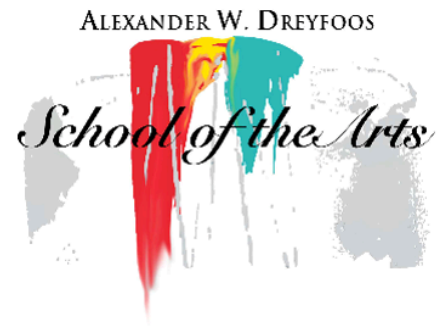


**FY25  
Collection  
Development  
Policy**



**Alexander W. Dreyfoos School of the Arts**

**FY25 Collection Development Policy**

Edward A. Hornyak

Educational Media Specialist

**Signature Page**

**Alexander W. Dreyfoos School of the Arts**  
FY25 Collection Development Policy

Date Drafted: **6-May-2024**

Date Approved by Administration: **7-May-2024**

**Media Specialist Name:** Edward A. Hornyak

**Media Specialist Signature:** Edward A. Hornyak

**Principal Name:** Blake Bennett

**Principal Signature:** Blake Bennett

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## **Purpose of Collection Development Policy**

The Collection Development Policy is designed to support the Library's Mission Statement and serves as a guide for the selection, acquisition, maintenance, and retention of materials by establishing roles, responsibilities, and a process for addressing Library user concerns.

Our collection functions to meet the following objectives:

1. Supports the academic and arts programs of our school.
2. Provides materials that support and/or enrich all curricula.
3. Provides research and recreational materials for students and staff.
4. Provides professional development materials for staff.
5. Provides technology to students and staff.

As our student population changes, the Media Center at Alexander W. Dreyfoos School of the Arts reassesses and adapts its collections to reflect new and differing areas of interest and concern. The Collection Development Policy is annually evaluated and revised as necessary to provide guidance for implementing changes in the collection.

## **Background Statement & School Community**

The users of the Media Center at Alexander W. Dreyfoos School of the Arts are students in grades nine through twelve, as well as our teachers, faculty, artists-in-residence, administration, and parents.

Unique as compared to traditional schools, students are selected by an audition process in one of the six arts areas: Communication Arts, Dance, Digital Media, Music, Theatre, and Visual Arts. Students come from throughout Palm Beach County.

Alexander W. Dreyfoos School of the Arts has a current enrollment of 1,357 students. The following percentages represent a profile of the student population: 28% male / 72% female; 13% black, 47% white, 25% Hispanic, 10% Asian, 5% mixed race, and 0% Native American. 20% of our students are economically disadvantaged. The students and staff represent culturally diverse ethnic and economic backgrounds.

## **School Mission Statement**

The Alexander W. Dreyfoos School of the Arts is committed to providing a world-class arts and academic education with excellence and equity to empower each student to reach their highest potential. We are committed to allow our students to find their own identity, while remaining part of a diverse community. We are also committed to attracting and retaining a highly qualified and professional staff who work each day to foster the knowledge, innovation, creativity, and ethical behavior within our students that will be required for responsible citizenship and a productive career.

## **Media Center Mission Statement**

The Media Center is an integral part of the school, serving both students and teachers with a comprehensive collection of print and non-print materials that not only service their academic needs, but also provides resources to support the arts programs. The Media Center provides opportunities for research, access to a variety of technologies, and a wide-ranging collection of books to meet the needs of our very diverse school community. The Media Center staff wishes to create a safe environment in which students feel comfortable to come in and seek new knowledge and information. We wish to instill a love of reading, in turn creating lifelong readers.

## **Responsibility for Collection Management & Development**

The staff librarian is responsible for collection development and maintenance. The Alexander W. Dreyfoos School of the Arts Principal has authority on final decisions for selection and the responsibility to maintain the collection according to this policy. The collection is evaluated on an ongoing basis, so it stays consistent with the collection development policy. Book suggestions from staff, students and other stakeholders will be considered and encouraged, and decisions will be based on the potential to serve the school.

## **Library Program**

Foremost among national standards for school library media center programs is the need to work collaboratively with teachers to develop meaningful information literacy lesson plans that integrate into classroom learning.

The Media Specialist collaborates with teachers from all departments to increase student success by supplementing classroom lessons.

The library is open throughout each day that students are in attendance to ensure equitable access for all students to library media resources, with the exception of testing days and administrative meeting days. The school administration and faculty are aware that recent research shows improvement in students' learning gains when the library media center is available to the student at the point of need. At Alexander W. Dreyfoos School of the Arts, the Media Center is open Monday through Friday, from 8 AM - 4 PM. Students are welcome before and after school and during lunch. If a student wishes to access the Media Center during class time, they are more than welcome with a pass from their teacher.

