



Crestwood Middle School

FY27 Collection Development Plan

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Signature Page

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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

Crestwood Middle School has 720 students in grades 6- 8. 17% are White, 39% are Black, and 36% are Hispanic. 53% are Male and 47% are Female. 19% of the population is ESE, and 43% are on free and reduced lunch. The community speaks a variety of languages, including Creole, English, and Spanish. We are a Choice school with programs in Multimedia, Music and Communications, Pre-Business/Information Technology, and Pre-Engineering. Our school offers a gifted academy and Cambridge curriculum, along with AVID courses and courses for high school credit (Algebra, Geometry, Physical Science, Digital Discoveries, Intro to Art History, Holocaust Studies, African American studies, and online courses in our virtual lab)

School Mission Statement

Crestwood Middle School is committed to providing all students with a world-class education, delivered with excellence and equity, to empower each student to reach his or her potential.

Media Center Mission Statement

The Crestwood Middle School Media Center is an active place of learning and collaboration for students and staff. The library serves as a place for students to actively participate in their learning environment, with lessons conducted throughout the year, and also as a place for students to make independent choices about reading. The library serves as a collaborative environment for staff members to meet, whether it be with parents or other staff members for training. The library also serves as a meeting place for various student enrichment activities, such as high school visits and club meetings.

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. Teachers and staff are provided with a schedule on a monthly basis to sign up for whole Media Center use. Students can check out books daily from 9:00-4:00. The program supports special school initiatives such as Literacy Week and our Eagles Read program and provides a collaborative space for inquiry and research.

Goals and Objectives

The Collection goal for FY27 is to increase the average reading age of the library collection by 1 year. Currently, the average reading age of the library is 5.4 (5th-grade level). The goal is to raise the age to 6.5 (mid-6th-grade level).

1. Run an analysis through Destiny
2. Identify and weed low reading level/low-interest books not circulating
3. Use funds to purchase books with a 6-8 reading level

The instructional goal is to continue working with the ELA department and to diversify the subject levels that use the library for instruction. Every subject and grade level is welcome in the library, and the Media Specialist plans to collaborate and co-teach lessons.

1. Through inventory and organization, become familiar with the library collection
2. Collaborate with teachers during PLCs and staff development to understand their needs
3. Communicate with teachers consistently to allow the Media Center to be open to all subjects

The program goal is to increase circulation numbers in the fiction section.

1. This will be completed by an accurate and intensive weeding and inventory
2. Suggestions from students and staff
3. Reorganization of the library/more prominent and appealing book displays

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 FY27 school-year budget 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>	\$439	\$439
<i>Account 553420 - Media Subscriptions (Periodicals-Newspapers)</i>	\$329	\$329
<i>Account 561100 - Library Books</i>	\$548	\$548
<i>Account 562230 - Media A/V Equipment</i>	\$329	\$329
<i>Account 564220 - Furn-Fix/Equip</i>	\$0	\$0
<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>	\$0	\$0
<i>State Media Allocation</i>	<i>FY26</i>	<i>Projected FY27</i>
<i>Account 561100 (program 3070) - Media Books</i>	\$1780	\$1780

Purchasing Plan FY27

Purpose	Amount
Increase average reading level of the fiction section	\$ 1500
Purchase FY27 SSYRA Books	\$ 600
Total:	\$ 2100

Scope of the Collection

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

Formats:

- Print: Hardcover and Paperback Books, Graphic Novels, Reference Materials, and Professional Collection.
- Digital: eBooks, Online Databases (District and Site-Licensed).

Special Emphasis:

A special emphasis is placed on the fiction section, as students participate in the Eagles Read program. Every day except Wednesday, students read for 20 minutes during 3rd block and complete a tracker for their ELA teacher.

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: 96 Desktop Student Workstations.
- Classroom Technology: Interactive Flat Panel, Document Camera, Sound System.
- Makerspace: 3D Printers, Coding Kits, Building Manipulatives.

