

FY26 COLLECTION DEVELOPMENT POLICY



Palm Beach Lakes Community High School

FY26 Collection Development Policy

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Educational Media Specialist

Signature Page

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Date Approved by Administration: **5/05/25**

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Purpose of Collection Development Policy

The Collection Development Policy serves to ensure that the building and maintenance of the Palm Beach Lakes Community High School Media Library collection meets the needs and interest of the community that uses it. It will ensure that the collection supports educational, informational, and recreational materials that include varying diverse viewpoints from different segments of the community. It will guide budgeting decisions needed to acquire, replace, and maintain materials that are relevant and useful to its users.

Background Statement & School Community

The patrons of the Palm Beach Lakes Community High School Media Center include students from grades 9-12 along with teachers, staff, parents, and community stakeholders. We service 2,638 students in several sub communities including: Students With Disabilities, English Language Learners, Black/African American Students, Hispanic Students, Multiracial Students, White Students, Economically Disadvantaged Students.

Our school includes the Five Carat Choice Program consisting of six dynamic academies: Biotechnology Academy, Early Childhood/Teacher Education Academy, Law Academy, Marine Corps JROTC Academy, Medical Sciences Academy, and Fire Academy. We also have other academic programs, such as AVID and AICE.

Demographic Information:

- Black – 62%
- Hispanic – 29%
- White – 7%
- Asian – 1%
- Mixed Race– 1%
- Male – 50%
- Female – 50%
- Free/Reduced Lunch – 72%
- ESE – 18%
- ELL – 20%

School Mission Statement

Palm Beach Lakes 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

The mission of the Palm Beach Lakes High School Library Media Center is to provide a collaborative program that will instruct, enhance, and support the goals and objectives of the entire school. It strives to assist all members in becoming effective users of ideas and information while providing an environment that encourages a lifelong love of literacy.

Responsibility for Collection Management & Development

The media specialist is responsible for collection management and development in our high school library program. We seek input from administration, faculty, students, parents, and district stakeholders to ensure that our collection meets the needs of our stakeholders. We are committed to ongoing communication and collaboration with all stakeholders to ensure that our collection remains current, diverse, and relevant.

Library Program

Our library program is designed to provide a wide range of resources to support student learning, research, and reading interests. Our collection includes a diverse selection of print and electronic resources, including books, magazines, journals, databases, and multimedia materials. Our library program operates on a fixed schedule, with classes scheduled for specific periods throughout the week. Our library program supports several special initiatives, including small-group study sessions, Reading Plus and credit recovery labs. We also support literacy initiatives by providing resources and support to our English Language Learners. We strive to provide a supportive learning environment in our media center, and we encourage students to utilize our resources and services to help them succeed in their academic pursuits.

Goals and Objectives

- Make large-scale adjustments to the current layout of the Media Center so it can be utilized by students interested in browsing the collection as well as by students completing FLVS and credit recovery courses.
- Inventory of all library materials will be completed by the conclusion of the 2025-2026 school year. Weed out low circulating/outdated titles particularly in the nonfiction and reference sections.
- Enhance testing resources; purchase more print and electronic sources for SAT, ACT, ASVAB, and various other tests.

Budget and Funding

Our high school uses funding from the state and district to support our library. This funding primarily comes from the school's general operating budget, which is allocated based on student enrollment. While we may receive occasional grants or donations, these sources are not guaranteed and can vary from year to year.

<i>School-based Operating Budget</i>	<i>Budget FY25</i>	<i>FY26 Projected Budget</i>
<i>Account 551100 - Media Supplies</i>	\$1272	\$1272
<i>Account 553420 - Media Subscriptions (Periodicals-Newspapers)</i>	\$1272	\$0
<i>Account 561100 - Library Books</i>	\$4663	\$5600
<i>Account 562230 - Media A/V Equipment</i>	\$0	\$0
<i>Account 564220 - Furn-Fix/Equip</i>	\$0	\$0
<i>Fundraising/ Grants</i>	Budget Amount	
	\$0	\$0
<i>Media Center Internal Account number for your grant(s) (get this from your bookkeeper)</i>	7-0100.00	
<i>State Media Allocation</i>	Budget Amount	
<i>Account 561100 (program 3070) - Media Books</i>	\$3753	\$3753

Purchasing Plan FY26

Approximate Purchasing Plan	
Purpose	Amount
Books	6000
Supplies	1200
TBD	3425
Total:	\$10, 625

Scope of the Collection

The collection development is influenced by the curriculum of Palm Beach Lakes Community High School which follows the guidelines of the School District of Palm Beach County which, in turn, are governed by the Florida Department of Education. The collection, which can be viewed and accessed via the district database, Destiny, will also include special materials to accommodate students in the ELL and ESE programs. Our current collection consists of 15,160 titles. The current average age of the nonfiction collection is 22 years, with the oldest sections being 24 years (500-599 and 900-999).

Additionally, we offer a collection of District provided databases (i.e., Destiny) and eBooks that expand our local collection and provide 24/7 access for students.

