

FY26 COLLECTION DEVELOPMENT POLICY



Boca Raton Community High School

FY26 Collection Development Policy

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Educational Media Specialists

Signature Page

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Date Approved by Administration: **4/1/2025**

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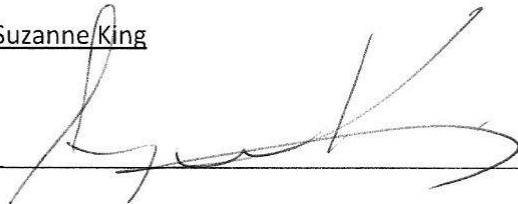


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Purpose of Collection Development Policy

Our collection development policy serves as a roadmap for acquiring and maintaining resources that empower diverse stakeholders within our community.

Specifically, it guides us in:

- Supporting academic pursuits by providing high-quality teaching materials for instructors and research resources for students and researchers, tailored to specific programs and subject areas. This includes both print and digital formats to align with evolving needs and preferences.
- Fostering a vibrant research environment by ensuring access to essential databases, journals, and other scholarly materials that support various research endeavors.
- Enhancing content instruction by collaborating with teachers to identify and acquire engaging, curriculum-aligned resources that cater to diverse learning styles and promote knowledge acquisition.
- Promoting a welcoming and inclusive space for stakeholders
- Operational technology maintenance for testing and research

This focused approach allows us to prioritize resources effectively, optimize collection impact, and ultimately serve the evolving needs of our community members.

Background Statement & School Community

Boca Raton Community High School is an A rated school, in a B rated school district. BRCHS is not a Title 1 School. There are 175 teacher positions allocated to the school. Graduation rate is 96% with an 80% college and career acceleration. BRCHS aims to cultivate a positive school culture that fosters a supportive and fulfilling learning experience for the school community.

BRCHS demographics are as follows (per The Gold Report):

- Student population: 2,950
- Age: 13-22
- Grade Levels: 9-12
- Race: White 49%, Black 10%, Hispanic 35%
- Free/Reduced Lunch: 27%
- LEP: 10%
- ESE: 14%
- Languages Spoken:

Afrikaans	1	Lithuanian	3
Albanian	2	Macedonian	6
Arabic	17	Bulgarian	2
Burmese	3	Mandarin	2
Chinese, Zhongwen	11	Polish	4
English	1790	Portuguese	211
French	22	Russian	67

German	6	Serbo-Croatian	2
Greek	3	Spanish	459
Haitian-Creole (Including French Creole)	73	Tagalog	2
Hebrew	4	Turkish	24
Hungarian, Magyar	5	Ukrainian	8
Italian	6	Vietnamese	10
Latvian, Lettish	1	Bengali, Bangla	5
Croatian, Hrvatski	1	Catalan	1
Farsi Persian	1	Japanese, Nihongo	1
Norwegian	2	Patwin	1
Rumanian	3	Servian, Srpski	2
Slovak	3	Somali	1
Swedish, Svensk	1	Thai	2
Urdu	1		

Choice Programs available to BRCHS:

- Navy Junior ROTC

In-House Programs available to BRCHS:

- Culinary Arts
- Early Childhood Teacher Education
- Medical Sciences - Pre-Medicine
- Science, Technology, Engineering, and Math (STEM)

In addition to our Choice and In-House programs, courses that the library collection would impact would include the following but are not limited to:

- African American History
- Latin American History
- Men/Women World History
- Holocaust
- AICE and AP programs

School Mission Statement

The Boca Raton Community High School mission is to develop knowledge, skills, and character that will empower students for responsible citizenship, higher education success, and productive employment. The school community will encourage students to reach their full potential by rewarding achievement, discipline, honor, leadership, respect, and service in all aspects of life. In addition, the vision of Boca Raton Community High School is to unite in providing students with opportunities to achieve excellence in all academic, extracurricular, and athletic areas. Throughout this process, diversity,

ingenuity, teamwork, effort, growth, and success will be celebrated.

