



OLYMPIC HEIGHTS COMMUNITY HIGH SCHOOL

FY26 Collection Development Policy

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Date Approved by Administration: Friday, May 9th, 2025

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## **Purpose of Collection Development Policy**

This collection development policy is a statement of the principles and guidelines used by the Olympic High School Media Center to select, acquire, evaluate, and maintain library materials. This document reflects our school's curriculum, demographics, and information needs. This policy is designed to provide materials that will instill a love of reading and learning into our students' lives, including building a media center collection that reflects our student population and current issues and interests.

## **Background Statement & School Community**

Olympic High School is located in Southwestern Palm Beach County and has predominately been rated an "A School" for the past decade. Olympic Heights offers Culinary Arts, Early Childhood Teacher Education, Engineering and Technology (Project Lead the Way - PLTW), Finance Academy, JROTC Marine Corps, Tourism, Hospitality, and Resort Management Academy, along with an opt-in Olympians Advanced Placement Academy (OAPA) with a multitude of AICE and AP course options. Along with the ability to earn an AICE Diploma; Dual Enrollment is also offered to provide acceleration in coursework options for students. To meet the needs of these programs, consideration must be given to materials required by Cambridge, the College Board, various industry certification needs, and other sources when making selections for the library/media center.

Olympic Heights supports a diverse student body in grades 9-12. We also have a Pre-Kindergarten program, "The Little Lions." Of the 2 261 students currently enrolled at Olympic Heights HS, 49% identify as White, 34.4% identify as Hispanic, 10% identify as Black, 3.5% identify as Asian, and 3.1% identify as "Other." In addition to the variety of student races represented, we also have a diverse language population with students from 65 countries. We currently have 38 languages spoken within our student population. The primary languages are English, Spanish, Portuguese, and Haitian Creole. Other languages spoken include Russian, Chinese, Arabic, French, and Vietnamese. Our student population is comprised of 55% Free/Reduced Lunch students, 48% Students With Disabilities, and 54% English Language Learners.

## **School Mission Statement**

At Olympic Heights High School, we strive to support the mission of our district with our mission statement; staff of Olympic Heights High School - with the support of parents, the community, and students - will provide a safe learning environment for all students, affording them the opportunity to achieve mastery of essential skills and to develop their unique interest and talents. Students will graduate as responsible lifelong learners who will make a positive impact on their community and the world.

## **Media Center Mission Statement**

The Olympic Heights High School Library Media Program supports the District's Mission, Fundamental Beliefs, and Priorities for educational excellence and equity for all students. The main priority of the program is to increase literacy for all students in reading, writing, listening, speaking, viewing, and presenting and to support state standards for all students.

The Olympic Heights High School Media Center is committed to providing resources, services, programming, and instruction to meet the needs of our diverse learners. We strive to encourage students to read for pleasure, research, and conduct creative and academic exploration.

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

According to SDPBC Policy 8.12 (6.a.), our library has a responsibility to establish procedures for selecting library materials and we must make the criteria transparent via a collection development policy (The School Board of Palm Beach County, 2008). The American Library Association Library Bill of Rights serves as a framework for our policies (American Library Association, 1996-2018). This collection development policy is a statement of the principles and guidelines used by the Olympic Heights High School Media Center in the selection, acquisition, evaluation, and maintenance of library materials. This document reflects changes in our school's curriculum, demographics, and information needs.

The decision to select any item for the collection is based on demand, anticipated need, and the effort to support both teachers and students in their recreational reading and curricular needs. To maintain a broad and balanced age-appropriate collection, materials are reviewed regularly to maintain the effectiveness of the collection. Stakeholder input from faculty, students, administration, and the community is considered. Every item selected undergoes a state-mandated process of verifying professional reviews (i.e. Booklist Reviews, Kirkus Reviews, Publisher's Weekly, School Library Journal...) All new materials are vetted by a state of Florida certified Media Specialist that has also undergone Library Media Compliance Training as per Florida Statutes S.1006.28(2)(d) and S.1006.29(6).

The Media Center strives to maintain materials that represent a variety of perspectives - the goal is to have a neutral, unbiased collection. Selection or display of materials in the Media Center does not mean endorsement of the content or views expressed in those materials. The existence of a particular viewpoint in the collection is an expression of intellectual freedom, not an endorsement of that point of view. The Media Center strives to provide materials to all of its patrons and does not knowingly discriminate based on race, gender, political affiliation, or religion.

The SDPBC Library Media Services (LMS) provides support for school libraries and establishes uniform policies and procedures for school library media centers throughout the District. LMS works in collaboration with SDPBC departments including the Department of Educational Technology to provide the technology and training needed for school library media personnel to stay current with digital technologies and trends that are beneficial to all library patrons.

### **Library Program**

Our library strives to offer high-quality resources, services, and programming that support and enhance the instructional needs of the whole school.

