

FY27 COLLECTION DEVELOPMENT PLAN



Palm Beach Lakes Community High School FY27 Collection Development Plan

Yulante Darling, M.Sc.

Educational Media Specialist

Signature Page

Palm Beach Lakes Community High School
FY27 Collection Development Plan

Date Approved by Administration: **4/27/26**

Media Specialist Name: Yulante Darling

Media Specialist Signature: _____

Principal Name: Rosalind Gray McCray

Principal Signature: _____

Table of Contents

<u>Purpose Statement</u>	4
<u>Background Statement & School Community</u>	4
<u>School Mission Statement</u>	4
<u>Media Center Mission Statement</u>	4
<u>Responsibility for Collection Management Development</u>	5
<u>Library Program</u>	5
<u>Goals and Objectives</u>	5-6
<u>Budgeting and Funding</u>	6-7
<u>Scope of the Collection</u>	8
<u>Equipment</u>	8
<u>Collection Development</u>	9
<u>Selection Evaluation and Criteria</u>	10
<u>Analysis of the Collection</u>	11-12
<u>Gifts and Donations</u>	12
<u>Collection Maintenance</u>	13
<u>Lost or Damaged Library Materials</u>	14
<u>Strategic Focus – Weeding & Acquisitions</u>	15-16
<u>Reconsideration of Materials</u>	16
<u>Appendices</u>	17
<u>A - Library Bill of Rights</u>	17
<u>B - ALA Intellectual Freedom Statement</u>	17
<u>C - Board Policy 8.12</u>	17
<u>D - Board Policy 8.1205</u>	17
<u>E - Specific Material Objection Form</u>	17

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 patrons of the Palm Beach Lakes Community High School Media Center include students from grades 9-12 along with teachers, staff, parents, and community stakeholders. We service 2,752 students in several sub communities including: Students With Disabilities, English Language Learners, Black/African American Students, Hispanic Students, Multiracial Students, White Students, and Economically Disadvantaged Students.

Our school includes the Five Carat Choice Program consisting of six dynamic academies: Biotechnology Academy, Early Childhood/Teacher Education Academy, Law Academy, Marine Corps JROTC Academy, Medical Sciences Academy, and Fire Academy. We also have other academic programs, such as AVID, AICE, and CTE.

Demographic Information:

- Black – 60%
- Hispanic – 33%
- White – 4%
- Asian – 1%
- Mixed Race– 2%
- Male – 50%
- Female – 50%
- Free/Reduced Lunch – 88%
- ESE – 18%
- ELL – 20%

School Mission Statement

Palm Beach Lakes Community 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 staff to foster the knowledge, skills, and ethics required for responsible citizenship and productive careers.

Media Center Mission Statement

The mission of the Palm Beach Lakes High School Library Media Center is to provide a collaborative program that will instruct, enhance, and support the goals and objectives of the entire school. It strives to assist all members in becoming effective users of ideas and information while providing an environment that encourages a lifelong love of literacy.

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 program is designed to provide a wide range of resources to support student learning, research, and reading interests. Our collection includes a diverse selection of print and electronic resources, including books, magazines, journals, databases, and multimedia materials. Our library program operates on a fixed schedule, with classes scheduled for specific periods throughout the week. Our library program supports several special initiatives, including small-group study sessions, Reading Plus and credit recovery labs. We also support literacy initiatives by providing resources and support to our English Language Learners. We strive to provide a supportive learning environment in our media center, and we encourage students to utilize our resources and services to help them succeed in their academic pursuits.

Goals and Objectives

Goal 1: Redesign the Media Center layout to support student learning through tutoring, standardized testing, and independent resource use.

Objectives:

- Reconfigure the Media Center to include clearly defined zones for tutoring, quiet study, and standardized testing.
- Ensure testing areas meet state and school requirements for security, spacing, and minimal distractions.
- Arrange furniture and resources to support both small-group tutoring and independent student use without disrupting one another.
- Collaborate with school staff to align the space with testing schedules and tutoring needs throughout the school year.

Goal 2: Complete a full inventory and improve the relevance of the Media Center collection by the end of the 2026–2027 school year.

Objectives:

- Conduct a comprehensive inventory of all library materials using the current cataloging system.
- Identify and remove outdated or low-circulating materials, with a focus on nonfiction and reference sections.
- Develop a replacement plan to update high-need subject areas with current, engaging, and curriculum-aligned resources.

