

FY27 COLLECTION DEVELOPMENT PLAN



West Boca Raton High School FY27 Collection Development Plan

Kristine Cannon, MLIS

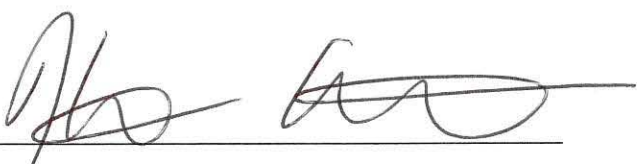
Educational Media Specialist

Signature Page

West Boca Raton Community High School
FY27 Collection Development Plan

Date Approved by Administration: 4/22/26

Media Specialist Name: Kristine Cannon

Media Specialist Signature: 

Principal Name: Edmund Capitano

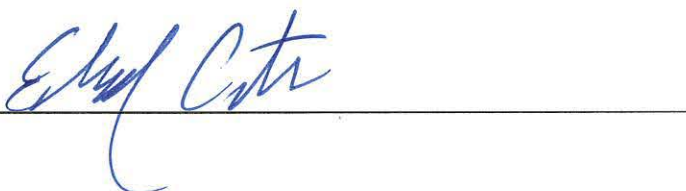
Principal Signature: 

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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 West Boca Raton High School's Media Center come from grades 9 through 12 in addition to the faculty, staff, and parents of our community of users.

According to the FY'26 Schoolwide Improvement Plan, West Boca Raton High School has a culturally and ethnically diverse student population, with 47% of the students considered a minority. In addition, the West Boca Raton High School Media Center supports the unique curricular needs of the ESE, ESOL, AICE, and AP track students. 46.9% of the students qualify for Free and Reduced lunch.

Furthermore, West Boca hosts a variety of academies such as performing arts, medical, cyber security, culinary, aviation and technology, and drafting and design.

School Mission Statement

West Boca Raton Community High School will provide all students with an outstanding education in a safe learning environment, including the academic rigor needed to compete in a global economy. The support and active participation of our faculty, staff, parents, students and community will promote West Boca Raton graduates to become responsible life-long learners making a positive impact on their community and world.

Media Center Mission Statement

The Library Media Center is dedicated to designing and maintaining a library media program that supports, complements, and expands the instructional programs of the school. The library media staff will provide and promote extensive use of resources in multiple formats that are designed to meet the varying needs of all learners in all aspects of the curriculum; provide a learning environment which promotes inquiry; stimulate intellectual curiosity; encourage reading for pleasure, develop diverse interests for the enjoyment of life-long learning, and provide and promote instruction to prepare students to become independent users of libraries and information resources.

The successful, self-aware learner should be able to identify, plan, and use resources; find and evaluate information; organize and maintain information; interpret and communicate information; use computers and technology to process information; use technology to present information; and work with a variety of technologies.

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 Battle of the Books, Literary League book club, a Shakespeare Festival, and provides a collaborative space for inquiry and research.

Goals and Objectives

Goal 1: Increase collaborations between teachers and departments

- Research and send specific suggestions for collaborations to specific teachers/departments (e.g. circuitry stations for physics or Shakefest for English teachers)
- Utilize the tools we have in the media center such as Breakoutedu, Goosechase, and the new poster maker to send specific activity ideas to teachers
- Attend professional development opportunities to increase collaboration ideas

Goal 2: Have Language Arts & Reading teachers adopt a mandatory 10 minute reading time each class period

- Provide the support/books necessary (visit classes, satellite libraries, teach Destiny)
- Invite classes for book tastings and other fun events throughout the year (Halloween, Valentine's Day, Camp Out and Read, etc.). These events help students equate reading with fun.

Goal 3: Increase the number of satellite library bins in content areas besides language arts and reading

- Provide the support/books necessary (visit classes, teach Destiny, surveys)
- Branch out from science and social studies to include medical sciences, computer sciences, and math
- Continue writing grants for funding for these projects

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.

In addition, there is the state media allocation and an internal funding source. The state media allocation is also provided towards the beginning of the year by the district and is based on a per student calculation.

The internal funding source comes from a café fundraiser and obligations for lost/damaged books. This amount varies from year to year depending on the success of the fundraiser. These funds are used primarily to support school-wide or departmental activities, technology purchases, supplies, furniture, field trips, and the needs of the clubs that run through the media center. In addition, I annually apply for the Golden Bell Grant in the approximate amount of \$1560 in order to renew West Boca's access to the JSTOR database.

