FY26 COLLECTION DEVELOPMENT POLICY

Wellington High School

FY26 Collection Development Policy

Dr. Sara Curry

Educational Media Specialist

Signature Page

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Date Approved by Administration: 03/21/2025

Media Specialist Name: _____ Dr. Sara Curry_____

Media Specialist Signature: _____

Principal Name: _____ Mrs. Cara Gorham_____

Principal Signature: _____

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Purpose of Collection Development Policy

SDPBC Policy 8.12 (6.a) stipulates: "Each school shall, in conjunction with the "Library Bill of Rights" of the American Library Association (ALA) and District policy, establish procedures for the evaluation, selection, management, and disposal of library media materials in conformance with this policy and Policy 8.1205 and shall record such in the school's collection development policy."

The collection development policy is a statement of the principles and guidelines used by the Wellington Community High School Media Center in the selection, acquisition, evaluation, and maintenance of library media center materials. It will be used both in providing consistency among those responsible for developing the collection and in communicating the library media center's policies to faculty, students, and staff and other interested stakeholders of the school community.

It is understood that this document is fluid and changes in the curriculum, demographics, information needs, or programs of the school will mandate updates to the collection and its governing policies.

Collection development and management refers to the process of building and maintaining the library's entire materials collection, in print, non-print, audio visual, and electronic formats so that they are available to every student at the time of need to support and enrich the student's educational experience. The collection development process includes the formulation of policy and procedures, budget allocations, needs assessments, selection, collection maintenance and evaluation, and resource sharing.

The primary goal of the Media Center's collection development efforts is to build a current 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.

This goal supports the information needs of students as defined by the mission and goals of the:
- School District of Palm Beach County;
- ALA / AASL Standards for the 21st Century Learner;
- Partnership for 21st Century Skills;
- Florida's BEST Standards
- International Society for Technology in Education (ISTE) National Education
- Technology Standards (NETS).

The Library Media Center recognizes its responsibility to respond to the reading, research, and technology education needs of the student body and faculty in an age of information abundance. The electronic catalog of resources for the school and the district is maintained by the Department of K12 Instructional Materials and

Library Media Services and is available at all times to students, faculty and parents.

The Library Media Center of Wellington Community High School provides ongoing services that transcend the tenure of any single individual. To this end, the administrators, teachers, students, and School Advisory Committee have the right to read this document and observe the library media center at any time. As this is a fluid document, requests for changes in policy may be submitted to the Library Media Specialist and principal for consideration.

Background Statement & School Community

The patrons at Wellington Community High School are in grades 9-12. Patrons also include the faculty and staff of Wellington Community High School as well as the parents of our students. As of March 2024, WCHS had an enrollment of 2642 students. The following percentages represent a profile of the student population: 44% White, 12.8% Black, 40% Hispanic, 3% Asian, 3% Multi-Ethnic, and 0.4% Native American. We currently have 45% of our students participating in the Free/Reduced Lunch Program.

In addition, the Wellington Community High School Media Center supports the unique curricular needs of the Drafting & Communications Design Academy, Equine/Pre-Veterinary Academy, Fine Arts Academy, Fire Science Academy, and Marketing Academy, as well as ESE, AICE, AP and ESOL classes.

School Mission Statement

Wellington Community High School is dedicated to providing every student a world-class education in a safe and orderly environment while developing lifelong learners who are productive and ethical citizens.

Media Center Mission Statement

According to the American Association of School Libraries (AASL), "Today's school librarian works with both students and teachers to facilitate access to information in a wide variety of formats, instruct students and teachers how to acquire, evaluate and use information and the technology needed in this process, and introduces children and young adults to literature and other resources to broaden their horizons. As a collaborator, change agent, and leader, the school librarian develops, promotes and implements a program that will help prepare students to be effective users of ideas and information, a lifelong skill."

As such, the Wellington Community High School Library Media Center's mission is to provide a safe, open learning environment that focuses on student needs and growth. The WCHS Media Center will partner with faculty to promote student achievement by extending and deepening learning through research skills, teaching digital and information literacy, and providing space for collaboration. The Media Center will also promote a lifetime love of reading through collection development, supporting inclusivity through seeking out diverse literature and "own voices" where possible, encouraging a culture of reading, and the belief that so-called non-readers just haven't found the right book yet.

