

FY27 COLLECTION DEVELOPMENT PLAN



Watson B. Duncan Middle School Library Media Center

FY27 Collection Development Plan

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The only thing that you absolutely have to know is the location of the library.

—Albert Einstein

Signature Page

Watson B. Duncan Middle School FY27 Collection Development Plan

Date Approved by Administration: April 20, 2026

Media Specialist Name: Kathleen Boutte

Media Specialist Signature: 

Principal Name: Phillip D'Amico

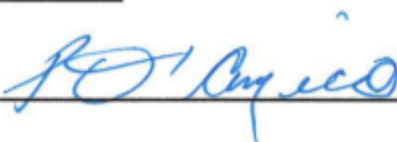
Principal Signature: 

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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

Located in Palm Beach Gardens, Florida, Watson B. Duncan Middle School serves 915 students in grades 6-8. We have several Literary and Fine Arts Academies with focuses on Instrumental, Theatre, Visual, Vocal, and Writing/Literature. There is also a Pre-Finance Academy. Our community of users also includes faculty, staff and parents.

Watson B. Duncan's diverse student population represents different cultural, ethnic and economic backgrounds. Below is the demographic information:

- White - 37%
- Black - 29%
- Hispanic - 23%
- Asian - 6%
- Multiracial - 5%
- Economically Disadvantaged - 61%
- Students with Disabilities - 25%
- Current English Language Learners - 4%

School Mission Statement

Mission Statement: Watson B. Duncan Middle School and The School District of Palm Beach County mission is to educate, affirm, and inspire each student in an equity-embedded school system.

Vision Statement: Watson B. Duncan Middle School and The School District of Palm Beach County envision an educational and working environment, where both students and staff are unimpeded by bias or discrimination. Individuals of all backgrounds and experiences are embraced, affirmed, and inspired. Each and every one will succeed and flourish.

The School District of Palm Beach County will take ownership for students' academic mastery, emotional intelligence, and social-emotional needs by creating environments where students, families, staff, and communities will develop agency and voice.

A joy of learning is fostered in each student and a positive vision for their future is nurtured. Each student's cultural heritage is valued, and their physical, emotional, academic, and social needs are met.

Media Center Mission Statement

Our Library Media Center is dedicated to designing and maintaining a library media program that supports, complements, and expands the instructional program of Watson B. Duncan Middle School. Creating lifelong learners and readers is the goal of any effective media center and we accomplish this by encouraging our students to read for pleasure and to conduct research with integrity. Students use both print and online materials while reading or researching. We strive to offer quality and reliable resources that meet the varying needs of our school community. Our collection covers a wide range of subjects, reflects differentiated levels of student ability, and represents diverse points of view. Our mission is to provide the knowledge, skills and ethics required to be effective users of information, in a supportive environment that promotes inquiry, curiosity, and enjoyment.

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. The media center is open from 9:00 - 4:00 daily and instruction is provided at the point of need to support academic standards and digital literacy. The program provides a collaborative space for inquiry and research while supporting the following special initiatives:

- Scholastic Book Fair: The media center hosts at least one book fair annually, where students have opportunities to purchase books of interest.
- Dot Day: Combining elementary and middle school students for a day to "make their mark on the world."

- Celebrate Florida Literacy Week: A week dedicated to celebrating literacy with both school wide events and collaborative events with our neighbors at Timber Trace Elementary.
- Author Visits: The media specialist organizes and hosts an author visit each year.
- Book Buddies: Students from Duncan Middle School read to Kindergarten and 1st grade students at Timber Trace Elementary to foster a love of reading.
- Battle of the Books Club: The media specialist runs 3 separate book clubs for Battle of the Books. These clubs meet weekly to allow students to practice for the B.O.B. competition.
- Jim Harbin Festival: Students produce videos for the annual Jim Harbin Media Festival.

Goals and Objectives for 2026-2027

Goal 1: Initiate more passive programming activities to increase circulation and foster engagement when coming to the library.

- Create designated areas for students to engage in self directed activities.
- Research ideas and implement several suggested activities for students.
- Collaborate with teachers and share passive programming ideas that work in the media center, that they may want to incorporate into their classrooms.

Goal 2: Increase participation in the Sunshine State Young Reader Award (SSYRA) program, expanding the number of Battle of the Books teams for county competition.

- Order books in the Spring so they are ready for checkout at the start of the school year.
- Collaborate with ELA teachers, who can in turn encourage student participation.
- Dedicate a separate room for weekly Book Club meetings.
- Use SSYRA resources from the FAME website to track individual and team progress.

Goal 3: Build a stronger reading culture and increase circulation, which I've noticed has decreased in recent years.

- Collaborate with the ELA team to establish a school-wide reading initiative.
- Purchase grade level class sets, so that all 6th graders are reading the same novel. 7th and 8th graders would also have their own novels.
- Invite teachers to bring their classes to the media center to work on class projects related to the specific novels.

Budgeting and Funding

The Library Media Center 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.

