



Welcome
to the
SWAMP



Palm Beach Gardens High School

FY26 Collection Development Policy

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Educational Media Specialist

Signature Page

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FY26 Collection Development Policy

Date Approved by Administration: 4/22/2025

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Purpose of Collection Development Policy

The primary goal of the Media Center's collection development for 2024-2025 will be to continue building a richly diverse print and digital 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 and access to the collection, but with input from the school community stakeholders, using a needs assessment guide. The program will continue to incorporate 21st Century technologies into the collection as part of the SDPBC Transformation project. This goal supports the informational needs of students as defined by the mission and goals of the School District of Palm Beach County along with the ALA/AASL Standards for the 21st Century Learner.

Background Statement & School Community

The users of the Palm Beach Gardens High School Media Center include students in grades 9 through 12, teachers, staff and parents in the community. Palm Beach Gardens High School is a Title 1 school with six Choice Programs consisting of: Pre-Medicine, Sports Management & Recreation, TV & Film Production, Global Business & Entrepreneurship, Tourism, Hospitality & Resort Management and Culinary Arts. The current student enrollment is 2,350 consisting of 57% Black, 26% Hispanic, 12% White, 3% Asian, <1% American Indian, 2% Mixed Race. Palm Beach Gardens High School currently has 61% of its student population on Free & Reduced Lunch. The expected enrollment for FY 2024-2025 is 2,500.

The LMC supports the curricular needs and an interactive learning Advanced Placement (AP) courses along with supporting the unique curricular needs of the six Choice Programs on our campus including the AICE Diploma Program. Palm Beach Gardens High School also offers their students the Naval Junior Reserve Officers' Training Corps (NJROTC), a Culinary Academy, Dual Enrollment classes, English as a Second Language curriculum and Special Education classes for various specific needs of our students. Additionally, the LMC supports the Adult and Community Education program at Palm Beach Gardens High School. This program adds between 80 – 150 students to our population each year.

School Mission Statement

The School District of Palm Beach and Palm Beach Gardens High School envisions that every student graduates with their cohort, college and career ready.

Media Center Mission Statement

The Palm Beach Gardens High School Media Center (PBGHSMC) exists to serve the educational needs of the students, faculty, and community members. The mission of the PBGHSMC is to provide an opportunity and environment to enable all students to become positive and productive members of society. To that end, the Media Center must address many facets of the "whole student," intellectually, socially, morally, physically and aesthetically. The overall climate must encourage students to reach their highest potential, whatever that might be. The climate in the Media Center must encourage and reward achievement, self-discipline, tolerance, empathy, leadership and service to others.

Responsibility for Collection Management & Development

The Library Media Specialist (LMS) is primarily responsible for developing and building a

collection that supports the needs of the school community. Acquisition and maintenance of the collection is critical. This process includes the formulation of policies and procedures, budget allocations, needs assessment, selection criteria, collection maintenance and evaluation, and resource management, including technology. The LMS has a responsibility to respond to the research needs of the student body and faculty. The LMS serves as the liaison between the library media center and all departments as well as parents and students. The LMS prioritizes requests made by students and teachers for input on future purchases, and strives to maintain a balance in the library collection to ensure that both instructional and recreational needs are met.

The Library Media Center (LMC) strives to maintain a collection that reflects the diversity of the students served within. Material selection seeks to maintain a balanced representation of a variety of opinions, theories, ideologies, cultures, issues, and controversial topics, so that patrons may find materials that reflect their worldviews while also having the opportunity to explore other worldviews.

Library Program

The Media Center (MC) is open every day that students are in attendance from 7:00 a.m. until 3:00 p.m. The MC operates on a flexible schedule and can accommodate learning experiences for up to 3 classes simultaneously utilizing a collaboration of both the LMS and the classroom teacher for instruction. The program will continue to incorporate 21st Century technologies into the collection as part of the SDPBC Transformation project along with literacy information lesson plans that align with SDPBC standards. Instruction of the Library Media Center resources are not limited to the physical MC. The LMS also delivers instruction on District provided resources, the electronic catalog, the digital collection, college readiness and reading initiatives in classrooms.