Responsibility for Collection Management & Development

  The acquisition and maintenance of the Library Media Center materials collection is a primary function of the Library Media Specialist. She is responsible for the ongoing maintenance of a quality collection, which includes the procurement of new materials and discarding ineffective items. Teachers, administrators, and the other stakeholders assist in the re-evaluation and systematic deleting of materials and equipment to ensure that the collection remains responsive to user needs, changing curriculum, and advancing technology. District Library Media Specialists are responsible for selecting and purchasing many eBooks and Databases used by students at the school site as well.

Library Program

The WCHS library is open each day that students are in attendance to ensure equitable access for all students to library media resources. The school administration and faculty are aware that recent research shows improvement in student learning gains when the library media center is available to the student at the point of need. At WCHS, the library is open from 7:00 AM to 2:50 PM Monday through Friday, except when closed by administration (usually for testing or construction). On Monday's, Tuesday's, and Thursday's the library is open until 4:00 PM for Math Lab.

Students are welcome without a pass before school or during lunch, but must have a pass from a teacher during class periods.

In addition to other services, the library staff:
- Makes IDs for all new students and replaces IDs as needed;
- Laminates items for teachers;
- Makes poster-sized prints;
- Make copies and color prints;
- Supervises groups of students as needed.

High schools have the option of imposing late fines as students mature and prepare for similar responsibility and experiences in public libraries and university settings; however, in an effort to encourage book checkout, WCHS does not charge late fees. However, lost materials do acquire fees. If a student leaves WCHS with an outstanding fine, that fine will be transferred through SIS. Fines assessed from previous schools or WCHS in other departments (including textbook fines) will not prevent any type of circulation from the library.

Goals and Objectives

1. I will create a space where students will have support for academic success to achieve their academic goals.
    a. This will be accomplished through opening the Media Center before school, and during lunch.
    b. Inviting Math Lab and Peers for Papers to utilize the space for student academic support.
2. I will reduce the collections age from 2008 to 2014 in order to bring in up-to-date content for the students.
    a. This will be accomplished through weeding out outdated non-fiction books from the collection.
    b. By purchasing newer books for the collection.

3. Work with faculty and staff to be a curriculum specialist who can help meet their needs and/or direct their searches to find inspiration
   a. Push in to PLCs to find materials to support standards based instruction.
   b. Encourage use of the Media Center for classes, projects, and research

Ongoing/Long-term Goals:

Access to the Media Center:
   a. Work with administration to ensure the library is used/closed as little as possible during various testing windows so that students and teachers may access the library, its resources, and the school librarian

Budget and Funding

The LMC is given a school-based operating budget at the beginning of every school year. The school administration uses a formula to distribute the appropriated funds. The budget for the FY26 school year is expected to be similar to FY25.

School-based Operating Budget	Budget FY25	FY26 Projected Budget
Account 551100 - Media Supplies	*$2313*	*$2313*
Account 553420 - Media Subscriptions (Periodicals-Newspapers)	*$0*	*$0*
Account 561100 - Library Books	*$4551*	*$4551*
Account 562230 - Media A/V Equipment	*$0*	*$0*
Account 564220 - Furn-Fix/Equip	*$0*	*$0*
Fundraising/ Grants	***Budget Amount***	
Media Center Internal Account number for your grant(s) (get this from your bookkeeper)	*$3,878.16*	*$3878.16*
State Media Allocation	***Budget Amount***	
Account 556110 (program 3070) - Media Books	*$5,386*	*$5386*

Purchasing Plan FY26

Approximate Purchasing Plan	
Purpose	**Amount**
books	$9937
supplies	$2313
Total:	**$12250**

Scope of the Collection ·

The collection development is focused on the curriculum of Wellington Community High School, which 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. Materials support both curriculum and pleasure reading as per School Board Policy 8.12.