Goal 3: Strengthen college and career readiness resources by expanding access to test preparation materials.

Objectives:

- Purchase updated print and digital test prep resources for SAT, ACT, ASVAB, and other relevant exams.
- Promote available resources through Media Center displays, school-wide communication platforms, and digital access points to increase student awareness and usage.

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.

Our high school uses funding from the state and district to support our library. This funding primarily comes from the school's general operating budget, which is allocated based on student enrollment. While we may receive occasional grants or donations, these sources are not guaranteed and can vary from year to year.

<i>School-based Operating Budget</i>	<i>Budget FY26</i>	<i>Projected FY27 Budget</i>
<i>Account 551100 - Media Supplies</i>	<i>\$1550</i>	<i>\$1550</i>
<i>Account 553420 - Media Subscriptions (Periodicals-Newspapers)</i>	<i>\$0</i>	<i>\$</i>
<i>Account 561100 - Library Books</i>	<i>\$4701</i>	<i>\$4701</i>
<i>Account 562230 - Media A/V Equipment</i>	<i>\$0</i>	<i>\$0</i>
<i>Account 564220 - Furn-Fix/Equip</i>	<i>\$1282</i>	<i>\$1282</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>\$0</i>	<i>\$0</i>
State Media Allocation	FY26	Projected FY27
<i>Account 561100 (program 3070) - Media Books</i>	<i>\$4694</i>	<i>\$4694</i>

Purchasing Plan FY27

Purpose	Amount
Books	5000
Supplies	1500
TBD	2000
Total:	\$8500

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, Professional Collection.
- Digital: eBooks, Online Databases (District and Site-Licensed).
- Audiovisual: DVDs (Educational Use Only)

Special Emphasis:

The collection development is influenced by the curriculum of Palm Beach Lakes Community High School which follows the guidelines of the School District of Palm Beach County which, in turn, are governed by the Florida Department of Education. The collection, which can be viewed and accessed via the district database, Destiny, will also include special materials to accommodate students in the ELL and ESE programs. Our current collection consists of 15,160 titles. The current average age of the nonfiction collection is 23 years, with the oldest sections being 25 years (500-599 and 900-999).

Additionally, we offer a collection of District provided databases (i.e., Destiny) and eBooks that expand our local collection and provide 24/7 access for students.

As per School Board Policy 8.12 (see Section 2d), our library program is committed to providing materials that support both curriculum and pleasure reading. Our collection is arranged in standard Dewey order, in accordance with District policy (see Section 5 Management of Library Media Instructional Materials). We recognize the importance of providing a wide range of resources to support the diverse interests and learning needs of our students. Our collection includes both print and electronic resources, and we regularly review and update our resources to ensure they align with the curriculum and meet the needs of our students.

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.

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: 28 Desktop Student Workstations.
- Classroom Technology: Interactive Flat Panel, Document Camera, Sound System.

Media Production:

- Podcast Studio: Media Production Studio Kit (Mini Tripod Camera Stand, Green Screen Production Kit, External Microphone, Carry Case, High-Definition Digital Camcorder)

Teacher Support and Workroom:

- Production: Large Format (Poster) Printer, Laminator, Die-Cut Machine.
- A/V Support: Microphones, PA Systems.

Circulation and Access:

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

Our high school library program follows the guidelines set forth in School Board Policy 8.12, which serves as the foundation for all resource selection decisions. This policy ensures that materials are chosen to support the curriculum, reflect diverse perspectives, and meet the academic and personal interests of our students.

To support this process, we rely on professional review sources such as *School Library Journal* and *Publishers Weekly*, along with recommendations from faculty, students, and other stakeholders.

When selecting materials, we apply specific criteria including educational significance, alignment with curriculum standards, age and developmental appropriateness, accuracy of information, diversity of viewpoints, and overall quality of writing and production. We also engage in ongoing evaluation of the collection to ensure resources remain relevant, current, and responsive to student needs.

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.

			
15160 Items in the Collection	8.3 Items per Student	42% 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.			
	2006 Average Age of the Collection	62% 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.	
			
