



**Emerald Cove Middle School
FY27 Collection Development Plan**

**Uzma Ahmed, M.Ed.
Educational Media Specialist**

Signature Page

Emerald Cove Middle School
FY27 Collection Development Plan

Date Approved by Administration: 04-06-26

Media Specialist Name: Uzma Ahmed

Media Specialist Signature: Uzma Ahmed

Principal Name: Dr. Eugina Feaman

Principal Signature: E. Feaman

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>	5-6
<u>Goals and Objectives</u>	6
<u>Budgeting and Funding</u>	7-8
<u>Scope of the Collection</u>	8-9
<u>Equipment</u>	9
<u>Collection Development</u>	9-10
<u>Selection Evaluation and Criteria</u>	10-11
<u>Analysis of the Collection</u>	11-12
<u>Gifts and Donations</u>	13
<u>Collection Maintenance</u>	13
<u>Lost or Damaged Library Materials</u>	13-14
<u>Strategic Focus – Weeding & Acquisitions</u>	14
<u>Reconsideration of Materials</u>	14
<u>Appendices</u>	15
<u>A - Library Bill of Rights</u>	15
<u>B - ALA Intellectual Freedom Statement</u>	15
<u>C - Board Policy 8.12</u>	15
<u>D - Board Policy 8.1205</u>	15
<u>E - Specific Material Objection Form</u>	15

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 primary users of ECMS Library Media Center are students in grades six through eight. Faculty and staff frequently check out books and materials for classroom and personal use, and parents in our community are welcome to utilize our resources as well. According to District data, ECMS has a culturally and ethnically diverse student population representing different economic backgrounds. According to the most recent information in the School District's SIS School Report and the FLDOE Report Card, students at Emerald Cove include 30.8% white, 26.3% black, 31.1% Hispanic, 7.5% Asian, and 3.8% multiracial. The total enrollment is 1,138. The Exceptional Student Education population is 18.4% of our school, and .6% of the student body are English Language Learners. There are eleven different primary languages spoken by students at Emerald Cove. Our school has an AVID program and a Pre-IT program which set it apart from other middle schools and impacts our collection development.

<https://edudata.fl DOE.org/ReportCards/Schools.html?school=3371&district=50>

School Mission Statement

Emerald Cove 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 responsible citizenship and productive careers.

The school's vision is that the students will maintain high standards through a rigorous and relevant program that enriches their lives and enhances academic achievement, develops creative thinking and analytical skills, and embraces reading. In addition, the school works towards making sure the academic and elective curriculum reflects a real-world perspective.

Media Center Mission Statement

The Emerald Cove Middle School Library Media Center exists to provide informational and instructional resources to support the school's curriculum and to meet the academic and recreational information needs and interest of students, staff and parents. To achieve these purposes, the LMC collection covers a wide range of subjects, reflects differentiated levels of student ability, and represents diverse points of view. In addition to providing information, the collection also includes items that portray the creative artistry, insight and vision of the human mind and artifacts that contribute to the development of both cognitive and affective attributes in students. To accommodate varying learning styles and to enrich learning for all, information is presented through a variety of formats. These formats, which are print and non-print, visual and auditory, verbal and non-verbal, concrete and abstract, are delivered through various technologies and media. Non-fiction materials are organized using the Dewey Decimal system. Fiction books are arranged by genre, with large colorful wooden signs on designated shelves, and books are labeled with genre stickers for easy access for all library users. A professional resource collection and a curriculum support collection of print materials and DVD's are available in the production room.

In all, the ECMS Media Center Media Specialist strives to enable all members of the school community to become effective users of technology, ideas and information while providing an environment that encourages a lifelong curiosity and love for literacies, including 21st century literacies: digital, visual, health, science, economic and financial.

