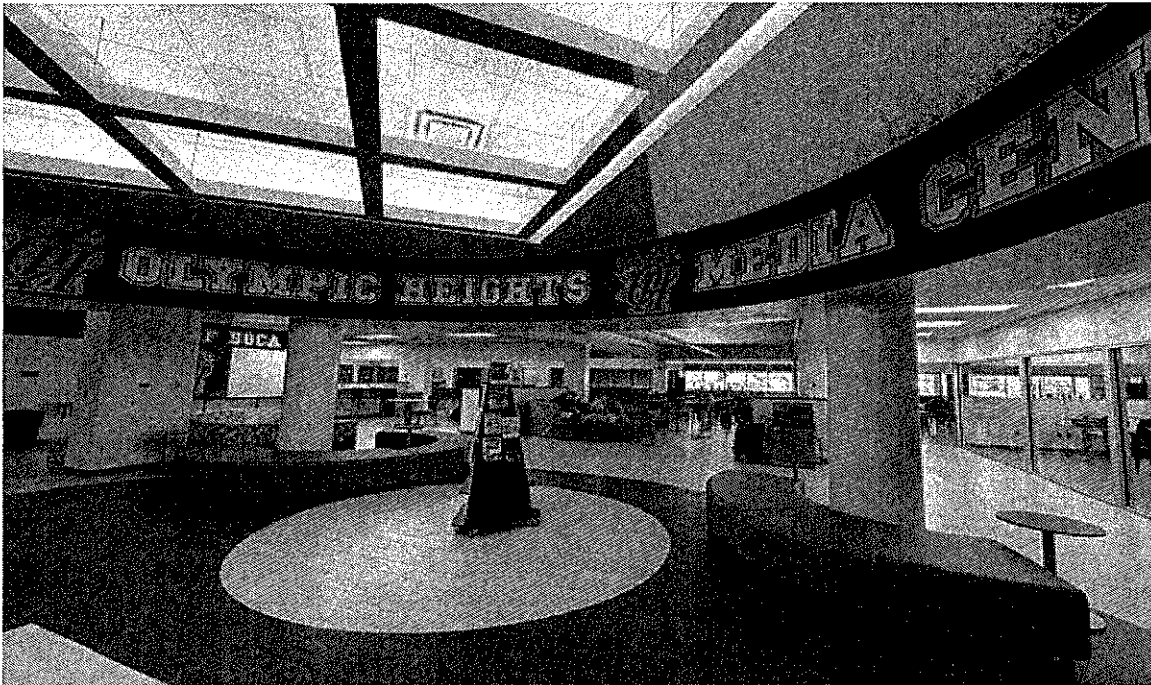




OLYMPIC HEIGHTS COMMUNITY HIGH SCHOOL

FY27 Collection Development Plan

Tracy Beattie, M.S. Curriculum & Instruction

Educational Media Specialist

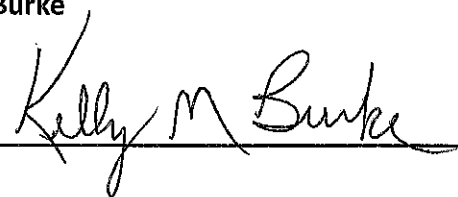
Signature Page

**Olympic Heights Community High School
FY27 Collection Development Plan**

Media Specialist: Tracy Beattie

Media Specialist Signature: 

Principal: Kelly Mills Burke

Principal Signature: 

Date Approved by Administration: May 8th, 2026

Table of Contents

<u>Purpose Statement</u>	page #4
<u>Background Statement & School Community</u>	page #4
<u>School Mission Statement</u>	page #4
<u>Media Center Mission Statement</u>	page #4
<u>Responsibility for Collection Management Development</u>	page #5
<u>Library Program</u>	page #5
<u>Goals and Objectives</u>	page #6
<u>Budgeting and Funding</u>	page #7
<u>Scope of the Collection</u>	page #8
<u>Equipment</u>	page #9
<u>Collection Development</u>	page #10
<u>Selection Evaluation and Criteria</u>	page #10
<u>Analysis of the Collection</u>	page #10
<u>Gifts and Donations</u>	page #13
<u>Collection Maintenance</u>	page #14
<u>Lost or Damaged Library Materials</u>	page #14
<u>Strategic Focus – Weeding & Acquisitions</u>	page #15
<u>Reconsideration of Materials</u>	page #15
<u>Appendices</u>	page #16
<u>A - Library Bill of Rights</u>	page #16
<u>B - ALA Intellectual Freedom Statement</u>	page #16
<u>C - Board Policy 8.12</u>	page #16
<u>D - Board Policy 8.1205</u>	page #16
<u>E - Specific Material Objection Form</u>	page #16

