

FY27 COLLECTION DEVELOPMENT PLAN



Forest Hill Community High School FY27 Collection Development Plan

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Educational Media Specialist

Signature Page

Forest Hill Community High School
FY27 Collection Development Plan

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Principal Signature: 

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Purpose of Collection Development Plan

This Collection Development Plan serves as the school's official guide for the selection, acquisition, maintenance, and management of library media resources. Its purpose is to ensure that the collection supports the school's curriculum and instructional goals while strictly adhering to the statutory requirements of Florida Statute 1006.28 and School Board Policy 8.12.

Background Statement & School Community

The users of Forest Hill High School Library Media Center come from grades nine through twelve, in addition to the faculty, staff, and parents of that community of users.

According to SIS (https://sis.palmbeachschools.org/focus/Modules.php?force_package=SIS&modname=Reports/DistrictReports.php#lrun/86), Forest Hill High School has a population of 1770 students and serves a culturally and ethnically diverse student population representing different economic backgrounds, which include:

- 77% Hispanic
- 11% Black
- 10% White
- 2% Other

In addition, the Forest Hill High School Library Media Center supports the unique curricular needs of the academic departments and all academies (Army JROTC; Criminal Justice; Culinary Arts; Engineering; Environmental Science; Hospitality, Tourism & Resort Management; Information Technology (Academy of Digital Design); Medical Academy; AICE Diplome; International Baccalaureate Middle Years Program; International Baccalaureate Diploma Program; and International Baccalaureate Career-related Certificate), as well as the ESOL and ESE departments.

School Mission Statement

The staff and community of Forest Hill Community High School are dedicated to building an academic climate centered around heightened literacy, numeracy, and inquiry in an environment of collegiality that promotes schoolwide pride, internationalism, and service for all.

Media Center Mission Statement

The mission of the Forest Hill High School Media Center is to be a resource for research, technology, learning, and collaboration that supports the goals and objectives of the entire school. It works to help all patrons become effective information seekers. The Media Center works to promote a love of reading and learning within the community.

Responsibility for Collection Management & Development

In accordance with School Board Policy 8.12, the School Board is the legal owner of all library materials. The Principal is responsible for administering the school's library media program and for the physical maintenance of the facility.

Per state statute, the professional selection and vetting of materials must be performed by a Certified Educational Media Specialist. At schools with a certified specialist, this responsibility lies with that individual. At schools without a certified specialist, the selection and vetting of materials is managed by the District Library Media Services Department to ensure statutory compliance.

To ensure the collection remains relevant and responsive to the school community, input regarding selection and collection development is actively solicited from administration, faculty, students, parents, and District stakeholders.

Library Program

The library media program operates on a fixed schedule to ensure equitable access for all students. Instruction is provided at point-of-need to support academic standards and digital literacy. The program supports special school initiatives such as Battle of the Books, Literacy Week, March Book Madness, April is for Authors and provides a collaborative space for inquiry and research.

Goals and Objectives

1. Curricular Alignment and Academic Support

- Goal: To provide a curated selection of resources that directly support the state standards and specific school department curricula.
- Objective: Ensure that every subject has up-to-date, relevant supplemental materials in both print and digital formats.

2. Global Citizenship & Cultural Competency

- Goal: To build a collection that reflects a wide range of social, cultural, and global perspectives.
- Objective: To identify and mitigate narrative gaps by prioritizing the acquisition of materials that provide cultural perspectives and highlight global issues.

3. Fostering a Culture of Reading for Pleasure

- Goal: To encourage lifelong literacy by providing high-interest, age-appropriate recreational materials.
- Objective: Dedicate a specific percentage of the annual budget to trending YA fiction, graphic novels, and popular non-fiction.

4. Information Literacy and Digital Citizenship

- Goal: To provide access to high-quality digital databases and tools that facilitate ethical research.
- Objective: Maintain a balance between print and digital resources, ensuring students learn to navigate academic journals, eBooks, and primary source documents.

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 FY27 school year is expected to be similar to FY26.

