



Welcome
to the
SWAMP



Palm Beach Gardens High School FY27 Collection Development Plan

Carolyn Bales Brandt

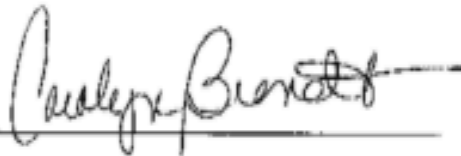
Educational Media Specialist

Signature Page

Palm Beach Gardens High School
FY27 Collection Development Plan

Date Approved by Administration: 3/25/2026

Media Specialist Name: Carolyn Brundt

Media Specialist Signature: 

Principal Name: Michelle Fleming

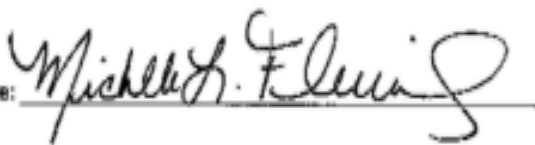
Principal Signature: 

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Purpose of Collection Development Plan

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

Background Statement & School Community

The users of the Palm Beach Gardens High School Media Center include students in grades 9 through 12, teachers, staff and parents in the community. Palm Beach Gardens High School is a Title 1 school with six Choice Programs consisting of: Pre-Medicine, Sports Management & Recreation, TV & Film Production, Global Business & Entrepreneurship, Tourism, Hospitality & Resort Management and Culinary Arts. The current student enrollment is 2,262 consisting of 57% Black, 27% Hispanic, 10% White, 3% Asian, <1% American Indian, 2% Mixed Race. There are over 10 different languages spoken by students at PBGHS. Palm Beach Gardens High School currently has 53% of its student population on Free & Reduced Lunch. The expected enrollment for FY 2026-2027 is 2,275.

The LMC supports the curricular needs and an interactive learning Advanced Placement (AP) courses along with supporting the unique curricular needs of the six Choice Programs on our campus including the AICE Diploma Program. Palm Beach Gardens High School also offers their students the Naval Junior Reserve Officers' Training Corps (NJROTC), a Culinary Academy, Dual Enrollment classes, English as a Second Language curriculum and Special Education classes for various specific needs of our students. Additionally, the LMC supports the Adult and Community Education program at Palm Beach Gardens High School. This program adds between 80 – 100 students to our population each year.

School Mission Statement

The School District of Palm Beach and Palm Beach Gardens High School envisions that every student graduates with their cohort, college and career ready.

Media Center Mission Statement

The Palm Beach Gardens High School Media Center (PBGHSMC) exists to serve the educational needs of the students, faculty, and community members. The mission of the PBGHSMC is to provide an opportunity and environment to enable all students to become positive and productive members of society. To that end, the Media Center must address many facets of the "whole student," intellectually, socially, morally, physically and aesthetically. The overall climate must encourage students to reach their highest potential, whatever that might be. The climate in the Media Center must encourage and reward achievement, self-discipline, tolerance, empathy, leadership and service to others.

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 Media Center is open every day that students are in attendance from 7:00 a.m. until 3:00 p.m. The Media Center operates on a flexible schedule and can accommodate learning experiences for up to 3 classes simultaneously utilizing a collaboration of both the Library Media Specialist and the classroom teacher for instruction. The program will continue to incorporate and implement AI programming and learning technologies into the collection as part of the SDPBC project along with literacy information lesson plans that align with SDPBC standards. Instruction of the Library Media Center resources are not limited to the physical Media Center. The Library Media Specialist also delivers instruction on district provided resources, data bases, the electronic catalog, the digital collection, college readiness and reading initiatives in classrooms to support academic standards and digital literacy. The program supports special school initiatives such as Literacy Week and counselor outreach programs, cultural celebrations, Lit@Lunch and provides a collaborative space for inquiry and research.