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

Olympic Heights High School is located in Southwestern Palm Beach County and has predominantly been rated an "A School" for the past decade. Olympic Heights offers Culinary Arts, Early Childhood Teacher Education, Engineering and Technology (Project Lead the Way - PLTW), Finance Academy, JROTC Marine Corps, Tourism, Hospitality, and Resort Management Academies. There is an opt-in Olympians Advanced Placement Academy (OAPA), which supports the ability to earn an AICE Diploma. The school offers a wide selection of AICE and AP courses, in addition to supporting Dual Enrollment for student scheduling to provide accelerated coursework. To meet the needs of these programs, consideration must be given to provide materials required by Cambridge University, the College Boards, various industry certification needs, and other sources when making selections for the library/media center collection.

Olympic Heights supports a diverse student body in grades 9-12. We also have a Pre-Kindergarten program, "The Little Lions." Of the 1965 students currently enrolled at Olympic Heights HS, 48% identify as White, 35% as Hispanic, 11% as Black, 3% as Asian, and 3% as Other. In addition to the variety of student races represented in our school community, we also have a diverse language population with students from over 50 countries. We currently have over 20 languages spoken within our student population. The primary languages are English, Spanish, Portuguese, Haitian-Creole, Russian, Vietnamese, Ukrainian, Chinese, French, Italian, Hebrew, Polish, Hungarian, Albanian, Turkish, and Arabic. Our student population is comprised of 28% Free/Reduced Lunch students, 13% Students with Disabilities, and 13% English Language Learners.

School Mission Statement

At Olympic Heights High School, we strive to support the mission of our district with our mission statement: the staff of Olympic Heights High School - with the support of parents, the community, and students - will provide a safe learning environment for all students, allowing them to achieve mastery of essential skills and to develop their unique interests and talents. Students will graduate as responsible lifelong learners who will make a positive impact on their community and the world.

Media Center Mission Statement

The Olympic Heights High School Library Media Program supports the District's Mission, Fundamental Beliefs, and Priorities of educational excellence and equity for all students. The main priority of the program is to increase literacy for all students in reading, writing, listening, speaking, viewing, and presenting, and to support state standards for all students in all content areas.

The Olympic Heights High School Media Center is committed to providing resources, services, and

programming, to meet the needs of our diverse learners. We strive to encourage students to read for pleasure, research, and conduct creative and academic exploration.

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

Our library strives to offer high-quality resources, services, and programming that support and enhance the instructional needs of the whole school community.

The library media program operates on a hybrid schedule to ensure equitable access for all students. The Media Center is open and accessible to students and/or faculty outside of scheduled testing periods. When available, students have access before, during, and after school. Regular hours of operation are Monday through Friday from 7:05 am until 3:25 pm, depending on the scheduling of staff and/or coverage. Instruction is provided at the point of need to support academic standards and digital literacy. The program supports special school initiatives such as Battle of the Books and provides a collaborative space for inquiry and research. The Media Center provides a unique space for research and group activities. Teachers are encouraged to sign up to bring classes down to utilize the spaces and resources, or to send students with a pass during the school day. The MakerSpace contains board games, puzzles, crafts, and activities, as well as laminating machines for student and faculty use. Students may not consume food or beverages in the Media Center at any time.

The Media Specialist at Olympic Heights HS has traditionally been scheduled to supervise Study Hall classes of 25-40 students. This responsibility significantly diminishes the time that can be allotted to planning and executing activities and collaboration in the Media Center, as well as vetting, inventory, purchasing, and other duties required by law of a Media Specialist. A full-time Media Clerk position is allocated in the Media Center, but she is pulled to cover other areas at key times during the day. These circumstances force closures of the Media Center frequently. The Media Center is also closed regularly for testing.

