

FY 2026 COLLECTION DEVELOPMENT POLICY

Glades Central Community High School

FY26 Collection Development Policy

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Signature Page

Glades Central Community High School
FY26 Collection Development Policy

Date Approved by Administration: 5/1/2025

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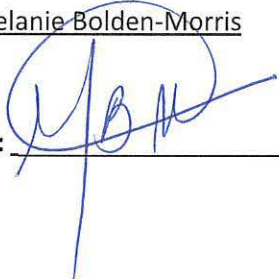
Principal Signature: 

Table of Contents

<u>Purpose Statement</u>	3
<u>Background Statement & School Community</u>	3
<u>School Mission Statement</u>	3
<u>Media Center Mission Statement</u>	3
<u>Responsibility for Collection Management Development</u>	3
<u>Library Program</u>	3
<u>Goals and Objectives</u>	4
<u>Budgeting and Funding</u>	5
<u>Scope of the Collection</u>	6
<u>Equipment</u>	6
<u>Collection Development</u>	6
<u>Selection Evaluation and Criteria</u>	7
<u>Analysis of Collection</u>	8
<u>Gifts and Donations</u>	9
<u>Collection Maintenance</u>	9
<u>Lost or Damaged Library Materials</u>	9
<u>Strategic Focus – Weeding & Acquisitions</u>	10
<u>Reconsideration of Materials</u>	10
<u>Appendices</u>	11
<u>A - Library Bill of Rights</u>	11
<u>B - ALA Intellectual Freedom Statement</u>	11
<u>C - Board Policy 8.12</u>	11
<u>D - Board Policy 8.1205</u>	11
<u>E - Specific Material Objection Form</u>	11

Purpose of Collection Development Policy

The collection development policy provides a clear and structured framework for the Glades Central High School library staff to make decisions about acquiring, maintaining, and removing materials in the library's collections. It ensures consistency in the types of materials acquired and maintained within the library, aligning with the library's mission and goals

Background Statement & School Community

Glades Central High School is a Title I school. Its patrons include students, in grades 9-12 and also faculty and staff. Record from March 23, 2025 data shows an enrollment of 940 students. This includes, Black 63% Hispanic, 35% Multi-Ethnic 2%. English Language Learners 31%. The spoken languages within the school's population are English, Spanish, and Haitian Creole.

The Glades Central Community High School Media Center supports the curricular needs of the regular education, special education, and students in the Cambridge Advanced International Certificate of Education (AICE) Advanced Placement classes (AP). Other programs include the Choice programs: Medical Sciences-Premed, Engineering and Technology, , Agricultural Technology, Computer Science, and Criminal Justice. Another program that benefits from the Glades Central High School Library collection is The Advancement Via Individual Determination program (AVID). The needs of the programs' curricula impact our library collection and are considered when making selections and purchases.

School Mission Statement

Glades Central Community High School is committed to ensuring ALL students have options upon completion of graduation.

Media Center Mission Statement

The mission of the Glades Central Community High School library is to provide a supportive environment that fosters information literacy, and media literacy, enabling students to access, evaluate, and ethically use information resources for academic, personal, and professional growth.

Responsibility for Collection Management & Development

A certified library media specialist is responsible for the collection management and its development in accordance with the state of Florida policies for collection development. These policies guide collection and weeding to ensure that materials and resources are available to students and staff and also to more efficiently manage the collection. The collection will reflect the interest of students based on their requests for books in the library. The collection will also support the school's curriculum. based on suggestions from faculty members.

Library Program

The library operates a flexible schedule. It is open from 7:00-3:00 pm. All teachers are encouraged to schedule time for their classes as needed. Students are welcome anytime during opening hours During class times, students are required to obtain a library pass from their teacher. This program encourages library patrons to explore different genres. Student patrons receive incentives for borrowing and returning books on time. Incentives include bookmarks and Mc Donald's Restaurant coupons and Reading certificates.