In addition the MC staff:

- Laminates items for teachers
- Circulates Chromebooks to students
- Circulates Textbooks to students and staff
- Maintains a Google Classroom to support College and Career Readiness

Goals and Objectives

Goal 1: Expose 9th grade students to the media center's print collection and MackinVia (ebook and audiobook collection) during the first semester.

- Collaborate with 9th grade English and Reading teachers to establish a schedule for classroom visits to provide instruction on digital content (MackinVIA).
- Collaborate with 9th grade English and Reading teachers to schedule visits to the physical Media Center for orientation to collection arrangement and MC policies.

Goal 2: Provide instructional support to business and on-job-training (OJT) students using the Peterson Career program during the SY27.

- Collaborate with business/OJT teachers to instruct students how to navigate the Peterson's career database, setting up individual accounts to track their career path.
- Collaborate with business/OJT teachers to schedule a time to instruct students how to navigate Peterson's practice test database, setting up individual accounts to use practice tests and search for vocational schools

Goal 3: Provide instructional support for accelerated learners during the SY27.

- Collaborate with AICE and AP teachers throughout the SY27 to instruct students how to navigate the GALE resources database, providing instruction on use of the program and annotation.

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.

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.

<i>School-based Operating Budget</i>	<i>Budget FY26</i>	<i>Projected FY27 Budget</i>
<i>Account 551100 - Media Supplies</i>	<i>\$1071</i>	<i>\$1070</i>
<i>Account 553420 - Media Subscriptions (Periodicals-Newspapers)</i>	<i>\$1080</i>	<i>\$1080</i>
<i>Account 561100 - Library Books</i>	<i>\$2017</i>	<i>\$2050</i>
<i>Account 562230 - Media A/V Equipment</i>	<i>\$0</i>	<i>\$0</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>\$0</i>	<i>\$0</i>
<i>State Media Allocation</i>	<i>FY26</i>	<i>Projected FY27</i>
<i>Account 561100 (program 3070) - Media Books</i>	<i>\$5810</i>	<i>\$5800</i>

Purchasing Plan FY27

Purpose	Amount
Subscription Databases	\$3000.
Books	\$5000.
Supplies	\$2000.
STEM	\$1200.
Total:	\$11,200

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 scope of the collection is focused on the curriculum of PBGHS, which follows the guidelines of the SDPBC, which in turn are governed by the Department of Education of the State of Florida. Specifically, all formats for reading/listening materials that support the curriculum and reading for pleasure conform to School Board Policy 8.2. [School Board Policy 8.12](#)

According to best practices for school libraries in the United States, the print and non-print collections at PBGHS are arranged by the Dewey Decimal Classification System. Within the classification system, the Fiction collection has been given sub-locations and are arranged by Genre. The deliberate purpose of arranging the Fiction collection by sub-locations within the Genre is to provide students with a “book store” experience and help them more efficiently locate areas of interest to promote more free reading. The collection comprises print books, standard size print and large print format, ebooks and audiobooks.

Formats:

- Print: Hardcover and Paperback Books, Graphic Novels, Reference Materials, Periodicals (Magazines), Professional Collection.
- Digital: eBooks, Digital Audiobooks, Online Databases (District and Site-Licensed).

Special Emphasis:

The collection maintains a special emphasis on non-fiction texts to support College and Career Readiness.

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.

The digital collection is accessed through MackinVIA, the district standard for digital content, located in the student portal. MackinVIA is also where students may access the ComicsPlus database of hundreds of vetted digital comic books containing 40+ Genres including STEM/STEAM. ComicsPlus is a database provided by PBGHS. Also funded by the school is a digital subscription to Peterson's Career Prep.

The SDPBC through Library Media Services provide databases critical to student research and achievement such as the aforementioned MackinVIA, along with Gale and SIRS which are research databases providing 24/7 access through the district's student portal.

The digital content of the collection is supported by, and may be accessed on these devices Chromebooks, laptops, desktops, iPad and cell phones on a 24/7 basis via the student portal.

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.

