



Spanish River Community High School FY27 Collection Development Plan

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Signature Page

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FY27 Collection Development Plan

Date Approved by Administration: 2026-03-23

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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

Spanish River High School has a diverse student population of 2,708 students from various backgrounds as of the most recent report. The current student population is 56% White, 7% Black, and 30% Hispanic, with a Free and Reduced Price Lunch (FRL) rate of 33.4%. Spanish River has an InD unit and offers a wide variety of Cambridge AICE and Advanced Placement courses, as well as choice programs in Business and Entrepreneurship, Biomedical Sciences, and Pre-Legal Education that accept students from across the county on the basis of a Choice Program application, and an in-house Early Childhood Education program. In addition to academic programs, Spanish River is also home to state-ranked athletic programs, arts programs, and a wide range of clubs, activities, and student organizations.

School Mission & Vision Statement

Spanish River High School's vision is to create a nationally known high school highly regarded for its academic excellence while helping all students prepare for and be accepted into post-secondary education or careers.

Spanish River High School strives to be a racially and culturally diverse community of students, parents, and staff, dedicated to creating a supportive environment where all are treated with unconditional positive regard and acceptance. Within such an environment, each person will be empowered and inspired to reach his or her full academic, emotional, physical, and spiritual potential.

Media Center Mission Statement

The mission of the Spanish River High School Media Center is to serve as a hub for information and inquiry for students and faculty through the provision of a range of services, instruction, materials, equipment, and programming to foster curiosity and academic inquiry among students and to assist the faculty in developing an effective and engaging cross-curricular education program.

The Library Media program provides opportunities for students and staff to develop skills related to collaboration, literacy, and inquiry by providing an extensive range of diverse resources in a variety of formats for students to assess, process, and apply information to make educated decisions and develop creative solutions to solve problems, to have a positive impact on their community and our changing world.

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 an open-use schedule to ensure equity of 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 Battle of the Books, National History Day, Science Fair, Literacy Week, No Place for Hate, International Holocaust Remembrance Day, and various other clubs and programs, as well as providing a collaborative space for inquiry and research. Additionally, teachers are able and encouraged to reserve time in the Media Center for use with their classes, with or without direct instruction provided by the Media Specialist, as well as classroom visits and instruction by the Media Specialist.

Goals and Objectives

In line with the Media Center Mission, it is the goal of the Media Specialist to promote and encourage self-selected reading in various contexts across the curriculum and among all members of the Spanish River community through implementation of the following objectives.

- Objective 1: Increase participation in Battle of the Books and increase student engagement with FTR titles.
 - Action Step 1: Introduce FTR titles via the morning announcements and Media Center signage within the first month of FY27.
 - Action Step 2: Sponsor reading challenges and competitions through ELA and Intensive Reading courses.
 - Action Step 3: Form BoB team(s) by the end of the 2nd quarter and begin meeting regularly for book discussions and practice sessions.
- Objective 2: Increase Media Center availability by 15%.
 - Action Step 1: Collaborate and coordinate with administration and testing coordinators to reduce the number of full days that the Media Center is closed to teachers and students.
 - Action Step 2: Increase Media Center hours to include time before and after school.
 - Action Step 3: Periodically advertise Media Center open hours via morning announcements, classroom presentations, and posters.
- Objective 3: Increase circulation by 15%.
 - Action Step 1: Reintroduce book delivery to classrooms and promote via morning announcements, classroom presentations, and posters.

- Action Step 2: Collaborate with faculty to promote and schedule class visits to the Media Center and/or classroom book cart visits.
- Action Step 3: Involve students in new book selection in accordance with District policy through the use of surveys, student reviews/shelf-talkers, and request forms.
- Objective 4: Host 2 author visits (one during Sem. 1, one during Sem. 2) with Q&A sessions and book signings OR host 1 author panel discussion (during Sem. 2).
 - Action Step 1: Collaborate with ELA/IR teachers to determine interest and participation; create a step-by-step plan to engage students with books prior to scheduled visits (e.g., class competitions, reading incentives, etc.).
 - Action Step 2: Promote visits on the morning announcements, emails, classroom visits, and posters.
 - Action Step 3: Establish class competitions to engage and encourage student participation.

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	FY26 Budget	Projected FY27 Budget
Account 551100 - Media Supplies	\$1,182.00	1,182.00
Account 553420 - Media Subscriptions (Periodicals-Newspapers)	\$707.00	\$707.00
Account 561100 - Library Books	\$4,481.00	\$4,481.00
Account 562230 - Media A/V Equipment	\$0.00	\$0.00
Account 564220 - Furn-Fix/Equip	\$515.00	\$515.00
Fundraising and/or Grants	FY26	Projected FY27
Media Center Internal Account	\$0.00	\$0.00
State Media Allocation	FY26	Projected FY27
Account 561100 (program 3070) - Media Books	\$5,444.00	\$5,444.00

Purchasing Plan FY27

Purpose	Amount
Books	\$5,444.00
Programming (e.g., author visits, etc.)	\$6,000.00
Incentives	\$300.00
Supplies	\$585.00
Total	\$12,329.00

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.

