



FY27 COLLECTION DEVELOPMENT POLICY



L.C. Swain Middle School

FY27 Collection Development Plan

Christine Moschetti

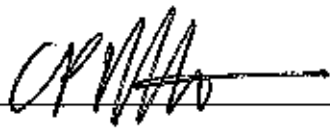
Educational Media Specialist

Signature Page

L.C. Swain Middle School
FY27 Collection Development Plan

Date Approved by Administration: 05/06/26

Media Specialist Name: _____ Christine Moschetti _____

Media Specialist Signature:  _____

Principal Name: _____ Isha Reyes _____

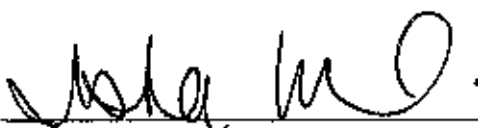
Principal Signature:  _____

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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

The *L.C. Swain Middle School Media Center* is a resource for children in grades 6-8 and in the 11-14 age group, as well as their families. L.C. Swain Middle supports a community of 1154 students as well as their families. According to the Gold Report, 90% of our school's student population is made up of minority learners and according to the SIP, 100% of the population are considered economically disadvantaged. There are three main languages spoken within the school's community; English, Spanish, & Creole. L.C. Swain currently offers the Cambridge Academy program and is a Spanish Dual Language Choice School. L.C. Swain also offers in-house programs such as Pre-Information Technology, Pre-Law, & Pre-Medical Sciences, & AVID.

School Mission Statement

The L.C. Swain Middle School Community is dedicated to helping our students continue on their journey through life "Gallopig to Greatness". We strive to develop learners who aspire to be SelfConfident, Talented, Ambitious, Life Long Learners and Leaders, Inspire Originality and Nurture Success. Our goal is to enable all of our students to become socially, politically, and academically successful.

Media Center Mission Statement

The *Library Media Center* is dedicated to designing and maintaining a library media program that supports, complements, and expands the instructional program of the school.

The Library Media Center Staff of L.C. Swain Middle School is committed to providing the instruction, resources, and opportunity to gain the information literacy skills necessary for the 21st century as outlined in the ALA Library Bill of Rights (located in the appendix). The library media staff will provide a learning environment which promotes inquiry. They will stimulate intellectual curiosity with the programming offered. They will encourage reading for pleasure & help develop diverse interests for the enjoyment of life-long learning. They are also dedicated to providing and promoting instruction to prepare students to become independent users of libraries and information resources.

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 *L.C. Swain Middle School Media Center* is currently an flexible media program. Students and teachers have open access to the Library Media Center & can request direct instruction on a number of topics, such as library usage and resource application skills. Direct instruction is offered through one-on-one teaching at a student's request, through formal classes held in the media center, and through online tutorials available in Google Classroom. Self-discovery, & inquisition are promoted through the use of MakerSpace & STEM activities available both in the physical library as well as online through Google Classroom. A cafe' style area within the library is open daily for students. A dedicated STEM & Makerspace teaching center houses resources which are available for teachers to reserve for use with their classes. A printing center is available for student use as well. 'Reading Challenges' are held throughout the year as well as a 'Book Fair' and a 'Literacy Week' Celebration.

Goals and Objectives

The L.C. Swain Library Media Program's annual goals have been set by reviewing the previous years' goals and objectives and then moving forward with the next step in achieving the multi-year plan set forth by the principal, assistant principal, and media specialist.

Goal #1: Update the Non-Fiction & Manga sections in the library.

- Continue weeding old books from the non-fiction section.
- Select high-quality/ high-interest materials to update the non-fiction section (will select books that support the STEM area and other school programs as well as those for pleasure reading.)
- Select high-quality new Manga & Graphic novels in both physical and digital forms.

Goal #2: Promote access to STEM offerings in the media center.

- Provide access to more STEM materials for student use.
- Promote teacher use of STEM materials through a digital menu seasonally.

Goal #3: Increase participation in literary achievement programs by double.

- Continue building the on campus reading challenges by marketing and promoting programs earlier in the year in order to increase student reading engagement.
- Build and promote access to more free books through the library, free book giveaways & ebooks.

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>\$464</i>	<i>\$500</i>
<i>Account 553420 - Media Subscriptions (Periodicals-Newspapers)</i>	<i>\$547</i>	<i>\$550</i>
<i>Account 561100 - Library Books</i>	<i>\$911</i>	<i>\$900</i>
<i>Account 562230 - Media A/V Equipment</i>	<i>\$547</i>	<i>\$550</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>\$2903.16</i>	<i>\$500</i>
<i>State Media Allocation</i>	<i>FY26</i>	<i>Projected FY27</i>
<i>Account 561100 (program 3070) - Media Books</i>	<i>\$2925 plus \$1000 to replace flood items.</i>	<i>\$3000</i>

Purchasing Plan FY27

Purpose	Amount
physical books (non-fiction, graphic novels)	\$1500
physical books (fiction)	\$1400
ebooks (perpetual use)	\$1000
periodicals (renew magazines)	\$ 200
supplies (as needed)	\$ 800
STEM (assess needs of area)	\$ 800
Total:	\$5700

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, Periodicals (Magazines), Professional Collection.
- Digital: eBooks, Online Databases (District).