The Media Center schedule is run by the Media Specialist on our Google calendar. If teachers wish to book the Media Center; they must email the Media Specialist who will put their request into the calendar, if available. Reservations are on a first come, first serve basis.

While in the Media Center, students have access to many desktop computers in the computer labs where they can access Adobe Creative Cloud applications. Students also have access to monochrome and color printing as well as access to poster printing.

Additionally, the Media Center provides access to digital resources including books, periodicals and research databases for students to utilize from home.

### *Florida Teens Read*

Alexander W. Dreyfoos School of the Arts participates in the Florida Teens Read program by purchasing and promoting the books to students. The Florida Teens Read list can be accessed at <https://www.floridamediaed.org/florida-teens-read.html>. Alexander W. Dreyfoos School of the Arts participates in Battle of the Books each year and creates teams to read and ultimately compete in Battle of the Books using the Teens Read award winners.

### *Freshman Orientation*

All freshman students at Alexander W. Dreyfoos School of the Arts attend an orientation in the Media Center within the first month of school. Students gain information on what the Media Center has to offer. They become well versed on how all print materials are stored and how they can access them. This orientation is an interactive opportunity for incoming students to learn about our library program.

### *Statistics, Processing, Fines and Inventory*

Students, parents and teachers are held accountable for lost or damaged Library and Instructional Materials as outlined in the SDPBC Policy 8.1225. High Schools have the option of imposing fines as students mature and prepare for similar responsibility and experiences in public libraries and university settings.

At Alexander W. Dreyfoos School of the Arts we wish to encourage book and materials check out and do not enforce strict check in dates or other rules that may hinder a student from using the Media Center. If a student checks out a book for longer than the two-week period set in Destiny, that student is not charged a late fee. If a student is interested in checking out a book or material that is already checked out, the Media Specialist will inquire to see if the student who has the book or material checked out is still using it. If not, the Media Specialist will collect the material and check it out to the student with the inquiry. If that student is still using the material then the Media Specialist will resolve the request another way, either through an interlibrary loan or purchase.

The only time a student must physically return a book is upon graduation or transfer, if the student no longer has the book, they may replace it with another copy or pay the purchase price of that book. The student cannot withdraw from school without the signature of the Media Specialist, this procedure is put in place by administration to insure place so that all materials are taken care of before the student leaves our school.

Per Florida Statute governing Instructional Materials, instructional materials stored in the library media center must be inventoried annually. To facilitate the circulation and inventory process, Destiny Library Manager software has been made available to all schools. Alexander W. Dreyfoos School of the Arts typically inventories its entire collection every year.

Processing specifications for media items including books are maintained centrally by the Department of Instructional Materials and Library Media Services. The specifications are followed by vendors, by Library Media Services and by individuals at schools who process materials. Alexander W. Dreyfoos School of the Arts purchases materials that have been processed or sends them to Library Media Services to be processed.

## *Destiny Policies*

The Media Specialist is the primary user of Destiny software and it is their responsibility to maintain accurate records. The Media Clerk uses Destiny to check in/out books to students and staff. The students and staff use Destiny to search the library's catalog.

### **Goals and Objectives**

- **Goal 1: Reduce the average age of the collection by 1 year**
  - o purchase new books that have been published within the last 3 years
  - o weed older, obsolete books, especially in time sensitive subject categories
  - o weed very old books with little or no circulation
- **Goal 2: Update the test reference section**
  - o conduct a needs assessment on AP, AICE, SAT, PSAT and ACT testing resources
  - o purchase new testing resource books that have been published for the 2024-2025 school year and include new testing delivery and subject matter
  - o weed all non-current testing resource books
- **Goal 3: Increase the circulation of the collection**
  - o purchase current popular young adult fiction
  - o promote the Florida Teen Reads books through multiple avenues
  - o promote new titles via morning video announcements and PSAs
  - o make environment more inviting utilizing existing furniture
- **Goal 4: Systemize the Fine Arts Library**
  - o place fine arts, music and theatre books on shelves to concentrate these volumes to one area
  - o further weed very old and obsolete volumes and purchase newer arts books

**Budget and Funding**

The Media Specialist is responsible for purchasing all print and non-print materials for the Media Center as well as supplies. The Media Center is given a school-based operating budget at the beginning of every school year. The Alexander W. Dreyfoos Schools of the Arts administration uses a formula to disperse the appropriated funds. The budget for the 2024 - 2025 school year is expected to be similar to the 2023-2024.