Media Center Mission Statement

The Boca High Library Media Center: Empowering Learners, Igniting Curiosity, and Building Community. We strive to be a vibrant hub dedicated to:

- **Academic excellence:** Providing a foundation for success through diverse learning resources, collaborative spaces, and expert support.
- **Social connection:** Fostering belonging and engagement by creating a welcoming environment where students can connect with peers, explore interests, and develop their identity.
- **Relational growth:** Encouraging positive interactions and communication skills through collaborative learning opportunities and open dialogue.
- **Community engagement:** Partnering with teachers, families, and the broader community to empower learners and contribute to the success of Boca High.

Aligned with the School District of Palm Beach County's mission, we tailor our resources and services to meet the unique needs of Boca High's diverse student body. Through innovation, collaboration, and a commitment to excellence, we equip learners to become informed, engaged, and responsible citizens.

Responsibility for Collection Management & Development

The library collection thrives under the leadership of our state-certified media specialists, Darrell Fraley and Ingrid Levy, with valuable support from publishers and distributors like Thorndike Press and Mackin. We actively cultivate relationships with these national publishers and distributors to stay informed and acquire relevant materials. While state regulations grant Darrell and Ingrid the final selection authority, we prioritize gathering input from teachers and students to ensure our collection reflects their needs and interests.

Library Program

The Boca High Library and Media Center exists to aid and propel the graduation efforts of all the schools' students as well as provide an open culture to all stakeholders such as teachers, parents, and community school. Open every school day 45 minutes before school, during both lunches and 2 hours after school, with two months access during the summer from 8 a.m. – Noon.

For the Students:

Students feel right at home in our Media Center, a convenient and comfortable space for taking tests. Our media specialists manage the testing schedule and ensure everything runs smoothly.

The Media Center is a busy hub for standardized testing, hosting over:

- 5,700 AICE tests (making our school the world's largest AICE student population!)
- 5,000 State FAST tests
- 2,200 FSA tests
- 475 Algebra EOC tests

- 750 History EOC tests
- 780 Civics EOC tests
- 750 Biology EOC tests
- 600 Geometry EOC tests
- 1,000 SAT tests
- 300 ACT tests
- 250 CLT tests

In addition to testing, our library offers a welcoming space for quiet study and research. With over 5,248 volumes, students can browse the collection and check out books anytime the library is open (including before and after school hours). Eye-catching seasonal displays and signage will spark student interest and highlight recommended reads. The Media Center also supports academic success by hosting after-school credit recovery sessions. Supervised by the Media Specialist, these sessions run from 3:30 p.m. to 5:30 p.m.

For the Teachers:

The Media Center transforms into a vibrant space for a variety of teacher-focused activities when testing isn't taking place:

- **Special Events:** Teachers host speakers and assemblies here, such as Holocaust remembrance programs and athletic signing days for college-bound students. Evenings see community events and festive holiday gatherings.
- **Literacy Support:** Media Specialists help foster the love of reading by collaborating with teachers through a variety of engaging programs. These programs include interactive story time, checkout training, and library tours.
- **Compliance Expertise:** Our media specialists provide explanations, training, and information on House Bill 1467, ensuring teachers stay informed about literature and media compliance.
- **Visual Communication Powerhouse:** The Media Center team has printed and laminated over 500 eye-catching posters in both color and black and white, promoting everything from student and teacher events to instructional materials for classrooms.

For the Parents:

Boca High PTSA utilizes the Media Center for storage and event planning. Regular meetings held after school in this central location facilitate the planning and execution of school-wide events, particularly those focused on students like graduation and college prep. Recognizing the importance of parent involvement, the school administration prioritizes parent support and volunteerism. The Media Center's welcoming atmosphere fosters this connection among parents, staff, teachers, and students.

Goals and Objectives

The Boca High Library Media Center is a cornerstone in supporting our school's mission of student success. We share a core commitment with all departments to equip learners, spark their curiosity, and foster a vibrant school community – all with the ultimate goal of preparing students to thrive beyond graduation.

