

# **FY26 COLLECTION DEVELOPMENT POLICY**



**Forest Hill High School**

## **FY26 Collection Development Policy**

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Educational Media Specialist

**Signature Page**

**Forest Hill High School**  
FY26 Collection Development Policy

Date Approved by Administration: 5/5/25

Media Specialist Name: \_\_\_\_\_ Hannah Budd \_\_\_\_\_

Media Specialist Signature: HBudd

Principal Name: \_\_\_\_\_ Michael Aronson \_\_\_\_\_

Principal Signature: [Signature]

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## **Purpose of Collection Development Policy**

SDPBC Policy 8.12 (6.a) stipulates: "Each school shall, in conjunction with the "Library Bill of Rights"

(<http://www.ala.org/advocacy/sites/ala.org.advocacy/files/content/intfreedom/librarybill/lor.pdf>) of the American Library Association (ALA) and District policy, establish procedures for the evaluation, selection, management, and disposal of library media materials in conformance with this policy and Policy 8.1205 and shall record such in the school's collection development policy."

## **Background Statement & School Community**

The users of Forest Hill High School Library Media Center come from grades nine through twelve, in addition to the faculty, staff, and parents of that community of users.

According to SIS

([https://sis.palmbeachschools.org/focus/Modules.php?force\\_package=SIS&modname=Reports/DistrictReports.php#run/86](https://sis.palmbeachschools.org/focus/Modules.php?force_package=SIS&modname=Reports/DistrictReports.php#run/86)), Forest Hill High School has a population of 1898 students and serves a culturally and ethnically diverse student population representing different economic backgrounds, which include:

- 76% Hispanic
- 10% Black
- 11% White
- 6% Other

In addition, the Forest Hill High School Library Media Center supports the unique curricular needs of the academic departments and all academies (Army JROTC; Criminal Justice; Culinary Arts; Engineering; Environmental Science; Hospitality, Tourism & Resort Management; Information Technology (Academy of Digital Design); Medical Academy; International Baccalaureate Middle Years Program; International Baccalaureate Diploma Program; and International Baccalaureate Career-related Certificate), as well as the ESOL and ESE departments.

## **School Mission Statement**

Forest Hill High School's vision is to "close the gap between school and real-world with clearly defined academic programs that cultivate a multi-literacy focus inclusive of International Baccalaureate, diverse language, and international studies." In order to accomplish this, stakeholders are "dedicated to building an academic climate centered around heightened literacy, numeracy and inquiry in an environment of collegiality that promotes school-wide pride,

internationalism, and service for all."

### **Media Center Mission Statement**

The mission of the Forest Hill High School Media Center is to be a resource for research, technology, learning, and collaboration that supports the goals and objectives of the entire school. It works to help all patrons become effective information seekers. The Media Center works to promote a love of reading and learning within the community.

### **Responsibility for Collection Management & Development**

The acquisition and maintenance of the Library Media Center materials collection is a primary function of the library media staff. Collection development and management refers to the process of building and maintaining the library's entire materials collection, in print, nonprint, audiovisual, and electronic formats so that they are available to every student at the time of need to support and enrich the student's educational experience. The collection development process includes the formulation of policy and procedures, budget allocations, needs assessments, selection, collection maintenance and evaluation, and resource sharing.

The primary goal of the Media Center's collection development efforts is to build a current collection that supports the needs of the curriculum and the school community and maintains the recommended boundaries for:

- size of collection
- average age of collection
- access to the collection

This goal supports the information needs of students as defined by the mission and goals of the:

- School District of Palm Beach County;
- ALA/AASL Standards for the 21st Century Learner;
- Partnership for 21st Century Skills;
- Common Core Standards;
- International Society for Technology in Education (ISTE) National Education Technology Standards (NETS).

## Library Program

Foremost among national standards for school library media center programs is the need to work collaboratively with teachers to develop meaningful information literacy lesson plans that integrate into classroom learning. At Forest Hill High School, the library media specialist collaborates with teachers from all disciplines to increase student achievement by supplementing existing curriculum in accordance with course standards.

