FY26 COLLECTION DEVELOPMENT POLICY

William T. Dwyer High School

FY26 Collection Development Policy

Sharon MacDonald

Educational Media Specialist

Signature Page

William T. Dwyer High School
FY26 Collection Development Policy

Date Approved by Administration: April 16, 2025

Media Specialist Name: Sharon MacDonald

Media Specialist Signature: _Sharon MacDonald_____

Principal Name: Corey Brooks

Principal Signature: _____

Table of Contents

Purpose of Collection Development Policy

The Collection Development Plan is designed to support the Library Media Center's Mission Statement and serves as a guide for the selection, acquisition, maintenance, and retention of library materials by establishing roles, responsibilities, and a process for addressing library user concerns. The collection development plan is evaluated and revised annually to provide guidance for implementing changes to the collection. This document will adapt and change in order to meet the needs, curriculum, demographics, information requests, and programs offered at William T. Dwyer High School.

Background Statement & School Community

The users of William T. Dwyer's Library Media Center include 2,139 students from 9th through 12th grade, ages 14- 18, as well as faculty, staff and parents. The student population represents varied learners with culturally diverse ethnic and economic backgrounds. The demographics of the student population includes: 47% White, 25% Black, 21% Hispanic, 4% Asian, 4% Mixed, 13% English Language Learners (ELL), 16% Exceptional Student Education (ESE) and 34% Free/Reduced lunch. Spanish (11%) is the predominant language among our ELL population followed by Haitian-Creole (2.9%) Vietnamese (1%) and Portuguese (.6%). William T. Dwyer High School offers six choice programs: Finance, Early Childhood Teacher Education, Army JROTC, Culinary Arts, Construction and the International Baccalaureate Program. We have an Advancement Via Individual Determination program (AVID) that prepares students for college eligibility and future success. Dwyer has also established a School-based Team (SBT) to help support student's mental health and give more in depth assistance to students who need additional resources.

School Mission Statement

The staff of William T. Dwyer 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 start to foster knowledge, skills, and ethics required for responsible citizenship and productive careers.

Media Center Mission Statement

The Panthers' Den is dedicated to provide an inclusive, safe environment that supports school curriculum, stimulates intellectual curiosity, promotes inquiry, encourages pleasure reading, prepares students for future success and produces lifelong users of information resources.

Responsibility for Collection Management & Development

Collection management and development refers to the process of building and maintaining the library's entire materials collection, in print and digital formats, so that library materials are available to every student in order to support and enrich the student's educational experience. The acquisition and maintenance of materials is the primary function of the Library Media Specialist. Suggestions for new purchases are always welcome and encouraged from the school community, however the final decision about the acquisition of new materials is made by the Library Media Specialist. Procedures according to current legislation are followed to allow stakeholders to view a list of titles before they are purchased.

Library Program

The Library Media Center is expected to be open to the extent that the Media Specialist can control such matters that are at the discretion of school administration to close for testing and other school related activities. This school year, state law required that the front door to the Library Media Center remain locked at all times. In the absence of a Media Clerk, it was not possible one person to supervise the library and open the front door at the same time. The library was not open for lunch periods. Also, an assignment to teach a full schedule of English classes with no duties as a Media Specialist from October 23rd to January 13th was given to me. The library was closed to all students during this time. An upgrade to the front door system is expected for next school year. The Library Media Center operates on a flexible schedule and accommodates teacher and staff user requests. It is used for large group testing, up to 240 students, as well as hosting school wide events. The Panthers' Den sponsors Dwyer Book Club which meets monthly to choose books to read, discuss and talk about different types of literature.