Goal 1: To cultivate a vibrant reading community and increase reading participation by establishing a thriving book club at the beginning of the school year, fostering consistent participation, and culminating in a strong showing at the February 2026 Battle of the Books.

Goal 2: To expand student access to academic resources and collaborative learning spaces we will implement a plan for the reopening of the media center for supervised use, ensuring availability for student use during the 30 minutes before the start of the school day and the entirety of the designated lunch period, beginning August 2026.

Goal 3: To foster a school-wide culture of reading by implementing a collaborative partnership with teachers, integrating media center resources into classroom curricula, and promoting regular class visits for book selection and checkout, ultimately increasing student reading engagement across all disciplines. We will begin this August 2026 and continue throughout the school year.

Goal 4: To establish a vibrant and informative bi-monthly library newsletter, commencing in September 2025 and continuing throughout the school year, designed to actively engage students and teachers with media center resources. This newsletter will feature:

- Highlights of new and noteworthy books and digital resources.
- Student and teacher book recommendations, fostering a community of readers.
- Updates on media center events, programs, and technology.
- Practical tips for utilizing library resources to support classroom learning. The newsletter will be distributed to all teachers for seamless integration into their Google Classrooms and incorporated into the school's "Bobcat News" broadcast to maximize viewership and accessibility.

Budget and Funding

This report details the budget allocated to library and media resources for FY25 and will be used to determine the budget for FY26. The funds listed below are based on information provided by our school purchasing department.

Budget Summary:

- The media center anticipates similar funding for the next school year unless there are spending cuts at the district level (SDPBC).
- The FY25 budget will be used to purchase essential supplies, including ink for color printing, poster paper, laminating materials, and a new, small color printer.
- The remaining funds will be directed toward replenishing and updating the library's collection of books and magazines.

<i>School Based Operating Budget</i>	<i>Budget FY25</i>	<i>FY26 Projected Budget</i>
<i>Account 55110 - Media Supplies</i>	\$6596	\$6596
<i>Account 553420 - Media Subscriptions</i>	\$250	\$250
<i>Account 561100- Library Books</i>	\$500	\$500
<i>Media Center Internal Account number</i>	#6202	#6202
<i>State Media Allocation</i>	<i>Budget Amount FY25</i>	<i>FY26 Projected Budget</i>
<i>Account 556110 (program 3070) - Media Books</i>	\$5676	\$5676

Purchasing Plan FY26

Approximate Purchasing Plan	
Purpose	Amount
Furniture	\$2000
Battle of the books	\$500
Supplies (paper, toner, laminating, etc)	\$2500
Media center maintenance	\$600
Total:	\$5600

Scope of the Collection

The library collection consists of the following:

- Fiction
- Non-fiction
- Biographies
- Reference
- Magazine subscription
 - Supports AICE Media Studies
- eBooks
 - Accessible 24/7 through Destiny Discover
- District-provided databases
 - Ex: Gale, Florida Electronic Library accessible 24/7

Materials will support both curriculum and pleasure reading per School Board Policy 8.12 (see Section 5 d) and also per District policy; the collection will be arranged in standard Dewey order (see Section 8 Management of Library Media Instructional Materials]. All materials will follow the requirements of HB 1467 and HB1557.

Equipment

Our media program currently has the following equipment available for use:

- 2 iPad 10s
 - Available to media staff for testing, book checkout, and inventory.
- 5 Media carts
 - Available to teachers and staff to check out at any time
- 300 Chromebooks
 - Dedicated to media center for student use during testing
- 2 color poster printers, 1 small color printer, and 1 laminator
 - To support teachers in creating engaging visual aids for their classrooms
- 2 Laser jet single color printer
 - For media center staff use to meet the printing demands of testing.

