

FY27 Collection
Development Plan

Jupiter Middle School



FY27 Collection Development Plan

Juanita Deal

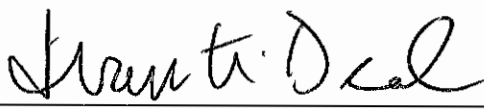
Educational Media Specialist

Signature Page

Jupiter Middle School
FY27 Collection Development Plan

Date Approved by Administration: May 6, 2026

Media Specialist Name: Juanita Deal

Media Specialist Signature: 

Principal Name: Lisa Hastey

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

Jupiter Middle School is an "A" rated school and is currently home to 1,148 students with an anticipated over 1,200 students during the FY27 school year. Our population is diverse: Our student demographics: 48% White, 39% Hispanic, 6% Black, 4% Multiracial, 52% Male, 48% Female.

Our school is a Cambridge Global Education school in which we incorporate Sustainable Development Goals in classes on our campus. Our campus is host to four Choice Academies, all of which have been recognized for their impact on student education. Our Choice Program includes the following academies: Pre-Culinary Arts, Pre-Medical Services, Multimedia, Music and Communications (an umbrella academy which includes courses in Communications: Journalism, Music: Band/Chorus, and Multimedia: Technology) and Pre-Engineering. Students in all academies strive to achieve academically, are frequent volunteers for campus activities, are active in all clubs and sports teams on campus and often seek to continue their career and technical educational path in high school. We offer Global Perspectives courses, high school level courses, and work to give students the skills to carefully look at their future in high school. The Jupiter area and local residents are strongly connected to Jupiter Middle School and to all of our schools in the area. Many current residents in the area attended Jupiter Middle School and have a strong desire for their students to also attend our school and "keep the tradition going" in their family.

Our school has an active Parent-Teacher Organization which supports staff and students on campus through grants for educational programs to special activities supporting all staff on campus. In addition, we have a dedicated School Advisory Committee made up of parents, community volunteers, additional family members, teachers and the principal. The meetings are held during the evening which gives everyone the ability to be a part of the committee. Translation services are offered. The SAC supports campus educational activities focused on increasing schoolwide scores, whole school activities including events which serve as a transition to middle school, programs which are dedicated to welcoming new students and families to the Jupiter area and more.

The library collection, based upon student requests and classroom standards/lessons, has expanded selections for the Holocaust, increased books that are high interest/low readability, improved selection of materials that are for use solely by teachers and books written in Spanish. During the FY school year, we have added a Holocaust Studies class and materials were purchased which will be used by the teacher as a reference for the lessons. All classes on campus provide lessons on Holocaust studies and the addition of both books for students (non-fiction and fiction) and materials for use by teachers will support those lessons. By request of both students and teachers, we are adding material related to careers, college/university and vocational education. Students have opportunities in high school for career education and they are taking a more direct approach to learning more.

School Mission Statement

Mission - Jupiter Middle School will provide every student with an academically rigorous and safe environment which promotes achievement in all subject areas and prepares students for college and careers.

Vision - Jupiter Middle School envisions a dynamic collaborative multi-cultural 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 Mission of the Jupiter Middle School Library/Media Center is to provide a center for quality learning which will support students as they grow in an ever changing society. The Library/Media Center fosters a passion for reading and learning, guiding students as they integrate technology into all parts of their lives, supporting students as they learn skills that support all classes, hosting activities that foster student interest in future educational opportunities and careers, and serves as a central location for professional development activities for staff.

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 fixed schedule to ensure equitable access for all students. Instruction is provided to support academic standards and digital literacy. Teacher requests for lessons are integrated into the schedule. The program supports special school initiatives such as Battle of the Books, Literacy Week, Career and Educational presentations, and provides a collaborative space for inquiry and research.

Goals and Objectives

Our goals align to the SDPBC Strategic Plan with a focus on the following:

- Academic Excellence and Growth - Accelerate student learning using innovative and differentiated approaches
- Student Focused Culture - Increase student voice and choice in educational experiences

Library/Media Center staff work to connect students to learning, to foster a personal love of learning and support as they achieve academic goals.

Goal 1: To support student interest in learning, we will focus on increasing the average age in non-fiction by one year.

Strategies:

1. Weed materials which are in poor physical condition by March, 2027.
2. Survey students for ideas about new books by November, 2026.
3. Purchase at least 25 new titles of non-fiction books by April, 2027.

Goal 2: Increase student research skills, emphasizing identification of valid and factual data. Lessons will be provided to at least 10 classes.

Strategies:

1. Provide lessons on skills needed to identify valid and factual data by November, 2026.
2. Provide individual assistance to students who visit media center in small groups on how to improve research skills, identify research tools and appropriate valid sources by March, 2027.

Goal 3: Provide individual or group academic assistance (research skills) to ESOL students.

1. Identify students who will be participants in this initiative by October, 2026.
2. Create a welcome packet which students and families will receive which explains initiative and opportunities for academic support.
3. Meet with students individually/small groups to offer mentoring and support by March, 2027.

