



# **LAKE WORTH TROJANS**

**Lake Worth Community High School**

**FY26 Collection Development Policy**

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Certified Educational Media Specialist

**Signature Page**

**Lake Worth Community High School**  
FY26 Collection Development Policy

Date Approved by Administration: 4/23/2025

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## Purpose of Collection Development Policy

The purpose of our Collection Development policy is to provide the basis for the selection of materials that support instructional programs and promote lifelong reading. The plan also guides our decisions and establishes procedures for the evaluation, selection, management and disposal of library media materials in conformance with School District of Palm Beach County (SDPBC) Policy 8.1205.

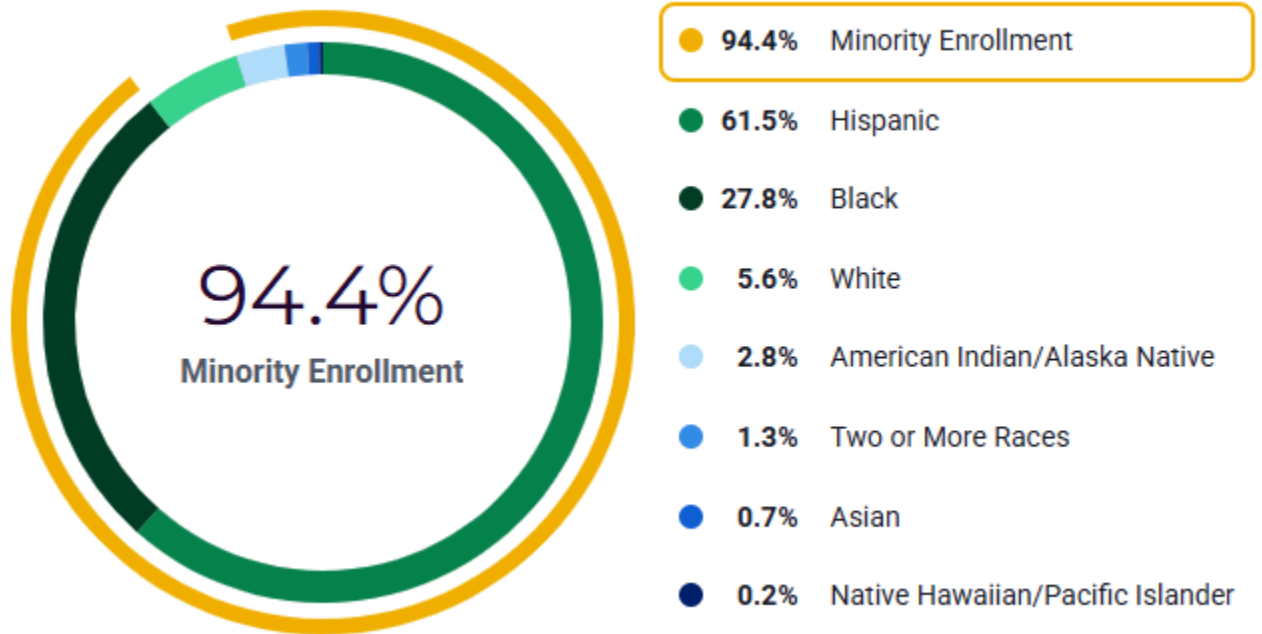
## Background Statement & School Community

As of April, 2025, Lake Worth Community High School serves students in grades 9-12 and has a population of 2,672. Per U.S. News and World Report, our demographics as follows:

Source:

<https://www.usnews.com/education/best-high-schools/florida/districts/the-school-district-of-palm-beach-county/lake-worth-high-school-5382>

### Student Diversity



### Gender Distribution



LWCHS also offers the following choice programs:

- 3DE by Junior Achievement
  - Air Force JROTC
- Biomedical Sciences
  - Criminal Justice
  - Culinary Arts
  - Drafting and Design
- Early Childhood Teacher Education
- Medical Sciences - Pre-Medicine

#### **School Mission Statement**

The School District of Palm Beach County and Lake Worth Community High School is committed to providing a world-class education with excellence and equity to empower each student to reach his or her highest potential with the most effective staff to foster the knowledge, skills, and ethics required for responsible citizenship and productive careers.