Media Production:

- TV Studio: Full Production Studio (Cameras, Switcher, Lighting, Green Screen).
- Mobile News: Portable News Crew Equipment (iPads, Mobile Green Screen).
- Student Production: Cameras/Tripods, Microphones, Production iPads, Touchscreen Editing Laptops.

Teacher Support and Workroom:

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

Circulation and Access:

- Devices: Student Laptops/Chromebooks (Daily Loaners), Laptop Chargers,
- 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 growth in factual knowledge, and reflect the global community's diversity.

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

When selecting items to be added to the inventory, School Board Policy 8.12 is adhered to by ensuring that purchased materials are appropriate and relevant to the school's population. At least two professional reviews are required from sources such as School Library Journal, Kirkus Reviews, and Booklist. Specifically, criteria such as educational significance for the students, age appropriateness for middle school readers, and curriculum alignment are taken into consideration during the selection process.

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 curriculum alignment. The data below is a snapshot of the collection based on a Titlewise Analysis.

			
8563 Items in the Collection	11.9 Items per Student	58% Fiction Titles in the Collection	24% 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	68% 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.	
			
45% Representative Titles in Collection	2005 Representative Titles Average Age	3826 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	12	2012
Philosophy & Psychology	17	2008
Religion	47	1998
Social Sciences	308	2001
Language	15	1996
Science	264	2002
Technology	189	2002
Arts & Recreation	299	2011
Literature	141	1996
History & Geography	741	1998
Biography	972	1995
Easy	14	1995
General Fiction	4987	2008
Graphic Novels (741.5)	148	2017

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 FY26, the fiction section was inventoried; FY27 will be Non-Fiction, FY28 will be Biography, and FY29 will be 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:

There is a Non-Fiction section, a Series (fiction) section, a Biography section, and a hardcover fiction section. Paperback books are divided into genres and labeled by colors, with signs on the shelves to assist with direction and organization. Genre division is neon pink for realistic fiction, green for science fiction, blue for fantasy, yellow for adventure, purple for sports, light pink for historical fiction, and grey for horror/mystery. One of my goals for the collection is to collapse the genre section, similar to collegiate and public libraries. Graphic novels are in their own section next to the circulation desk.

Lost or Damaged Library Materials

When a book is lost or damaged, a fine will be attached to the patron for the cost of the book. Students are notified weekly by email about overdue books and any attached fines. Students may pay the fine to Media, or discuss inability to pay, and the fine will be zeroed out. A new copy/comparable donation given to the library will also negate a fine.

Strategic Focus – Weeding and Acquisitions

School Year	Strategic Focus
FY27	Selection Priorities Updating the average age/relevancy of the non-fiction section
	Inventory/Weeding Focus [INSTRUCTION: 1) Inventory will take place of the Non-Fiction section (000-999) 2) Weeding will take place in the non-fiction section - this will be based on collection analysis of Destiny and making sure the information is current and/or relevant, and the general condition of books (torn, water-damaged, and mildewed, missing chapters and pages)
FY28	Selection Priorities Updating the average age of the biography section
	Inventory/Weeding Priorities [INSTRUCTION: 1) Inventory will take place of the Biography section 92 AAA - 92 ZZZ

FY28 (cont'd)	2) Weeding will take place of the biography section - this will be based off of collection analysis of Destiny and making sure the information is current and/or relevant and the general condition of books (torn, water damaged and mildewed, missing chapters and pages)
FY29	Selection Priorities Increase the relevancy and interest level of the fiction section for the students
	Inventory/Weeding Priorities 1) Inventory will be taking of the Fiction section a) F AAA- F ZZZ 2) Weeding will take place of the fiction section-this will be based off of collection analysis of Destiny and the general condition of books (torn, water damaged and mildewed, missing chapters and pages)

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 February 5, 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 February 2, 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 February 2, 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 February 2, 2026)

E: Specific Material Objection Form

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

[Link](#) (Accessed February 2, 2026)