When the facility is closed, students may still access research and reference materials through the district-wide electronic databases as well as JSTOR and Gale databases purchased by the Library Media Center. Additional information can be found through the Panthers' Den Virtual Library. https://sites.google.com/palmbeachschools.org/wtdhsmediacenter/home. Research and reference presentations are given to all IB classes to support their research process for their Extended Essays and Internal Assessments. These research presentations are also available to all teachers for their classes and are scheduled by the Media Specialist. Information is delivered both in person and digitally about state, district and school purchased databases. In addition, students are given the opportunity to request a SELFIN One Card (Southeast Florida Library Information Network) which provides them access to local college libraries for use of their databases, information and books. This year, all higher-level students were given the opportunity to sign up for the FLA-PASS which provides access to college level databases.

Goals and Objectives

Goal #1:   Weed additional Nonfiction titles and purchase up-to-date books

- Identify older titles through Titlewise analysis
- Identify subject areas requiring newer information
- Purchase newer Nonfiction titles

Goal #2: Purchase equipment and supplies for the Maker Space

- Identify what supplies and equipment are needed
- Purchase necessary supplies and equipment
- Set up area for student use

Goal #3: Improve books displays on shelves to promote interest

- Create summaries with QR codes for showcased books
- Display summary cards on shelves underneath the book
- Add more groupings/displays of popular books

Budget and Funding

William T. Dwyer High School is allocated a school-based operating budget as well as state allocated funds (3070) at the beginning of every school year. The school administration uses a formula to disperse the appropriate funds. This money is used to purchase supplies, books and databases. The funds designated for periodicals is combined with the fund for supplies in order to purchase the necessary materials to operate the Library Media Center. The funding amounts for next year, FY26 are expected to be similar to those of this school year, FY25.

School-based Operating Budget	Budget FY25	FY26 Projected Budget
Account 551100 - Media Supplies	$205	$200
Account 553420 - Media Subscriptions (Periodicals-Newspapers)	$1,800	$1,500
Account 561100 - Library Books	$3,802	$3,500
Account 562230 - Media A/V Equipment	N/A	N/A
Account 564220 - Furn-Fix/Equip	N/A	N/A
Fundraising/ Grants	N/A	N/A
Internal Account 5-1700.00	$1,958	$1,958
State Media Allocation	N/A	N/A
Account 556110 (program 3070) - Media Books	$4,396.00	$4,000.00

Purchasing Plan FY26

Approximate Purchasing Plan	
Purpose	**Amount**
Books	$3,900
Supplies	$1,700
Database Subscriptions	$3,600
Total:	$9,200

Scope of the Collection

The Library Media Center's collection is determined by the curriculum at William T. Dwyer High School which follows the guidelines of the Palm Beach County School District which in turn is governed by the Florida State Department of Education. According to best practices for school libraries in the United States, the print and non-print collection is managed by the Dewey Decimal Classification System, per section 8 of Management of Library Media Instructional Materials. School Board Policy 8.12, section 5.d states the importance of having a collection that represents various religious, ethnic, linguistic and cultural groups and their contributions as well as respect for the diverse roles of men and women in today's society. Following these guidelines, the library media collection at William T. Dwyer strives to reflect our diverse student body with materials that represent all students. It is our belief that all students should be able to see themselves represented in print and digital materials for both pleasure reading and academic pursuits. To support our International Baccalaureate curriculum, English Language Learners and the Foreign Language programs, the Library Media Center has a World Language section with books written in Spanish and French. There are also English/Language dictionaries available for check out. In addition to Fiction titles in print and electronic formats, Graphic Novels are popular among our student population and are added yearly to the collection.

In addition to the Palm Beach County School District databases, the Library Media program purchases the following two databases to support our AVID, AICE, AP, and IB courses providing 24/7 access to all students; JSTOR for digital research and reference information and Gale Peterson's Test and Career Prep for high school and college test preparation as well as college/career information. Students in higher level classes are given the opportunity to sign up for the Seflin (South East Florida Library Information Network) OneCard which gives them access to academic databases and books through local college libraries. Additionally, accelerated students are able to request access to the FLA-PASS (Florida Library Access- Pass) which provides access to online resources within Florida's university and college systems.

