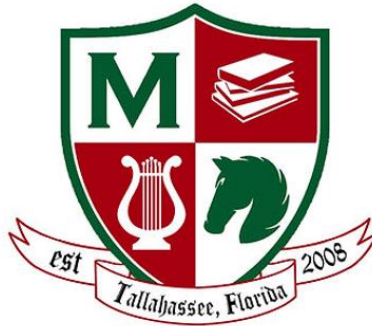




Montford Middle School

6-8 Media Center Collection Development Plan



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EXECUTIVE SUMMARY

Leon County Schools Vision

The vision of Leon County Schools is to provide an engaging, safe, and respectful learning environment that fosters effective communication, collaboration, and critical thinking while creating productive citizens who value diversity and positively contribute to society.

Leon County Schools Mission

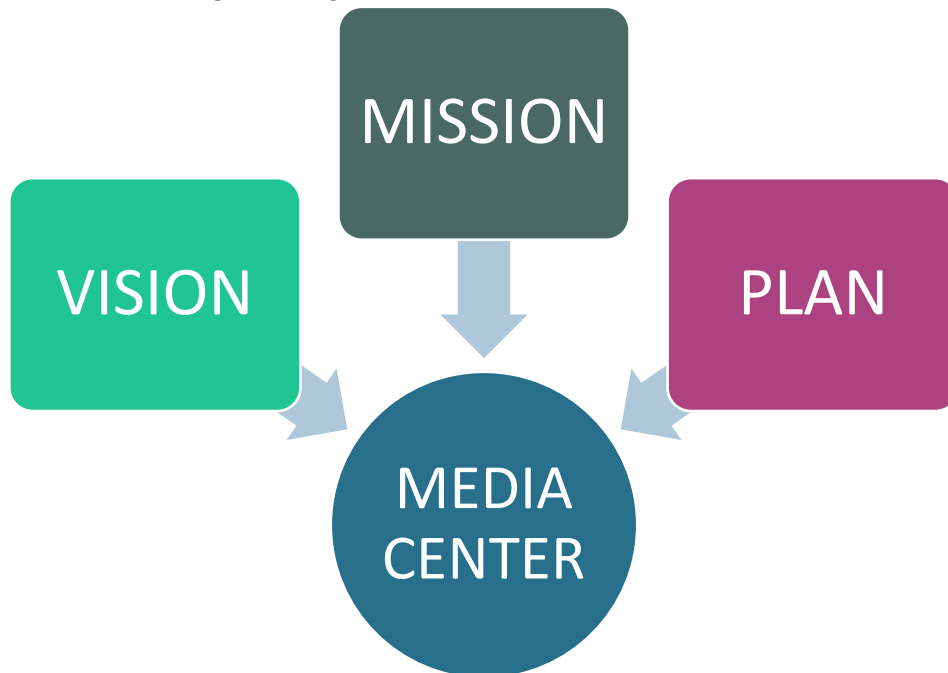
The mission of Leon County Schools is to educate, inspire, and empower all students to become responsible, respectful, and engaged citizens who are equipped with the critical thinking skills needed to thrive in our global society.

Montford's Vision

Our vision is to be recognized as the highest performing middle school where students, staff, and families enjoy learning, take pride in contributing to the community, and enjoy the highest levels of success in all we do.

