Jupiter Community High School

FY26 Collection Development Policy

Patti Potts

Educational Media Specialist

Signature Page

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Date Approved by Administration: 5/9/2025

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Purpose of Collection Development Policy

This collection development policy outlines the principles and guidelines the Jupiter Community High School Media Center uses to select, acquire, evaluate, and maintain library media center materials. It will be used to provide consistency among those responsible for developing the collection and to communicate the library media center's policies to faculty, students, staff, and other interested school community stakeholders. It is understood that this document is fluid, and changes in the curriculum, demographics, information needs, or school programs will mandate updates to the collection and its governing policies.

The library media staff's primary function is to acquire and maintain the Library Media Center's collection of materials. Collection development and management refer to building and maintaining the library's entire materials collection, including print, non-print, audiovisual, and electronic formats, so that it is available to every student when needed to support and enrich their educational experience.

The collection development process includes the formulation of policy and procedures, budget allocations, needs assessments, selection, collection maintenance and evaluation, deselection, and resource sharing. The primary goal of the Media Center's collection development efforts is to build a current collection that supports the curriculum's needs and the school community, while maintaining the recommended boundaries for the average age of the collection and access to it.

The Library Media Center acknowledges its responsibility to meet the student body's and faculty's reading, reference, and research needs in an era of information abundance. The Department of K-12 Instructional Materials and Library Media Services maintains the electronic catalog of resources for the school and the district. It is available at all times to students, faculty, and parents. The library is open every day that students and/or faculty are in attendance. Research and reference materials are always available through the district-wide electronic subscription databases. The Library Media Center of Jupiter High School offers ongoing services that extend beyond the tenure of any single individual. To this end, the Library Advisory Committee at the school oversees reviews and records issues and policies pertinent to the overall program of the library media center, facilitating a continuum of services.

Background Statement & School Community

The JHS Media Center serves approximately 3100 students in addition to the faculty, staff, and parents of that community of users. The majority of students are White (57%), with a minority of Hispanic (33%), African American (3%), and Indian, Asian, or multi-racial. Economically Disadvantaged students account for 5% of the population, and 11% of the population are Students with Disabilities (SWD), 7% of the students are classified as English Language Learners (ELL).

In addition, the Jupiter High School Library Media Center supports the unique curricular needs of the Environmental Science and Field Studies Academy, the Criminal Justice Academy, the Jupiter Medical Center Academy, the Engineering Technology Program, the Culinary Arts Program, Army Junior ROTC, Horticultural Science, Information Technology, the AICE Diploma Program, and the Advanced Placement College Board Program. In addition to the academy

programs, the school offers a diverse selection of intensive, regular, and honors courses. In addition to the day school program, the school has an Adult and Community Education program, serving over 3,000 students in high school and community education classes.

School Mission Statement

Jupiter High School is committed to providing a safe, equitable, and educationally enriching environment with a highly effective staff that fosters academic success for all students, based on high expectations. This approach results in responsible, self-motivated, productive, and career-directed citizens.

Media Center Mission Statement

The Library Media Center at Jupiter High School is committed to providing a 21st-century learning environment that encourages diverse thinking within a unified school culture, serving all students with total equity and access to the highest level of learning in an atmosphere that cultivates intellectual curiosity.

Responsibility for Collection Management & Development

The Library Media Specialist is responsible for maintaining a high-quality collection, which includes procuring new materials and discarding outdated or ineffective items. Teachers, administrators, and the school library media advisory committee collaborate in reevaluating and systematically updating materials and equipment to ensure that the collection remains responsive to user needs, evolving curriculum, and advancing technology.

Library Program

To best support student learning, national standards for school library programs prioritize collaborative partnerships with teachers to design information literacy lessons that directly enhance classroom curriculum. At Jupiter High School, the library media specialist utilizes AICE and AP Central, Blender, and CPALMS to review the standards taught at a grade level. They work with teachers to curate resources and develop compatible lessons supporting classroom learning.

The library is open throughout each day that students are in attendance to ensure equitable access to all students' library media resources. However, access was limited during the more than 10 weeks of testing this year.

