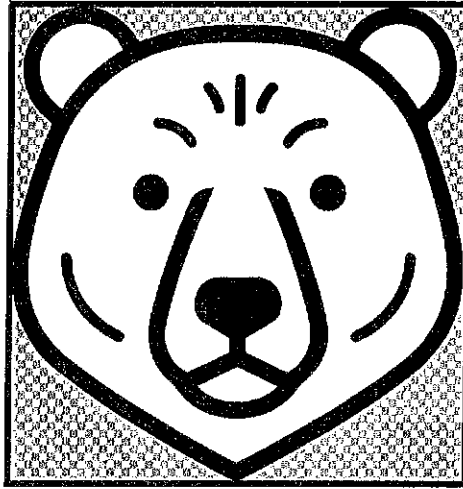


FY27 COLLECTION DEVELOPMENT PLAN



Bear Lakes Middle School FY27 Collection Development Plan

Melissa Pierce; BLS, MLS, MBA

Educational Media Specialist

Signature Page

Bear Lakes Middle
FY27 Collection Development Plan

Date Approved by Administration: May 8, 2026

Media Specialist Name: _____Melissa Pierce_____

Media Specialist Signature: __________

Principal Name: _____Dr. Kirk Howell_____

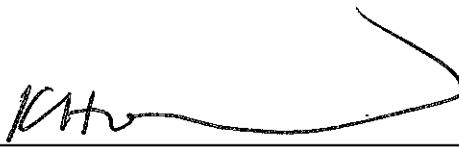
Principal Signature: __________

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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.

Background Statement & School Community

Bear Lakes Middle School is a Title I school that receives additional federal funding to provide academic support and resources for students from lower-income households. Approximately 66% of students are identified as economically disadvantaged, based on the number of students receiving free or reduced-price lunch.

BLMS is located in the heart of West Palm Beach, a mid-size urban community. The school serves students in grades 6–8 and maintains a diverse student population, with the majority of students identified as Black and Hispanic. FY26 enrollment data from the Gold Report and School Improvement Plan lists the student population at 767 students, while projected enrollment for the FY2027 school year is approximately 802 students.

There are 62 equivalent full-time teachers and 4 full-time school counselors on staff. To support the non English speaking student body we have 1 ESOL coordinator and 2 Certified Language Facilitators - 1 Spanish and 1 Haitian/Creole. Based on current year-end student enrollment projections, the Media Center will be staffed in FY 2027 by a Media Specialist only, without Media Clerk support.

School Mission Statement & Vision statement

- The mission of Bear Lakes Middle School is to educate, affirm, and inspire each student in an equity-embedded school environment.
- Bear Lakes Middle School envisions a dynamic collaborative multicultural community where education and lifelong learning are valued and supported, and all learners reach their highest potential and succeed in the global economy.

Media Center Mission Statement

- The Bear Lakes Media Center is dedicated to creating and sustaining a dynamic Library Media Program that enriches and supports the school's curriculum. We aim to provide resources and services that meet the educational needs of students.

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.

Library Program

The Library Media Program operates on a flexible schedule to ensure equitable access for all students and staff. Instruction is provided at the point of need to support academic standards, digital literacy, information literacy, and overall student achievement.

The program supports schoolwide initiatives, including Digital Citizenship instruction that promotes responsible online behavior, internet safety, and the evaluation of credible sources. The Media Center also serves as a flexible instructional and collaborative space that supports co-teaching opportunities, small-group instruction, meetings, inquiry-based learning, research, critical thinking, and continuous learning.

To ensure that the library collection remains current, relevant, and responsive to the needs of the school community, feedback and recommendations regarding new resources and collection development are solicited throughout the school year from administrators, teachers, students, parents, and district stakeholders.

Goals and Objectives for the BLMS Media Center Collection

GOAL 1: The Media Specialist will use the TV Production Technology High School Credit class with a school-wide morning news program that uses Google applications, SMART Boards, and EVO Roll Pro equipment to give students hands-on experience with broadcasting, communication, teamwork, and digital media production skills.

Objective 1

By September 2026, establish a regular production schedule and student production teams for the school-wide morning news program through the TV Production Technology High School Credit class.

Objective 2

By October 2026, train students to use Google applications, SMART Boards, and EVO Roll Pro equipment for scripting, presenting, displaying announcements, and producing digital media content.

