



Jupiter Community High School FY27 Collection Development Plan

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Educational Media Specialist

Signature Page

Jupiter Community High School
FY27 Collection Development Plan

Date Approved by Administration: **May 5, 2026**

Media Specialist Name: _____ Patti Potts _____

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Principal Name: _____ Amber Saunders _____

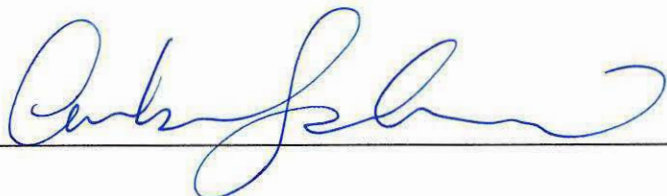
Principal Signature: _____  _____

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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 JHS Media Center serves approximately 3,000 students, as well as the faculty, staff, and parents of the community. The majority of students are White (57%), with a minority of Hispanic (34%), African American (3%); the remaining identify as Indian, Asian, or multiracial. Economically Disadvantaged students account for 23% of the population, and 12% of the population are Students with Disabilities (SWD); 7% of the students are classified as English Language Learners (ELL).

In addition, the Jupiter High School Library Media Center supports the unique curricular needs of the Environmental Science and Field Studies Academy, the Criminal Justice Academy, the Jupiter Medical Center Academy, the Engineering Technology Program, the Culinary Arts Program, Army Junior ROTC, Horticultural Science, Esports Information Technology, the AICE Diploma Program, and the Advanced Placement College Board Program. In addition to the academy programs, the school offers a diverse selection of intensive, regular, and honors courses. The school has an Adult and Community Education program that serves over 3,000 students in high school and community education classes.

School Mission Statement

Jupiter High School is committed to providing a safe, equitable, educationally enriching environment with a highly effective staff that provides the opportunity for academic success for all students based on high expectations, resulting in responsible, self-motivated, productive, and career-directed citizens.

Media Center Mission Statement

The JHS Library Media Center's mission is to empower every student to think diversely, learn equitably, and stay curious in an ever-evolving world.

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 flexible schedule to ensure equitable access for all students. Instruction is provided on an as-needed basis to support academic standards and digital literacy. In addition to supporting special school initiatives originating from our ten academies, the library sponsors Battle of the Books and Literacy Week and provides a collaborative space for inquiry and research.

Goals and Objectives

Goal 1: Grow the use of the media center by independent learning groups

- Through advocacy and collaboration, market the media center as a place to send independent collaborative learning groups
- continue to create inviting learning spaces for groups

Goal 2: Improve the age of the collection

- continue to weed and replace dated material
- purchase up-to-date materials that relate to the needs and interests of the student population in FY27

Goal 3: Increase circulation

- sponsor and implement two reading challenges between sponsored Clubs
- market the challenges using in-house TV announcements and secure prizes

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 FY27 school-year budget is expected to be similar to the FY26 budget.

<i>School-based Operating Budget</i>	<i>Budget FY26</i>	<i>Projected FY27 Budget</i>
<i>Account 551100 - Media Supplies</i>	<i>\$1409</i>	<i>\$1409</i>
<i>Account 553420 - Media Subscriptions (Periodicals-Newspapers)</i>	<i>\$0</i>	<i>\$0</i>
<i>Account 561100 - Library Books</i>	<i>\$5168</i>	<i>\$5168</i>
<i>Account 562230 - Media A/V Equipment</i>	<i>\$1409</i>	<i>\$1409</i>
<i>Account 564220 - Furn-Fix/Equip</i>	<i>\$0</i>	<i>\$0</i>
<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>	<i>\$3500</i>	<i>\$3500</i>
<i>State Media Allocation</i>	<i>FY26</i>	<i>Projected FY27</i>

Account 561100 (program 3070) - Media Books	\$6038	\$6038
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Purchasing Plan FY27

Purpose	Amount
Books	6000.00
Supplies	4000.00
STEAM	300.00
Marketing and prizes	500.00
Repair	500.00
Decorations	200.00
Total:	\$11500.00

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, Reference Materials.
- Digital: eBooks, Digital Audiobooks, Online Databases (District and Site-Licensed).

Special Emphasis:

Our collection supports our school's academic curriculum and patrons' interests, with special consideration for our ten choice and in-house academies. We offer a diverse range of subjects, viewpoints, and languages in both fiction and nonfiction, print and digital.

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:

Additional support for curriculum and interests is provided with the following purchased site licenses: Turnitin, Turnitin Clarity, JSTOR, GALE Testing and Education Resource Center, NoodleTools, and Comics Plus.

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: 15 Desktop Student Workstations.
- Classroom Technology: Interactive Flat Panel, Document Camera, Sound System, and projection screens.
- Collaboration rooms, single study carrels

Media Production:

- TV Studio: Full Production Studio (Cameras, Tri-Caster/Mixer, Lighting, Green Screen).
- Student Production: Cameras/Tripods, Microphones, Podcasting Equipment, Production iPads.