The library is open throughout each day that students are in attendance to ensure equitable access for all students to library media resources, except for when it is closed by administration for testing or another event. The school administration and faculty are aware that recent research documents improvement in student learning gains when the library media center is available to the student at the point of need. At Forest Hill High School, the library media center schedule provides unlimited access Monday through Friday from 8:00 a.m.--3:30 p.m., except for under the following circumstances:

- Closed by administration for testing.
- Closed by administration for a meeting or event.
- Closed by the Library Media Specialist if there is a need for uninterrupted instruction during a class or event.

Additionally, the following procedures for the Media Center have been set in place to better serve the students and staff at Forest Hill High School:

- All students must scan their ID upon entering the Media Center.
- Teachers may only send 3 students at a time from their classroom to the Media Center without the accompaniment of the teacher; unless special arrangements have been made with the library media specialist.
- All students must have an appropriate pass from the teacher of the class they are currently in, and must have library specific work to do.
- Class use of the computers is scheduled through the library media specialist in person or via e-mail. Teachers reserving the Media Center share the library and computers with students who are there with passes from their teachers.
- There is a limit on the number of classes that can reserve the Media Center at the same time. The Media Specialist is in the best position to determine the availability and capacity of the Media Center, and, as such, has the final say on all Media Center bookings.

- If a student or a class behave in a way that breaks the expectations of the library, the library media specialist will send those students or that class back to their classroom. The students in the library media center are a reflection of the library media specialist; therefore, inappropriate behavior that is disruptive to the academic atmosphere of the library will not be tolerated.

The Library Media Center recognizes its responsibility to respond to the reading, research, and technology education needs of the student body and faculty in an age of information abundance. The electronic catalog of resources for the school and the district is maintained by the Department of K--12 Instructional Materials and Library Media Services and is available at all times to students, faculty and parents.

The library is open every day that students and/or faculty are in attendance, unless administration has closed it due to testing or another meeting or event. The number of days the library is closed are tracked and reported on the End of Year Statistical Report. Summer hours are not provided. Research and reference materials are available at all times through the district and school- wide electronic subscription databases. Interlibrary loan is available.

The Library Media Center of Forest Hill High School provides ongoing services that transcend the tenure of any single individual. To this end, the administrators, teachers, students, and School Advisory Committee have the right to read this document and observe the library media center at any time.

## **Goals and Objectives**

Weed and build collection more suitable to the population of Forest Hill High School.

- Collaborate with teachers to provide instruction for utilizing information literary and technology standards at the district, state, and national level.
- Provide access to a diverse collection of print, non-print, and electronic materials to all patrons.
- Ensure the privacy and intellectual freedom of staff and students is upheld.
- Create a professional atmosphere to better serve the library users and support learning and education.
- Market the library through school-wide events such as: Book Fairs, April is for Authors, Banned Books Week, Battle of the Books, etc.

## Budget and Funding

The Library Media Center is given a school-based operating budget at the beginning of every school year. The budget for the 2025 - 2026 school year is expected to be similar to the 2024-2025.

<b><i>School-based Operating Budget</i></b>	<b><i>Budget FY25</i></b>	<b><i>FY26 Projected Budget</i></b>
<i>Account 551100 - Media Supplies</i>	<i>\$798.08</i>	<i>\$798</i>
<i>Account 553420 - Media Subscriptions (Periodicals-Newspapers)</i>	<i>\$828.92</i>	<i>\$828</i>
<i>Account 561100 - Library Books</i>	<i>\$3341.00</i>	<i>\$3341</i>
<b><i>Fundraising/ Grants</i></b>	<b><i>Budget Amount</i></b>	
<i>Media Center Internal Account number for your grant(s) (get this from your bookkeeper)</i>	<i>\$0</i>	<i>\$0</i>
<b><i>State Media Allocation</i></b>	<b><i>Budget Amount</i></b>	
<i>Account 561100 (program 3070) - Media Books</i>	<i>\$3890</i>	<i>\$3890</i>



## Purchasing Plan FY26

Approximate Purchasing Plan	
Purpose	Amount
Books	\$5297.00
Supplies	\$1000.00
Subscriptions	\$1000.00
Databases	\$1560.00
<b>Total:</b>	<b>\$8857</b>

### Scope of the Collection

The collection development is focused on the curriculum of Forest Hill High School, which follows the guidelines of the School District of Palm Beach County, which in turn are governed by the Department of Education of the State of Florida. According to best practices for school libraries in the United States, the print and non--print collection at Forest Hill High School is arranged by the Dewey Decimal Classification System. Additional resources are provided by district wide and Forest Hill Library Media Center subscriptions to electronic information databases. The library media collection includes all the resources available in the school library media center along with all those that students, faculty and administrators can access through interlibrary loan.