Objective 3

Throughout FY27, the morning news program will include regular school announcements, student-created segments, literacy promotions, and school event coverage to improve communication and student engagement.

GOAL 2: The Media Specialist will increase student circulation of library materials by 15%–25% through updated collections, promotion of high-interest books with technology, collaboration with teachers, student engagement activities, and improved awareness and access to Media Center resources despite scheduling and operational limitations.

Objective 1

Throughout FY27, use technology such as Google applications, SMART Boards, EVO Roll Pro displays, and digital announcements to promote high-interest books, new arrivals, reading challenges, and Media Center activities.

Objective 2

Throughout the 2026–2027 school year, collaborate with classroom teachers to connect library materials to classroom lessons, literacy activities, research projects, and curriculum needs.

Objective 3

Throughout FY27, increase student engagement with the Media Center through book displays, student recommendations, reading promotions, themed activities, and classroom visits.

GOAL 3: During FY27, the Media Center will implement a rigorous review and weeding process aligned with American Library Association and American Association of School Librarians collection development expectations. The collection will be evaluated for currency, accuracy, diversity, curriculum-aligned, age-appropriate, physically appealing, responsive to student interests.

Objective 1: Review and update the General Nonfiction collection to maintain materials within a recommended 5–10 year publication age. Complete before October 2026 or before the District annual removal of outdated textbooks. This according to the district removal deadline in the Fall of 2026 set forth in Fall of 2026.

Objective 2 : Review and weed outdated, damaged, and low-circulation books while adding newer, trending, and high-interest titles that better support student interests, classroom instruction, and high-school credit curriculum needs throughout FY27. Anticipated 25% of funds will also be used to purchase duplicate copies of popular series and replace missing titles within incomplete series collections.

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.

<i>School-based Operating Budget</i>	<i>Budget FY26</i>	<i>Projected FY27 Budget</i>
<i>Account 551100 - Media Supplies</i>	<i>\$498.00</i>	<i>\$425.00</i>
<i>Account 553420 - Media Subscriptions (Periodicals-Newspapers)</i>	<i>\$374</i>	<i>\$375</i>
<i>Account 561100 - Library Books</i>	<i>\$623</i>	<i>\$531</i>
<i>Account 562230 - Media A/V Equipment</i>	<i>\$374</i>	<i>\$319</i>
<i>Account 564220 - Furn-Fix/Equip</i>	<i>\$188</i>	<i>\$188</i>
<i>Fundraising and/or Grants</i>	<i>FY26</i>	<i>Projected FY27</i>
<i>Media Center Internal Account number for your grant(s) (get this from your bookkeeper)</i>	<i>\$0.00</i>	<i>\$0.00</i>
<i>State Media Allocation</i>	<i>FY26</i>	<i>Projected FY27</i>
<i>Account 561100 (program 3070) - Media Books</i>	<i>\$1893</i>	<i>\$ 1893</i>

Purchasing Plan FY27

Purpose	Amount
Nonfiction - Biotechnology / Medical program	\$570.00
Nonfiction - Leadership / Business program	\$570.00
Nonfiction - Professional / TCE	\$570.00
Media Center Security - Mirrors	\$300.00 (3)
Poster Maker supplies (ink and paper)	\$1121.00
Poster supplies specifically used for Media Center	
teaching, marketing, program purposes.	
Total:	\$3731.00

Scope of the Collection

The Library Media Center maintains a diverse and balanced collection of print, digital, and multimedia resources selected to support the school's instructional goals and the varied 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.

Audiovisual: Manipulatives/Realia - Robots in support of Coding and CTE program.

Special Emphasis:

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.

Site Licenses:

Administration purchased site licenses for a K-12 digital reading intervention platform designed to support literacy recovery and reading skill development.
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.
- Classroom Technology: 1 Interactive Flat Panel, 1 Document Camera, 1 Sound System.
- Makerspace: 1 Coding Kits, 1 Building Manipulatives.

Media Production:

- TV Studio: Mobile News: Portable News Crew Equipment (iPads, Mobile Green Screen).
- Student Production: 1 Cameras/Tripods, 1 Microphones, 1 Podcasting Equipment, 1 Production iPads.

Teacher Support and Workroom:

- Production: 1 Large Format (Poster) Printer, 2 Laminator, 3 Die-Cut Machine.
- A/V Support: 1 PA System..

