



Palm Beach Central
FY27 Collection Development Plan

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Educational Media Specialist

Signature Page

Palm Beach Central
FY27 Collection Development Plan

Date Approved by Administration: **3/27/2026**

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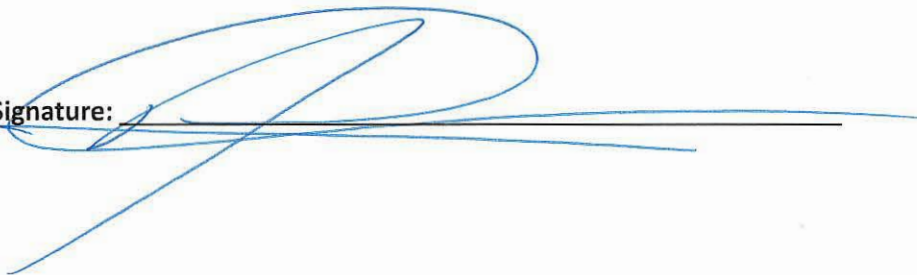
Principal Signature: _____

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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 Palm Beach Central Media Center serves students in grades 9-12, along with our staff and parents. As of March 2026, the enrollment of Palm Beach Central High School was 2,770 students. The student demographics are as follows: 24% Black, 40% Hispanic, 28% White, and 8% other. PBCHS offers different Choice Academies, which include Culinary Arts, Engineering, a Medical Academy, and Information Technology (Web and Digital Design or Cyber Security, in addition to AVID, AICE, and AP Capstone programs.

School Mission Statement

Palm Beach Central High School will provide a safe, supportive and engaging learning environment, where strong relationships set high, yet personalized, expectations for staff and students. By collaborating with all stakeholders, Palm Beach Central High School will offer a diverse array of rigorous educational experiences that will provide all students the opportunity to acquire the skills they will need after graduation with the goal of developing a culture of mutual respect and academic excellence. By nurturing our students' social, physical, and intellectual growth, our mission is to encourage our students to become responsible citizens, lifelong learners, and leaders in a global community.

Media Center Mission Statement

The Palm Beach Central High School Media Center will provide a safe and supportive learning environment for all. In this space, we encourage curiosity and appreciation of literature. Our patrons have access to the best available research tools, print resources and technology that will assist them as responsible consumers of accurate information. The media center is a collaborative space that prepares students to become lifelong learners, leaders in a global community, and critical thinkers.

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 Palm Beach Central High School Media Center is open Monday through Friday for all students and staff from 7:20 am to 3:30 pm, with exception of special programming and/or testing as designated by the activities and testing coordinators. Students have access to the media center before, during, and after school, and it provides a collaborative space for inquiry and research. The library media program operates on a flexible schedule to ensure equitable access for all students. Instruction is provided as needed to support academic standards and digital literacy. Students, parents, and faculty have continuous access to our Destiny Library Site, as well as MackinVia Ebooks, Comics Plus and online databases. Teachers may sign up to bring classes to the media center for book checkout, Book Tastings, and research opportunities. The library staff organize programs to bring students into the media center throughout the year. Our special initiatives include Trivia Tuesdays, Seasonal Bingo, Scavenger Hunts, Make and Take craftivities, The Passion Project Club, Banned Books Week, Slam Dunk Books March Madness, along with collaboration with our various academies on our campus. The PBCHS Media Center participates in the Interlibrary Loan Program where materials can be requested from other schools in the district. The Department of Library Media Services works in collaboration with the Department of Educational Technology to provide necessary training for Media Center personnel to stay current with digital technology that benefits library patrons.

Goals and Objectives

1. ***Cultivate an Inclusive and Flexible "Space"***: The library should serve as a welcoming environment that supports both collaborative social learning and focused independent study.

