) - Media Books	\$2530	\$2530

Purchasing Plan FY27

Purpose	Amount
Library Books	\$2500
Photoshop	\$300
Supplies	\$1500
AV/Media 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, Periodicals (Magazines/Newspapers), Professional Collection.
- Digital: eBooks, Digital Audiobooks, Online Databases (District and Site-Licensed).

Special Emphasis:

The collection maintains a special emphasis on non-fiction texts to support the STEM and Medical Science academies.

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: 40 Desktop Student Workstations.
- zSpace Lab: 22 Student Workstations.
- Classroom Technology: Interactive Flat Panel, Document Camera, Sound System.
- Makerspace: Building and Design Manipulatives.

Media Production:

- TV Studio: Full Production Studio (Cameras, Tri-Caster/Mixer, Lighting, Green Screen).
- Mobile News: Portable News Crew Equipment (iPads, Mobile Green Screen).
- Student Production: Cameras/Tripods, Microphones, Podcasting Equipment, Production iPads.

Teacher Support and Workroom:

- Production: Large Format (Poster) Printer, Laminator, Die-Cut Machine.

Circulation and Access:

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

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 collection development process at the Boca Raton Community Middle School Library is designed to curate resources of significant educational value, strictly adhering to the criteria outlined in SDPBC Policy 8.12. All materials are rigorously evaluated based on their relevance to the curriculum, appropriateness for student age and emotional maturity, and overall literary, aesthetic, and social merit. To ensure the highest quality of acquisitions, the selection process is consistently guided by reputable professional reviewing sources, including *School Library Journal*, *The Horn Book*, *Kirkus Reviews*, and *Booklist*.

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.

			
9,884 Items in the Collection	6.4 Items per Student	54% Fiction Titles in the Collection	38 % 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.			
	2005 Average Age of the Collection	66% Aged Titles	4% 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.	
			
38% Representative Titles in Collection	2007 Representative Titles Average Age	42% SLL Titles in Collection	2009 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	107	2010
Philosophy & Psychology	50	2009
Religion	38	2002
Social Sciences	443	2005
Language	88	1998
Science	508	2006
Technology	432	2006
Arts & Recreation	1175	2007
Literature	289	1994
History & Geography	598	2004
Biography	677	2002
Easy	33	1996
General Fiction	5300	2008
Graphic Novels (741.5)	515	2009

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. In FY27 we will inventory Non-fiction, in FY28 Reference and in 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:

Biographies are filed by Subject's Last Name. Graphic Novels are separated into their own section.

Lost or Damaged Library Materials

The Boca Raton Community Middle School Library does not charge late fees for overdue materials. However, in accordance with district policy (SDPBC 8.12), students, parents, and staff are financially responsible for any lost or damaged library items.

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

School Year	Strategic Focus
FY27	Selection Priorities Fiction Books
	Inventory and Deselection (Weeding) Focus [INSTRUCTION: 1) Inventory Non-Fiction 2) Weed Non-Fiction
FY28	Selection Priorities Non-Fiction
	Inventory and Deselection (Weeding) Priorities [INSTRUCTION: 1) Inventory Reference 2) Weed Reference
FY29	Selection Priorities Reference
	Inventory and Deselection (Weeding) Priorities 1) Fiction (General Fiction, Easy, Story Collection, Graphic Novels). 2) Weed Fiction section.

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)