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 Specialist (LMS) is available to assist and collaborate with teachers to plan and enhance instructional lessons. The LMS not only provides assistance in gathering informational resources and materials, but is also available to provide instruction to teachers and students in the areas of information literacy skills, instructional methodologies, and educational technology applications. Assistance from the LMS is made available in the library or classroom both informally and formally.

For the 2025-2026 school year, the LMS reviewed and vetted all classroom libraries, in the school, to comply with FL State Statutes (Section 847.012) as outlined in SDPBC BULLETIN #P 23-333 DSCOS. In addition, the LMS has worked closely with all departments but especially with Language Arts and Social Studies Departments, by vetting and providing appropriate resources for thematic study of subjects, for classroom novel/period studies, and for genre-specific activities. The LMS also provided educational support by sponsoring the Scholastic Book Fair, proctoring the online Battle of the Books, presenting literacy activities for *Celebrate Literacy Week, Florida!*, recommending resources to observe Hispanic Heritage Month, Black History Month & Women's History Month, and sharing character education messages on morning announcements. The LMS will support the 2026 Summer Reading Program by acquiring eBooks (on MackinVia) and hard copies of the Sunshine State Young Readers Award (SSYRA) books.

For FY 25-26, the LMS sponsored the ECTV Pirate News Club which produces the morning announcements. The announcements are recorded and uploaded to ECMS's private, unlisted Youtube channel and watched by staff, students and parents. This year, the LMS has updated the TV Studio by acquiring a new soundboard (audio mixer), via a donation from The Education Network. The Education Network will also donate studio lights for the TV Studio, before the year's end.

In addition, the LMS is the teacher of record for the Interns and is responsible for training them on various clerical duties, matching them with staff members, and instructing them on special

lessons/activities. Finally, the LMS is an integral part of the Educator Support Program (ESP) and is the Voluntary Lead Mentor (VLM) at ECMS, providing support to new teachers and conducting huddles with mentors.

To ensure access to all students, the ECMS LMC opens up in the mornings for students to return or check out books, read, use the computers, study, and work on homework/projects from 8:55 to 9:25. Individuals or small groups of students may visit the library anytime during the school day on our flexible schedule with permission from the classroom teacher. Teachers of all subjects are encouraged to bring an entire class to the library during the regular school day, and many do so quite often. Instruction is provided at point-of-need basis to support academic standards and digital literacy.

Goals and Objectives

Goal #1: To support the ECMS School Improvement Goal and District's Strategic Plan of developing a single school culture, a positive climate as well as an appreciation of multicultural diversity

1. by recognizing notable individuals in months dedicated to groups (e.g. Hispanic Heritage Month, African-American Heritage Month, Women's History Month etc.) on ECTV Pirate News and on ECMS display cases, throughout the FY 27 school year.
2. by purchasing relevant, reviewed, vetted, state-approved resources for the following areas of study: History of the Holocaust; History of Africans and African Americans; History of Asian Americans & Pacific Islanders; Health Education, Life Skills & Social Media; Hispanic Contributions; Women's Contributions; Civic & Character Education; and Sacrifices of Veterans, and the value of Medal of Honor recipients.

Goal #2: To disburse critical information from Library Media Services to administration and staff, in a timely and effective manner

1. by informing teachers and students, at the beginning of the school year, about the numerous vetted, benchmark-aligned, and differentiated resources available on the district portal, for classroom instruction and supplemental practice and
2. keeping administration and faculty/staff members informed of the latest state mandates.

Goal #3: To develop and maintain the extensive ECMS LMC collection by

1. thoroughly assessing needs by analyzing the following: ECMS Library Collection with Titlewave Analysis, School SIS Reports and stakeholder input, (suggestion box, emails, Google forms) by Fall 2026.
2. utilizing 100% of Book Allocation Funds and Scholastic Book Fair profits to purchase books meeting needs based on the analyses of student demographics (e.g. Social Sciences-300's), student interests/needs (e.g. large print books, books in series), age of collection and stakeholder suggestions, by Spring 2027.
3. maintaining the collection by weeding out at least 10-20 damaged and/or outdated books including graphic novels (741.5), by the end of the year, using the The CREW Guidelines, which is considered the standard for weeding at the School District of Palm Beach County.