- **Objective A**: Utilize modular furniture and acoustic zoning to create distinct "Quiet Study" and "Collaborative Social" areas.
- **Objective B**: Curate a diverse collection that reflects the demographic makeup and interests of the student body, aiming to increase the circulation.

2. ***Foster a Culture of Participatory Learning***: The renovated space should move beyond passive consumption, encouraging students to become creators and critical thinkers through hands-on exploration.

- **Objective A**: Establish a dedicated "Makerspace" zone equipped with coding kits, hands on activities, or digital media tools, seeing an increase in student-led projects and collaboration.
- **Objective B**: Implement a monthly "Innovation Workshop" series co-taught by library staff/aides and subject-area teachers to integrate design-thinking into the standard curriculum.

3. ***Enhance Digital Literacy and Information Fluency***: In an era of rapid AI development and information overload, the library must serve as the primary resource for navigating the digital landscape.

- **Objective A**: Collaborate with teachers to share the district webpage that provides 24/7 access to curated databases, resulting in an increase in database usage for research assignments.
- **Objective B**: Conduct "Lunch and Learn" programs for students and staff on AI ethics, fact-checking, and digital footprint management to ensure the school community uses new technologies responsibly.

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.

<i>School-based Operating Budget</i>	<i>Budget FY26</i>	<i>Projected FY27 Budget</i>
<i>Account 551100 - Media Supplies</i>	\$943.75	\$11,666
<i>Account 553420 - Media Subscriptions (Periodicals-Newspapers)</i>	\$688.00	\$11,666
<i>Account 561100 - Library Books</i>	\$1,939.00	\$4,277
<i>Account 562230 - Media A/V Equipment</i>	\$1,590.17	\$1,590.17
<i>Account 564220 - Furn-Fix/Equip</i>	\$750.55	\$750.55
<i>Fundraising and/or Grants</i>	<i>FY26</i>	<i>Projected FY27</i>
<i>Media Center Internal Account number for your grant(s) (get this from your bookkeeper)</i>	\$2,238.60	\$2,032.60
<i>State Media Allocation</i>	<i>FY26</i>	<i>Projected FY27</i>
<i>Account 561100 (program 3070) - Media Books</i>	\$5,278.00	\$5,278.00

Purchasing Plan FY27

Purpose	Amount
3070 Funds for Nonfiction Books, Ebooks, Audiobooks	\$5,278
Fiction Library Books, Ebooks, Audiobooks	\$1,939.00
Supplies	\$943.75
Databases	\$688
Makerspace	\$ 500
Programming	\$500
Equipment/Furniture	\$750.55
Total:	\$10,599.30

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. The collection development is focused on the materials that will support both curriculum and pleasure reading of Palm Beach Central High School students and staff. We follow the guidelines of the School District of Palm Beach County as referenced by [School Board Policy 8.12](#), which is governed by the Florida Department of Education. According to District policy, the collection will be arranged by the standard Dewey Decimal Classification System. Our collection comprises both print and non print materials, which include fiction, nonfiction, magazines, DVDs, Ebooks, and audio books. The district provides numerous databases at the secondary level that support research. Gale, Worldbook, SIRS and Teaching Books provide reliable access 24/7 access for patrons.

Formats:

- Print: Hardcover and Paperback Books, Graphic Novels, Class Sets
- Digital: eBooks, Digital Audiobooks, Online Databases (District and Site-Licensed).
- Audiovisual: DVDs (Educational Use Only)

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: Comics Plus, Flocabulary, NoodleTools, Turnitin

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:

- Computer Lab: 17 Desktop Student Workstations
- Classroom Technology: Interactive Flat Panel, Document Camera, Sound System

Media Production:

- Student Production: Cameras/Tripods, Microphones, Podcasting Equipment, Production iPads.

Teacher Support and Workroom:

- Production: Large Format (Poster) Printer, Laminator, Accu-Cut Machine.