*In the FY25 projected budget amounts replace the amounts with your actual ones.*

<b>School-based Operating Budget</b>	<b>Budget FY24</b>	<b>FY25 Projected Budget</b>
<i>Account 551100 - Media Supplies</i>	<b>\$619</b>	<b>\$620</b>
<i>Account 553420 - Media Subscriptions (Periodicals-Newspapers)</i>	<b>\$619</b>	<b>\$620</b>
<i>Account 561100 - Library Books</i>	<b>\$2270</b>	<b>\$2200</b>
<i>Account 562230 - Media A/V Equipment</i>	<b>\$900</b>	<b>\$900</b>
<i>Account 564220 - Furn-Fix/Equip</i>	<b>\$188</b>	<b>\$200</b>
<b>Fundraising/ Grants</b>	<b>Budget Amount</b>	
<i>Media Center Internal Account number for your grant(s) (get this from your bookkeeper)</i>	<b>\$2415</b>	<b>\$2400</b>
<b>State Media Allocation</b>	<b>Budget Amount</b>	
<i>Account 556110 (program 3070) - Media Books</i>	<b>\$1926</b>	<b>\$1900</b>



## Purchasing Plan FY25

<b>Approximate Purchasing Plan</b>	
<i>Purpose</i>	<i>Amount</i>
<b>Books</b>	<b>\$ 2500</b>
<b>Test Preparation Books</b>	<b>\$ 1500</b>
<b>Supplies</b>	<b>\$ 620</b>
<b>Printing Supplies</b>	<b>\$ 1500</b>
<b>Total:</b>	<b>\$ 6120</b>

### Scope of the Collection

Collection Development is determined by the curriculum of the Alexander W. Dreyfoos School of the Arts, which follows the guidelines of the Palm Beach County School District, which in turn is governed by the Florida Department of Education. Special Emphasis will be given to the needs of our art areas: Communication Arts, Dance, Digital Media, Music, Theatre and Visual Arts.

Materials will support both the curriculum and pleasure reading as per [School Board Policy 8.12, Section 5 d.](#)

Our collection includes a fine arts library which has a variety of arts related books including, but not limited to, visual arts, communications, film, photography, sheet music, and much more. In this library here is a piano for students to use with the music provided by the library.

The collection will also include special materials to accommodate students in the ELL and ESE programs. Based on our diverse school community, print and non-print materials will be made available for students with various learning styles, communication skills, and abilities.

Many of our students are enrolled in rigorous classes such as Advanced Placement, dual enrollment and AICE. The library media center maintains a section with the study resources to supplement those courses. These materials include test prep books, practice tests, flash cards and more. Along with the supplements for class, this section also includes SAT and ACT materials for students.

Per District policy and according to best practices for school libraries in the United States, the print and non-print collection at Alexander W. Dreyfoos School of the Arts is arranged by the Dewey Decimal Classification System.

Our collection includes all of the resources available in the school library media center along with all those that students, faculty and administrators can access across the district in DESTINY through an interlibrary loan.

Digital resources provided by our district are also available to students for checkout 24/7 through the district portal, MackinVIA, Gale and more.

#### *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 re-certification 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;
- Manage technical services for acquiring and processing resources for schools;
- Distribute to schools and monitor categorical and capital budgets allocated for library programs
- Foster a global range of services that facilitate the transformation of school-based library activities to meet the changing needs of an information society.

#### **Equipment**

Both monochrome and color printing are available to students in the Media Center. Additionally, posters can be printed. While in the Media Center, students have access to many desktop computers in the computer labs where they can access Adobe Creative Cloud applications.

#### **Collection Development**

In order to make the collection more relevant and to support our student's art area interests, considerable care will be made to improve all sections of the collection, especially in topics pertaining to the art areas offered at Alexander W. Dreyfoos School of the Arts.

The goal of collection development is to ensure the collection has information sources in adequate quantity and variety to support student's academic and personal interest needs. Input by the schools stakeholders, students, parents, teachers, administration and other community leaders assists the media specialist who leads this process .

## **Selection and Evaluation Criteria**

Media Center materials are selected for a reason. The materials reflect sensitivity to the achievements, needs, and rights of men and women, various ethnic groups, and other cultures. Media Center materials are evaluated according to their aesthetic, literary and social value, appropriateness to student age and emotional maturity, and relevance to the curriculum. The selection of media center materials about political theories and ideologies, religion, public issues and controversial topics is directed toward maintaining a balanced representation with various opinions.