As per School Board Policy 8.12 (see Section 2d), our library program is committed to providing materials that support both curriculum and pleasure reading. Our collection is arranged in standard Dewey order, in accordance with District policy (see Section 5 Management of Library Media Instructional Materials). We recognize the importance of providing a wide range of resources to support the diverse interests and learning needs of our students. Our collection includes both print and electronic resources, and we regularly review and update our resources to ensure they align with the curriculum and meet the needs of our students.

Equipment

Available for use through our media program includes laptops, chromebooks, a SMART board/tv, and audio visual equipment.

Collection Development

Collection development refers to the process of selecting, acquiring, and managing resources for a library program. The goal of collection development is to ensure that the library's collection of resources is of high quality and meets the needs of its users. In the context of our high school library program, this means providing resources that support both academic and personal interests of our students. The media specialist takes the lead in the collection development process, working collaboratively with administration, teachers, students, parents, and other stakeholders to ensure that the collection is diverse, up-to-date, and relevant. This includes regularly evaluating the collection to determine what needs to be added, removed, or updated to meet the changing needs of our students and to align with our curriculum.

Selection and Evaluation Criteria

Our high school library program adheres to Board Policy on Selection (Policy 8.13) which outlines specific criteria for selecting resources, including accuracy, relevance to the curriculum, diversity of perspectives, and quality of writing and production. Our selection process is grounded in these criteria and involves using tools such as professional reviews from sources like School Library Journal and Publisher's Weekly, as well as recommendations from faculty, students, and other stakeholders. We are committed to ongoing evaluation and review of our collection to ensure it meets our selection criteria and remains relevant to our students' needs.

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.

			
15,160 Items in the Collection	8.3 Items per Student	42% Fiction Titles in the Collection	39% 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.			
	22 Average Age of the Collection	62% 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.	
			
46% Representative Titles in Collection	2007 Representative Titles Average Age	39% 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	82	2004
Philosophy & Psychology	122	2001
Religion	55	2002
Social Sciences	1519	2003
Language	64	2001
Science	530	2000
Technology	710	2002
Arts & Recreation	1275	2008
Literature	541	2001
History & Geography	1014	2000
Biography	1634	2003
Easy	–	–
General Fiction	6332	2007
Graphic Novels	133	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

Our high school library program conducts inventory on a three-year rotation, as outlined in Board Policy 8.12 (5). This rotation plan ensures that we systematically review and evaluate our collection to ensure its accuracy and relevance. Our inventory rotation plan is as follows:

- 2025: Easy books
- 2026: Non-Fiction
- 2027: Fiction

Lost or Damaged Library Materials

At Palm Beach Lakes High School, we have established the following policy regarding damaged or lost library books:

1. Responsibility of Borrowers:

- All students who borrow library materials are responsible for their safekeeping and return in good condition by the due date.
- It is the responsibility of the borrower to immediately report any damages or loss of library books to library staff.

2. Assessment of Damages:

- Library staff will assess the condition of returned books. Minor damages, such as small tears, light staining, or writing in margins, will be evaluated and may incur a fine based on the extent of damage.
- Significant damages that render the book unusable for future circulation, such as extensive water damage, torn pages, or defacement of text, may result in the book being deemed lost, and the borrower will be charged the full replacement cost.

3. Fines and Replacement Costs:

- Fines for minor damages will be determined by library staff and communicated to the borrower.
- In the case of a lost or irreparably damaged book, the borrower will be charged the full replacement cost of the book as determined by the library staff.
- Failure to pay fines or replacement costs may result in restrictions on borrowing privileges and a student being placed on the school's obligation list.

4. Appeals Process:

- Borrowers have the right to appeal fines or replacement costs within a specified timeframe (two weeks) after being notified of the charges. Appeals must be made in writing to the library staff, providing justification for the appeal.
- The library staff and/or administration will review appeals on a case-by-case basis and may adjust fines or replacement costs if warranted.

Strategic Focus – Weeding and Acquisitions

School Year	Strategic Focus
FY26	Selection Priorities <ul style="list-style-type: none">• Diverse voices• STEM resources• Graphic novels
	Inventory/Weeding Priorities <ul style="list-style-type: none">• Outdated non-fiction books• Damaged books• Duplicate copies
FY27	Selection Priorities <ul style="list-style-type: none">• College preparation material• Classics• World languages
	Inventory/Weeding Priorities <ul style="list-style-type: none">• Non-circulating items• Inaccurate and outdated material• Incomplete series
FY28	Selection Priorities <ul style="list-style-type: none">• College preparation material• Classics• World languages
	Inventory/Weeding Priorities <ul style="list-style-type: none">• Non-circulating items• Inaccurate and outdated material• Incomplete series

Reconsideration of Materials

In accordance with Board Policy 8.125 on Challenged Materials, our high school library program is committed to ensuring that our collection reflects the diverse perspectives and interests of our students while also being sensitive to the concerns of our community. If any resource is challenged, we will follow the guidelines outlined in Policy 8.125.

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 April 21, 2025)

E: Specific Material Objection Form

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

[Link](#) (Accessed February 3, 2025)