Funding sources for the Watson B. Duncan Middle School Media Center include state and county allocated funds, book fairs, and donations from our PTO and SAC. The media center budget is divided into various categories and is spent on books, supplies, author visits and reading incentives.

Budget expenditures are based on data from Destiny reports, curriculum needs, and suggestions from staff and students. Books are purchased to support State Standards and our Sunshine State Young Readers program.

<i>School-based Operating Budget</i>	<i>Budget FY26</i>	<i>Projected FY27 Budget</i>
Account 551100 - Media Supplies	\$820	\$820
Account 553420 - Media Subscriptions	\$0	\$0
Account 561100 - Library Books	\$1,338	\$1,338
Account 562230 - Media A/V Equipment	\$0	\$0
Account 564220 - Furn-Fix/Equip	\$0	\$0
<i>Fundraising and/or Grants</i>	<i>Budget Amount</i>	
Media Center Internal Account - 5-1700.00	\$1,500	\$1,500
<i>State Media Allocation</i>	<i>Budget Amount</i>	
Account 561100 (program 3070) - Media Books	\$2,358	\$2,358
	\$6,016	\$6,016

Purchasing Plan FY27

Approximate Purchasing Plan	
Purpose	Amount
Fiction Books	1,500
NonFiction Books	900
Online Subscription	1,000
SSYRA Books	800
Supplies	400
Author Visit	1,000
Incentives for students	400
Total:	\$6,000

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, Online Databases (District).
- Audiovisual: DVDs (Educational Use Only).

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:

Duncan Middle School has licences to Study Island and 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, Sound System.
- Makerspace: Building Manipulatives, Craft Supplies.

Teacher Support and Workroom:

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

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

When selecting materials, Watson B. Duncan Middle School follows the criteria in School Board Policy 8.12. All materials are carefully evaluated and vetted by the media specialist prior to being made available to students. Books are often vetted using Titlewave or MackinVia and the media specialist looks for at least 2 positive reviews from reputable, unbiased, professional sources including School Library Journal, Booklist, Kirkus Reviews, and Horn Book. Books that have won prestigious awards such as The Newbery Award, Pura Belpre Award, and Coretta Scott King Award are also considered, as well as recommendations from the Florida Association for Media in Education. Materials are evaluated according to their age appropriateness for middle school students and relevance to the curriculum.

The library media specialist selects a wide range of materials with varying levels of difficulty that reflect the diverse interests, needs, and viewpoints of the school community. Media center materials are judged as a whole, considering the author's/producer's intent rather than focusing solely upon individual pages, phrases, pictures or incidents taken out of context. Other factors considered in the final decision to purchase new materials include their educational significance and value to the collection as a whole.

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.

			
7,978 Items in the Collection	7.7 Items per Student	63% Fiction Titles in the Collection	27% 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.			
	2012 Average Age of the Collection	42% Aged Titles	11% 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.	
			
41% Diverse Titles in Collection	2013 Diverse Titles Average Age	49% SLL Titles in Collection	2013 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	57	2014
Philosophy & Psychology	111	2017
Religion	19	2017
Social Sciences	280	2009
Language	8	2006
Science	471	2010
Technology	143	2009
Arts & Recreation	607	2016
Literature	74	2006
History & Geography	373	2008
Biography	713	2010
Easy	0	n/a
General Fiction	5,062	2012
Graphic Novels (741.5)	480	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.

The current rotation time line is as follows:

FY 26: Fiction (Mandatory per SDPBC)

FY 27: NonFiction

FY 28: Biographies and Audio Visual Materials

FY 29: 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 are various sections in the media center to allow ease of access for students and staff. Graphic Novels, Young Adult novels, and Biographies are in separate sections with large signage. Large print books are in a separate area.

Non-fiction is organized by the Dewey Decimal System, and Biographies are organized by the subject's last name. Much of the Fiction collection is shelved by genre. Signs are posted on aisle ends, to locate each genre. Spine labels are also on books for easy identification and filing back to shelves. The following spine labels can be found in our library.



Lost or Damaged Library Materials

In accordance with [School Board Policy 2.21B\(9\)](#),

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. No fees are assessed for late materials.

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

School Year	Strategic Focus
FY27	Selection Priorities • SSYRA titles for 2026-2027 • Series fill needs • NonFiction based on current needs • New Fiction and Graphic Novels • Biographies
	Inventory and Deselection (Weeding) Focus • Inventory entire Nonfiction section 000-999 • Weed Nonfiction section (including Graphic Novels)
FY28	Selection Priorities • SSYRA titles for 2027-2028 • Series fill needs • Biographies/AV Materials • Fiction by genre
	Inventory and Deselection (Weeding) Priorities • Inventory entire Biography section and all AV Materials • Weed Biographies and AV Materials
FY29	Selection Priorities • SSYRA titles for 2028-2029 • Series fill needs • New Fiction and Graphic Novels • Large Print Books (based on popularity)
	Inventory and Deselection (Weeding Priorities) • Inventory all Fiction sections (Adventure, Mystery, Horror, Fantasy, Sports, Historical Fiction, and General Fiction) • Weed various Fiction Sections

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)