



Congress Middle School

FY27 Collection Development Plan

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Educational Media Specialist

Signature Page

Congress Middle School

FY27 Collection Development Plan

Date Approved by Administration: 5/19/2024

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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>	#4-5
<u>Responsibility for Collection Management Development</u>	#5
<u>Library Program</u>	#5
<u>Goals and Objectives</u>	#5
<u>Budgeting and Funding</u>	#6-7
<u>Scope of the Collection</u>	#7
<u>Equipment</u>	#8
<u>Collection Development</u>	#9
<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>	#13
<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

Our school is a Title I school with a diverse student body. Congress Middle School is in the heart of Boynton Beach, Florida, a mid-sized city. The student population of Congress Middle serves 792 students in Grades 6-8.

The school enrolls 100% economically disadvantaged students. The school's minority student enrollment is 95%, with the majority of our students speaking Haitian-Creole or Spanish. Congress Middle School's English for Speakers of Other Languages (ESOL) Department serves to meet the language and academic needs of a diverse student population.

The school aims to develop each child intellectually, emotionally, physically, and socially, in partnership with school families and the community, so that all students are lifelong learners, complex thinkers, responsible global citizens, and effective communicators.

Our school is a choice program school, offering courses such as Digital Graphic Design Academy, Digital Video Design Academy, Pre-Engineering, Pre-Medical Science, AVID, and STEAM. Our school also offers numerous high school credit courses, such as Algebra 1 and Geometry.

School Mission Statement

Congress 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 Congress Middle School Media Center is committed to creating a welcoming space where students can learn, explore, create, and grow. Our goal is to support classroom learning while helping students become confident readers, critical thinkers, and responsible users of information and technology. We encourage curiosity, creativity, and a love of learning that lasts beyond middle school.

The Media Center will:

- Provide all students and staff with equal access to a wide variety of resources and technology.
- Offer books, digital tools, and materials in different formats to support all learning styles and interests.
- Create a positive environment that encourages writing, inquiry, collaboration, and independent thinking.
- Inspire curiosity and critical thinking through engaging learning opportunities.
- Promote reading for enjoyment with an inclusive and diverse collection of books.

- **Encourage students to discover new interests and become lifelong learners.**
- **Teach students how to effectively and responsibly use library resources, technology, and information independently.**

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 at the point of need to support academic standards and digital literacy. The program supports special school initiatives such as Literacy Week and provides a collaborative space for inquiry and research.

Goals and Objectives

Goal 1: Increase circulation of previously uncirculated items.

- Create targeted displays that feature only previously uncirculated items.
- Promote uncirculated items to teachers aligned with their curricula.
- Book talk titles individually with students, especially prominent readers.

Goal 2: Decrease old titles in the collection and increase diverse and new titles.

- Purchase new diverse titles.
- Weed out older, non-circulating titles.

Goal 3: To support the students' 21st-century literacy skills through the incorporation of technology.

- To teach all students to use Destiny to locate and check out books in the media center.
- To teach all students how to access and check out eBooks using MackinVia.
- To utilize Chromebooks and Google Suite Apps with students in meaningful ways to access library materials, conduct research, and extend learning.
- To incorporate the use of SMART board technology into media center lessons.

Budget and Funding

The LMC receives a school-based operating budget at the beginning of each 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	\$409	\$409
Account 553420 - Media Subscriptions (Periodicals-Newspapers)	\$364	\$364
Account 561100 - Library Books	\$607	\$607
Account 562230 - Media A/V Equipment	\$364	\$364
Account 564220 - Furn-Fix/Equip	\$1092	\$1092
Fundraising and/or Grants	FY26	Projected FY27
Media Center Internal Account number for your grant(s) (get this from your bookkeeper)	\$	\$
State Media Allocation	FY26	Projected FY27
Account 561100 (program 3070) - Media Books	\$1914.99	\$1914.99

Purchasing Plan FY27

Purpose	Amount
Books (add Account 561100 + 3070)	\$2521.99
Supplies	\$409
Periodicals	\$364
Media Equipment	\$364
Furniture	\$1092
Total:	\$4750

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.
- Digital: eBooks and Online Databases (District and Site-Licensed).

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: IXL

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:

- Classroom Technology: Interactive Flat Panel, Document Camera, Sound System.
- Makerspace: 3D Printer

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, Laptop Chargers, iPads/Tablets (for Student/Staff Checkout)
- Peripherals: Headphones

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 the growth of factual knowledge, 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

As a non-certified Educational Media Specialist, all library and instructional materials are submitted to the District Library Media Services Department for professional vetting and approval before acquisition. This process ensures compliance with Florida Statute 1006.28 and School Board Policy 8.12. Materials are reviewed for educational significance, age appropriateness, accuracy, and curriculum alignment by certified district personnel.

