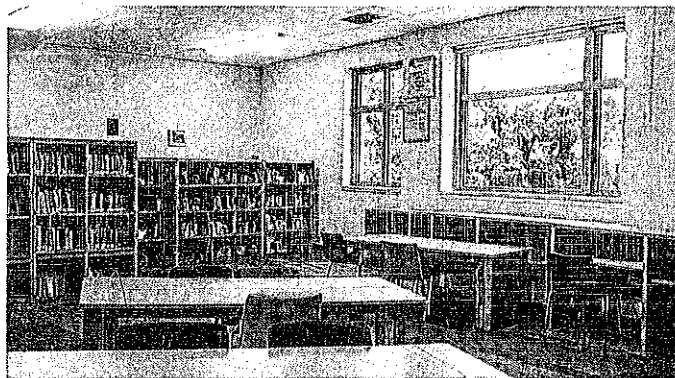


FY27 COLLECTION DEVELOPMENT PLAN



Woodlands Middle School FY27 Collection Development Plan

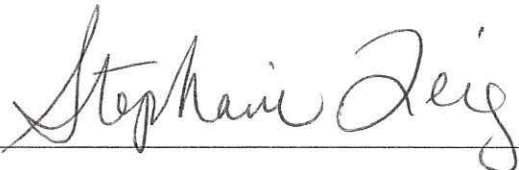
Stephanie Feig
Educational Media Specialist

Signature Page

Woodlands Middle School
FY27 Collection Development Plan

Date Approved by Administration: 4/22/26

Media Specialist Name: Stephanie Feig

Media Specialist Signature: _____

Principal Name: Sean Bohne

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 users of Woodlands Middle School Library Media Center come from grades 6th - 8th in addition to the faculty and staff. According to the school's SIP report, the student population is around 1,322 students, serving many ethnically diverse backgrounds. The Woodlands Media Center supports the curricular needs of the ESE and ESOL programs. Woodlands has four academies and an AVID program. Cambridge, Pre-Culinary, Technology and Pre-Medical. In 2022-2023, Woodlands started implementing the RCA House Systems designed to celebrate student efforts through a process that builds character, empowers academic excellence, enhances relationships and promotes a culture of belonging.

School Mission Statement

Woodlands is a Cambridge International School Dedicated to connecting, supporting and accelerating our scholars to succeed and serve others.

Media Center Mission Statement

The Library Media Center is dedicated to designing and maintaining a library media program that supports, complements, and expands the informational and instructional program of the school. It supports both students and teachers. The overall mission is to bring people and ideas together. The media staff will:

- Provide and promote the extensive use of resources in multiple formats that are designed to meet the needs of all learners in all aspects of the curriculum
- Provide a learning environment that promotes inquiry
- Stimulate intellectual curiosity
- Encourage pleasure reading covering a wide range of subjects, and reflect diverse points of view and student ability levels
- Deliver information through various formats such as print, non-print, visual, auditory and verbal
- Provide and promote 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 library media program operates on a flexible schedule to ensure equitable access for all students. Instruction is provided at point-of-need to support academic standards and digital literacy. The program supports special school initiatives such as Literacy Week and Scholastic Book Fair and provides a collaborative space for inquiry and research.

Goals and Objectives

Goal 1: To increase circulation and enthusiasm for reading

Objective 1: Work closely with teachers/students to order books that reflect the interests of our students.

Objective 2: Print out a once-a-quarter newsblurb that reflects what has been happening in the media center.

Goal 2: To increase funding for books/materials in our Media Center.

Objective 1: Continue to have Scholastic Book Fair & seek other opportunities to acquire outside funding such as grants that support literacy initiatives.

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>\$943</i>	<i>\$943</i>
<i>Account 553420 - Media Subscriptions (Periodicals-Newspapers)</i>	<i>\$600</i>	<i>\$600</i>
<i>Account 561100 - Library Books</i>	<i>\$1018</i>	<i>\$1018</i>
<i>Account 562230 - Media A/V Equipment</i>	<i>\$611</i>	<i>\$611</i>
<i>Account 564220 - Furn-Fix/Equip</i>	<i>\$230</i>	<i>\$230</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>\$2000</i>	<i>\$2000</i>
<i>State Media Allocation</i>	<i>FY26</i>	<i>Projected FY27</i>
<i>Account 561100 (program 3070) - Media Books</i>	<i>\$3110</i>	<i>\$3110</i>

Purchasing Plan FY27

Purpose	Amount
Furniture	\$4,500.00
Books	\$3,500.00
Supplies	\$1,000.00
STEM	\$500.00
Total:	\$9,500.00

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 and Reference Materials
- Digital: eBooks, Digital Audiobooks, Online Databases (District).