The Olympic Heights Media Center is open and accessible to students and/or faculty outside of scheduled testing periods. When available, students have access to the library before, during, and

after school. Regular hours of operation are Monday through Friday from 7:05 am until 3:25 pm, depending on the scheduling of staff and/or coverage. The Media Center is open to students during lunchtime. Lunchtime hours in FY26 will require students to obtain a pass (limited to 30 per day, for supervision purposes.) Students are welcome without a pass before or after school, however, they must have a pass from their teacher to visit the Media Center during the school day and at lunchtime. Students may not consume food or beverages in the Media Center at any time.

Students and faculty also have 24/7 access to the library's website (Destiny) as well as online subscription eBooks, audiobooks, and databases through the PBCSD Portal.

The Olympic Heights Media Center participates in the Florida Teens Read (FTR) program: a student-choice book club that chooses from an annual reading list comprised of fifteen titles that have been chosen by a committee of fourteen Florida school librarian members of FAME (Florida Association for Media in Education) specifically to engage high school students (grades 9 through 12) in reading and reflect their interests as well as represent a variety of genres, formats, reading levels, viewpoints, and ethnic and cultural perspectives. The newly renovated Media Center will have a variety of things students can be involved with including checking out updated library materials, MakerSpace activities, board games, puzzles, 3 desktop computers for working on assignments, Printing Services (10 cents per page B/W, 25 cents per page color), and other planned or seasonal passive programming.

The Media Specialist at Olympic Heights HS is scheduled to supervise four Study Hall classes (each of approximately 25-35 students) that rotate in and out of the class. These responsibilities significantly diminish the time that can be allotted to planning and executing activities and collaboration in the Media Center as well as vetting, inventory, purchasing, and other duties required of a Media Specialist. The second Media Specialist position has been traded for another faculty position on campus. A full-time Media Clerk I position exists within the school; before the renovation, she was primarily housed in the Media Center. It is anticipated that she will return to the Media Center for FY26.

## Goals and Objectives

- **Goal 1:** Increase overall circulation by 10% in FY26; Initiate Pre-K visits to Media Center
  - encourage teachers to bring classes to check out books and engage in choice reading, supports FL B.E.S.T. Standards (Supports SDPBC Strategic Plan A.1.a)
- **Goal 2:** Increase class visits to the Media Center in FY26 to utilize updated space.
  - encourage teachers to book space in the Media Center for class projects and/or research. (Supports SDPBC Strategic Plan A.2.a)
  - Measurable with Media Center Google Calendar, FY25 usage was zero.
- **Goal 3:** Increase programming in the Media Center in FY26
  - utilize MakerSpace for rotating passive programming areas that will encourage students to visit the Media Center
  - Measurable with logs. FY 25 usage/programming was zero.



## Budget and Funding

The Olympic Heights Media Center is given a school-based operating budget at the beginning of every school year. School administration uses a formula to disperse the appropriated funds. Monies are also received from the State of Florida in the form of Program 3070 funds. The budget for the FY26 school year is expected to be similar to the FY25 school year.

In addition to funding received from school allocations and the State, Mrs. Burke funds inservice via the Florida Association of Media in Education (FAME) Conference from an additional school training budget source.

<i>School-based Operating Budget</i>	<i>Budget FY25</i>	<i>FY26 Projected Budget</i>
<i>Account 551100 - Media Supplies</i>	<i>\$986</i>	<i>\$986</i>
<i>Account 553420 - Media Subscriptions (Periodicals-Newspapers)</i>	<i>\$1017</i>	<i>\$1017</i>
<i>Account 561100 - Library Books</i>	<i>\$3729</i>	<i>\$3729</i>
<i>Account 562230 - Media A/V Equipment</i>	<i>\$1125</i>	<i>\$1125</i>
<i>Account 564220 - Furn-Fix/Equip</i>	<i>\$0</i>	<i>\$0</i>
<i>Fundraising/ Grants</i>	<i>Budget Amount</i>	
<i>Media Center Internal Account number for your grant(s) (get this from your bookkeeper)</i>	<i>\$1100</i>	<i>\$1100</i>
<i>State Media Allocation</i>	<i>Budget Amount</i>	
<i>Account 556110 (program 3070) - Media Books</i>	<i>\$4502</i>	<i>\$4502</i>

## Purchasing Plan FY26

Approximate Purchasing Plan	
Purpose	Amount
Foreign Language Literature	\$1000
PreK books	\$1000
Test Prep books/materials	\$300
MakerSpace/STEM	\$1000
eBooks/AudioBooks/Databases/Subscriptions	\$1500
Books	\$1500
Professional books/subscriptions	\$100
Supplies	\$100
<b>Total:</b>	<b>\$6500</b>

## Scope of the Collection

The Olympic Heights Media Center Collection 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. We support Intellectual Freedom as outlined by the American Library Association (American Library Association, 1996-2018). There are approximately 7,300 items in our collection managed through our open-access catalog, Destiny Library Manager. The collection is intended to support all stakeholders' academic and personal informational and recreational reading needs. (SDPBC 8.12.5.d)

We strive to keep our collection current, relevant, and accurate through regular maintenance, annual weeding, and inventory. Our collection includes a diverse range of subjects, points of view, and academic levels. It is intended to support the wide range of coursework and students represented at our school.