Equipment

The Media Center was remodeled last school year. There are now four glass enclosed study spaces for students and staff to use for collaboration, private testing and meetings. The computers located in each area need to be hooked up. There are six portable charging stations located throughout the library. There is a Creative Maker Space area. We have one Smart Board and a laptop used for student checkouts. The teacher workroom has a computer for teachers and staff to utilize.

Collection Development

Collection Development is the process of planning and acquiring quality materials and equipment for the Library Media Center. The Panthers' Den is committed to providing a wide range and quantity of materials in both print and electronic formats to support the needs of our diverse student population and school community, taking into consideration their personal interests and their academic goals. In order to do this, the Library Media Specialist consults the student population, teachers, and administration suggestions for new materials and resources.

Selection and Evaluation Criteria

According to the School Board Selection Policy 8.12, William T. Dwyer's Library Media Center materials are selected thoughtfully and systematically. The materials are evaluated according to their aesthetic, literary and social valve, appropriateness to student age and emotional maturity and relevance to curriculum. Other factors that are considered in the final decision to purchase new materials include their educational significance, recent publication date, need and value to the collection as a whole, relationship to the interests of students and their curriculum course of study. Before library materials are purchased, they must be evaluated by a certified Media Specialist, have at least two positive reviews and be appropriate for the age group served. Reputable, unbiased, professional reviewing sources used for selection may include but are not limited to: Kirkus, School Library Journal, Horn Book Guide, and Booklist.

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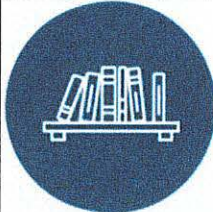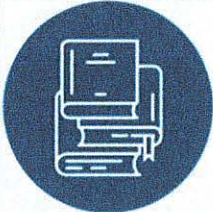
District Resources and Services
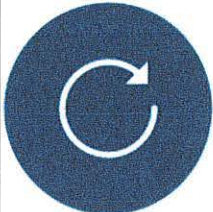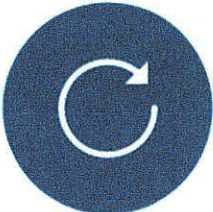
The School District Library Media Services Department supports school-based library media center personnel and establishes uniform policies and procedures for school library media centers throughout the District. These services include, but are not limited to:

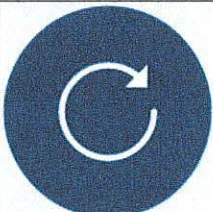- Maintaining a professional library collection to assist with recertification and knowledge acquisition on education-related topics;
- Managing the online catalog, including the library inventory and circulation software;
- Selecting and making accessible online information databases for reference and 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.

7,935 Items in the Collection	**3.6** Items per Student	**38%** Fiction Titles in the Collection	**53%** 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.	**2005** Average Age of the Collection	**60%** 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.	
43% Representative Titles in Collection	**2005** Representative Titles Average Age	**31%** SLL Titles in Collection	**2009** 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	2008
Philosophy & Psychology	86	2000
Religion	86	1998
Social Sciences	553	2007
Language	80	2005
Science	270	1998
Technology	278	2000
Arts & Recreation	1,519	2011
Literature	464	1995
History & Geography	800	1996
Biography	721	1997
Easy	21	2012
General Fiction	2,993	2008
Graphic Novels	1,234	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.

Collection Maintenance

Per Florida Statue governing instructional material stored in the Library Media Center must be inventoried annually. The collection is inventoried on a three year rotation per Board Policy 8.12 (8). Since the library collection was not inventoried last year, the entire collection was inventoried this school year. Tiles missing after the remodel were marked as lost. The inventory schedule is as follows:

FY 21: Fiction and Nonfiction
FY 22: Nonfiction (000-999)
FY 23: Graphic Novels and B
FY24: Fiction and Easy- Inventory not completed due to remodel
FY 25: Entire collection- Due to no inventory last year
FY 26: Nonfiction and Biographies
FY 27: Fiction and Graphic Novels
FY 28: Nonfiction and Biographies