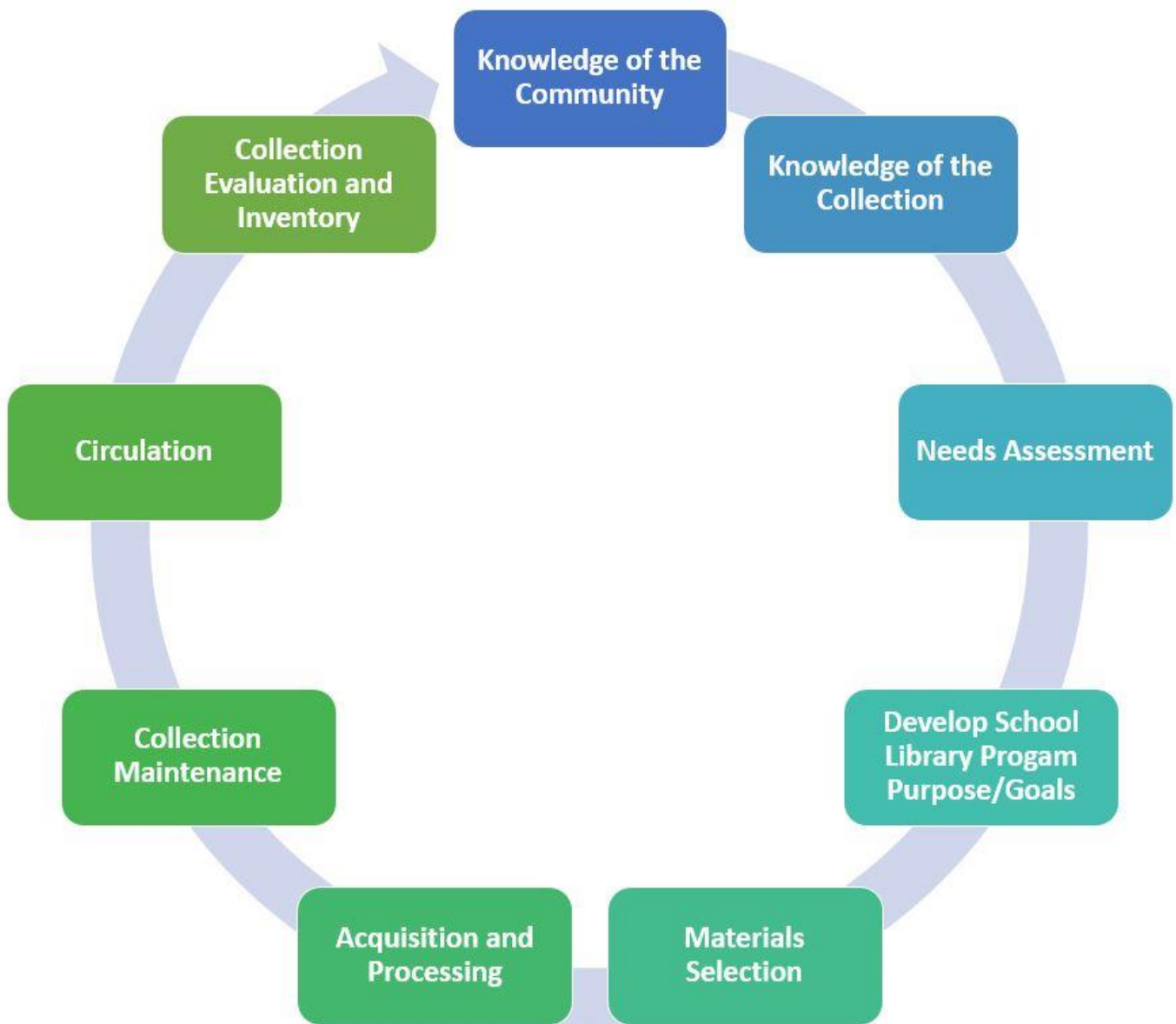
Montford's Mission

Our mission at William J. Montford, III Middle School is to establish a culture of respect and responsibility; to engage students in an active, emotionally, and physically safe learning environment; to model enthusiasm for and love of learning; and to prepare students to contribute to and care for the community and the environment by providing opportunities to explore interests and creatively solve problems.



COLLECTION DEVELOPMENT PLAN CYCLE

This collection development plan is a subsection of the Montford's Strategic Plan for Library Media Operations. The collection development plan outlines how district and school funds are to be spent, collection maintenance, and how/when to remove items from the collection. The Montford's Collection Development Plan is organized as follows:



KNOWLEDGE OF THE COMMUNITY

Montford serves 1071 students enrolled in grades 6-8. The student population's ethnicity is made of 11 % Hispanic and 89% Non-Hispanic students. Additionally, we serve a diverse population made up of 84% White, 17% Black, 1% Native, 6% Asian, 1% Pacific, and 6% Multicultural students.

The administration includes Principal Anthony McQuade and Assistant Principal Stacy Stallworth and Kim Sims. Montford is proud to offer the many special programs which provide students with opportunities. These include Beta Club, Black History Brain Bowl, Brain Bowl, Dance Team, Distinctive Daughters, DnD Club, Fellowship of Christian Athletes, Garden Club, Green Team, GSA, Guitar Club, Math Competitions, Relay For Life, STEM Club, SciGirls, Spirit Squad, Student Government Association, and Students Working Against Tobacco.