We have both print and nonprint (eBooks, DVDs, and audiobooks) materials in fiction and non-fiction across many genres and subject areas. The SDPBC also provides digital databases (Gale, SIRS Discoverer, SIRS Researcher) and supplements eBooks through the MackinVIA tiles in the Student and Staff Portals that allow 24/7 access. We are adding JSTOR to our online database subscriptions to support students in their research endeavors for FY26.

As per District policy (see Section 8, Management of Library Media Instructional Materials), the collection will be arranged in standard Dewey Decimal order. Items in the Fiction area of the Media Center will also be arranged in genres.

## **Equipment**

The Media Center has three student desktop stations available for students, faculty, and visitors to use to access online content with document printing capabilities (see Library Program section for associated costs.). Students may also print remotely using District-issued Chromebooks.

Also housed in the Media Center at Olympic Heights HS are four “Meeting Rooms” equipped with 50” smart panels in each room with wireless keyboards/mice, a 65” wall-mounted TV panel, a photocopy/print/scan machine, a color printer, several laminators (staff-operated), a 3-D printer, access to a poster printer (staff-operated), a portable green screen, and two “plug and play” portable DVD players. In the main area, two projection screens and projectors (set up in tandem) are available for large presentations; a SMARTBoard is available to supplement the projectors in this space.

The Media Center houses a TV Production Studio (operated by Mr. Christopher McKnight.)

## **Collection Development**

Collection Development is an ongoing process of providing current, quality materials and equipment for the library media center. The goal of collection development is to ensure the collection has information sources in adequate quantity and variety to support both student and staff’s academic needs and personal interests. Stakeholder input from faculty, students, administration, and the community is considered when developing the collection.

## **Selection and Evaluation Criteria**

The decision to select any item for the collection is based on demand, anticipated need, and the effort to support both teachers and students in their recreational reading and curricular needs. To maintain a broad and balanced age-appropriate collection, materials are reviewed regularly to maintain the effectiveness of the collection.

Every item selected undergoes a state-mandated process of verifying professional reviews (i.e. ALA Notable/Best Books, Booklist Reviews, Kirkus Reviews, Publisher’s Weekly, School Library Journal, YALSA Best Books for Teens...) All new materials are vetted by a state of Florida certified Media Specialist that has also undergone Library Media Compliance Training as per Florida Statutes S.1006.28(2)(d) and S.1006.29(6).

Materials for purchase are selected based on the criteria outlined by the SDPBC Selection of Library Media Center Materials and Reading List Materials, Policy 8.12 (7.d.), and the State of Florida in HB 1467 (2022).

## **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**





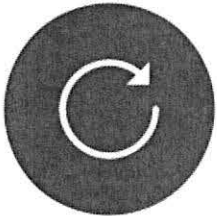
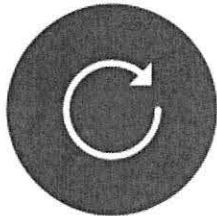


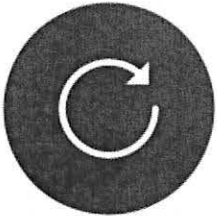

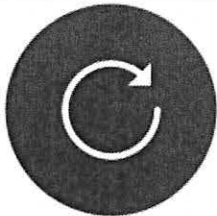
The School District Library Media Services Department supports school-based library media center personnel and establishes uniform policies and procedures for school library media centers throughout the District. These services include, but are not limited to:

- 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.

			
7,303 Items in the Collection	3.1 Items per Student	38% Fiction Titles in the Collection	62% 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.			
	2006 Average Age of the Collection	53% Aged Titles	13% 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.	
			
44% Representative Titles in Collection	2008 Representative Titles Average Age	34% SLL Titles in Collection	2013 SLL Titles Average Age

**Reflection since FY24:** The Average Age of the Collection < by 2 years, Aged Titles < 3%, Titles Newer than 5 Years > 1%, Diverse Titles > 2%, Diverse Average Age < 1 year, SLL Titles > 4%, SLL Title Average Age > 1 year. The major weeding from FY24 continued this year as I reshelfed books. I noticed that the Non-Fiction collection was still much older than recommended and further weeded the collection for the better.