Special Emphasis:

The Media Center has a Holocaust section that supports the required curriculum of Holocaust Studies and the elective that is taught for eighth graders at Woodlands.

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

Media Production (separate room):

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

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

Collection development is a crucial process in providing high-quality materials and resources for the library media center. School Board Policy 8.12 sets out the procedures for selecting and developing library collections and this is what is used as a foundation for building our collection. The Media Specialist at Woodlands works collaboratively with stakeholders such as administrators, teachers and students to make informed decisions about the material to be included in the collection. The ultimate goal is to create a diverse and engaging collection that supports the educational objectives of the school and enriches the learning experience of the students. Professional tools like School Library Journal, Kirkus Review and Booklist are used to obtain professional reviews and make informed decisions before purchasing. These journals and websites such as Follett assist in making determinations about age appropriateness, curriculum alignment, educational significance and accuracy.

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

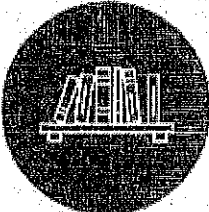
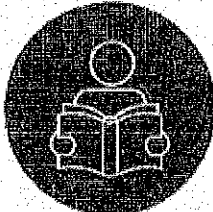
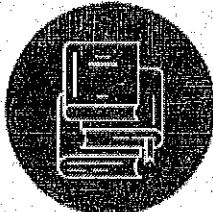
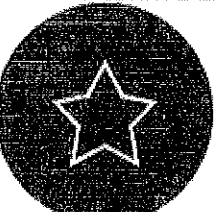
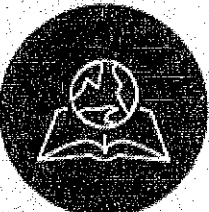
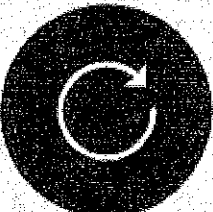
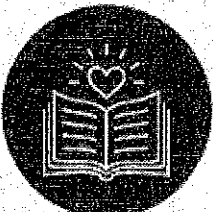
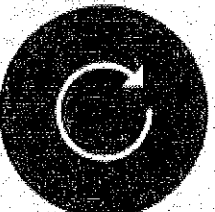
The School District Library Media Services Department supports school-based library media center personnel and establishes uniform policies and procedures for school library media centers throughout the District. These services include, but are not limited to:

- 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.

			
5007 Items in the Collection	3.7 Items per Student	40% 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	51% Aged Titles	10% 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.	
			
36% Representative Titles in Collection	2008 Representative Titles Average Age	36% SLL Titles in Collection	2011 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	45	2005
Philosophy & Psychology	29	2012
Religion	54	1999
Social Sciences	401	2007
Language	4	2000
Science	215	2007
Technology	2010	263
Arts & Recreation	541	2013
Literature	121	2001
History & Geography	408	2004
Biography	348	2006
Easy	7	2012
General Fiction	1927	2008
Graphic Novels	410	2013

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. FY27: Nonfiction, FY28: Fiction, FY29: Nonfiction

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:

Fiction is genreified by subject using colored spine labels. We have a separate section for Holocaust themed books and Biographies are filed by Subject Last Name. Graphic Novels are separated into their own section while Non-fiction is on the right side of the Media Center separate from the Fiction Section

Lost or Damaged Library Materials

Woodland's policy for lost books is to charge the student for the cost of the book. Books that are damaged are charged based on the severity of the damage. Fines are put into SIS. There are no overdue fees.

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

School Year	Strategic Focus
FY27	Selection Priorities
	Buy a mixture of Fiction/NonFiction
	Inventory and Deselection (Weeding) Focus 1) Non-Fiction 000-999 - Inventory 2) Non-Fiction 000-999- Weed
FY28	Selection Priorities
	Buy biographies and graphic novels
	Inventory and Deselection (Weeding) Priorities 1) Biography - Inventory 2) Biography- Weed
FY29	Selection Priorities
	Buy Fiction
	Inventory and Deselection (Weeding) Priorities 1) Fiction- Inventory 2) Fiction-Weed

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)