As per School Board Policy 8.12 (located in the appendix), book selections will support both the school's curriculum as well as pleasure reading for students on campus. Hardbacks, paperbacks, & ebooks will all be purchased for the L.C. Swain Library Media Center. Hardback books will be purchased for most physical titles, as they are more durable. Paperbacks, however, will be considered for our most popular books, which often either get ruined very quickly regardless of format or get lost, in order to keep costs down when purchasing replacements. Due to a higher usage of online platforms such as Google Classroom, more students are becoming comfortable with viewing online books, so high-interest ebooks will be purchased that students will be able to access from any device with online access.

Special Emphasis:

An emphasis will be placed on perpetual use ebooks so that the collection can grow from year to year. Foreign language books in both Spanish and Creole (when available) are also a

necessary component to our media center considering the Spanish and Creole populations that our school is serving. We will continue bolstering our foreign language section with high-interest books. Special considerations will also be given to books which will support the STEM activities within the L.C. Swain Library Media Center and also other collections which support campus programming, such as the Pre-Law, Pre-Med, and Pre-IT Academies. We will also continue to provide a number of professional books for our faculty and staff to use. These are often selected by administration and added to the professional library thereafter.

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: 4 Desktop Student Workstations.
- Classroom Technology: Interactive Flat Panel, Document Camera, Sound System.
- Makerspace: Strawbees, 5 Ozobot Kits, 4 Bloxel Kits, 6 Makey Makey Kits, 6 Digicharms

Media Production:

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

Teacher Support and Workroom:

- Production: Large Format (Poster) Printer, Laminator, Die-Cut Machine.

- A/V Support: (1) Portable Projectors, PA System, (1) Portable Speaker.
-

Circulation and Access:

- Devices: Student Laptops/Chromebooks (Daily Loaners), Laptop Chargers
- Peripherals: Headphones, 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

As per School Board Policy 8.12 (6d) (located in the appendix), the following criteria is used when selecting new materials for L.C. Swain's library collection. The items should have been reviewed by professional publications, have educational significance, be appropriate, and accurate, have literary merit, fall within the scope of learning, have a high quality of technical and aesthetic arrangement, be in demand, have a lasting quality, with a copyright date, and if necessary, be translated with integrity. Professional reviews such as those provided by School Library Journal, Kirkus, or The Horn Book among others will be used to find quality materials to house in our collection.

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.

			
11,334 Items in the Collection	9.8 Items per Student	38% Fiction Titles in the Collection	47% 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.			
	2006 Average Age of the Collection	76% Aged Titles	4% Newer than 5 Years

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	87	2010
Philosophy & Psychology	84	2008
Religion	94	2005
Social Sciences	811	2006
Language	39	2004
Science	1034	2005
Technology	662	2006
Arts & Recreation	999	2010
Literature	178	2003
History & Geography	1389	2005
Biography	983	2004
Easy	133	1996
General Fiction	4318	2007

Graphic Novels (741.5)	441	2015.8
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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. *This year, due to an unforeseen flood in our media center, the entire collection was inventoried.* Our 3 year cycle will begin again next school year with the following rotation plan:

- FY27: Easy & Fiction Sections
- FY28: Non-Fiction Section
- FY29: Biography, Reference, & Professional Sections as well as any AV materials & equipment

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 fiction section of the collection at L.C. Swain has been organized according to genre. The current list of genres housed in the L.C. Swain Library is shown below.

- Adventure, Fantasy, Historical Fiction, Humor, Horror, Mystery, Realistic Fiction, Science Fiction, Young Adult

Items are tagged with a label representing the genre just below the call number on the spine of the book. Other sublocations with labels in the L.C. Swain Library include the following:

- Biography, Manga/ Graphic Novels, Espanol

If a book requires a secondary tag, it will be placed just above the call number on the spine of the book. The book is organized in the library by the bottom-most tag. Secondary labels can be any of the previously listed sublocations as well as the following labels:

- Animals, Sports, Romance, LGBTQ, & Biography types (Celebrities, Politics & Religion, Scientists & Inventors, Artists, Explorers)

Lost or Damaged Library Materials

In accordance with [School Board Policy 2.21B\(9\)](#), lost book fines will be assessed at the end of each school year, giving students plenty of time to find the item throughout the year. Multiple notices are distributed throughout the school year to remind students of their outstanding books and associated fees.

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

School Year	Strategic Focus
FY27	Selection Priorities • High Interest Non-Fiction • Perpetual ebooks • Manga & Fiction
	Inventory/ Weeding Priorities • Easy • Fiction • Non-Fiction (Weeding)
FY28	Selection Priorities • Biographies • Perpetual ebooks • Manga & Fiction
	Inventory/ Weeding Priorities • Biographies • Reference & Professional Sections • AV
FY29	Selection Priorities • Easy Section • Fiction Section
	Inventory/Weeding Priorities • Biographies • Reference & Professional Sections • AV

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)