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.

<i>School-based Operating Budget</i>	<i>Budget FY26</i>	<i>Projected FY27 Budget</i>
<i>Account 551100 - Media Supplies</i>	\$700	\$700
<i>Account 553420 - Media Subscriptions (Periodicals-Newspapers)</i>	\$300	\$300
<i>Account 561100 - Library Books</i>	\$915	\$900
<i>Account 562230 - Media A/V Equipment</i>	\$500	\$500
<i>Account 564220 - Furn-Fix/Equip</i>	\$200	\$200
<i>Fundraising and/or Grants</i>	<i>FY 26</i>	<i>Projected FY27</i>
<i>Media Center Internal Account number for grants</i>	5-1700.00	5-1700.00
<i>State Media Allocation</i>	<i>FY 26</i>	<i>Projected FY27</i>
<i>Account 561100 (program 3070) - Media Books</i>	\$2915.00	\$3000.00

Purchasing Plan FY27

Approximate Purchasing Plan	
Purpose	Amount
Books	\$3000
Poster-Making Supplies (paper, ink, laminating)	\$1000
General Supplies	\$1000
Total:	\$5000

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, Professional Collection.
- Digital: eBooks, Digital Audiobooks, Online Databases (District)
- Audiovisual: DVDs (Educational Use Only), Playaways, Manipulatives/Realia.

Special Emphasis:

The collection maintains a special section for the Sunshine State Youth Readers Awards (SSYRA) books because they are used for the Summer Reading Program as well as the Battle of the Books.

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 and Student Conductor

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: 26 Desktop Student Workstations.
- Classroom Technology: Interactive Flat Panel, Document Camera, Sound System.

Media Production:

- TV Studio: Full Production Studio --Cameras (2), Tri-Caster, Audio Mixer (brand new; donated by The Education Network in FY26), Stand-alone lighting stand, and Green Screen. Please note that new studio track lights will be donated by The Education Network in FY26).

Teacher Support and Workroom:

- Production: Large Format (EPSON Poster) Printer, Varitech Poster Printer (being phased out), Laminator, Die-Cut Machine.

Circulation and Access:

- Devices: Laptop Chargers
- 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 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 LMS follows all procedures stated in the Palm Beach County School Board's Policy 8.12 on Selection of Materials. This policy states that materials in the Emerald Cove Middle School media center are free of pornography and material prohibited under Florida Statute 847.012 [harmful to minors]. These materials are suited to student needs and their ability to comprehend the material presented. The content is to be appropriate for the **grade level** and **age group** for which the materials are used or made available.

The primary tool that the LMS uses is Titlewave in the Destiny portal tile, which provides academic reviews for books that are being considered for placement in the school's media center. A book under consideration must have at least two favorable academic reviews which state the material is age-appropriate. If sufficient information is not available there, other sources the LMS uses for finding age-appropriateness of materials are Mackin, Kirkus Reviews, School Library Journal, and Publishers Weekly.

Once the LMS has decided to purchase materials for the media center, it must be placed on the district's Active Book Order Stakeholder website for two weeks for public scrutiny and comment before it can be ordered.

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:

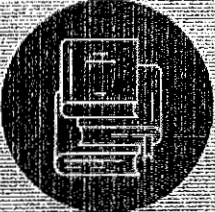
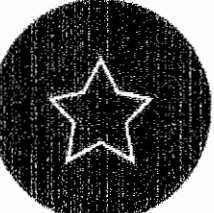
- Maintaining a professional library collection to assist with recertification and knowledge acquisition on education-related topics;
- Managing the online catalog, including the library inventory and circulation software;
- Selecting and making accessible online information databases for reference and research;
- Providing guidance and training to school library media staff in program planning, curriculum development, budget, technology, collection maintenance, facility use, and media production;