School-based Operating Budget	Budget FY26	Projected FY27 Budget
Account 551100 - Media Supplies	\$862	\$862
Account 553420 - Media Subscriptions (Periodicals-Newspapers)	\$1,066	\$1,066
Account 561100 - Library Books	\$3,909	\$3,909
Fundraising and/or Grants	FY26	Projected FY27
Media Center Internal Account number for your grant(s) (get this from your bookkeeper)	\$1,587.78	\$1,200
State Media Allocation	FY26	Projected FY27
Account 561100 (program 3070) - Media Books	\$4,564	\$4,564

Purchasing Plan FY27

Purpose	Amount
Books and ebooks	\$8500.00
General Supplies	\$1,000.00
Author Visits	\$1,100.00
School-wide events (e.g. Shakefest)	\$300
BAM! Field Trip	\$550.00
Total:	\$11,450.00

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, Professional Collection.
- Digital: eBooks, Digital Audiobooks, Online Databases (District and Site-Licensed).
- Audiovisual: DVDs (Educational Use Only)

Special Emphasis:

The collection maintains a special emphasis on high interest fiction to support our language arts teachers that have incorporated ten minutes of independent reading each class period into their curriculum. We strive to provide various nonfiction texts related to our medical, performing arts, culinary, and cybersecurity 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.

Site Licenses:

- JSTOR database

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

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 and Webcams

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

All materials are selected on the basis of merit and age appropriateness, and often specifically correspond to curriculum or club requirements at West Boca High School. Each book selected for purchase is checked for academic reviews, unless specifically required for an upper level class such as AICE or AP. Sources such as *School Library Journal*, *Voice of Youth Advocates*, *Horn Book Guide* and more are consulted as well as lists of award winners from The American Library Association. Furthermore, we purchase the novels from approved state lists such as Florida Teens Read, and we look at the books and authors with the most circulations and closely monitor their new books. After a list is gathered it is placed on a website for two weeks to allow stakeholders a say in the process of adding materials to the library.

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:

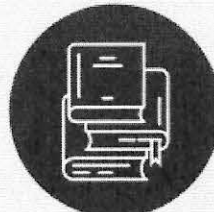
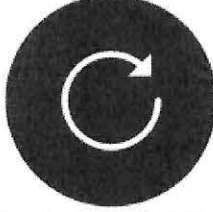
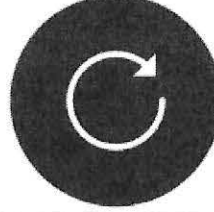
- Maintaining a professional library collection to assist with recertification and knowledge acquisition on education-related topics;
- Managing the online catalog, including the library inventory and circulation software;
- Selecting and making accessible online information databases for reference and research;

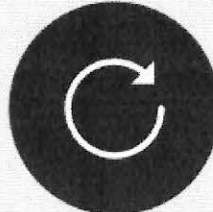
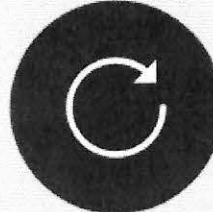
- Providing guidance and training to school library media staff in program planning, curriculum development, budget, technology, collection maintenance, facility use, and media production;
- Participating in inter-departmental curriculum development, facility planning, personnel staffing, and task forces 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.

			
9,093 Items in the Collection	18.1 Items per Student	53% Fiction Titles in the Collection	33% 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.			
	2012 Average Age of the Collection	38% Aged Titles	15% 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.	

			
47% Representative Titles in Collection	2013 Representative Titles Average Age	4,208 SLL Titles in Collection	2014 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	12	2016
Philosophy & Psychology	83	2017
Religion	68	2007
Social Sciences	366	2013
Language	56	2010
Science	196	2014
Technology	98	2013
Arts & Recreation	731	2012
Literature	324	2004
History & Geography	702	2010
Biography	702	2010
Easy	0	N/A
General Fiction	4,775	2012
Graphic Novels	733	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 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. For FY 26 we inventoried the fiction section per district mandate. Therefore, for FY27 we will inventory graphic novels, manga, and biographies, FY 28 will be nonfiction, career, and professional, and FY29 will be fiction again.

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:

West Boca's fiction section is organized by genre with a related genre sticker on the spine. The graphic novels are separated into comic books, graphic nonfiction, and general fiction starting with 741.5. The manga section is also separated by MAN and the beginning letters of the series. Biographies are color coded into different categories with colored stickers (e.g. political figures, group bios, etc) and a key on the wall. The nonfiction section utilizes the Dewey Decimal system.

Lost or Damaged Library Materials

In following 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." West Boca does charge students for lost books. We do not, however, charge late fees for the books as long as they are returned in good condition. Damaged books are assessed on a case by case basis. Fees can be waived for financial hardships.

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

School Year	Strategic Focus
FY27	Selection Priorities ● High quality fiction, graphic novels ● Nonfiction - history ● Professional library

	Inventory and Deselection (Weeding) Focus 1) Graphic Novels/Manga 2) Biographies
FY28	Selection Priorities • High quality fiction, graphic novels • Nonfiction - psychology/cultural issues
	Inventory and Deselection (Weeding) Priorities 1. Nonfiction 2. College/career 3. Professional
FY29	Selection Priorities • High quality fiction, graphic novels • Nonfiction - biographies • Nonfiction - Sports and Entertainment
	Inventory and Deselection (Weeding) Priorities 1) Fiction (General Fiction, Easy, Story Collection, 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 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 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.

[Link](#) (Accessed March 13, 2026)