Teacher Support and Workroom:

- Production: Large Format (Poster) Printer, Laminator, Die-Cut Machine, bulletin board paper.
- A/V Support: Portable Projectors, PA System, Portable Speakers.
- Teacher laptops, mobile presentation stations
- Class sets of novels

Circulation and Access:

- Devices: Student Laptops/Chromebooks, charging stations, iPads/Tablets, Staff Checkout
- Peripherals: Headphones, Webcams, Calculators.
- ID badges and replacements

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 based on the following criteria established in SDPBC 8.12 (6.d):

Professional Reviews: Print or non-print items favorably reviewed by two or more professional journals, such as School Library Journal, Horn Book, and BookList.

Educational Significance: The material is valuable to an individual course of study or the library media collection.

Appropriateness: The material is geared to the age, maturity, diverse interests, and learning levels of the students for whom it is intended. Reading levels provide a range of materials that challenge students and guide their selection process.

Accuracy: Nonfiction information is correct, recent, and objective. If points of view are represented, opposing points of view are also represented.

Literary Merit: Fiction with a noteworthy plot, setting, characterization, style, and theme.

Scope: Content is covered adequately to achieve its intended purpose.

Authority: The author, editor, or producer has a superior reputation for producing materials for a particular topic.

Special Features: The item includes maps, charts, graphs, glossaries, and/or other learning aids that support the content, are unique, or are valuable.

Translation Integrity: Material translated from one language to another maintains the stylistic characteristics of the original.

Arrangement: Concepts are presented logically and in a way that assures learning.

Treatment: Typeset, visuals, style, and/or medium capture and hold attention.

Technical Quality: The sound is clear and audible; visuals are projected clearly.

Aesthetic Quality: The material is superior to similar items in attractiveness and content presentation.

Potential Demand: The item has a particular timeliness or high level of popular appeal.

Durability: The material has the potential for frequent use or is of a nature that is considered consumable.

Obscenity: No books or other material containing hard-core pornography or otherwise prohibited by FL Statute 847.012 shall be used.

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

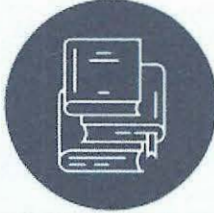
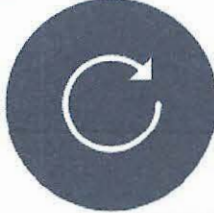
The School District Library Media Services Department supports school-based library media center personnel and establishes uniform policies and procedures for school library media centers throughout the District. These services include, but are not limited to:

- 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 curriculum alignment. The data below is a snapshot of the collection based on a Titlewise Analysis.

			
16194 Items in the Collection	5.5 Items per Student	19% Fiction Titles in the Collection	18% 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.	2008 Average Age of the Collection	63% Aged Titles	2% 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.	
			
57% Representative Titles in Collection	2008 Representative Titles Average Age	48% 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	24	2012
Philosophy & Psychology	24	2011
Religion	26	2009
Social Sciences	100	2011
Language	40	2009
Science	62	2011
Technology	100	2011
Arts & Recreation	1904	2009
Literature	252	2005
History & Geography	53	2010
Biography	284	2008

Easy	0	0000
General Fiction	3120	2010
Graphic Novels	1768	2007

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 - All Nonfiction

FY28 - All Memoir

FY29 - All Graphic Novels

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 JHS library organizes nonfiction books by genre, or the kind of story they tell. Fiction is organized by Dewey with Memoir as a separate collection. This setup makes it much easier to discover new books based on the type of stories users already love. Organizing by genre aims to make the library more accessible and exciting, helping users connect with books that interest them. Often, teachers request students to read a memoir, which, as a separate collection, makes access efficient.

Lost or Damaged Library Materials

School Board Policy 2.21B(9) 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."

Students must recognize that library materials, textbooks, Chromebooks, laptops, and other instructional materials are merely loaned to them for “pursuing their courses of study and are to be returned at the direction of the school principal or the teacher in charge.” *Policy 8.1225*

Jupiter High does not charge late fees for library books but does charge for lost or damaged books.

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

FY27	Selection Priorities ● acquire requests-consideration file ● complete series with circulations ● FTR and replace lost
	Inventory and Deselection (Weeding) Focus ● weeding aged titles ● inventory Nonfiction ● weed Nonfiction
FY28	Selection Priorities ● acquire requests-consideration file ● complete series with circulations ● FTR, update Nonfiction, and replace lost
	Inventory and Deselection (Weeding) Priorities ● weeding aged titles ● inventory Memoir ● weed Memoir
FY29	Selection Priorities ● acquire requests-consideration file ● complete series with circulations ● FTR, Memoir, and replace lost
	Inventory and Deselection (Weeding) Priorities ● weeding aged titles ● inventory Fiction all genres, Graphic Novels ● weed Fiction, 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)