Formats:

- Print: Hardcover and paperback books, graphic novels, and professional development materials.
- Digital: eBooks, online databases (District and Site-Licensed).

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:

Spanish River teachers and students have access to various programs and databases licensed by the school for internal use. These include, but are not limited to, NoRedInk, TurnItIn, JSTOR, vocabulary.com, and others. Such licenses are managed and maintained by our school bookkeeper and treasurer and do not fall under the purview of the Media Specialist once the program or database has cleared the 14-day waiting period.

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, projectors, sound system with microphone, remote slide advancer.
- Study Rooms: Computer, flat-screen display (wall-mounted), keyboard, remote control.

Teacher Support and Workroom:

- Production: Large-format (poster) printer, laminator, die-cut machine.
- Resources: Staff free/lending library (staff-donated books and materials), limited professional library.

Circulation and Access:

- Devices: Student device chargers, iPads.
 - Note: These materials are available for use in the Media Center only.

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 growth in factual knowledge, and reflect the diversity of the global community.

Weeding (Deselction) 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

School Board Policy 8.12, linked in the next section, provides the foundational criteria for selection of new materials. In addition, the Library Media Specialist uses ratings, reviews, and requests from students at the school, as well as professional reviews from sources such as School Library Journal, Booklist, Publishers Weekly, and the New York Times. Materials are evaluated for age-appropriateness, interest

level, content relevance/curricular alignment, educational significance, and overall potential value added to the larger collection.

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.

			
5,254 Items in the Collection	1.9 Items per Student	74% Fiction Titles in the Collection	22% 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.			
	2014 Average Age of the Collection	25% Aged Titles	25% 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.	
			
58% Representative Titles in Collection	2015 Representative Titles Average Age	61% 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.

Computer Science, Information & General Works	13	2013
Philosophy & Psychology	29	2008
Religion	5	2001
Social Sciences	149	2010
Language	26	1994
Science	21	2010
Technology	104	2007
Arts & Recreation	398	2017
Literature	173	2005
History & Geography	80	2010
Biography	154	2009
Easy	116	2016
General Fiction	3,874	2015
Graphic Novels (741.5)	333	2018

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. Historically, Spanish River High School has inventoried its full

collection every year. If a full inventory cannot be completed, the rotation will be as follows: FY27 Easy/Graphic, FY28 Nonfiction, FY29 Fiction.

Ongoing Maintenance:

Collection maintenance is a continuous process that extends throughout the school year, beyond the annual inventory window, to maintain a high standard of accessibility and visual appeal, and it is the responsibility of the Library Media Specialist. Collection maintenance includes, but is not limited to, the procurement of new materials, weeding/deselection of materials that are outdated, inaccurate, or damaged beyond repair from the library catalog; materials that can be repaired or relabeled.

Collection Organization and Visual Navigation:

The Spanish River Media Center is arranged for ease of access and use. Materials are separated by fiction and nonfiction. Fiction titles are organized by genre, then alphabetically by author's last name within the genre. Books that blend multiple genres are included in the section for the primary genre (e.g., fantasy-romance is shelved under fantasy). Highly visible signage is posted throughout the Media Center to help users find what they are looking for. Nonfiction titles are arranged by Dewey decimal number. A small professional library, composed primarily of donated materials, is located in a separate area, accessible only by staff and administration.

Lost or Damaged Library Materials

In accordance with School Board Policy 2.218(9), lost or damaged books or library materials will be charged to the student's account, and the obligation must be reconciled prior to graduation.

Strategic Focus – Weeding and Acquisitions

FY27	Selection Priorities ● High-Low Books ● New Releases
	Inventory/Weeding Focus 1. Easy a. E AAA - E ZZZ 2. Graphic Novels a. 741.5
FY28	Selection Priorities ● Easy ● Foreign Language/Translated ● New Releases
	Inventory/Weeding Focus 1. Nonfiction 2. Aged/Damaged Titles

FY29	Selection Priorities ● Nonfiction ● New Releases
	Inventory/Weeding Focus 1. Fiction a. F AAA - F ZZZ

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 and updated as needed.

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)

Audit trail

Details

FILE NAME	SpanishRiverHighSchool_CollectionDevelopmentPlan_FY27
STATUS	Signed
STATUS TIMESTAMP	2026/03/23 19:32:31 UTC

Activity

 SENT	risa.dellarocca@palmbeachschools.org sent a signature request to: - Allison L Castellano (allison.castellano@palmbeachschools.org) - Risa L. Della Rocca (risa.dellarocca@palmbeachschools.org)	2026/03/23 14:56:23 UTC
 SIGNED	Signed by Risa L. Della Rocca (risa.dellarocca@palmbeachschools.org)	2026/03/23 14:57:32 UTC
 SIGNED	Signed by Allison L Castellano (allison.castellano@palmbeachschools.org)	2026/03/23 19:32:31 UTC
 COMPLETED	This document has been signed by all signers and is complete	2026/03/23 19:32:31 UTC

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