Students and faculty also have 24/7 access to the library's website (Destiny) as well as online subscription eBooks, audiobooks, and databases through the PBCSD Portal.

Goals and Objectives

- Goal 1: Increase overall circulation by 20% in FY27;
 - Expand Little Lions (PreK) visits to the Media Center regularly
 - Encourage classroom teachers to bring classes (or send students on a pass) to check out books and engage in choice reading. (supports FL B.E.S.T. Standards and SDPBC Strategic Plan A.1.a). Clarify pass procedures and hours of operation.

- Goal 2: Increase class visits to the Media Center in FY27 to utilize space.
 - Encourage teachers to book space in the Media Center for class projects and/or research (supports SDPBC Strategic Plan A.2.a)
 - Tailor visits to the needs of different school subjects (i.e., AICE/AP projects, Debate, P.E., and/or Health Classes...

- Goal 3: Increase programming in the Media Center in FY27
 - Utilize MakerSpace for rotating passive programming areas that will encourage students to visit the Media Center
 - Ensure staffing coverage to allow the Media Center to be open during schoolwide lunch, and explore the option of an afterschool club to allow students access beyond the school day.

Budget and Funding

The Olympic Heights Media Center 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 less than that of FY26 due to a decrease in enrollment and funding.

School-based Operating Budget	Budget FY26	Projected FY27 Budget
Account 551100 - Media Supplies	\$318	\$310
Account 553420 - Media Subscriptions (Periodicals-Newspapers)	\$962	\$900
Account 561100 - Library Books	\$3528	\$3300
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 5-1700.00	\$1191.81	\$1191.81
State Media Allocation	FY26	Projected FY27
Account 561100 (program 3070) - Media Books	\$4056	\$3990

Purchasing Plan FY27

Purpose	Amount
PreK books	\$500
Test Prep books/materials	\$300
MakerSpace/STEM	\$800
eBooks/AudioBooks/Databases/Subscriptions	\$1000
Books (Fiction/Non-Fiction)	\$3200
Professional books/Subscriptions	\$100
Supplies	\$100
Total:	\$6000

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, Reference Materials, and Professional Collection.
- Digital: eBooks, Digital Audiobooks, Online Databases (District and Site-Licensed).
- Audiovisual: DVDs (Educational Use Only)
- Special Emphasis: Spanish Language Fiction novels, PreKindergarten picture books

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: JSTOR, 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: 3 Desktop Student Workstations
- Classroom Technology: Interactive Flat Panel, Document Cameras, Sound System
- Makerspace: 3D Printer
- 4 Meeting Rooms: equipped with 50" smart panels with wireless keyboards/mice

Media Production (operated by Mr. McKnight):

- TV Studio: Full Production Studio (Cameras, Tri-Caster/Mixer, Lighting, Green Screen)
- Mobile News: Portable News Crew Equipment (iPads, Mobile Green Screen)
- Student Production: Cameras/Tripods, Microphones, Podcasting Equipment, Production iPads
- 30 Student Desktop Workstations

Teacher Support:

- Production: Laminator, color printer, poster printer
- A/V Support: Portable Projectors, PA System, Portable Speakers, 2 plug-and-play portable DVD players.

Circulation and Access:

- Devices: Student Laptops/Chromebooks (Daily Loaners), Laptop Chargers

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 growth in factual knowledge, 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

The decision to select any item(s) for the collection is based on demand, anticipated need, and the effort to support both teachers and students in their recreational reading and curricular needs. To maintain a broad and balanced age-appropriate collection, materials are reviewed regularly to maintain the effectiveness of the collection. Specific considerations at a high school level include age appropriateness, curriculum alignment, and educational significance.

Every item selected undergoes a state-mandated process of verifying professional reviews (i.e. ALA Notable/Best Books, Booklist Reviews, Kirkus Reviews, Publisher's Weekly, School Library Journal (SLJ), YALSA Best Books for Teens...) All new materials are vetted by a state of Florida certified Media Specialist that has also undergone Library Media Compliance Training as per Florida Statutes S.1006.28(2)(d) and S.1006.29(6).