In addition the MC staff:

- Laminates items for teachers
- Circulates Chromebooks to students
- Circulates Textbooks to students and staff

Goals and Objectives

Goal 1: Expose 9th grade students to the media center's print collection and MackinVia (ebook and audiobook collection) during the first semester.

- Collaborate with 9th grade English and Reading teachers to establish a schedule for classroom visits to provide instruction on digital content (MackinVIA).
- Collaborate with 9th grade English and Reading teachers to schedule visits to the physical Media Center for orientation to collection arrangement and MC policies.

Goal 2: Provide instructional support to business and on-job-training (OJT) students using the Peterson Career program during the SY26.

- Collaborate with business/OJT teachers to instruct students how to navigate the Peterson's career database, setting up individual accounts to track their career path.
- Collaborate with business/OJT teachers to schedule a time to instruct students how to navigate Peterson's practice test database, setting up individual accounts to use practice tests and search for vocational schools

Goal 3: Provide instructional support for accelerated learners during the SY26.

- Collaborate with AICE and AP teachers throughout the SY26 to instruct students how to navigate the GALE resources database, providing instruction on use of the program and annotation.

Budget and Funding

Palm Beach Gardens High School Media Center is funded through the School's operating budget provided by Palm Beach County School Board. It is supplemented by State funds (3070) and internal funds.

<i>School-based Operating Budget</i>	<i>Budget FY25</i>	<i>FY26 Projected Budget</i>
<i>Account 551100 - Media Supplies</i>	\$1105	\$1100
<i>Account 553420 - Media Subscriptions (Periodicals-Newspapers)</i>	\$1105	\$1100
<i>Account 561100 - Library Books</i>	\$4052.	\$4000
<i>Account 562230 - Media A/V Equipment</i>	\$0	\$0
<i>Account 564220 - Furn-Fix/Equip</i>	\$0	\$0
<i>Fundraising/ Grants</i>	<i>Budget Amount</i>	
<i>Media Center Internal Account number for your grant(s) (get this from your bookkeeper)</i>	\$350	\$350
<i>State Media Allocation</i>	<i>Budget Amount</i>	
<i>Account 556110 (program 3070) - Media Books</i>	\$4814	\$4800

Purchasing Plan FY26

Approximate Purchasing Plan	
Purpose	Amount
Subscription Databases	\$3000.
books	\$5000.
supplies	\$2000.
STEM	\$1200.
Total:	\$11,200.

Scope of the Collection

The scope of the collection is focused on the curriculum of PBGHS, which follows the guidelines of the SDPBC, which in turn are governed by the Department of Education of the State of Florida. Specifically, all formats for reading/listening materials that support the curriculum and reading for pleasure conform to School Board Policy 8.2. [School Board Policy 8.12](#)

According to best practices for school libraries in the United States, the print and non-print collections at PBGHS are arranged by the Dewey Decimal Classification System. Within the classification system, the Fiction collection has been given sub-locations and are arranged by Genre. The deliberate purpose of arranging the Fiction collection by sub-locations within the Genre is to provide students with a “book store” experience and help them more efficiently locate areas of interest to promote more free reading. The collection comprises print books, standard size print and large print format, ebooks and audiobooks.

The digital collection is accessed through MackinVIA, the district standard for digital content, located in the student portal. MackinVIA is also where students may access the ComicsPlus database of hundreds of vetted digital comic books containing 40+ Genres including STEM/STEAM. ComicsPlus is a database provided by PBGHS. Also funded by the school is a digital subscription to Peterson’s Career Prep and Peterson’s Test Prep.

The SDPBC through Library Media Services provide databases critical to student research and achievement such as the aforementioned MackinVIA, along with Gale and SIRS which are research databases providing 24/7 access through the district’s student portal.