School-based Operating Budget	Budget FY26	Projected FY27 Budget
Account 551100 - Media Supplies	\$558	\$550
Account 553420 - Media Subscriptions (Periodicals-Newspapers)	\$911	\$900
Account 561100 - Library Books	\$3341	\$3400
Account 562230 - Media A/V Equipment	\$0	\$0
Account 564220 - Furn-Fix/Equip	\$0	\$0
Fundraising and/or Grants	FY26	Projected FY27
Media Center Internal Account number for your grant(s) (get this from your bookkeeper)	\$7550	\$7550
State Media Allocation	FY26	Projected FY27
Account 561100 (program 3070) - Media Books	\$3714	\$3714

Purchasing Plan FY27

Purpose	Amount
Books	\$5000.00
Supplies	\$500.00
Subscriptions	\$2000.00
Databases	\$1560.00
Total:	\$9060.00

Scope of the Collection

The Library Media Center manages a comprehensive collection of print, digital, and technological resources selected to support the school's instructional goals and the diverse needs of the student community. The following sections outline the specific formats and equipment currently maintained within the collection.

Formats:

- Print: Hardcover and Paperback Books, Graphic Novels, Text and College Prep, Professional Collection.
- Digital: eBooks, Digital Audiobooks, Online Databases (District and Site-Licensed).

Special Emphasis:

The collection maintains a dual emphasis on academic inquiry and cultural relevance. We prioritize the acquisition of rigorous, high-level non-fiction and primary source materials to support the International Baccalaureate (IB) curriculum and our diverse professional academies. Simultaneously, the Media Center is committed to multilingual literacy by actively curating a robust collection of high-interest Spanish fiction, ensuring the library remains a culturally responsive resource for our 77% Hispanic student population.

Digital Resources:

The collection includes District-provided databases and eBooks that expand the local collection and provide students with 24/7 access to high-quality digital content. These resources are vetted

at the District level to ensure alignment with state standards and student privacy regulations.

Site Licenses:

The Forest Hill High School Media Center supplements district-wide digital resources with specialized site licenses to meet the rigorous academic demands of our specialized academies.

- JSTOR: A premium digital library of academic journals, books, and primary sources. This license is maintained specifically to support the International Baccalaureate (IB) Extended Essay and advanced research across all subject areas, providing students access to university-level scholarly materials.

Policy Alignment and Organization:

In accordance with School Board Policy 8.12 (Section 5d), the library media collection is curated to support both the academic curriculum and the personal interest needs (pleasure reading) of the student body.

Furthermore, per School Board Policy 8.12 (Section 8) on the Management of Library Media Instructional Materials, the collection is organized and maintained using the standard Dewey Decimal Classification System to ensure uniform accessibility across the District.

Equipment

To support the school's curriculum and foster digital literacy, the Library Media Center maintains a curated inventory of audiovisual and technological equipment. The lists below detail the specific hardware available to students and staff for instruction, content creation, and daily access.

Instructional Area:

- Classroom Technology: Interactive Flat Panel, Document Camera, Sound System.
- Makerspace: Graphic Commons offering curated resources for mindfulness-based artistic expression

Teacher Support and Workroom:

- Production: Large Format (Poster) Printer, Laminator, Die-Cut Machine.
- A/V Support: PA System, Scanners, Projection Remotes.

Circulation and Access:

- Devices: Student Laptops/Chromebooks (Daily Loaners), Laptop Charging Stations.
- Peripherals: Headphones.

Collection Development and Maintenance

The collection is developed and maintained through a rigorous process of selection and weeding (deselection) to ensure materials remain current, relevant, and in good physical condition.

Selection Criteria:

In accordance with School Board Policy 8.12, materials are selected based on educational significance, need, and accuracy. The selection process prioritizes resources that support the curriculum, foster factual knowledge growth, and reflect the diversity of the global community.

Weeding (Deselection) Policy:

Per Florida Statute 1006.28 and District guidelines, the collection is continuously reviewed. Materials are removed (weeded) if they are physically damaged, factually inaccurate, obsolete, or no longer circulating. This ensures the library remains a vital, attractive, and useful resource for students.