45% Representative Titles in Collection	2007 Representative Titles Average Age	39% SLL Titles in Collection	2008 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	82	2004
Philosophy & Psychology	122	2001
Religion	55	2002
Social Sciences	1519	2003
Language	64	2001
Science	530	2000
Technology	710	2002
Arts & Recreation	1275	2008
Literature	541	2001
History & Geography	1014	2000
Biography	1634	2003
Easy	–	–
General Fiction	6332	2007
Graphic Novels	133	2010

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.

Our inventory rotation plan is as follows:

- 2026: Fiction
- 2027: Non-Fiction
- 2028: Easy books

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 is organized using a combination of standard classification and user-friendly modifications to support student access and browsing. Fiction materials are arranged alphabetically by the author's last name.

Nonfiction materials are organized using the Dewey Decimal Classification system and are shelved numerically. Within each Dewey section, materials are arranged alphabetically by the author's last name.

Biographies are housed in a designated section and are organized alphabetically by the subject's last name to support student research and ease of use.

Graphic novels are separated into their own section and organized alphabetically by series title or author, depending on the collection.

Reference materials and testing resources (SAT, ACT, ASVAB) are maintained in a dedicated area for easy student access.

All materials are labeled consistently with spine labels and, where applicable, additional visual identifiers (colored dot labels) to support student navigation and maintain organizational consistency.

Lost or Damaged Library Materials

At Palm Beach Lakes High School, we have established the following policy regarding damaged or lost library books:

1. Responsibility of Borrowers:

- All students who borrow library materials are responsible for their safekeeping and return in good condition by the due date.
- It is the responsibility of the borrower to immediately report any damages or loss of library books to library staff.

2. Assessment of Damages:

- Library staff will assess the condition of returned books. Minor damages, such as small tears, light staining, or writing in margins, will be evaluated and may incur a fine based on the extent of damage.
- Significant damages that render the book unusable for future circulation, such as extensive water damage, torn pages, or defacement of text, may result in the book being deemed lost, and the borrower will be charged the full replacement cost.

3. Fines and Replacement Costs:

- Fines for minor damages will be determined by library staff and communicated to the borrower.
- In the case of a lost or irreparably damaged book, the borrower will be charged the full replacement cost of the book as determined by the library staff.
- Failure to pay fines or replacement costs may result in restrictions on borrowing privileges and a student being placed on the school's obligation list.

4. Appeals Process:

- Borrowers have the right to appeal fines or replacement costs within a specified timeframe (two weeks) after being notified of the charges. Appeals must be made in writing to the library staff, providing justification for the appeal.
- The library staff and/or administration will review appeals on a case-by-case basis and may adjust fines or replacement costs if warranted.

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

School Year	Strategic Focus
FY27	Strengthening and updating the nonfiction collection to support curriculum and student research needs Selection Priorities • Purchase current, high-interest nonfiction aligned to core subject areas (science, social studies, ELA support) • Expand culturally relevant and diverse perspectives in nonfiction • Update and increase test preparation resources (SAT, ACT, ASVAB) • Add accessible, high-interest nonfiction for reluctant readers Inventory and Deselection (Weeding) Focus Inventory: • Nonfiction (All Dewey ranges 000–999) Weeding: • Nonfiction (All Dewey ranges 000–999) • Focus on removing outdated, inaccurate, and low-circulating materials, especially in rapidly changing areas such as technology, science, and health
FY28	Refreshing early literacy and high-access materials to support foundational reading and student engagement Selection Priorities • Update and expand Easy/Early Reader books with high-interest, diverse, and visually engaging titles • Replace worn or heavily used materials • Add books that support struggling and developing readers at the high school level Inventory and Deselection (Weeding) Priorities Inventory: • Easy Books / Early Reader Collection Weeding: • Easy Books / Early Reader Collection • Remove damaged, outdated, and low-interest titles; replace with current and engaging materials
FY29	Rebuilding and enhancing the fiction collection to promote independent reading and student engagement Selection Priorities • Add high-interest, diverse, and contemporary fiction titles • Expand popular genres and student-requested materials

	Strengthen graphic novel and series collections
	Inventory and Deselection (Weeding) Priorities Inventory: - Fiction (General Fiction, Easy, Story Collection, Graphic Novels). Weeding: - Fiction collection - Remove damaged, outdated, and low-circulating titles; update incomplete or worn series

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)