Titles are labeled and arranged in Destiny (the electronic catalog), according to the following genres: Adventure, Biography, Classics, Dystopian, Easy, Fantasy, Graphic Novels, Historical Fiction, Horror, Humor, Mystery, Nonfiction, Realistic Fiction, Romance, Sci-Fi, Sports, Supernatural, Suspense, World Language and Young Adult. The main genre labels which correspond to the sublocation in Destiny are placed on the top of the spine label. Other identifying labels, such as African American, Multi Cultural, Verse Novel, YA, High Interest and LGBTQ, are placed lower than the spine label to help students know more about the book, but not the genre assigned in Destiny. Weeding of materials and resources is essential for the maintenance of a healthy reading, research, and reference Library Media collection. Weeding is a form of quality control of the collection in which outdated, inaccurate and worn-out materials and equipment are discarded from Destiny and are physically removed from the collection. The Library Media Specialist is responsible for the on-going maintenance of a quality collection which includes the procurement of new materials and discarding of ineffective items. Teachers and administration assist in the evaluation and systematic deleting of materials and equipment to ensure that the collection remains representative to user needs, changing curriculum and advancing technology. In coordinating this process, the Media Specialist will follow objective criteria for removing materials and equipment from the Library Media Center which include obsolescence, physical age and condition, and general inapplicability for continued inclusion in the existing collection.

Lost or Damaged Library Materials

William. T Dwyer Library Media Center does not assign fines for overdue, lost or damaged library books. It is the belief of the Library Media Center that students should be encouraged to enjoy reading without reluctance to check out library books in fear of a monetary obligation in order to graduate. Every attempt to get library books back is made by sending out overdue notices. It is a further belief that library books not returned are still in the hands of students promoting the joy reading. This is an adjustment to School Board Policy 2.21B (9) which states students are to pay for, replace or repair any district property.

Weeding of materials and resources is essential for the maintenance of a healthy reading, research, and reference library media collection. Weeding is a form of quality control of the collection in which outdated, inaccurate and worn-out materials and equipment are discarded from Destiny (the electronic catalog) and are physically removed from the collection. The Library Media Specialist is responsible for the on-going maintenance of a quality collection which includes the procurement of new materials and discarding of ineffective items. The Media Specialist will evaluate and systematically delete materials and equipment to ensure that the collection remains responsive to user needs, changing curriculum and advancing technology. Objective criteria, such as obsolescence, physical age and condition, general inapplicability of the item will be used for continued exclusion in the existing collection.

School Year	Strategic Focus
FY26	**Selection Priorities** • Priority 1- Renew database subscriptions • Priority 2- Identify subject areas of Nonfiction that need up-to-date books • Priority 3- Select relevant, up-to-date Nonfiction and Biography titles to purchase
	Inventory/Weeding Priorities • Priority 1- Weed Nonfiction • Priority 2- Weed Biography • Priority 3- Inventory Nonfiction and Biography
FY27	**Selection Priorities** • Priority 1- Renew database subscriptions • Priority 2- Select new Graphic Novel series to purchase • Priority 3- Select current Fiction titles to purchase
	Inventory/Weeding Priorities • Priority 1- Weed Fiction • Priority 2- Weed Graphic Novels • Priority 3- Inventory Fiction and Graphic Novels
FY28	**Selection Priorities** • Priority 1- Renew databases • Priority 2- Select Nonfiction titles to purchase • Priority 3- Select Biography titles to purchase
	Inventory Priorities • Priority 1- Weed Nonfiction and Biography • Priority 2- Inventory Nonfiction • Priority 3- Inventory Biography

Reconsideration of Materials

In the event of a challenge by a citizen of Palm Beach County, personnel at William T. Dwyer High School, I will follow PBCSD Board Policy 8.1205- Challenge Procedures for Instructional Materials. The Library Media Center does not add or withdraw, at the request of any individual or group, material which has been chosen or excluded on the basis of stated selection criteria. A copy of the Material Objection form and Board Policy 8.1205 are linked in the appendix. 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

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)