Selection and Evaluation Criteria

Materials considered for purchase are selected in strict alignment with School Board Policy 8.12, which serves as the foundation for our collection development. To ensure the collection meets the highest professional standards, the certified Media Specialist conducts a thorough evaluation of all potential acquisitions using reputable professional review journals, including School Library Journal, Booklist, Kirkus Reviews, and Junior Library Guild.

In accordance with the needs of the Forest Hill High School community, materials are evaluated based on the following critical criteria:

- Educational Significance: Supporting the rigorous academic demands of the International Baccalaureate (IB) and specialized school academies.
- Curriculum Alignment: Enhancing the "information seeker" goals outlined in the Media Center mission statement.
- Accuracy and Currency: Prioritizing up-to-date non-fiction for STEM and medical science research.
- Age Appropriateness: Ensuring content is suited to the emotional and intellectual maturity of high school students.
- Cultural and Linguistic Relevance: Prioritizing high-interest Spanish-language fiction to reflect and support our 77% Hispanic student body.

Once vetted by the Media Specialist, all selections are placed on the District Stakeholder Website for a community review period prior to purchase, ensuring transparency and community partnership.

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

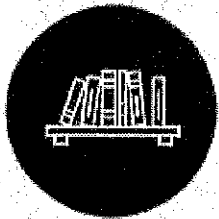
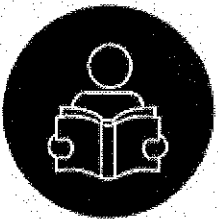
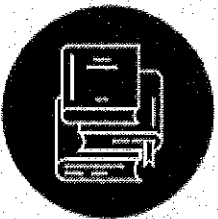
The School District Library Media Services Department supports school-based library media center personnel and establishes uniform policies and procedures for school library media centers throughout the District. These services include, but are not limited to:

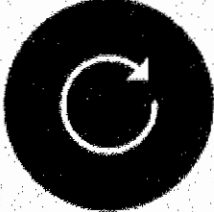
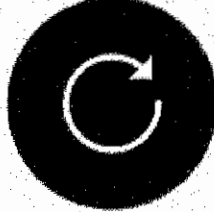
- Maintaining a professional library collection to assist with recertification and knowledge acquisition on education-related topics;
- Managing the online catalog, including the library inventory and circulation software;
- Selecting and making accessible online information databases for reference and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

			
7,184 Items in the Collection	3.8 Items per Student	48% Fiction Titles in the Collection	38 % 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.			
	2015 Average Age of the Collection	25% Aged Titles	22% 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.	
			
48% Representative Titles in Collection	2017 Representative Titles Average Age	43% SLL Titles in Collection	2018 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.

Computer Science, Information & General Works	52	2018
Philosophy & Psychology	60	2016
Religion	50	2014
Social Sciences	337	2017
Language	37	2014
Science	205	2013

Technology	159	2016
Arts & Recreation	1099	2014
Literature	277	2012
History & Geography	460	2012
Biography	364	2016
General Fiction	3413	2018
Graphic Novels	906	2014

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 outdated or age-inappropriate, even if they were donated. All gifts and donations must follow the same processes as new book orders.

Collection Maintenance

Inventory and Weeding Cycle:

Per School Board Policy 8.12, the collection is inventoried on a three-year rotational basis. This ensures every item in the collection is physically accounted for, assessed for condition, and evaluated for relevance at least once every three years. Forest Hill High School inventories the full collection each year.

Ongoing Maintenance:

Collection maintenance is a continuous process that extends beyond the annual inventory window. Materials are repaired, relabeled, and deselected throughout the school year to maintain a high standard of accessibility and visual appeal.

Collection Organization and Visual Navigation:

To facilitate independent access and ease of navigation for all patrons, the Forest Hill High School Media Center is organized into distinct functional zones. This systematic arrangement ensures consistency in shelving and maintenance:

- **Genreified Fiction:** The fiction collection is categorized by genre to promote discovery and a love of reading. Subsections include Historical Fiction, Romance, Contemporary, Fantasy, Science Fiction, Horror, Mystery/Thriller, and Spanish Fiction. Each genre is clearly identified by a matching color-coded sticker on the spine and corresponding

signage on the bookcases.