#### **Media Center Mission Statement**

Lake Worth Community High School Library Media Center strives to increase literacy development for all students in reading, writing, listening, speaking, viewing, and presenting. The Library Media Center seeks to promote lifelong, self-motivated readers and learners who live and participate in a democratic society.

We encourage our students, parents, and school staff to read, explore and discover the Library Media Center.

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

The Library Media Specialist works with students, teachers, administrators, parents and District Library Media Services to select materials that:

- o Promote the development of lifelong reading habits and information literacy skills in students;
- o Provide a broad background of information resources in areas of knowledge;
- o Support the general educational goals of the District and the objectives of specific courses, including materials that represent diverse points of view in order that young citizens may develop, under guidance, the practice of critical analysis of media and intellectual integrity in forming judgments;
- o Meet the personal needs and interests of students, including materials that: nurture the development of recreational reading/listening/ viewing, cultural appreciation, and aesthetic values; represent the many religious, racial, ethnic, linguistic, and cultural groups in our society and reflect their contributions to the heritage and culture of our civilization; foster respect for the diverse roles available to women and men in today's society; and provide access to materials in heritage language as stipulated by the META agreement.
- o Support the professional needs of teachers and administrators; and
- o Introduce new instructional technologies into the learning environment.

## **Library Program**

Our library program is on a fixed schedule and we are open from 7:00 am to 3:00 pm. In addition to our typical Media Center functions, we also support the distribution of textbooks and chromebooks and we also assist with testing as needed. Our space is often utilized for class relocations as well as guest speakers for events such as college admissions presentations.

I also teach an elective in the Media Center called "Research 1", which focuses primarily on preparation for life after high school. The vast majority of students are in grades 11 and 12 and we explore various postsecondary options, from college to vocational training to entrepreneurship.

## Goals and Objectives

- *Goal 1: Grow the MackinVia eBook and Audiobook Collection*
  - *use data from a needs assessment to inform MackinVia Ebook and audiobook selections*
  - *purchase up-to-date ebooks and audiobooks that relate to the needs and interests of the student population in FY26*
- *Goal 2: At the earliest faculty meeting of the new school year, the Media Specialist will:*
  - *Encourage teachers to utilize Media Center resources to supplement lessons and curriculum*
  - *Present customized lessons to be delivered and graded by the Media Specialist to equip students with tools to successfully pursue various postsecondary options*
- *Goal 3: Successfully place and submit order to utilize state-allocated 3070 funds by November 1<sup>st</sup>, 2025*
- *Goal 4: Attend at least one Student Advisory Council (SAC) meeting per semester to maintain best practice and support the overall mission of LWCHS,*

## Budget and Funding

Our Media Center has specific accounts for supplies, subscriptions and books. We also receive stat-allocated funds annually to supplement our school's internal account.

<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>	\$2,900	\$3,000
<i>Account 553420 - Media Subscriptions (Periodicals-Newspapers)</i>	\$900	\$1,000
<i>Account 561100 - Library Books</i>	\$3,300	\$3,400
<i>Account 562230 - Media A/V Equipment</i>	\$0	\$0
<i>Account 564220 - Furn-Fix/Equip</i>	\$0	\$0
<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>	\$1,300	\$1,400
<b><i>State Media Allocation</i></b>	<b><i>Budget Amount</i></b>	
<i>Account 561100 (program 3070) - Media Books</i>	\$3,900	\$4,000



## Purchasing Plan FY26

Approximate Purchasing Plan	
Purpose	Amount
Books	\$3,000
Supplies	\$2,000
Total:	\$5,000

### Scope of the Collection

The scope of our Media Center collection includes fiction and non-fiction books along with several Apple I-Macs to access digital resources.