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>	<i>\$739</i>	<i>\$700</i>
<i>Account 553420 - Media Subscriptions (Periodicals-Newspapers)</i>	<i>\$554</i>	<i>\$0</i>
<i>Account 561100 - Library Books</i>	<i>\$924</i>	<i>\$900</i>
<i>Account 562230 - Media A/V Equipment</i>	<i>\$554</i>	<i>\$500</i>
<i>Account 564220 - Furn-Fix/Equip</i>	<i>\$0</i>	<i>\$0</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>\$7,700.</i>	<i>\$6,000</i>
<i>State Media Allocation</i>	<i>FY26</i>	<i>Projected FY27</i>
<i>Account 561100 (program 3070) - Media Books</i>	<i>\$2,945</i>	<i>\$2,900</i>

Purchasing Plan FY27

Purpose	Amount
Books	\$4,000
Supplies	\$700
Media A/V	\$1,000
Total:	\$5,700

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 and Site-Licensed).
- Audiovisual: DVDs (Educational Use Only), Manipulatives/Realia.

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:

- Classroom Technology: Interactive Flat Panel, Document Camera, Sound System.

Media Production:

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

Teacher Support and Workroom:

- Production: Laminator, Die-Cut Machine.
- A/V Support: PA System, Portable Speakers

Circulation and Access:

- Peripherals: Students are provided a pair of headphones at the beginning of the school year. Calculators are available for use while visiting the library.

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

Material selection is guided by ensuring that items comply with SDPBC Board policy on selection of materials. Valid and reliable tools are used to determine if material meets age-appropriate standards such as School Library Journal, Kirkus Reviews and Booklist. Rules governing the process are SDPBC policies, Florida Statutes and FL Department of Education guidelines.

The SDPBC Board policy 8.12 is the foundation that guides our selection of library materials with the criteria which includes compliance with HB 1467 (2022), § 1006.28 (2) (d). Materials must be educationally significant, age appropriate, accurate and align with curriculum and standards. Use of nationally recognized resources (ex: School Library Journal) which provide evaluations of books and media resources is an important step to determine if items meet required criteria. Our goal is to both maintain and increase our collection by eliminating materials which are in poor physical condition, provide information which is age appropriate or eliminate items which lack valid information. We strive to improve the quality of the collection by adding current materials which are of interest to our students, support the curriculum in classrooms and meet both local and state requirements, policies and laws.

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:

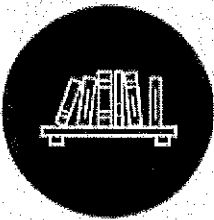
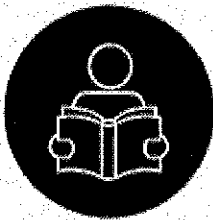
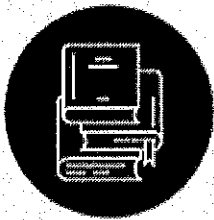
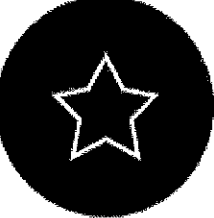
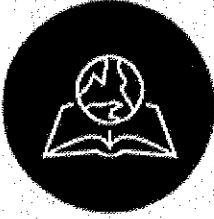
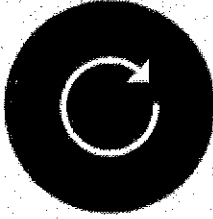
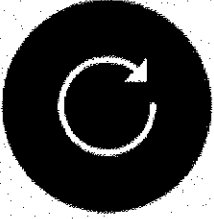
- Maintaining a professional library collection to assist with recertification and knowledge acquisition on education-related topics;
- Managing the online catalog, including the library inventory and circulation software;
- Selecting and making accessible online information databases for reference and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

			
7,561 Items in the Collection	5.5 Items per Student	49% Fiction Titles in the Collection	36% 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.			
	2002 Average Age of the Collection	62% Aged Titles	9% 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.	
			
35% Representative Titles in Collection	2008 Representative Titles Average Age	44% SLL Titles in Collection	2010 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	51	1994
Philosophy & Psychology	62	1991
Religion	66	1988
Social Sciences	510	1992
Language	26	2001
Science	477	1989
Technology	342	1988
Arts & Recreation	683	2003
Literature	89	2005
History & Geography	427	1998
Biography	503	2008
Easy	87	2007
General Fiction	3726	2007
Graphic Novels	347	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.

Inventory schedule: FY27: Non-fiction, FY28: Reference, 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:

Our largest section, Fiction, is organized by author's last name. Books have genre stickers on the spine. Autobiographies are organized by author's last name and Biographies are organized with a 92 and the first three letters of the subject's last name. Non-fiction is organized and numbered by Dewey numbers as universally accepted.

Lost or Damaged Library Materials

Lost or damaged library materials - In accordance with School Board Policy 2.21B(9), students who have lost or damaged materials will receive a fine for the materials with consideration to the age of the material/purchase date. In consideration of extenuating circumstances, and on a case by case basis, the Media Specialist, under guidance from the grade level administrator, will work with students to identify an opportunity to provide volunteer work in lieu of actual payment. We do not charge late fees for materials.

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

School Year	Strategic Focus
FY27	Selection Priorities
	Fiction
	Non-fiction
FY28	Inventory and Deselection (Weeding) Focus
	Inventory: Non-fiction
	Weeding: 92/Biographies
FY29	Selection Priorities
	Fiction
	Reference
FY29	Inventory and Deselection (Weeding) Priorities
	Inventory - Reference
	Weeding - 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)