As per Board policy 8.21 (6.d), materials considered for purchase must be appropriate, accurate and educationally sound. Material must have at least 2 favorable reviews from professional sources such as School Library Journal, Kirkus Reviews, Horn Book Reviews, Florida Teen Reads Award Lists, Junior Library Guild, Follett, and Booklist

## **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.

			
<b>14,687</b> Items in the Collection	<b>11.3</b> Items per Student	<b>53%</b> Fiction Titles in the Collection	<b>40%</b> 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.			
	<b>26 yrs. - 1998</b> Average Age of the Collection	<b>72%</b> Aged Titles	<b>4%</b> 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.	
			
<b>56%</b> Representative Titles in Collection	<b>25 yrs. - 1999</b> Representative Titles Average Age	<b>39%</b> SLL Titles in Collection	<b>21 yrs. - 2003</b> 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	25	2002
Philosophy & Psychology	36	2011
Religion	23	2002
Social Sciences	390	2004
Language	67	1999
Science	146	1996
Technology	96	2005
Arts & Recreation	2096	1988
Literature	2426	1995
History & Geography	545	1995
Biography	976	2001
Easy	2	1975
General Fiction	7745	2001
Graphic Novels	155	2012

### **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**

Per Florida Statute governing Instructional Materials and Board Policy 8.12 (8), instructional material stored in the Library Media Center must be inventoried annually. To facilitate the circulation and inventory process, Destiny Library Manager software has been made available to all schools. The Media Center at Alexander W. Dreyfoos School of the Arts typically inventories part of its collection each year on a rotational basis, completing a full inventory every 3 years.

### **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\(9\)](#). Students are required to pay for lost books prior to graduation as part of their check out procedure.

Strategic Focus – Weeding and Acquisitions

FY25	<p><b>Selection Priorities</b></p> <ul style="list-style-type: none"> <li>● Popular fiction titles less than 3 years old</li> <li>● Current testing year preparatory books for AP, AICE, SAT, PSAT &amp; ACT exams</li> <li>● Non-fiction or Biography titles less than 3 years old</li> </ul>
	<p><b>Inventory Priorities</b></p> <ul style="list-style-type: none"> <li>● Non-Fiction</li> </ul>
	<p><b>Weeding Priorities</b></p> <ul style="list-style-type: none"> <li>● Age-sensitive area titles in Computer Science and Social Science</li> <li>● Fictions titles, older than 10 years, with little or no circulation</li> <li>● Obsolete test prep books</li> <li>● Worn out materials</li> </ul>
FY26	<p><b>Selection Priorities</b></p> <ul style="list-style-type: none"> <li>● Popular fiction titles less than 3 years old</li> <li>● Current testing year preparatory books for AP, AICE, SAT, PSAT &amp; ACT exams</li> <li>● Non-fiction or Biography titles less than 3 years old</li> </ul>
	<p><b>Inventory Priorities</b></p> <ul style="list-style-type: none"> <li>● Fiction AAA-MZZ</li> </ul>
	<p><b>Weeding Priorities</b></p> <ul style="list-style-type: none"> <li>● Age-sensitive area titles in Science and Geography</li> <li>● Fictions titles, older than 10 years, with little or no circulation</li> <li>● Obsolete test prep books</li> <li>● Worn out materials</li> </ul>
FY27	<p><b>Selection Priorities</b></p> <ul style="list-style-type: none"> <li>● Popular fiction titles less than 3 years old</li> <li>● Current testing year preparatory books for AP, AICE, SAT, PSAT &amp; ACT exams</li> <li>● Non-fiction or Biography titles less than 3 years old</li> </ul>
	<p><b>Inventory Priorities</b></p> <ul style="list-style-type: none"> <li>● Fiction NAA-ZZZ</li> </ul>
	<p><b>Weeding Priorities</b></p> <ul style="list-style-type: none"> <li>● Age-sensitive area titles in Arts &amp; Recreation and Technology</li> <li>● Fictions titles, older than 10 years, with little or no circulation</li> <li>● Obsolete test prep books</li> <li>● Worn out materials</li> </ul>

**Reconsideration of Materials**

In the event of a challenge by a citizen of Palm Beach County, personnel at the Alexander W. Dreyfoos School of the Arts will follow [SDBC Policy 8.1205](#) - Challenge Procedures for Instructional Materials.

Any challenges to material can be made on the Specific Materials Objection form. See the Appendix for a link.

**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 20, 2024)

Document ID: 669fd6a3-8939-3e54-7577-996a0a3f8952

### B: Intellectual Freedom Statement

"The Freedom to Read Statement", American Library Association, July 26, 2006.

[Link](#) (Accessed March 20, 2024)

Document ID: aaac95d4-2988-0024-6573-10a5ce6b21b2

### 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 20, 2024)

### 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 20, 2024)

### E: Specific Material Objection Form

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

[Link](#) (Accessed March 20, 2024)