Collection Development

Our goal for collection development is to curate a dynamic collection of high-quality print and digital materials that cater to both the academic and personal interests of students and stakeholders. This includes educational resources as well as materials that spark curiosity and foster a love of reading. We understand that the needs of our media center users are constantly evolving. To ensure our collection remains relevant and engaging, we take a flexible approach to development. We factor in the needs of students, the overall direction of the school, and any specific directives from the administration. The Media Specialist spearheads this ongoing process, overseeing the selection, acquisition, and maintenance of the collection.

Selection and Evaluation Criteria

Based on annual inventory and an intersectional analysis by Destiny/Follett of our collection, we select books based on publisher recommendations, industry reviews, student requests, administration and teacher requests, and state guidelines. Materials considered for purchase are selected on the basis of the criteria SDPBC 8.21 (6.d). The Media Specialist is to consider reviews from two categorical reviewing sources such as Booklist, Horn Guide, and School Library Journal.

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.

			
5,032 Items in the Collection	1.7 Items per Student	54% Fiction Titles in the Collection	24% 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	43% Aged Titles	18% 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.	
			
54% Representative Titles in Collection	2011 Representative Titles Average Age	47% SLL Titles in Collection	2014 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	9	2015
Philosophy & Psychology	11	2002
Religion	12	1986
Social Sciences	178	2007
Language	14	2015
Science	67	2007
Technology	67	2008
Arts & Recreation	509	2007

Literature	156	2000
History & Geography	168	2008
Biography	873	1995
Easy	23	1998
General Fiction	2,706	2013
Graphic Novels	409	2007

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 out-of-date or age-inappropriate simply because they were donated. All gifts and donations must follow the same processes as new book orders.

Collection Maintenance

Inventory and circulation are the primary methods for maintaining the collection. We inventory annually and comply with SDPBC policy 8.12(8). With appropriate staff, we can inventory 1/3 of the collection every year. The collection inventory for the next three school years will be SY26 Fiction, SY27 Graphic Fiction, and SY28 Nonfiction & Biography.

Lost or Damaged Library Materials

Lost or damaged library materials will be deleted from the inventory and replaced if necessary. If a student graduates with outstanding library materials, they will be marked as lost and deleted. All attempts (via email and Administration) will be made to have students return library materials before graduating.

Strategic Focus – Weeding and Acquisitions

School Year	Strategic Focus
FY26	Selection Priorities <ul style="list-style-type: none"> • Improve historical biography • New books, recent releases • Acquire new art/photography books
	Inventory/ Weeding Priorities <ul style="list-style-type: none"> • Cull worn books

	<ul style="list-style-type: none"> • Inventory collection • Uncirculated resources
FY27	Selection Priorities <ul style="list-style-type: none"> • Acquire new ebooks • Acquire new poetry books • Develop a cook book section
	Inventory/ Weeding Priorities <ul style="list-style-type: none"> • Weed outdated DVDs • Weed outdated biographies • Weed outdated/uncirculated fiction
FY28	Selection Priorities <ul style="list-style-type: none"> • Acquire new ebooks • Acquire new books in Spanish and French/Creole • Improve and update non-fiction books
	Inventory/ Weeding Priorities <ul style="list-style-type: none"> • Weed outdated reference books • Weed outdated non-fiction • Weed outdated/uncirculated fiction

Reconsideration of Materials

The collection held in the Media Center will follow [Board Policy 8.1205](#) on Challenged materials. Full text of policy and the Specific Material Objection form are linked in the appendix.

Annual Evaluation and Revision of CDP

This collection development plan will be reviewed each school year.

Appendices

A: Library Bill of Rights

"Library Bill of Rights", American Library Association, June 30, 2006.

[Link](#) (Accessed February 3, 2025)

Document ID: d03f6aae-7e51-46b3-afed-50fa0809f8ca

B: Intellectual Freedom Statement

"The Freedom to Read Statement", American Library Association, July 26, 2006.

[Link](#) (Accessed February 3, 2025)

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 February 3, 2025)

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 February 3, 2025)

E: Specific Material Objection Form

School Board of Palm Beach County (November 14, 2023). Specific Material Objection Form.

[Link](#) (Accessed February 3, 2025)