



FY 27 Collection Development Plan
Suncoast High Library Commons

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Certified Educational Media Specialists

Signature Page

Suncoast High School

FY27 Collection Development Plan

Date Drafted: May, 2026

Date Approved by Administration: May 7, 2026

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Purpose of Collection Development Policy

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

Suncoast High School is a total Choice school. This means all of our students have been accepted through an application and selection process. Students are enrolled in grades 9 - 12 and the annual enrollment is approx. 1,500 with 38% qualifying for free or reduced lunch. The diversity breakdown is 30% White, 22% Black, 24% Hispanic, 18% Asian, and 6% Multi. There are four magnet programs offered: International Baccalaureate, Math, Science and Engineering, Innovative Interactive Technology, and Computer Science.

School Mission Statement

The teachers and staff of Suncoast Community High School believe our mission is to provide a challenging, innovative program to a diverse student population, empowering each individual to successfully compete in and contribute to the global society, allocating resources appropriately.

Media Center Mission Statement

The mission and purpose of the Library Commons is to provide a safe, all-inclusive, 21st Century Learning Environment/Resources for students and staff to research, collaborate, analyze, investigate, study, relax, refresh and create, while supporting and encouraging diverse, global schools of thought and expression.

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 Charger Commons library programming is open access to ensure equitable access for all students. Teachers may reserve time to use the resources; however, collaboration with the librarian/media specialist is prioritized for scheduling. Students may reserve one of the four glass conference rooms to use for small group study/projects. The librarian/media specialists collaborate with teachers on research papers/projects spending much time instructing in the use of the school's academic databases. Much research and reference support is also offered to the IBDP and IBCP programs for the Extended Essay and Reflective Project as well as the Middle Years Programs focusing on freshman research classes.

Assistance/instruction is also provided to individual and small groups of students as needed. The Commons also runs programs to support Florida Teens Read, Battle of the Books, Banned Books Week, Disabled Awareness, Hispanic Heritage Month, Black History Month, Women's History Month, and supports issues and literature for the LGBTQ+ community, and National Poetry Month. The Commons sponsors a student and a staff book club, Architecture Club, and more clubs as students ask for sponsorship and space to meet as groups on a regular basis

Goals and Objectives

- Goal 1: Grow the MackinVia eBook Collection
 - use data from a needs assessment to inform MackinVia Ebook selections in FY27.
 - purchase up-to-date ebooks that relate to the needs and interests of the student population in FY27
- Goal 2: Update 700s DDC
 - use data from Titlewave Analysis to determine age of collection in FY27.
 - use data from student surveys to determine student interests/needs in 700s DDC in FY27.
 - purchase up-to-date books that relate to the needs and interests in Arts and Recreation (700s) of the student population in FY27
- Goal 3: Grow the 100s and 900s DDC Collection
 - use data from a needs assessment to inform up-to-date purchases of psychology and history books and/or databases to support curriculum and research needs in FY27.
 - purchase appropriate, up-to-date history and psychology books and/or databases to support Curriculum and research needs for the student population in FY27

Budget and Funding

Funding is provided from the state and district through Library Media Services. These funds help purchase books(print or ebooks), Noodletools subscription and library supplies. The International Baccalaureate Program pays for the subscriptions to JSTOR and Turnitin.com each year. The school's Parent Teacher Student Association runs a line item of \$750 each year to support supplies for the Commons as well.

<i>School-based Operating Budget</i>	<i>Budget FY26</i>	<i>FY27 Projected Budget</i>
<i>Account 551100 - Media Supplies</i>	\$677	\$677
<i>Account 553420 - Media Subscriptions (Periodicals-Newspapers)</i>	\$677	\$677
<i>Account 561100 - Library Books</i>	\$2482	\$2482
<i>Account 562230 - Media A/V Equipment</i>	\$0	\$0
<i>Account 564220 - Furn-Fix/Equip</i>	\$0	\$0
<i>Fundraising/ Grants</i>	<i>Budget Amount</i>	
<i>Media Center Internal Account number for your grant(s) (get this from your bookkeeper)</i>	5-1700.0 0	5-1700.00
<i>State Media Allocation</i>	<i>Budget Amount</i>	
<i>Account 556110 (program 3070) - Media Books</i>	\$2988	\$2988

Purchasing Plan FY27

Approximate Purchasing Plan	
Purpose	Amount
Books	\$5416
Noodletools Subscription	\$440
JSTOR Subscription	\$1560
Periodicals	\$677
Supplies	\$677
Total:	\$8770

Scope of the Collection

The SHS Library Commons Collection 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, and Reference Materials.
- Digital: eBooks, Online Databases (District and Site-Licensed).