- The average age of the collection is 2015.
- The collection size is 7,132 holdings.

### Equipment

The Forest Hill Media Center was renovated this past school year and now has available for teacher use three glass study rooms each equipped with a small SMART board. The library also contains a SMART board and projection screen.

## **Collection Development**

This collection development policy is a statement of the principles and guidelines used by the Forest Hill High School Media Center in the selection, acquisition, evaluation, and maintenance of library media center materials. It will be used both in providing consistency among those responsible for developing the collection and in communicating the library media center's policies to faculty, students, and staff and other interested stockholders of the school community. It is understood that this document is fluid and changes in the curriculum, demographics, information needs, or programs of the school will mandate updates to the collection and its governing policies.

## **Selection and Evaluation Criteria**

Materials considered for purchase are selected on the basis of the criteria established in SDPBC 8.21 (6.d). All materials selected for the Library Media Center undergo a thorough evaluation by the certified Media Specialist using review websites, such as School Library Journal, and then placed on the stakeholder website for community review.

## **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:

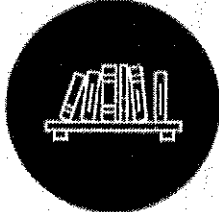
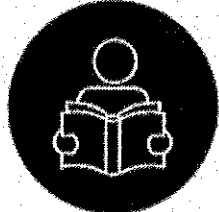
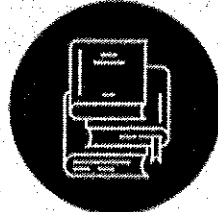

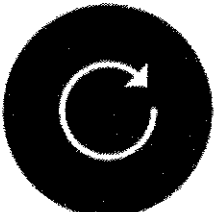
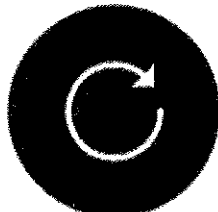
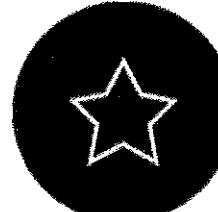

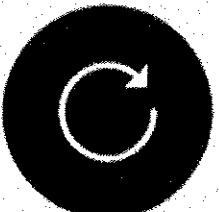

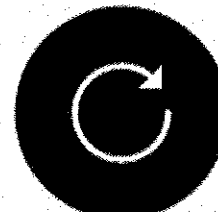
- Maintaining a professional library collection to assist with recertification and knowledge acquisition on education-related topics;
- Managing the online catalog, including the library inventory and circulation software;
- Selecting and making accessible online information databases for reference and 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.

			
<b>7,132</b> Items In the Collection	<b>3.7</b> Items per Student	<b>49%</b> Fiction Titles in the Collection	<b>37 %</b> 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.			
	<b>2015</b> Average Age of the Collection	<b>21%</b> Aged Titles	<b>24%</b> 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.	
			
<b>49%</b> Representative Titles in Collection	<b>2016</b> Representative Titles Average Age	<b>42%</b> SLL Titles in Collection	<b>2017</b> 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	51	2018
Philosophy & Psychology	58	2016
Religion	50	2014
Social Sciences	327	2017
Language	32	2013
Science	189	2012
Technology	136	2015
Arts & Recreation	1083	2013
Literature	274	2011
History & Geography	457	2012
Biography	323	2015
General Fiction	3471	2017
Graphic Novels	921	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 out-of-date or age-inappropriate simply because they were donated. All gifts and donations must follow the same processes as new book orders.

Gifts to the library media center are encouraged. However, the Library Media Specialist reserves the right to add such items to the school's library or classroom collections only if it has been determined that they meet the SDPBC 8.12 selection policy. Such materials will meet the same criteria as resources, which are purchased. Gifts that are not deemed

appropriate for the school collection may be disposed of at the discretion of the Library Media Specialist.