- **Non-Fiction & Biographies:** The general non-fiction collection is organized numerically according to the Dewey Decimal System.
- **Biographies:** Individual biographies are housed within the non-fiction section but are organized alphabetically by Last Name to keep all works about a specific figure grouped together.
- **Graphic Novels:** This high-interest collection is maintained as a standalone section, shelved alphabetically by the author's last name or series title to support visual literacy.
- **Test Prep:** A dedicated "College and Career" area houses all test preparation materials (SAT, ACT, AP, ASVAB), organized by subject and exam type for quick student access.

Lost or Damaged Library Materials

The Forest Hill High School Media Center aims to minimize barriers to access while maintaining a high-quality collection for all students. Our policy regarding materials is as follows:

- **Overdue Materials:** In an effort to promote a positive library environment and encourage a love of reading, no daily overdue fees are charged for late materials. We prioritize the return of the item over financial penalties.
- **Lost or Damaged Materials:** Students are held responsible for the full replacement cost of any library materials that are lost or returned with significant damage.
- **Payment and Obligations:** Replacement costs are recorded as student obligations. These funds are used specifically to replace the missing or damaged titles to ensure the collection remains whole for the student body.
- **Exceptions and Hardship:** At the discretion of the Media Specialist and School Administration, exceptions or alternative arrangements may be made for students experiencing financial hardship. Our primary goal is to ensure that a student's ability to borrow books is not permanently hindered by financial barriers.

Strategic Focus – Inventory, Deselection (Weeding), and Acquisitions

School Year	Strategic Focus
FY27	Selection Priorities Emphasis on Non-Fiction (supporting Academy research), High-Interest Young Adult (YA) Fiction, and Biographies. Inventory and Deselection (Weeding) Focus Inventory: To maintain data integrity and fiscal accountability, a full collection inventory is conducted annually. This process ensures that the catalog accurately reflects the physical holdings available to students and faculty. Deselection: 900–999 (History & Geography) ensuring historical perspectives are current and culturally sensitive.
FY28	Selection Priorities Emphasis on Non-Fiction, High-Interest YA Fiction, and a focused expansion of the Spanish Fiction collection to serve our 77% Hispanic student body.

	Inventory and Deselection (Weeding) Priorities Inventory: To maintain data integrity and fiscal accountability, a full collection inventory is conducted annually. This process ensures that the catalog accurately reflects the physical holdings available to students and faculty. Deselection: 500–599 (Science) & 800–899 (Literature) removing outdated scientific theories and refreshing classic/modern literary criticism.
FY29	Selection Priorities Emphasis on Non-Fiction, High-Interest YA Fiction, and the Graphic Novel/Manga collection to support visual literacy and recreational engagement.
	Inventory and Deselection (Weeding) Priorities Inventory: To maintain data integrity and fiscal accountability, a full collection inventory is conducted annually. This process ensures that the catalog accurately reflects the physical holdings available to students and faculty. Deselection: 400–499 (Language) & 700–799 (Arts & Recreation) updating language learning resources and modernizing the arts/sports collections.

Reconsideration of Materials

Objection Protocols: In the event of a citizen objection to any material within the library or classroom collection, the school shall strictly follow the procedures outlined in School Board Policy 8.1205. Copies of this policy and the Specific Material Objection Form are included in the Appendices of this document for immediate reference.

Status of Challenged Materials: Materials currently under objection shall be managed in accordance with the District's reconsideration procedures. Except where immediate removal is required by state statute (e.g., alleged sexual conduct), no material shall be removed or restricted solely based on an objection until the formal review process has been completed.

Annual Evaluation and Revision of Collection Development Plan

This collection development plan will be reviewed annually.

Appendices

A: Library Bill of Rights

"Library Bill of Rights", American Library Association, June 30, 2006.

[Link](#) (Accessed March 13, 2026)

Document ID: d03f6aae-7e51-46b3-afed-50fa0809f8ca

B: Intellectual Freedom Statement

"The Freedom to Read Statement", American Library Association, July 26, 2006.

[Link](#) (Accessed March 13, 2026)

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 March 13, 2026)

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 March 13, 2026)

E: Specific Material Objection Form

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

[Link](#) (Accessed March 13, 2026)