Special Emphasis:

- A choice of materials that support the IB, CS, MSE, and IIT programs and promote reading shall be available to students and professional staff to allow for varying achievement levels, interests, and teaching/learning styles.
- Much research and reference support is also offered to the IBDP and IBCP programs for the Extended Essay and Reflective Project as well as the Middle Years Programs focusing on freshman research classes.

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:

Our nonprint collection includes academic databases provided by the State of Florida and the School District of Palm Beach County. In addition, SHS subscribes to JSTOR, Noodletools, and Turnitin.com to support our Choice Programs and college level coursework.

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: [Number] Desktop Student Workstations.
- Classroom Technology: Interactive Flat Panel, Document Camera, Sound System.
- Makerspace: Building Manipulatives and supplies

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 Speaker.

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.

The Charger Library Commons strives to build a balanced collection that supports the needs of the entire school community, for both personal and academic interests/goals. This process includes the formulation of policies and procedures, budget allocations, needs assessments, selection criteria, collection maintenance and evaluation and resource management. We have a responsibility to respond to the academic needs of the student body and faculty and we actively solicit our patrons for input on future purchases.

Selection and Evaluation Criteria

A choice of materials that support the IB, CS, MSE, and IIT programs and promote reading shall be available to students and professional staff to allow for varying achievement levels, interests, and teaching/learning styles.

The SHS Library Media Center Media Specialist shall utilize the guidelines in the "Library Bill of Rights" and District policy 8.12 as the foundation for collection selection and also referencing professional review journals such as School Library Journal, Booklist, Kirkus Reviews and others.

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 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.

			
5102 Items in the Collection	2.9 Items per Student	44% Fiction Titles in the Collection	56% 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.			
	2010 Average Age of the Collection	44% Aged Titles	13% 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.	
			
49% Representative Title in Collection	2011 Representative Titles Average Age	39% SLL Titles in Collection	2014 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	59	2016
Philosophy & Psychology	41	2015
Religion	27	2009
Social Sciences	481	2010
Language	42	2010
Science	152	2010
Technology	106	2013
Arts & Recreation	311	2010
Literature	538	2001
History & Geography	635	2007
Biography	194	2013
Easy	1	2017
General Fiction	2079	2012
Graphic Novels	117	2015

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.

- FY27 - All Non-Fiction
- FY28-Biography and World Language
- FY29 - All Fiction

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 fiction section is genrefied by subject using colored spine labels.
- Biographies are shelved by Subject Last Name.
- Graphic Novels are separated into their own section.
- World Languages are separated into their own section.

Lost or Damaged Library Materials

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 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". SHS does not charge late fines for library books.

Strategic Focus – Weeding and Acquisitions

School Year	Strategic Focus
FY27	Selection Priorities • World Languages • Social Sciences • Cook books
	Inventory/ Weeding Priorities • World Languages • Social Sciences • Cook Books • Fiction genres
FY28	Selection Priorities • Sciences • Religion/Philosophy • Test Prep
	Inventory/ Weeding Priorities • Sciences • Biography • Test Prep • Fiction genres
FY29	Selection Priorities • Support for Extended Essay-nonfiction print • Computer Science/Technology • Poetry books • Fiction genres • Graphic Novels
	Inventory/ Weeding Priorities • Poetry books • Computer Science/Technology • Fiction genres • 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 CDP

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 April 6, 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 April 6, 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 April 6, 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 April 6, 2026)

E: Specific Material Objection Form

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

[Link](#) (Accessed April 6, 2026)