Our collection also includes District provided databases and eBooks that expand our local collection and provide 24/7 access for students. In addition to that, we have additional electronic resources such as MackinVIA, Follett, World Book (World E-book), Florida Electronic Library, Gale Research

Media Center materials will support both curriculum and pleasure reading in accordance with [School Board Policy 8.12](#) (see Section 5 d) and per District policy, the collection will be arranged in standard Dewey order (see Section 8 Management of Library Media Instructional Materials]

### Equipment

- Computers
- Laminating Machine
- Poster printer
- Large paper cutter

## **Collection Development**

Collection Development is the process of selecting materials that both support lifelong reading and are in accordance with applicable district and school board policies. It also includes weeding our materials to ensure that stakeholders have access to the most relevant and up-to-date information.

## **Selection and Evaluation Criteria**

The selection policies and evaluation criteria of our Media Center are based upon School District of Palm Beach County (SDPBC) Policy 8.12. Specifically, the following excerpt from SDPBC Policy 8.12 is used as a basis for selection of material:

A choice of materials that support the instructional program and promote reading shall be available to students and professional staff to allow for varying achievement levels, interests, and teaching/learning styles. Each school shall, in conjunction with the "Library Bill of Rights") 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.

Our Media Center also utilizes specific reviewing tools such as the School Library Journal to maintain best practices and ensure that we implement a critical thinking process that adheres to School Board Policy

## **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>10,581</b> Items in the Collection	<b>4.9</b> Items per Student	<b>36%</b> Fiction Titles in the Collection	<b>43%</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>2004</b> Average Age of the Collection	<b>69%</b> Aged Titles	<b>3%</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>45%</b> Representative Titles in Collection	<b>2005</b> Representative Titles Average Age	<b>34%</b> SLL Titles in Collection	<b>2008</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	73	2011
Philosophy & Psychology	165	2001
Religion	237	1997
Social Sciences	1,198	2005
Language	164	1999
Science	404	2004
Technology	357	2007
Arts & Recreation	861	2008
Literature	357	2002
History & Geography	708	2001
Biography	1,338	2000
Easy	169	1995
General Fiction	3,797	2007
Graphic Novels (741.5) See Help document if needed	482	2010

## 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 will be completed on a three-year rotation as per Board Policy 8.12 (8). Our rotation plan is as follows:

### 2026

General Fiction

### 2027

Biography/Social Sciences/Arts and Recreation

### 2028

Computer/Science/Philosophy/Psychology/Religion/Language/Science/Technology

Literature/Easy/Graphic Novels

## Lost or Damaged Library Materials

Our Media Center charges fees for late materials or fines for lost/damaged materials in accordance with School Board Policy 2.21B(9) which states: "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"?)

## Strategic Focus – Weeding and Acquisitions

School Year	Strategic Focus
FY26	<b>Selection Priorities</b> <ul style="list-style-type: none"><li>• Technology</li><li>• Social Sciences</li><li>• Literature</li></ul>
	<b>Inventory/ Weeding Priorities</b> <ul style="list-style-type: none"><li>• Literature</li><li>• Social Sciences</li><li>• Technology</li></ul>
FY27	<b>Selection Priorities</b> <ul style="list-style-type: none"><li>• Reference</li><li>• Philosophy &amp; Psychology</li><li>• History &amp; Geography</li></ul>
	<b>Inventory/ Weeding Priorities</b> <ul style="list-style-type: none"><li>• History &amp; Geography</li><li>• Philosophy &amp; Psychology</li><li>• Reference</li></ul>
FY28	<b>Selection Priorities</b>

	<ul style="list-style-type: none"> <li>• Non-fiction</li> <li>• Fiction</li> <li>• Easy</li> </ul>
	<b>Inventory/ Weeding Priorities</b> <ul style="list-style-type: none"> <li>• Easy</li> <li>• Language</li> <li>• Science</li> </ul>

### **Reconsideration of Materials**

The procedure for any challenge of instructional materials will be followed as outlined in SDPBC [Board Policy 8.1205](#). Any complaint arising out of the use of a material in a school shall be registered in writing with the principal of the school. Within five school days of the receipt of the complaint, the principal and/or his/her designee and the appropriate staff member(s) shall meet with the complainant.

### **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)