The school administration and faculty are aware that recent research documents improvements in student learning gains when the library media center is available to students at the point of need. Jupiter High School's library media center is open and available from 6:45 a.m. to 3:15 p.m., except during school-wide testing periods.

Goals and Objectives

Goal 1: Grow the use of the media center by independent learning groups
- *through advocacy and collaboration, market the media center as a place to send independent collaborative learning groups*
- *continue to create inviting learning spaces for groups*

Goal 2: Grow the MackinVia eBook Collection
- *use data from a needs assessment to inform MackinVia eBook selections*
- *purchase up-to-date ebooks that relate to the needs and interests of the student population in FY26*

Goal 3: Increase circulation
- *sponsor and implement two reading challenges between sponsored Clubs*
- *market the challenges using in-house TV announcements and secure prizes*

Budget and Funding

The Library Media Program at Jupiter High School is funded through our school operating budget, the state 3070 program, and internal AP and AICE funds.

School-based Operating Budget	Budget FY25	FY26 Projected Budget
Account 551100 - Media Supplies	$1525.00	$1525
Account 553420 - Media Subscriptions (Periodicals-Newspapers)	$1400.00	$1400
Account 561100 - Library Books	$5135.00	$5135
Account 562230 - Media A/V Equipment	$466.00	$400
Account 564220 - Furn-Fix/Equip	$188.00	$200
Fundraising/ Grants		
Media Center Internal Account number for your grant(s) (get this from your bookkeeper)	$2500.00	$2500.00
State Media Allocation		
Account 561100 (program 3070) - Media Books	$6328.00.00	$6000.00

Purchasing Plan FY26

Purpose	Amount
marketing and prizes	1000.00
books	5000.00
supplies	4000.00
STEM	100.00
repair	200.00
decorations	**200.00**
Total:	**$10500.00**

Scope of the Collection

The JHS Library collection follows the School District of Palm Beach County guidelines, which is governed by the Department of Education of the State of Florida. According to best practices for school libraries in the United States, the print collection is arranged by the Dewey Decimal Classification System with genre sublocations. Our collection comprises approximately 6,000 print books managed through our open-access catalog, Destiny Library Manager, and extended access through Interlibrary Loan. We continue to grow our eBook collection to provide 24/7 access for students. We keep our collection current, relevant, and accurate through regular maintenance, annual weeding, and ongoing inventory management. Our collection supports our school's academic curriculum and patrons' interests, offering a diverse range of subjects, viewpoints, and languages in both fiction and nonfiction. We support intellectual and academic freedom as outlined by the American Library Association. Our nonprint collection includes academic databases provided by the State of Florida and the Palm Beach County School District. In addition, JHS subscribes to JSTOR, Environment in Context, The Testing and Education Reference Center, and NoodleTools to support our Academies, Choice Programs, and college-level coursework. SEFLIN (Southeast Florida Library Network) One Card is available to all JHS students and staff who wish to use the resources of participating libraries.

JHS materials support curriculum and pleasure reading as per School Board Policy 8.12 (Section 2d), organizing the collection in the standard Dewey Decimal Classification System (Section 5 Management of Library Media Instructional Materials).

Equipment

The JHS Library Media Center is the distribution center for our 1:1 Chromebook initiative, engineering laptops for our academy, teacher laptops, mobile presentation stations, and supplies for our schoolwide

Smart Panels and audio enhancements. It is the service center for Chromebook updates, technology issues, and loaner Chromebooks for testing. Other services provided through the media center are textbook and class set circulation, laminating, poster making, and a workroom stocked with display materials and equipment. The JHS News studio classroom is on the library's media center floor plan.

Collection Development

Collection Development is the process of providing quality materials and equipment for the library media center. The goal of collection development is to ensure that the collection has information sources in sufficient quantity and variety to support students' academic and personal interests. The media specialist leads this process, incorporating input from teachers, students, and parents. The JHS Library Media Center strives to build a balanced collection that supports the entire school community's diverse needs, encompassing personal and academic interests and goals. This process involves formulating policies and procedures, allocating budgets, conducting needs assessments, establishing selection criteria, maintaining collections, evaluating, and managing resources. We are responsible for responding to the academic needs of the student body and faculty, and we actively solicit our patrons for future considerations.