Other services provided by the library include:

- Make IDs for all new students and replaces IDs as needed
- Laminate items for teachers
- Schedules library and Smart Lab usage
- Supervises groups of students as needed

Goals and Objectives

Glades Central High School Library's objective reflects the rules of the State Board of Education (SBE) as set in Policy 8.12 - Selection of Library Media Center Materials, Classroom Library Materials, and Reading List Materials

Per SBE Rule: 6A-7.0715, "The primary objective of the library media center" is to "implement, enrich, and support the educational program of the school. The library media center shall provide a wide range of materials on all levels of difficulty, with diversity of appeal, and with the representation of different points of view."

SMART Objectives

Specific:

- Increase the number of books checked out by students
- Develop a digital resource guide for teachers that highlights library services and book collections

Measurable:

- Increase book circulation by 30% compared to SY 2025 circulation numbers
- Distribute to all departments and track at least 5 teacher-led requests from it.

Achievable:

- By showcasing popular books, student book reviews, and themed reading displays..
- Create a simple, visually appealing PDF for the resource guide

Relevant:

- To encourage more reading among students
- To raise awareness of what the library offers.

Time-bound:

- By the end of the school year 2026.
- Complete and share within the first 6 weeks of school.

Budget and Funding

The library media center receives funds through SDPBC budget allocations (released at the beginning of the school year). Materials and Supplies for supplies and periodicals/newspaper. Capital funds are designated for the purchase of library books, computer systems noncapital, and computer hardware. All purchases are made according to School Board approved policies and procedures from authorized vendors who are on bid contract with the School. Money was also received for the media center from classroom supplies fund (Class Wallet) The budget for 2026 school year is expected to be similar to 2025.

<i>School-based Operating Budget</i>	<i>Budget FY25</i>	<i>FY26 Projected Budget</i>
<i>Account 551100 - Media Supplies</i>	<i>\$458.00</i>	<i>\$458.00</i>
<i>Account 553420 - Media Subscriptions (Periodicals-Newspapers)</i>	<i>\$381.00</i>	<i>\$381.00</i>
<i>Account 561100 - Library Books</i>	<i>\$1946.00</i>	<i>\$1946.00</i>
<i>Account 562230 - Media A/V Equipment</i>	<i>\$0.00</i>	<i>\$0.00</i>
<i>Account 564220 - Furn-Fix/Equip</i>	<i>\$0.00</i>	<i>\$0.00</i>
<i>Fundraising/ Grants</i>	<i>Budget Amount</i>	<i>\$0.00</i>
<i>Media Center Internal Account number for your grant(s) (get this from your bookkeeper)</i>	<i>\$0.00</i>	<i>\$0.00</i>
<i>State Media Allocation</i>	<i>Budget Amount</i>	
<i>Account 556110 (program 3070) - Media Books</i>	<i>\$1,221.00</i>	<i>\$1, 221.00</i>

Approximate Purchasing Plan	
Purpose	Amount
Media subscriptions	\$381.00
Library Books	\$1,946.00
Media Supplies	\$458.00
Total:	\$2,785.00

Scope of the Collection

Collection Development of Glades Central Community High School Library is dictated by the school's curriculum which is in accordance with the School District of Palm Beach County and the Department of Education. The collections also include fiction books and biographies. Both print and non-print resources cater to the diverse needs of the students. All materials will support both curriculum and pleasure reading as per School Board Policy 8.12 (Section 2 d) and also that per District policy the collection will be arranged in standard Dewey order (Section 5 Management of Library Media Instructional Materials]There is also a collection of District provided databases and eBooks that expand our local collection and provide 24/7 access for students. These are invaluable resources for all students to assist them in their academic success.

Equipment

Equipment available for student use through the media programs include 24 student desktop computers. There are also 2 wall mounted computer monitors, two computers and 2 keyboards each with a mouse for use in the glass enclosed study rooms B and C. Additional equipment available for teacher/staff use in the workroom include 2 laminators, a desktop computer and a die cut machine. There are technology charging stations in the media center and 4 charging towers. There is a circulation desk computer with a Lexmark printer donated by Library Media Services. The library also has two barcode scanners and a receipt printer. There is also a desktop computer, a Dell laptop computer and a Nikon d5200 camera which are located in the media specialist's office.