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

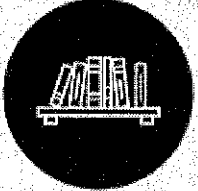
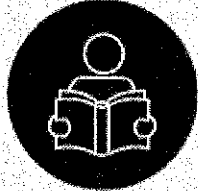
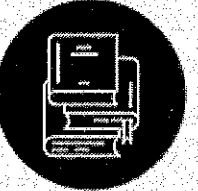
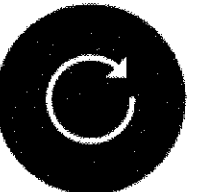
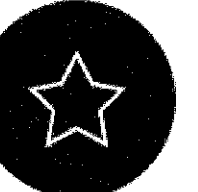
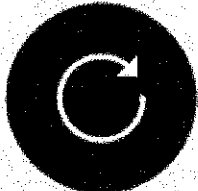
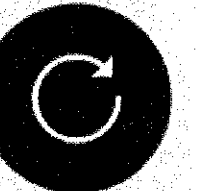
The School District Library Media Services Department supports school-based library media center personnel and establishes uniform policies and procedures for school library media centers throughout the District. These services include, but are not limited to:

- 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.

			
6961 Items in the Collection	3.0 Items per Student	35% Fiction Titles in the Collection	59 % Percent of Non-Fiction in the collection
Library media resources are curated to include recently published works and classics that rightfully impact the average age of the collection.			
	2006 Average Age of the Collection	57 % Aged Titles	12% 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.	
			
44% Representative Titles in Collection	2008 Representative Titles Average Age	35% SLL Titles in Collection	2013 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	20	2016
Philosophy & Psychology	50	2009
Religion	81	2002
Social Sciences	887	2007
Language	46	1999
Science	232	2002
Technology	411	2004
Arts & Recreation	879	2009
Literature	912	1999
History & Geography	578	1998
Biography	301	2004
Easy	94	2017
General Fiction	2417	2014
Graphic Novels (741.5)	535	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 outdated or age-inappropriate. All gifts and donations must follow the same processes as new book orders.

The Olympic Heights HS Media Specialist reserves the right to evaluate any gift, donation, or memorial requests following the selection criteria and process outlined within this Collection Development Plan; this process may take up to two weeks. Items that do not meet the selection criteria may be returned, refused, or otherwise disposed of. No current or future conditions may be imposed on any gift, donation, or memorial before or after its acceptance.

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. (Please see the Strategic Focus chart for future schedule plans.)

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:

The library collection organization and management at Olympic Heights Community High School are governed by School Board Policy 8.12.

The collection is organized and maintained using the standard Dewey Decimal Classification System to ensure uniform accessibility across the District. The Fiction Collection is genrified and identified with spine stickers and shelf displays. If a part of a series, fiction novels are labeled with a number on the spine. Books are labeled with a purple star for Florida Teens Read (FTR), a black "Spanish" sticker for Spanish books, and "ER" for Pre-Kindergarten picture books for "Little Lions."

Lost or Damaged Library Materials

Per 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, the Media Center at Olympic Heights HS will charge the original purchase price (if available) or replacement cost for lost or damaged materials returned within the school year.. Fees will be entered in SIS and may be voided by the librarian and/or media clerk once the item has been returned in an undamaged condition. If the materials are returned beyond a school year, and a replacement item has already been purchased, any charge levied may not be refunded/voided. All fees and fines must be paid before graduation. Students should stay up to date on fees/fines charged in SIS.

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

School Year	Strategic Focus
FY27	Selection Priorities • FTR titles for 2026-2027 (audiobooks and print) • Fiction Series • Test Prep titles • Biographies
	Inventory Focus • Non-Fiction (001-699)
	Deselection (Weeding) Focus • Non-Fiction (001-699)
FY28	Selection Priorities • FTR titles for 2027-2028 (audiobooks and print) • Fiction Series • Careers/Post HS Graduation materials
	Inventory Focus • Manga (700's - 999), Biographies
	Deselection (Weeding) Priorities • Biographies, Manga/Graphic Novels, DVD's (any A/V holdings)
FY29	Selection Priorities • FTR titles for 2028-2029 (audiobooks and print) • Fiction Series • ER/Easy
	Inventory Focus • Fiction, ER/Easy
	Deselection (Weeding) Priorities • Fiction, ER/Easy

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 on the basis of 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)