The digital content of the collection is supported by, and may be accessed on these devices Chromebooks, laptops, desktops, iPad and cell phones on a 24/7 basis via the student portal.

Equipment

The Media Center is Equipped with Multiple SMART boards, a projector, and sound system. Equipment available to staff and students include desktops and laptop computers attached to local printers. In addition, the Makerspace has 3D printers, coding robots, and sewing equipment. The Media Center has access to Apple / Mac Computers and PC desktops at digital workcenters where students can work in groups and share information on a common screen. There are mobile charging stations available for students and staff as well as a Lock-N-Charge allowing students to leave personal items locked away for safe charging. The Media Center also houses a tech room with a green screen backdrop. The Media Center also houses two class sets of iPads in a charging cart.

Collection Development

Collection Development is the ongoing process of providing quality reading materials, both print and digital, up to date equipment and other resources that promote exploration and learning.

It is the goal of Collection Development to ensure quality materials are provided in an equitable manner for all learners. The Media Specialist is responsible for Collection Development but seeks input from all stakeholders including students and teachers.

Selection and Evaluation Criteria

Materials considered for purchase are selected on the basis of the criteria established in SDPBC 8.21 (6.d)

In conjunction with the Board's selection criteria, the library media specialist and appropriate administration and teachers shall evaluate selected print and nonprint materials for the media center using several of the criteria listed below, as appropriate for the media type. The media specialist shall select print and digital media with no less than two (2) positive reviews from at least two (2) of these recognized, authoritative, professional reviewing sources such as Voice of Youth Advocates, Booklist, Kirkus Review, Horn Book Guide, Publisher's Weekly and School Library Journal.

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.

			
4,868 Items in the Collection	1.9 Items per Student	70% Fiction Titles in the Collection	17 % 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.			
	2009 Average Age of the Collection	43% 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.	

			
33% Representative Titles in Collection	2009 Representative Titles Average Age	60% SLL (SEL) Titles in Collection	2010 SLL (SEL) 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	14	2010
Philosophy & Psychology	21	2005
Religion	33	1996
Social Sciences	212	2002
Language	49	2001
Science	30	1996
Technology	72	2009
Arts & Recreation	142	2004
Literature	120	2004
History & Geography	151	2006
Biography	448	2005
Easy	157	1992
General Fiction	3408	2011
Graphic Novels	54	2006

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 of the collection, both print and non-print, will be completed on a yearly basis. We have inventoried the full collection annually since the remodeling of the media center in FY19. We intend to complete a full inventory each year, but if it is not possible, at least 1/3 of the collection will be inventoried annually per District Policy [Board Policy 8.12 \(8\)](#) in the following order: SY25:Nonfiction, SY26: Biographies and Easy, SY27 Fiction. Please see the Strategic Plan below.

Lost or Damaged Library Materials

Students are responsible for materials and resources provided to them by the school. In accordance with [School Board Policy 2.21B\(9\)](#). 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	Selection Priorities <ul style="list-style-type: none">• College and Career Readiness• Graphic Novels• Popular Young Adult
	Inventory/Weeding Priorities <ul style="list-style-type: none">• Worn Books• Aged collection materials• Uncirculated materials
FY27	Selection Priorities <ul style="list-style-type: none">• Popular Fiction• Financial Literacy• Social Emotional Learning
	Inventory/Weeding Priorities <ul style="list-style-type: none">• Worn Books• Aged collection materials• Uncirculated materials
FY28	Selection Priorities <ul style="list-style-type: none">• Social Emotional Learning• Financial Literacy• Popular Fiction
	Inventory/Weeding Priorities <ul style="list-style-type: none">• Worn Books• Aged collection materials• Uncirculated materials

Reconsideration of Materials

Collection Materials meet legislative regulations. All challenges to Collection Materials will be honored through the processes illustrated in [Board Policy 8.1205](#) . 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)