Collection Collection Development

Collection development in a library is the process of selecting and acquiring materials in various formats (books, ebooks, periodicals, audiovisual etc.) to meet the information needs of the students' academic and personal interest needs. It involves assessing the existing collection, identifying gaps, and choosing appropriate resources in adequate quantity and variety. It's a continuous process, ensuring the library remains relevant and useful. It is the responsibility of the media specialist to to lead this process with the input of teachers, students and parents.

District-Wide “Procedures for Selecting and Developing Library Collections”

School Board Policy 8.12 sets out the procedures for selecting and developing library collections.

District Resources And Services





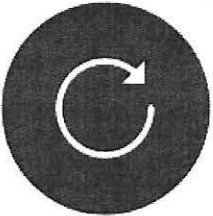
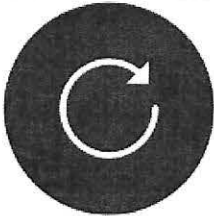





The School District Library Media Services provides support to school library media center personnel and establishes uniform policies and procedures for school library media centers throughout the district. These services include, but are not limited to:

- 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 monitor categorical and capital budgets allocated for library programs
- 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 works in collaboration 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 search and find specific facts efficiently and effectively.

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.

			
9,294 Items in the Collection	8.1 Items per Student	63% Fiction Titles in the Collection	26% 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	48% Aged Titles	7% 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.	
			
60% Representative Titles in Collection	2007 Representative Titles Average Age	56% SLL Titles in Collection	2010 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	33	2012
Philosophy & Psychology	37	2017
Religion	22	2004
Social Sciences	273	2009
Language	37	1995
Science	104	1999
Technology	244	2006
Arts & Recreation	460	2008
Literature	770	1994
History & Geography	442	2002
Biography	524	2002
Easy	131	1986
General Fiction	5,836	2010
Graphic Novels	284	2008

Collection Maintenance

Inventory will be completed on a three-year rotation as per Board policy 8.12 (5). This rotation plan ensures that our collection is reviewed and evaluated to ensure its accuracy and relevance.

Years	Sections to Inventory
FY 26	Fiction AS , Easy and Professionals
FY 27	Fiction TZ, Biographies
FY 28	Nonfiction

Lost or Damaged Library Materials

Students are expected to demonstrate responsibility for the care of library materials. In the event of lost or damaged books, students are required to pay for their replacement to uphold the integrity of the library's resources and ensure equitable access for all. This is in accordance with School Board policy 2.21B(9) that 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."

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.

Strategic Focus – Weeding and Acquisitions	
School Year	Strategic Focus
FY26	Selection Priorities <ul style="list-style-type: none">● Graphic novel Sets● Fiction copies● Nonfiction
	Inventory / Weeding Priorities <ul style="list-style-type: none">● Old books-Biography & Easy● Uncirculated books
FY27	Selection Priorities <ul style="list-style-type: none">● Nonfiction copies● Fiction copies● Biographies
	<ul style="list-style-type: none">● Inventory / Weeding Priorities● Old books● Uncirculated book
FY28	Selection Priorities <ul style="list-style-type: none">● Graphic novel Sets● Nonfiction Copies● Fiction
	<ul style="list-style-type: none">● Inventory / Weeding Priorities● Uncirculated books-Fiction & Nonfiction● Old books

Reconsideration of Materials

Glades Central Community High School library recognizes the rights of individuals to challenge available materials. However, the library does not arbitrarily add or withdraw materials that have been chosen or excluded based on stated selection criteria at the request of individuals or groups. If any material is challenged by a citizen of Palm Beach County, personnel at Glades Central community High School will follow (School Board Policy 8.1205 (Appendix D)- Objection Procedure for Specific Media Center., Classroom library, Reading List, Supplemental Materials or Instructional Materials That Have Not Gone Through the Board Adoption Process. Any person wishing to make a challenge will fill out the Specific Material Objection form found within School Board Policy 8.1205

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

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E: Specific Material Objection Form

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

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