Circulation and Access:

- Devices: Student Laptops/Chromebooks (Daily Loaners), Laptop Chargers, Tablets (for Student/Staff Checkout)
- Peripherals: Headphones, External DVD drives, Calculators.

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

Palm Beach Central High School follows School Board Policy 8.12 when it comes to selection criteria for the media center. The materials must be age appropriate, align with state academic standards, and represent the cultural diversity of our school community. This process allows for input from stakeholders as well as the students and staff of PBCHS. Each selection requires consultation of at least 2 academic, professionally recognized reviewing periodicals. Some of the review sources include but are not limited to Booklist, School Library Journal, Kirkus, and Publisher's Weekly. The critical criteria that is taken into account when making decisions regarding book selection in the Media Center include *educational significance* on whether the title adds value to the student's intellectual growth or personal development. The titles must be *age appropriate* which takes in the broad developmental range (14-18) that accounts for the patrons' social and emotional maturity. For nonfiction topics such as science, health, and social studies, we look for recent copyright dates to ensure the info is not obsolete. We also check for **bias**—ensuring that controversial topics are presented with balanced, fact-based perspectives. Since the library is an extension of the classroom learning, we also look for curriculum alignment that supports the Florida State Standards.

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:

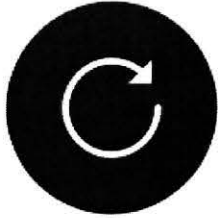
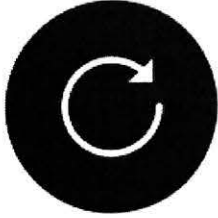
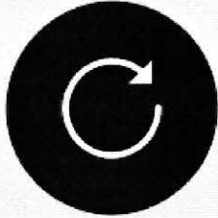
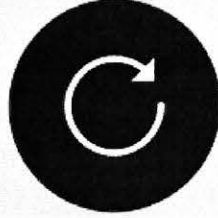
- Maintaining a professional library collection to assist with recertification and knowledge acquisition on education-related topics;
- Managing the online catalog, including the library inventory and circulation software;
- Selecting and making accessible online information databases for reference and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

			
5,495 Items in the Collection	2.0 Items per Student	48% 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.			
	2010 Average Age of the Collection	48% 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.	
			
47% Representative Titles in Collection	2012 Representative Titles Average Age	42% SLL Titles in Collection	2014 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	29	2014
Philosophy & Psychology	81	2012
Religion	31	2004
Social Sciences	498	2007
Language	22	2004
Science	87	2011
Technology	171	2012

Arts & Recreation	352	2011
Literature	659	2000
History & Geography	211	2008
Biography	539	2009
Easy	8	2011
General Fiction	2,638	2014
Graphic Novels	212	2013

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.

- FY27 Nonfiction, FY28 Biographies, and FY29 Fiction

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:

Our Fiction collection is shelved and color coded by genres ([Library Genre Key](#)). In order to facilitate the circulation and inventory process, Destiny Library Manager software is provided to all schools. Destiny can generate reports on circulation as well as average age of collection. These reports can help measure the success of the library media program.

Lost or Damaged Library Materials

Palm Beach Central High School's policy charges fines for lost/damaged materials in accordance with School Board Policy 2.21B(9) which states: "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 – Inventory, Deselection (Weeding), and Acquisitions

School Year	Strategic Focus
FY27	Selection Priorities • Nonfiction • S.T.E.M • History
	Inventory and Deselection (Weeding) Focus • Nonfiction (000-999.99) • Weed History section (900s)
FY28	Selection Priorities • Audiobooks • Biographies • Collective Biographies (920)
	Inventory and Deselection (Weeding) Priorities • Biographies/Collective Biographies (920) • Weed Biographies
FY29	Selection Priorities • Diverse Fiction • Graphic Novels • Ebooks
	Inventory and Deselection (Weeding) Priorities • Fiction (General Fiction and Graphic Novels) • Weed Fiction and Graphic Novels

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)