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

Selection and evaluation criteria are based on the currency and timeliness of materials, accuracy, quality, and depth of content. Consideration is also given to the relevance of subjects and titles to the school's current and potential scholarly and curriculum needs, including standard or significant works within a field of study. Materials are carefully selected to avoid unnecessary duplication of electronic or technology-based resources.

District-wide procedures for selecting and developing library collections are outlined in School Board Policy 8.12, "Procedures for Selecting and Developing Library Collections." These procedures are followed throughout the District.

The School District of Palm Beach County Library Media Services Department provides support to school library media personnel and establishes uniform policies and procedures for school library media centers across the District.

District Resources and Services

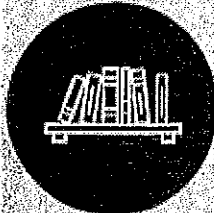
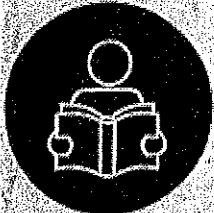
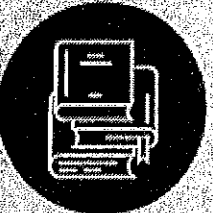
The School District Library Media Services Department supports school-based library media center personnel and establishes uniform policies and procedures for school library media centers throughout the District. These services include, but are not limited to:

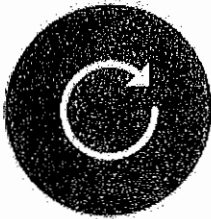
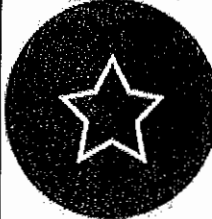
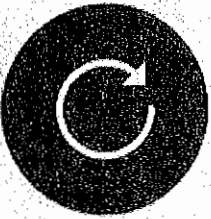
- Maintaining a professional library collection to assist with recertification and knowledge acquisition on education-related topics;
- Managing the online catalog, including the library inventory and circulation software;
- Selecting and making accessible online information databases for reference and 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.

			
12,728 Items in the Collection	16 Items per Student	41% Fiction Titles in the Collection	42% Nonfiction Titles in the collection

			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.			
	1997 Average Age of the Collection	79% Aged Titles	2% 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.	
			
36% Representative Titles in Collection	1999 Representative Titles Average Age	34% ALL Titles in Collection	2000 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	263	1997
Philosophy & Psychology	76	2002
Religion	55	1993
Social Sciences	794	1999
Language	166	1993

Science	949	1999
Technology	511	1998
Arts & Recreation	841	2001
Literature	485	1995
History & Geography	1170	1995
Biography	1402	1997
Easy	25	1991
General Fiction	5208	1999
Graphic Novels (741.5)	223	1994

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. FY 2027 - Full collection; FY2028- Full collection; - FY2029 - Full collection.

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:

In 2021, the Media Center was reconfigured so that approximately half of the floor space functions as a meeting area, classroom, and co-teaching space. Instructional technology equipment is primarily used in this section. The remaining area is dedicated to the library collection, research space with computer workstations, and a temporary checkout desk.

In addition to Dewey spine labels, staff continuously add genre spine labels to improve organization and student access to materials. Biography titles and classroom fiction sets are housed on the center shelving units that divide the library collection area from the instructional and meeting space. A small professional collection is also located within the teaching and meeting area to increase visibility and accessibility for staff.

Lost or Damaged Library Materials

Students are responsible for library materials and equipment they borrow. If an intel is lost or damaged, the student will be charged a replacement fee. The fee must be paid to the Palm Beach County School District by the student's graduation date. Students who leave the school district before graduation are responsible for paying the replacement cost as determined by the school administration.

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

FY27	Selection Priorities
	Digital Collection in support of technology trends in education and to assure reading is available to the diverse economically challenged population.
	Inventory and Deselection (Weeding) Focus 1) Literature inventory and weeding to delete duplicate and damaged copies. 2) Fiction before 2015 Inventory and Deselection (Weeding) Priorities Inventory - full collection fiction - to be completed prior to 3070 state funding usage.
FY28	Selection Priorities
	Nonfiction supporting the Guidance and Leadership courses, Artificial Intelligence research methods.
	Inventory and Deselection (Weeding) Priorities Inventory 1) full collection research and technology nonfiction - to be completed prior to 3070 state funding usage.
FY29	Selection Priorities
	Digital reference and research methods for college and career paths.
	Inventory and Deselection (Weeding) Priorities

	Full collection 1) 000 - 999 Dewey sections.
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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)