School Analysis

The school analysis provides an overview of the school's enrollment, demographics and special programs offered.

Enrollment & Demographic Data					
1071 2024-25 Student Enrollment as of September 2, 2025		Subgroups		Federal Ethnicity	
		3 % ELL	12 % ESE	11 % Hispanic	88 % Non-Hispanic
Federal Race Category					
84 % White	17 % Black	1 % Native	6 % Asian	1 % Pacific	6 % Multicultural
Proficiency Data					
Assessment	2024-2025	2023-24	Assessment		2023-24
FSA ELA Grade 6	74%	69%	FSA Math Grade 6	87%	80%
FSA ELA Grade 7	71%	72%	FSA Math Grade 7	81%	84%
FSA ELA Grade 8	70%	66%	FSA Math Grade 8	72%	71%
Civics EOC	80%	83%	Algebra 1 EOC	98%	100%
NGSSS Sci 8 EOC	74%	58%	Geometry EOC	99%	100%

KNOWLEDGE OF COLLECTION

Collection Analysis

A thorough analysis of the current media center collection at Montford indicates that the average age of the collection is 2010 and the number of books per student is 11.3 The American Association for School Libraries has established a criterion for highly effective media center that includes a ratio of 15-20 books available per student in the collection.

At this time, Montford almost meets the recommended standards for the number of books per student. The collection is developed for and influenced by students, their interests, academic needs and alignment to the curriculum. The data below is a snapshot of the collection based on a Titlewise Analysis.

							
13, 560 Items in the Collection	11.3 Items per Student	53% Fiction Titles in the Collection	2% Digital Resources				
Library media resources are curated to include both recently published works and classics that both rightfully impact the average age of the collection.							
	2010 Average Age of the Collection	53% Aged Titles	11% Newer than 5 Years				
Library media resources should be representative of the school.		Social-Emotional Learning (SEL) library media resources can contribute to character development.					
							
43% Representative Titles in Collection	2010 Representative Titles Average Age	45% SEL Titles in Collection	2012 SEL Titles Average Age				
Library media resources are distributed across the <i>Lexile reading level ranges</i> noted below.							
	7	125	254	1,806	4,401	1,928	70
	BR-199 Lexile Items	200-349 Lexile Items	350-499 Lexile Items	500-674 Lexile Items	675-909 Lexile Items	910-1299 Lexile Items	1300+ Lexile Items

Collection Analysis by Category

The information collected in this section provides a detailed look at the current library collection by classification and genre. The information was gathered from Follett Destiny, the library management system, and Titlewave, the vendor's ordering and analysis tool.

Section	# of Titles	Average Age
Computer Science, Information & General Works	94	2012
Philosophy & Psychology	67	2009
Religion	49	2008
Social Sciences	828	2008
Language	35	2006
Science	735	2007
Technology	666	2008
Arts & Recreation	641	2008
Literature	338	2006
History & Geography	960	2007
Biography	769	2007
Easy	32	2007
General Fiction	7,166	2011
Graphic Novels	1,081	2015

The analysis of the collection also revealed the following areas of strengths and concerns

- Science- 2007- hasn't moved up in age since last collection development

Representation Analysis

To deepen focus on strategic collection development, specific sections of the collection were analyzed in detail to determine whether the media center collection reflects and represents various points of view and experiences. The goal is to provide a balanced collection that can be both a mirror, to reflect a reader's experience, and a window, so readers can experience different viewpoints.

Results

Based on the available school data of Montford in comparison to Collection Analysis results, it was found that:

Representation Focus	Avg. Age of Target Population Titles	# of Target Population Titles	% of Target Population Titles	% of Students
African American	2013	643	5%	17%
Asian American	2018	149	1%	6%
LatinX/Hispanic	2017	193	1.4%	11%

Summary

After completing a deeper, targeted analysis of the representation section of the TitleWise report, it was determined that:

- Montford could use more diverse titles to represent the Montford population.

Needs Assessment

Each school should have already offered a Needs Assessment, tailored to your school. Please write a summary of what was asked, how it was answered, and what has been learned from that information. An example is below and should be deleted when adding your school's summary.

Online surveys were made available to parents, students, and staff during January 2024. Students were encouraged to complete their surveys during their language arts period. Staff received an email and email reminders to complete their surveys. A total of 302 surveys were completed by the following groups - 26 staff, 276 students. The surveys expressed a need for more books, particularly Manga books. Some students wanted more access in the morning. These developed into the goals: 1. Order more Manga books and 2. Make sure Language Arts teachers allow time for students to frequent the media center regularly.