Selection and Evaluation Criteria

Materials considered for purchase are selected based on the following criteria established in SDPBC 8.12 (6.d):

Professional Reviews: Print or non-print items favorably reviewed by two or more professional journals, such as School Library Journal, Horn Book, and BookList.

Educational Significance: The Material is valuable to an individual course of study or the library media collection.

Appropriateness: The material is geared to the age, maturity, diverse interests, and learning levels of the students for whom it is intended. Reading levels provide a range of material that challenges students and guides their selection process.

Accuracy: Nonfiction information is correct, recent, and objective. If points of view are represented, opposing points of view are also represented.

Literary Merit: Fiction with a noteworthy plot, setting, characterization, style, and

theme.

Scope: Content is covered adequately to achieve its intended purpose.

Authority: The author, editor, or producer has a superior reputation for producing

materials for a particular topic.

Special Features: The item includes maps, charts, graphs, glossaries, and/or other learning aids that support the content, are unique, or are valuable.

Translation Integrity: Material translated from one language to another maintains the stylistic characteristics of the original.

Arrangement: Concepts are presented logically and in a way that assures learning.

Treatment: Typeset, visuals, style, and/or medium capture and hold attention.

Technical Quality: The sound is clear and audible; visuals are projected clearly.

Aesthetic Quality: The material is superior to similar items in attractiveness and content presentation.

Potential Demand: The item has a particular timeliness or high level of popular appeal.

Durability: The Material has the potential for frequent use or is of a nature that is considered consumable.

Obscenity: No books or other material containing hard-core pornography or otherwise prohibited by FL Statute 847.012 shall be used.

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.

17042 Items in the Collection	**5.8** Items per Student	**27%** Fiction Titles in the Collection	**18%** 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.	**2007** Average Age of the Collection	**56%** Aged Titles	**5%** 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.	
61% Representative Titles in Collection	**2007** Representative Titles Average Age	**49%** SLL Titles in Collection	**2008** 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	37	2009
Philosophy & Psychology	28	2012
Religion	32	2009
Social Sciences	142	2012
Language	44	2009
Science	80	2011
Technology	126	2011
Arts & Recreation	1887	2008
Literature	318	2006
History & Geography	64	2009
Biography	309	2009
Easy	0	0
General Fiction	4558	2008
Graphic Novels	1808	2009

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. All gifts and donations must follow the same processes as new book orders.

Collection Maintenance

The JHS library organizes books by genre, or the kind of story they tell. This setup makes it much easier to discover new books based on the type of stories users already love. Organizing by genre aims to make the library more accessible and exciting, helping users connect with books that interest them. Inventory will be completed on a three-year rotation per Board Policy 8.12(8), as outlined in the *Strategic*

Focus—Weeding and Acquisitions table below.

Lost or Damaged Library Materials

School Board Policy 2.21B(9) 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."

Students must recognize that library materials, textbooks, Chromebooks, laptops, and other instructional materials are merely loaned to them for "pursuing their courses of study and are to be returned at the direction of the school principal or the teacher in charge." *Policy 8.1225*

Strategic Focus – Weeding and Acquisitions

FY26	**Selection Priorities** ● acquire requests-consideration file ● complete series with circulations ● FTR and replace lost
	Inventory/Weeding Priorities ● weeding aged titles ● weed Memoir ● inventory class sets
FY27	**Selection Priorities** ● acquire requests-consideration file ● complete series with circulations ● FTR, update Memoir, and replace lost
	Inventory/Weeding Priorities ● weeding aged titles ● udate non-fiction ● inventory non fiction
FY28	**Selection Priorities** ● acquire requests-consideration file ● complete series with circulations ● FTR, non fiction, and replace lost
	Inventory/Weeding Priorities ● weeding aged titles ● weed Graphic novels ● inventory Fiction, review class sets

Reconsideration of Materials

In the event of a challenge by a citizen of Palm Beach County, personnel at Jupiter High School will follow SDPBC Policy 8.1205 – Challenge Procedures for Instructional Materials. The 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)