## 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	26	2016
Philosophy & Psychology	58	2010
Religion	88	2002
Social Sciences	941	2007
Language	52	2002
Science	242	2002
Technology	410	2005
Arts & Recreation	855	2009
Literature	937	1991
History & Geography	598	1999
Biography	318	2003
Easy	56	2016
General Fiction	2543	2014
Graphic Novels (741.5, although some GN are classified in other Dewey locations)	500	2017

## 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.

The Olympic Heights HS Media Specialist reserves the right to evaluate any gift, donation, or memorial requests following the selection criteria and process outlined within this Collection Plan; this process may take up to two weeks. Items that do not meet the selection criteria may be refused or otherwise disposed of. No current or future conditions may be imposed relating to any gift, donation, or memorial before or after its acceptance. This policy is subject to change based on updated state or SDPBC regulations at any time.

## **Collection Maintenance**

Weeding of library materials is essential for maintaining a relevant, up-to-date, academically useful library collection. Weeding is defined as quality control of the collection in which outdated, inaccurate, and worn-out materials and obsolete equipment are eliminated. The library media specialist is responsible for the ongoing process of maintaining a quality collection by following objective criteria for removing materials and equipment from the media center. Criteria include: obsolescence, physical age, condition, and relevancy.

Materials weeded from the collection are disposed of according to School District Library Media Services procedures and guidelines.

Inventory will be completed on a three-year rotation per PBCSD Board Policy 8.12 (8). See the Strategic Focus section for anticipated rotation.

Books in the Fiction section are stickered with genres and a number - if part of a series. In addition, some books have been labeled with a purple star to denote Florida Teens Read (FTR) books. When the library renovation has been completed and all books have been reshelfed, the Fiction Collection will be genrified. Spanish books have been identified with a black "Spanish" sticker. Books labeled ER have been purchased for the Pre-Kindergarten "Little Lions" to check-out.

## **Lost or Damaged Library Materials**

Per 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, the Media Center at Olympic Heights HS will charge original purchase cost (if available) or replacement cost for lost or damaged materials and library books. There are no late fees charged for library books or materials returned within the school year. At the end of the school year, students will be assessed fines based on the original purchase cost or replacement cost of any library books or materials not returned. These fees will be entered in SIS and can be voided once the item has been returned in an undamaged condition. All fees and fines must be paid before graduation.

Students who need to photocopy or print items for school-related purposes may do so at no charge. A charge of 10 cents per page (black & white copy) or 25 cents per page (color copy) will be billed to SIS for excessive or wasteful copying or for personal copies made using school resources.

## Strategic Focus – Weeding and Acquisitions

School Year	Strategic Focus
FY26	<b>Selection Priorities</b> <ul style="list-style-type: none"><li>• FTR titles for 2025-2026 (audiobooks and print)</li><li>• Fiction Series</li><li>• Test Prep titles to reflect updated AP/ACT/SAT digital format</li><li>• Additional titles for ER/Picture book section, “Little Lions”</li></ul>
	<b>Inventory Priority</b> <ul style="list-style-type: none"><li>• Fiction, ER/Easy</li></ul>
	<b>Weeding Priority</b> <ul style="list-style-type: none"><li>• Test Prep/Career section, Literature section (800's)</li></ul>
FY27	<b>Selection Priorities</b> <ul style="list-style-type: none"><li>• FTR titles for 2026-2027 (audiobooks and print)</li><li>• Fiction Series</li><li>• Foreign Language titles</li><li>• Biographies</li></ul>
	<b>Inventory Priority</b> <ul style="list-style-type: none"><li>• Non-Fiction</li></ul>
	<b>Weeding Priority</b> <ul style="list-style-type: none"><li>• Manga/Graphic Novels, DVD's (and any other A/V holdings)</li></ul>
FY28	<b>Selection Priorities</b> <ul style="list-style-type: none"><li>• FTR titles for 2027-2028 (audiobooks and print)</li><li>• Fiction Series</li><li>• Updated Non-Fiction holdings/database</li><li>• Careers/Post HS Graduation materials</li></ul>
	<b>Inventory Priority</b> <ul style="list-style-type: none"><li>• Fiction, ER/Easy</li></ul>
	<b>Weeding Priority</b> <ul style="list-style-type: none"><li>• Non-Fiction</li></ul>

### Reconsideration of Materials

While the library recognizes the right of any individual to challenge available materials in the Olympic Heights High School Media Center, the library will not add or withdraw materials at the request of any individual or group. Any person wishing to make a challenge must complete a Specific Material Objection Form located on the SDPBC website. In the event of a challenge of collection holdings or instructional materials by a citizen of Palm Beach County, Olympic Heights High School will follow SDPBC Policy 8.1205 (see Appendix D, link).

The status of any challenged materials will remain unchanged (the materials will remain in the collection) pending the findings of the school and/or district-level committees.

### 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)