

Santaluces Community High School

FY27 Collection Development Plan



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Signature Page

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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 students of the Santaluces Community High School range from nine through twelve grade and pre-school students. Our reported population is 48% Black and 38% Hispanic, with 8% White, and others of Asian, Mixed Race, or American Indian descent. We have 394 students currently in our LY/LF English Language Learners program. Our population represents culturally diverse ethnic and economic backgrounds. Santaluces students live in the surrounding community or are Palm Beach County residents attending one of our academy programs. Our academies include Culinary Arts, Cybersecurity, Criminal Justice, Digital Design, Early Childhood, JROTC, Medical, Music Industry and Web Design.

We are a certified AVID school since 2010 and continue to expand our course offerings to serve our diverse population of 2348 students. Our course offerings include AICE and AP along with our academy and certification classes.

The Media Center also serves the faculty, staff, preschool students, and other Palm Beach County School District students through the Inter-Library Loan system.

School Mission Statement

Santaluces Community High School is committed to provide a world-class education with excellence and equity to empower each student to reach his or her highest potential and foster post-secondary success through rigorous instruction, extracurricular opportunities, and responsible citizenship.

Media Center Mission Statement

The Santaluces High School Media Center promotes reading growth and literacy for all students by providing a comprehensive collection of print and non-print resources.

The SHS Media Center supports the mission of the school through the continuous review of materials offered to staff and students. This review contributes to the updating of materials to ensure that the most current reading and research material, and technology tools for database research and information retrieval are available. The Library Media Specialist and staff encourages students to become self-directed in their learning and researching skills to keep pace with the continuing evolution of research and technology. Our Media center aims to stimulate intellectual curiosity and creativity in order to meet the varying needs of all learners to ensure post-secondary success.

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 at point-of-need to support academic standards and digital literacy. The program supports special school initiatives such as Literacy Week, AVID Spirit Week, Black History Month, Women's History Month, and Poetry Month and provides a collaborative space for inquiry and research.

Goals and Objectives

Goal #1 Increase our digital collection/ebook titles by at least 20%

- Send teacher and student surveys to gather a needs assessment used to purchase titles
- Purchase award-winning fiction and non fiction titles and biographies as measured by the needs assessment

Goal #2 Increase circulation statistics by 30% by December, 2026.

- Facilitate more in-library lessons to include book check outs.
- Email teachers and staff monthly to remind them to encourage students to check out materials. Include or hours before and after school as well as our open lunch policy.
- Post notices of our "Special Events" to encourage student participation and circulation of library materials.

Goal #3 Increase the number of bilingual materials by 40% to accommodate our newly adopted Dual Language program which begins SY 26-27

- Purchase Spanish and Portuguese print and online titles
- Weed outdated copies of of biligual/spanish copies and replace with newer editions and copies

Budget and Funding

The LMC is given a school-based operating budget at the beginning of every school year. The school administration uses a formula to distribute the appropriated funds. The budget for the FY27 school year is expected to be similar to FY26.

<i>School-based Operating Budget</i>	<i>Budget FY26</i>	<i>Projected FY27 Budget</i>
<i>Account 551100 - Media Supplies</i>	<i>\$2166</i>	<i>\$2100</i>
<i>Account 553420 - Media Subscriptions (Periodicals-Newspapers)</i>	<i>\$0</i>	<i>\$0</i>
<i>Account 561100 - Library Books</i>	<i>\$3972</i>	<i>\$3900</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)</i>		<i>\$</i>
<i>State Media Allocation</i>	<i>FY26</i>	<i>Projected FY27</i>
<i>Account 561100 (program 3070) - Media Books</i>	<i>\$4840</i>	<i>\$4800</i>

Purchasing Plan FY27

Purpose	Amount
Maker Space/ STEAM	\$500.00
Book/ E Books	\$5000.00
Supplies	\$2000.00
Total:	\$7500.00

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.

Special Emphasis:

Our book collection includes fiction, non-fiction, and biography and covers topics to benefit our struggling and advanced readers, our Academy, Choice, AVID, AP and AICE students. Our print collection is arranged in standard Dewey order. We are building our digital library (audio and ebooks) to provide access to more materials 24 hours a day. We are also purchasing more foreign language and bilingual titles to accommodate our non native speakers. Our most extensive section is our fiction which includes classic literature, graphic novels, historical fiction and award-winning titles. We have done extensive weeding in both our fiction and nonfiction collection this year to eliminate our aged and damaged publications. As per School Board Policy, 8.12, our collection supports both academic curriculum and independent reading.

We Promote the digital collections offered by our online databases and programs, such as Gale, SIRS, Mackin, and Follett for nonfiction topics which are changing frequently, as online tutoring sources offered by our district for assistance 24 hours a day from certified professionals.

Formats:

- Print: Hardcover and Paperback Books, Graphic Novels, and Professional Collection.
- Digital: eBooks, Digital Audiobooks, Online Databases (District and Site-Licensed).
- Audiovisual: DVDs (Educational Use Only), Manipulatives/Realia.