A librarian, regardless of education and training, is not considered by the Internal Revenue Service (IRS) to be qualified to place a value on gift books and other used materials unless the librarian is a certified appraiser of such materials. In acknowledging gifts, the library may write a letter indicating how many of what kind of material has been given but the library cannot say how much such materials might be worth. Furthermore, material is considered used unless the library buys it directly, even if the donor has not read the book; if they own it, or just bought it, and then gave it to the library, it is considered used and should not be referenced in the letter as "new".

### **Collection Maintenance**

Weeding of materials and resources is essential for the maintenance of a healthy reading, research and reference library media collection. Weeding is a form of quality control of the collection in which outdated, inaccurate and worn out materials and equipment are discarded from the electronic catalog and physically removed from the collection.

The Library Media Specialist is responsible for the ongoing maintenance of a quality collection which includes procurement of new materials and discard of ineffective items. Teachers and administration assist in the re-evaluation and systematic deleting of materials and equipment to ensure that the collection remains responsive to user needs, changing curriculum and advancing technology. In coordinating this process, the library media specialist will follow objective criteria for removing materials and equipment from the media center, which include obsolescence, physical age and condition, and general inapplicability for continued inclusion in the existing collection.

While the school library Media Center at Forest Hill High School works to eliminate barriers that inhibit students from accessing and using reading materials and technology, the responsibilities of students, parents and teachers for lost or damaged Instructional Materials is outlined in SDPBC Policy 8.1225. Students, parents and teachers are held accountable for lost or damaged material.

Per Florida Statute governing Instructional Materials, instructional material stored in the library media center must be inventoried annually. To facilitate the circulation and inventory process, Destiny Library Manager software has been made available to all schools.

Forest Hill High School inventories the full collection each year.

Processing specifications for media items, including books, are maintained centrally by the Department of Instructional Materials and Library Media Services. The specifications are followed by vendors, by Library Media Services, and by individuals at schools who process

materials. Items are either purchased with processing completed or are sent to the central processing center at Library Media Services.

Destiny Library Manager Software can generate numerous reports on circulation and average age of collection. These reports can be one indicator of the success of a library media program. Select reports therefore are posted on the district's web page under Library Media Services.

### **Lost or Damaged Library Materials**

Overdue fees are not charged, however, student's are responsible for the full price of the book for lost or damaged materials.

### **Strategic Focus – Weeding and Acquisitions**

<b>School Year</b>	<b>Strategic Focus</b>
<b>FY26</b>	<b>Selection Priorities</b> <ul style="list-style-type: none"> <li>• High Interest YA Fiction</li> <li>• Nonfiction</li> <li>• Graphic Novels</li> </ul>
	<b>Inventory/ Weeding Priorities</b> <ul style="list-style-type: none"> <li>• Forest Hill High School inventories the full collection each year.</li> <li>• Weeding - aged titles from nonfiction</li> </ul>
<b>FY27</b>	<b>Selection Priorities</b> <ul style="list-style-type: none"> <li>• High Interest YA Fiction</li> <li>• Nonfiction</li> <li>• Biography</li> </ul>
	<b>Inventory/ Weeding Priorities</b> <ul style="list-style-type: none"> <li>• Forest Hill High School inventories the full collection each year.</li> <li>• Weeding - aged titles from nonfiction</li> </ul>
<b>FY28</b>	<b>Selection Priorities</b> <ul style="list-style-type: none"> <li>• High Interest YA Fiction</li> <li>• Nonfiction</li> <li>• Spanish Fiction</li> </ul>
	<b>Inventory/ Weeding Priorities</b> <ul style="list-style-type: none"> <li>• Forest Hill High School inventories the full collection each year.</li> <li>• Weeding - aged titles from nonfiction</li> </ul>

**Reconsideration of Materials**

In the event of a challenge by a citizen of Palm Beach County, personnel at Forest Hill Community High School will follow SDPBC Policy 8.1205 – Challenge Procedures for Instructional Materials. The Media Specialist will contact Library Media Services immediately when a challenge occurs.

**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 April 21, 2025)

### **E: Specific Material Objection Form**

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

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