



ROYAL PALM BEACH COMMUNITY HIGH SCHOOL

Royal Palm Beach Community High School FY27 Collection Development Policy

Date Drafted: April 22, 2026

Date Approved by Administration: **April 24, 2026**

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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 Media Center at Royal Palm Beach Community High School are students grades nine through twelve, as well as our teachers, faculty, staff, administration, and parents. Royal Palm Beach Community High School has a current enrollment of 2,300 students. The following percentages represent a profile of the student population according to The Gold Report.

- 50% female
- 50% male
- 44% African American/Black
- 1% American Indian
- 3% Asian
- 14% White
- 36% Hispanic
- 3% Multiracial

Additionally, Royal Palm Beach Community High School supports the curricular needs of several academies and international programs such as: International Baccalaureate (IB), Advanced International Certificate of Education (AICE), Advancement Via Individual Determination (AVID), Medical Sciences, Business Marketing, STEM, Navy Junior Reserve Officer Training Corps (NJROTC), Air Conditioning, Refrigeration, and Heating (HVAC).

School Mission Statement

Royal Palm Beach Community High School is dedicated to meeting the holistic needs of all students. This will be achieved by ensuring a safe, respectful, socially just environment, rigorous academics with personalized learning, and various extracurricular activities. This will all be accomplished while building parent and community involvement and maintaining open communication among all stakeholders. Students will graduate with pride and confidence, prepared to succeed in their post-secondary endeavors and become inquiring, lifelong learners and productive global citizens. Our Mission statement is : "Living the Wildcat Best Is the Key to Our Success"

Media Center Mission Statement

The Media Center is an integral part of Royal Palm Beach Community High School, serving both students and teachers as a place for research, learning, and reference while supporting the school's several international programs and academies. The Media Center provides access to a variety of technologies and a wide ranging collection of books to meet the needs of our unique school community by using student and teacher input. The Media Center staff creates an environment in which students feel comfortable to come in to get assistance, have a quiet space to gather their thoughts, and feel celebrated for their successes. As a Community High School, our

hope is that the Library Media Center also serves as a beacon for our immediate community, serving as a host site for community meetings and events.

Responsibility for Collection Management & Development

Media Specialist is responsible for collection management and its development at Royal Palm Beach Community High School. The Media Specialist will seek input from stakeholders, administration, faculty, students, and other district personnel. This will include access to uploaded spreadsheets, Google Forms, email, and surveys and other forms of communication.

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 STEM Fair, and Literacy Week and provides a collaborative space for inquiry and research.

Goals and Objectives for 2026-2027

To support SDPBC's Strategic Plan to: "Educate, Affirm, Inspire.

- To assist schoolwide initiative in boosting reading scores to achieve "The Wildcat A". Continue working with classroom teachers in all subject areas to improve literacy throughout the campus.
- To continue to offer books that meet the needs and interests of all Royal Palm Beach High School students and staff, with material of all levels. This would include ESOL, large print, and High-Low books.
- offer opportunities during the 1st semester to form Battle of the Books Teams for district-wide competitions featuring the Florida Teen Reads Award Winning Books
- conduct classroom visits to have a lesson on using Destiny Discover directly from their Chromebooks to check out books remotely. This will include MackinVia e-Books as well.
- Support the IB Academy Program with assistance on researching skills, and help with the CAS and Extended Essay portion
- Use the Video Production room to work with students and teachers on projects with Adobe Express and Adobe Premiere Pro.

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.

School-based Operating Budget	Budget FY26	FY27 Projected Budget
Account 551100 - Media Supplies	2634	\$2634
Account 553420 - Media Subscriptions (Periodicals-Newspapers)	\$0	\$0
Account 561100 - Library Books	\$3331	\$3331
Account 562230 - Media A/V Equipment	\$3335	\$3335
Account 564220 - Furn-Fix/Equip	0	0
Fundraising/ Grants	Budget Amount	
Media Center Internal Account number for your grant(s) (get this from your bookkeeper)	\$2500	\$2500
State Media Allocation	Budget Amount	
Account 556110 (program 3070) - Media Books	\$4546	\$4546

Purchasing Plan FY27

Approximate Purchasing Plan	
Purpose	Amount
Books	\$4546
Supplies	\$2634
STEM/Computer/Technology	\$3335
Total:	\$10515

Scope of the Collection

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, Digital Audiobooks, Online Databases (District).

Special Emphasis:

The collection maintains a special emphasis on non-fiction texts to support the Medical Science, JROTC, and career focused academies.

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.

Media Production:

- 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.

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

The following professional resources are available to assist the Royal Palm Beach Community High School Media Specialist in the selection process; however, selection is not limited to the use of these tools. Reviewing Media - School Library Journal, Booklist, ALA Award Winning Books, Sunshine State Young Reader's Award Nominees and Florida Teens Read selections.

Materials considered for purchase are selected on the basis of the criteria established in SDPBC Policy 8.12.

District-Wide "Procedures for Selecting and Developing Library Collections"

School Board Policy 8.12 sets out the procedures for selecting and developing library collections. These procedures are followed District-wide.

District Resources And Services

The School District Library Media Services provides support to school 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 works in collaboration 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 search and find specific facts efficiently and effectively.

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.

			
10,496 Items in the Collection	4.5 Items per Student	61% Fiction Titles in the Collection	26% Percent of nonfiction in the collection

Library media resources are curated to include both recently published works and classics that both rightfully impact the average age of the collection.			
	2003 Average Age of the Collection	68% Aged Titles	7% 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.	
			
5502 Representative Titles in Collection	2004 Representative Titles Average Age	5290 SLL Titles in Collection	2006 SLL Titles Average Age

Collection Analysis By Category

The information collected in this section provides a detailed look at the current library collection by classification and genre. The information 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	13	2014
Philosophy & Psychology	34	2011
Religion	45	1991
Social Sciences	404	2010
Language	54	1997
Science	81	2010
Technology	77	2009

Arts & Recreation	520	2012
Literature	720	1995
History & Geography	738	2007
Biography	662	2001
Easy	111	1996
General Fiction	6416	2003
Graphic Novels	425	2013

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 out-of-date or age-inappropriate simply because 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.

- Spring 2027 Fiction/Professional Library
- Spring 2028 Non-Fiction
- Spring 2029 ESOL

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 fiction section is genrefied by subject and has color coded labels on the spine that correlate to the specific genre section. Biographies are filed by the subject's last name and are in their own section. Graphic novels are in their own section and are separated by series on the shelf. Non Fiction books are filed using the Dewey Decimal System. Professional Education books are in their own section close to the circulation desk.

Lost or Damaged Library Materials

Students will be responsible for lost and damaged library materials. This is in accordance with 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".

Strategic Focus – Weeding and Acquisitions

School Year	Strategic Focus
FY27	Selection Priorities • Non Fiction • Graphic Novels • Diverse teen reading
	Inventory Priorities • Non-Fiction • ESOL

	Weeding Priorities • Yellow Worn Books • Outdated non-fiction • Damaged Books
FY28	Selection Priorities • Historical Fiction • Biographies • Anime
	Inventory Priorities • Foreign Language • Graphic Novels • Fiction
	Weeding Priorities • Yellow Worn Books • Outdated non-fiction • Damaged Books
FY29	Selection Priorities • Easy • Foreign Language Books • eBooks
	Inventory Priorities • Fiction • Non-Fiction • Easy
	Weeding Priorities • Yellow Worn Books • Outdated non-fiction • Damaged Books

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.

Annual Evaluation and Revision of CDP

This collection development plan will be reviewed each school year.

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.

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