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:

- Classroom Technology: Interactive Flat Panel, Document Camera, Sound System.
- Makerspace: Coding Kits, Building Manipulatives, Cricut, CT Games and Puzzles.

Media Production in Digital Design Classroom:

- 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.

Teacher Support and Workroom:

- Production: Large Format Poster Printer, Laminator, Die-Cut Machine.
- A/V Support: Portable Projectors, PA System, Portable Speakers.

Circulation and Access:

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

Selection and evaluation criteria is primarily based on staff and student needs following School Board policies 8.12. Library materials are chosen to support our school's educational goals, curriculum, and student development. Materials are chosen to be relevant, inclusive, and academically supportive for all students.

Selection is guided by the following criteria:

- **Educational Significance:** Resources must enhance learning, support instruction, and encourage critical thinking and cultural understanding.
- **Age Appropriateness:** Content, language, and themes must suit high school maturity levels and reading abilities.
- **Format and Accessibility:** Materials should be available in accessible, durable, and user-friendly formats.

Professional reviewing sources used for collection include:

- School Library Journal
- American Library Association Review
- Kirkus
- Hornbook Guide

District-Wide “Procedures for Selecting and Developing Library Collections”

[School Board Policy 8.12](#) sets out the procedures for selecting and developing library collections, which are followed District-wide.

District Resources and Services

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

- Maintaining a professional library collection to assist with recertification and knowledge acquisition on education-related topics;
- Managing the online catalog, including the library inventory and circulation software;
- Selecting and making accessible online information databases for reference and research;
- Providing guidance and training to school library media staff in program planning, curriculum development, budget, technology, collection maintenance, facility use, and media production;
- Participating in inter-departmental curriculum development, facility planning, personnel staffing, and task forces at the administrative level;
- Managing technical services for acquiring and processing resources for schools;
- Distributing to schools and monitoring categorical and capital budgets allocated for library programs and
- Fostering a global range of services that facilitate the transformation of school-based library activities to meet the changing needs of an information society.

The School District Library Media Services Department collaborates with other District departments, including the Department of Educational Technology, to provide selected electronic information, the technology to access it, and the training needed to efficiently and effectively search for and find specific facts.

Collection Analysis

The collection is developed for and influenced by students, their interests, academic needs, and alignment with the curriculum. The data below is a snapshot of the collection based on a Titlewise Analysis.

			
5,533 Items in the Collection	2.3 Items per Student	76% Fiction Titles in the Collection	17 % 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.			
	2016 Average Age of the Collection	11% Aged Titles	26% 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.	
			
67% Representative Titles in Collection	2016 Representative Titles Average Age	70% SLL Titles in Collection	2016 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	11	2019
Philosophy & Psychology	27	2019
Religion	7	2015
Social Sciences	253	2018
Language	33	2009
Science	25	2019
Technology	58	2021

Arts & Recreation	343	2019
Literature	124	2011
History & Geography	56	2019
Biography	245	2017
Easy	65	2010
General Fiction	4211	2016
Graphic Novels	204	2016

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- Equipment, Fiction, Nonfiction, Biography, Professional

FY28-Fiction, Nonfiction, Biography, Professional

FY29- Equipment, Fiction, Nonfiction, Biography, Professional

Primarily we pull worn and dated materials. We also view and follow School Board policies to ensure fidelity. Weeded and discarded materials are boxed, labeled, and picked up by our district once a 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:

Our library uses the Dewey Decimal system to organize books. We also use:

- Spine labels to mark languages (Spanish, Creole, etc.)
- Colored spine labels to identify genres by subject
- A separate Graphic Novels section with clear signage for easy browsing

Lost or Damaged Library Materials

Our library encourages responsible borrowing and the timely return of all materials to ensure equitable access for all students. The following policy outlines procedures and fines related to lost library items.

Fines for Lost Materials

Fines for lost materials are charged only for materials that are new to the school's collection within the current calendar year. The replacement cost will equal the original purchase price of the item.

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

School Year	Strategic Focus
FY27	Selection Priorities Dual Language/Bi-lingual titles and popular fiction.
	Inventory and Deselection (Weeding) Focus 1) Continue to weed outdated and worn titles in every section with a focus on fiction. 2) Inventory AV equipment and ewaste old equipment
FY28	Selection Priorities Dual Language, Testing materials, Popular Fiction
	Inventory and Deselection (Weeding) Priorities 1) Weed- PRO section and non-fiction 001.00- 999.99999 2) Inventory fiction, nonfiction, REF, and PRO.
FY29	Selection Priorities Dewey 500 and 700
	Inventory and Deselection (Weeding) Priorities 1) Fiction, Easy, Graphic Novels. 2) Continue to weed outdated and worn titles in every section with a focus on fiction. 3) Inventory AV equipment and ewaste old equipment

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)