Materials Selection

Montford library media center is under the umbrella of the Leon County Schools district library program which in turn, follows requirements laid out by Florida law for library media centers and instructional materials.

Per [FS 1006.28.6\(d\)2.a-d](#) and LCS [po2520](#), the guidelines below are general standards by which to review and select materials to meet the needs of Leon County Schools students, faculty, and staff.

Materials considered for purchase are selected on the basis of the following criteria. The materials must be:

Library Materials Selection Guidelines

• In support of state academic standards and aligned curriculum.	• suited to student needs and their ability to comprehend the material presented.
• able to meet an academic need of students and faculty.	• of quality of writing and production.
• free of pornography and material prohibited under s. 847.012.	• appropriate for the grade level and age group for which the materials are used or to whom they are made available.
• at an appropriate readability level and user appeal.	• valid, accurate, objective, up-to-date, and appropriate information

Effort should be made to keep the media current, comprehensive, and include media that reflects rapidly developing instructional technologies.

After analyzing the Montford. library media collection, the following areas have been selected as the primary areas of emphasis for materials selection for the 2025-2026 school year.

Area 1: Latinx representation

Area 2: Updated Non-Fiction

Acquisition, Processing, and Maintenance

Acquisitions Procedures in School Libraries

Because LCS school library media centers have only one school library media specialist, that individual is responsible for creating a collection to support instruction, literacy, and students' recreational reading. Materials selection policies generally mandate that the library professional seek input from teachers, other professional staff, and students. School library media specialists are also responsible for weeding or de-selecting collection materials following policy guidelines as well as making a decision as to whether gift items will be accepted.

Example: School Library Acquisitions Procedures

- In selecting learning resources, professional personnel will evaluate available resources and curriculum needs and will consult reputable, professionally prepared aids to selection, and other appropriate sources. The actual resource will be examined whenever possible.
- Recommendations for purchase involve administrators, teachers, students, district personnel, and community members, as appropriate.
- Gift materials shall be judged by the selection criteria and shall be accepted or rejected by those criteria.
- Selection is an ongoing process that should include removing materials that are no longer used or needed, adding materials, and replacing lost and worn materials that still have educational value.

Circulation

Circulation guidelines and procedures for Montford

Students are allowed two books per two weeks. It is only encouraged to return if another student wants that book or it is before a field trip or end of the grading period. Students can access the media center before school for a half an hour, after school, and during their language arts classes. They also can ask their teachers when they are finished with their work to visit the media center. The only time the media center is closed is for testing and other events that take up the entire media space, which is only a few times a year. Four media aides (one adult and three students) reshelve the books every day in third and fifth periods. Lost books are asked to be paid for. If they are not, they are marked lost and eventually cleared out of the system around a year after they leave Montford.

Circulation statistics for Montford library media center area as follows:

School Year 2024-2025	Circulation Statistics		
Type of book	FIC	GN	NF
# checked out			
Grade Level	6	7	8
# circulations	12, 867	2, 864	2, 161

Collection Evaluation and Inventory

Weeding, also known as Deselection, is a valuable professional practice for the Montford Middle School library media center.

This page lists the priorities for selection and weeding for each school year and includes the action, updates, and outcomes. This is subject to change due to funding and time constraints.

School Year	Strategic Focus
2025-26	Selection Priorities • Non Fiction Science • More Latinx representation
	Weeding Priorities • Science • History • Geography
2026-2027	Selection Priorities • More up to date non Fiction
	Weeding Priorities • Out of date non fiction

Budget and Purchasing Plan

This page outlines the current budget available and specifically lists the priorities for this school year (2025-2026).

Annual Budget 2025-2026

State Funds	
Source	Amount
State Allocation	\$5,228.17
Internal Accounts	
Source	Amount
Book Fairs	<i>Projected</i> \$1,000
School Support	\$3,584.29
TOTAL	\$9,812.46

Purchasing Plan 2025-2026

Approximate Purchasing Plan	
Purpose	Amount
End of September	\$1,000
End of October	\$1,000
End of November	\$1,000
End of January	\$1,000
End of February	\$1,000
End of March	\$1,000
End of April	\$1,000
TOTAL	\$7,000