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:

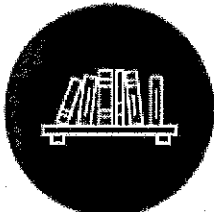
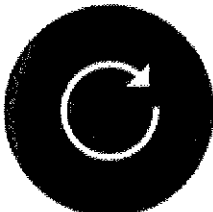
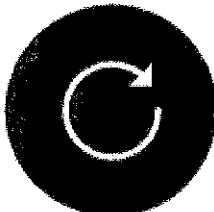
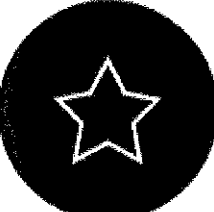
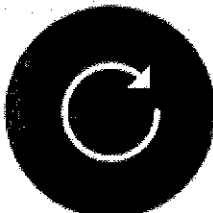
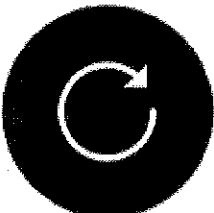
- Maintaining a professional library collection to assist with recertification and knowledge acquisition on education-related topics;
- Managing the online catalog, including the library inventory and circulation software;
- Selecting and making accessible online information databases for reference and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

			
9709 Items in the Collection	6.5 Items per Student	50% Fiction Titles in the Collection	35 % 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.			
	2004 Average Age of the Collection	60% Aged Titles	3% Newer than 5 Years
Library media resources should be representative of the school.		Skills for Learning & Life (SLL) library media resources can contribute to character development and student wellbeing.	
			
41% Representative Titles In Collection	2006 Representative Titles Average Age	41% Student Wellbeing (SLL) Titles In Collection	2007 Student Wellbeing (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	Average Age (year)	# of Titles
Computer Science, Information & General Works	2013	32
Philosophy & Psychology	2011	28
Religion	2013	34
Social Sciences	2002	404
Language	2000	9
Science	2005	414
Technology	2003	403
Arts & Recreation	2009	457
Literature	1999	198
History & Geography	2000	617
Biography	2004	375
Easy	2000	100
General Fiction	2005	4729
Graphic Novels	2014	291

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.

- FY27: non-fiction (000-499)
- FY28: non-fiction (500-999)
- 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:

The books in Congress Middle School's Media Center are organized by genre with large, colorful signs. Each book has a spine label with the first three letters of the author's last name. All non-fiction materials are located on the wall for easy access for students. At the front of the library, there are displays for books that are in constant circulation. Throughout the library, there are books on display with a quick summary to help increase circulation of books that are not in rotation. Students are to check-out books at the circulation library with the Media Clerk. There is also a drop-off bin with a sign that says "return books here," so students have a visual as to where to return books.

Lost or Damaged Library Materials

Congress Middle School Media Center encourages all students to responsibly care for borrowed library materials so that everyone in our school community can enjoy them. Students are responsible for all library materials checked out under their account. Books should be returned on or before the assigned due date and kept in good condition. Students will receive a reminder notice when a book is one week overdue. If a book is two weeks overdue, it will be considered lost, and the replacement cost of the book will be charged to the student's account. Students will be charged the replacement cost for any lost library materials. If a lost book is later returned in good condition, the charge may be removed or adjusted. Students may also be charged for books that are returned with damage beyond normal wear and tear, including but not limited to: water damage, missing or torn pages, writing or coloring in the book, broken binding or covers, food or other excessive damage. Charges will be based on the extent of the damage and the cost to repair or replace the item. Students with outstanding library fines or overdue/lost materials may have restricted checkout privileges until the issue is resolved. Our goal is to help students develop responsibility while maintaining a welcoming and well-cared-for Media Center collection for all students to enjoy.

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

School Year	Strategic Focus
FY27	Selection Priorities Increase in Science and Technology books, along with purchasing the most recent SSYRA list of books.
	Inventory and Deselection (Weeding) Focus 1) Inventory: non-fiction (000-499) 2) Weeding: Science and technology
FY28	Selection Priorities Increase in Science and Technology books, along with purchasing the most recent SSYRA list of books.
	Inventory and Deselection (Weeding) Priorities 1) Inventory: non-fiction (500-999) 2) Weeding: non-fiction
FY29	Selection Priorities Increase in Science and Technology books, along with purchasing the most recent SSYRA list of books.
	Inventory and Deselection (Weeding) Priorities 1) Inventory: Fiction 2) Weeding: General Fiction

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)