According to best practices for school libraries in the United States, the print and non-print collection at Wellington Community High School is arranged by the Dewey Decimal Classification System. Additional resources are provided by district-wide subscriptions to electronic information databases that provide 24/7 access for students.

The library media collection includes all the resources available in the school library media center along with all those that students, faculty, and administrators can access through interlibrary loan.

The library is open every day that students and/or faculty are in attendance, unless administration has closed it due to testing or another meeting or event. The number of days the library is closed is tracked and reported on the End of Year Statistical Report. Summer hours are not provided.

Equipment

In our media center, we have a variety of equipment available to support our media programs, including a copy machine for staff and teacher use. While we do not have a TV production studio or a computer lab housed within the media center, we strive to provide resources that enhance the learning experience for both students and staff.

Collection Development

        Collection Development involves the acquisition of high-quality materials and resources for the library media center. The aim of this process is to guarantee that the collection includes a sufficient range and quantity of information sources to meet the academic and personal interests of students. The Media Specialist is responsible for guiding this initiative, incorporating feedback from teachers, students, and parents.

Selection and Evaluation Criteria

        The selection of library media center materials follows SDPBC Policy 8.12. Also, the needs of the school based on the curriculum and of the existing collection are given consideration. In assessing the needs of the collection, it is necessary to:

1. Conduct a yearly inventory of the collection to determine replacements, missing items, and other needs per Board Policy 8.12(5}.
    1. Fiction, Non-fiction, Biographies, Graphic Novels, Class Sets, Quick Reads and Languages will be inventoried yearly on a rotating basis.
    2. The Professional Library will be inventoried every three years.

2. Identify collection needs based upon experience and training.
    1. Review the state standards to determine the curriculum covered in each subject.
    2. Review the state standards to determine adequacy of current library media materials.
    3. Keep an on-going topic list of areas needing additional resources.
3. Involve staff and students in identifying needs.
    1. Ask the staff to provide specific titles or a list of topics for which resources are needed.
    2. Develop procedures for periodic review of the collection by users, such as:
        1. Survey teachers at the conclusion of a research project to determine adequacy and relevancy of materials.
        2. Solicit reviews of library/media materia\s by staff and students.
        3. Survey staff and students periodically to determine what types of materials they would like to see added to the collection, such as informational materials, curricular materials, and pleasure reading materials.

4. Select materials that are appropriate for the patrons and have a minimum of two favorable reviews from professional sources:
- School Library Journal
- Kirkus
- Booklist
- Hornbook

- Florida Teen Reads
- ALA
- Professional Blogs/Social Media
- Award Lists

When selecting materials, the needs of the school based on curriculum and the existing collection are given first consideration.

The Media Specialist collaborates with both staff and students to get recommendations, attends meetings, exhibits, and conferences to discover new equipment, materials, and latest practices related to school curriculum and student achievement.

Media Center materials are selected for a reason. Materials are evaluated according to their literary and social value, appropriateness to student age and emotional maturity, relevance to the curriculum, and aesthetic. They reflect diverse populations and balanced representations of opinions.

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.
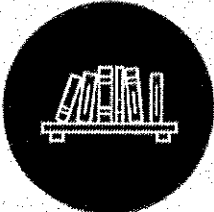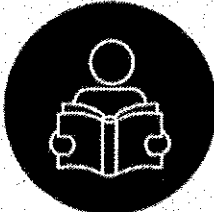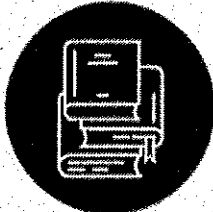
District Resources And Services
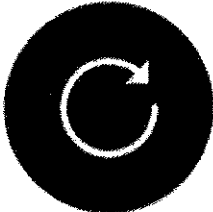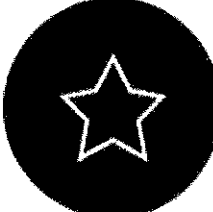
The School District Library Media Services Department supports school-based library media center personnel and establishes uniform policies and procedures for school library media centers throughout the District. These services include, but are not limited to:
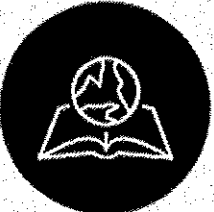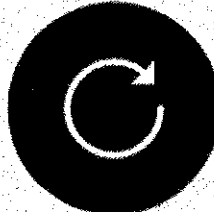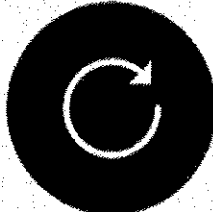
- Maintaining a professional library collection to assist with recertification and knowledge acquisition on education-related topics;
- Managing the online catalog, including the library inventory and circulation software;
- Selecting and making accessible online information databases for reference and 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.