The Media Center is Equipped with Multiple SMART boards, a projector, and sound system. Equipment available to staff and students include desktops and laptop computers attached to local printers. In addition, the Makerspace has 3D printers, coding robots, and sewing equipment. The Media Center has access to Apple / Mac Computers and PC desktops at digital workcenters where students can work in groups and share information on a common screen. There are mobile charging stations available for students and staff as well as a Lock-N-Charge allowing students to leave personal items locked away for safe charging. The Media Center also houses a tech room with a green screen backdrop. The Media Center also houses two class sets of iPads in a charging cart.

Instructional Area:

- Computer Lab: 10 Desktop Student Workstations.
- Classroom Technology: Interactive Flat Panel, Document Camera, Sound System.
- Makerspace: 3D Printers, Coding Kits, Building Manipulatives.

Media Production:

- Mobile News: Portable News Crew Equipment (iPads, Mobile Green Screen).
- Student Production: Cameras/Tripods, Microphones, Podcasting Equipment, Production iPads.

Teacher Support and Workroom:

- Production: Large Format (Poster) Printer, Laminator.
- A/V Support: Portable Projectors, PA System, Portable Speakers.
- eSports bundle for sponsor.

Circulation and Access:

- Devices: Student Laptops/Chromebooks (Daily Loaners), Laptop Chargers, Hotspots, iPads/Tablets (for Student/Staff Checkout)
- Peripherals: Headphones, Webcams, 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

Materials considered for purchase are selected on the basis of the criteria established by the School Board Policy 8.12

In conjunction with the Board's selection criteria, the library media specialist and appropriate administration and teachers shall evaluate selected print and nonprint materials for the media center using several of the criteria listed below, as appropriate for the media type. The media specialist shall select print and digital media with no less than two (2) positive reviews from at least two (2) of these recognized, authoritative, professional reviewing sources such as Booklist, Kirkus Review, Horn Book Guide, Publisher's Weekly and School Library Journal. Books are selected with the following in mind; educational significance, age appropriateness, accuracy, curriculum alignment.

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.

			
4,645 Items in the Collection	1.8 Items per Student	67% Fiction Titles in the Collection	20% 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	55% Aged Titles	6% 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.	
			
30% Representative Titles in Collection	2009 Representative Titles Average Age	58% SLL Titles in Collection	2010 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	16	2011
Philosophy & Psychology	26	2006
Religion	33	1996
Social Sciences	208	2002
Language	49	2001
Science	29	1995
Technology	79	2011
Arts & Recreation	256	2007
Literature	117	2003
History & Geography	129	2005
Biography	420	2005
Easy	151	1991
General Fiction	3121	2011
Graphic Novels	206	2012

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 yearly basis. This ensures every item in the collection is physically accounted for, assessed for condition, and evaluated for relevance at least once every year.

Ongoing Maintenance:

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

Collection Organization and Visual Navigation:

Fiction is genre-fied by subject using genre specific spine labels, Biographies are filed by Subject Last Name, Graphic Novels are separated into their own section, as is Large Print as well.

Lost or Damaged Library Materials

Students are responsible for materials and resources provided to them by the school. In accordance with [School Board Policy 2.21B\(9\)](#), 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 • Popular Fiction • Financial Literacy • Social Emotional Learning
	Inventory and Deselection (Weeding) Focus 1) Worn Books 2) Aged collection materials 3) Uncirculated materials
FY28	Selection Priorities • Social Emotional Learning • Financial Literacy • Popular Fiction
	Inventory and Deselection (Weeding) Priorities 1) Worn Books 2) Aged collection materials 3) Uncirculated materials
FY29	Selection Priorities • College and Career Readiness • Graphic Novels • Popular Young Adult
	Inventory and Deselection (Weeding) Priorities 1) Worn Books 2) Aged collection materials 3) Uncirculated materials

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 February 5, 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 February 2, 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 February 2, 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 February 2, 2026)

E: Specific Material Objection Form

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

[Link](#) (Accessed February 2, 2026)