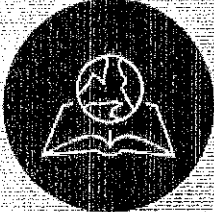
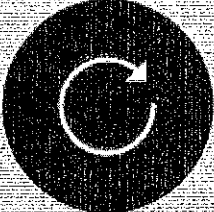
- Participating in inter-departmental curriculum development, facility planning, personnel staffing, and task forces at the administrative level;
- Managing technical services for acquiring and processing resources for schools;
- Distributing to schools and monitoring categorical and capital budgets 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.

			
19,830 Items in the Collection	15.2 Items per Student	54% Fiction Titles in the Collection	44% 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	74% Aged Titles	6% 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	2008 Representative Titles Average Age	43% 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	212	2011
Philosophy & Psychology	160	2007
Religion	70	2005
Social Sciences	1506	2006
Language	85	2004
Science	1372	2007
Technology	893	2007
Arts & Recreation	1127	2011
Literature	501	2005
History & Geography	1915	2006
Biography	907	2007
Easy	106	2004
General Fiction	10673	2008
Graphic Novels	551	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 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 accordance with the above mentioned policy, ECMS aspires to inventory 1/3 of its collection each year on a rotational cycle. The media specialists at ECMS have completed the following inventories: FY 24: Fiction, including Easy; FY 25: Non-Fiction and Biographies; and FY26: Fiction, including Easy. The goals for the next years are FY 27: Non-Fiction 000-599 and Biographies A-M; and FY28: Non-Fiction 600-999 and Biographies N-Z; FY 29: Fiction, including Easy

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:

ECMS fiction sections are genreified and divided by subjects, using colored spine labels: SSYRA, Humor, Sports, Horror, Adventure, New Fiction, Science Fiction, Fantasy, Mystery, Historical Fiction, and Realistic Fiction sections. These sections are also marked with large wooden letters on the walls, shelves and countertops. Non-fiction books follow the Dewey Decimal System and are grouped by labeled shelves. Biographies are filed by the last name of the subject, in an allotted section, near the non-fiction books. Graphic Novels are displayed in their own separate section.

Lost or Damaged Library Materials

Emerald Cove Middle School charges fees for lost and damaged materials in accordance with School Board Policy 2.21B(9) which states: "If a student loses or damages District property, including library books and textbooks loaned to said student, said student shall be required to pay for, replace or repair said district property."

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

Note: FY26 was the mandatory "Fiction" inventory. The remaining two-thirds of the collection will be

inventoried and weeded for FY27 and FY28. FY29 should restart the cycle with Fiction.

School Year	Strategic Focus
FY27	Selection Priorities The priority will be to update the outdated (2008) non-fiction collection by purchasing additional books for this section.
	Inventory and Deselection (Weeding) Focus 1) The specific Dewey ranges or sections that will be inventoried in FY 27: Non-Fiction 000-599 + Biographies (A-M). 2) The specific Dewey range that will be weeded is 000-599.
FY28	Selection Priorities The priority will be to continue updating the outdated non-fiction collection by purchasing additional books for this section.
	Inventory and Deselection (Weeding) Priorities 1) The specific Dewey ranges or sections that will be inventoried in FY 27: Non-Fiction 600-999 + Biographies (N-Z). 2) The specific Dewey range that will be weeded is 600-999.
FY29	Selection Priorities The priority will be to purchase age and content appropriate fictional novels, in all genres.
	Inventory and Deselection (Weeding) Priorities 1) All fiction genres will be inventoried—SSYRA, Historical, Sports, Adventure, Sci-fi, Fantasy, Easy and Realistic. 2) The specific Dewey ranges that will be weeded are Sci-Fi and Fantasy.

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 31, 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 31, 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 31, 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 31, 2026)

E: Specific Material Objection Form

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

[Link](#) (Accessed March, 31, 2026)