8,306 Items in the Collection	**2.6** Items per Student	**43%** Fiction Titles in the Collection	**41%** 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.	**2010** Average Age of the Collection	**37%** Aged Titles	**16%** 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.	
47% Representative Titles in Collection	**2011** Representative Titles Average Age	**38%** SLL Titles in Collection	**2015** 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	21	2009
Philosophy & Psychology	71	2006
Religion	121	1997
Social Sciences	533	2007
Language	82	1991
Science	196	2004
Technology	215	2008
Arts & Recreation	970	2012
Literature	388	1995
History & Geography	771	2005
Biography	254	2013
Easy	6	1997
General Fiction	3548	2014
Graphic Novels	645	2016

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

Per Florida Statute governing Instructional Materials, instructional material stored in the library media center must be inventoried annually. To facilitate the circulation and inventory process, Destiny Library

Manager software has been made available to all schools.

Wellington Community High School inventories portions of its collection each year on a rotational cycle:
- Year 1 - Fiction, Biographies
- Year 2 - Non-Fiction, Reference

Processing specifications for media items, including books, are maintained centrally by the Department of Instructional Materials and Library Media Services. The specifications are followed by vendors, by Library Media Services, and by individuals at schools who process materials. Wellington Community High School very rarely processes instructional materials per district recommendation. Items are either purchased with processing completed or are sent to the central processing center at Library Media Services.

Destiny Library Manager Software can generate numerous reports on circulation and average age of collection. These reports can be one indicator of the success of a library media program.

Lost or Damaged Library Materials

While the Media Center at WCHS works to eliminate barriers that inhibit students from accessing and using reading, reference, and research materials, the responsibilities of students, parents and teachers for lost or damaged Instructional Materials is outlined in SDPBC Policy 8.1225. Students, parents and teachers are held accountable for lost or damaged material.

High schools have the option of imposing late fines as students mature and prepare for similar responsibility and experiences in public libraries and university settings; however, in an effort to encourage book check-out, Wellington Community High School does not charge late fees. Notices are sent to students to alert them about overdue materials.

Fees for damaged or lost items will be assessed and placed in Destiny. If a student leaves WCHS with an outstanding fine, that fine will be transferred to SIS. If a student graduates without paying a fine, the fine will be deleted. Therefore, it is extremely important that administration and guidance adhere to the sign-out process for graduating seniors and collect outstanding fines before graduation.

Strategic Focus – Weeding and Acquisitions

School Year	Strategic Focus
FY26	**Selection Priorities** • Non-Fiction • Reference • Biography • Graphic Novels
	Inventory/ Weeding Priorities

	• Fiction
FY27	**Selection Priorities** • Fiction
	Inventory/ Weeding Priorities • Non-Fiction • Reference • Biography • Graphic Novels
FY28	**Selection Priorities** • Non-Fiction • Reference • Biography • Graphic Novels
	Inventory/ Weeding Priorities • Fiction

Reconsideration of Materials

While the library recognizes the right of any individual to challenge available materials, the library does not add or withdraw, at the request of any individual or group, materials which have been chosen or excluded on the basis of stated selected criteria. In the event of a challenge by a citizen of Palm Beach County, personnel at WCHS will follow SDPBC Policy 8.1205 (Appendix D) – Objection Procedures for Instructional Materials, Library Media Materials, and Supplemental Classroom Materials, including Reading Lists. Any person wishing to make a challenge will fill out PBSD Form 1113 (Appendix E).

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)