



Atlantic Community High School

FY25 Collection Development Policy

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Signature Page

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Date Drafted: April 26, 2024

Date Approved by Administration: April 29, 2024

Media Specialist Name: Rebecca Radic

Media Specialist Signature: _____

Principal Name: Sandra Edwards

Principal Signature: _____

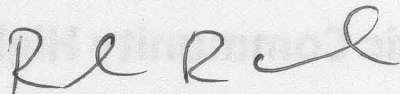
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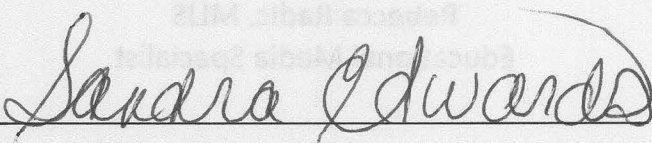
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Purpose of Collection Development Policy

SDPBC Policy 8.12 (6.a) stipulates “Each school shall, in conjunction with the “Library Bill of Rights” of the American Library Association (ALA) and District policy, establish procedures for the evaluation, selection, management and disposal of library media materials in conformance with this policy and Policy 8.1205 and shall record such in the school’s collection development policy.” (Appendix A).

This collection development policy is a statement of the principles and guidelines used by the library in its selection, acquisition, evaluation, deselection, and maintenance of materials. It will be used to communicate the library’s policies to faculty, students, staff, and other stakeholders of our school’s community. It is understood that this document is fluid and changes in the curriculum, demographics, information needs, or programs of the school will mandate updates to the collection and its governing policies.

The acquisition and maintenance of materials collection is a primary function of the library media staff, primarily being the librarian, since the media clerk is used for many other roles within the school. Collection development and management refers to the process of building and maintaining the library’s entire materials collection, in print, non-print, audio visual and electronic formats so that they are available to every student at the time of need to support and enrich the student’s educational experience.

The collection development process includes the formulation of policy and procedures, budget, allocations, needs assessment, selection, collection maintenance and evaluation, deselection and resource sharing.

The primary goal of the library’s collection development efforts is to build a current collection that supports the needs of the school community and maintains the boundaries for size, average age, and access. This goal supports the information needs of students as defined by the mission and goals of the:

- School District of Palm Beach County;
- ALA/AASL Standards for the 21st Century Learner;
- Partnership for 21st Century Skills; and
- International Society for Technology in Education (ISTE) National Education Technology Standards (NETS)

The library recognizes its responsibility to respond to the reading (for curriculum and pleasure), reference, and research needs of the student body and faculty in an age of information abundance. The electronic catalog of resources for the school and district is maintained by the Department of K-12 Instructional Materials and Library Media Services and is available at all times to students, faculty, and parents.

The library is expected to be open every day that students and/or faculty are in attendance, to the extent the librarian can control such matters. In regards to testing, the library will be allowed to continue access for students and staff at the discretion of school administration. When the facility cannot meet information needs, research and reference materials will still be available at all times, in all locations, through the district-wide electronic subscription databases. Interlibrary loan is available through district membership.

Background Statement & School Community

The users of ACHS library come from grades nine (9) through twelve (12) in addition to the faculty, staff, and parents of that community of users.

According to the district's Gold Report summary dated September 2023, which last has data for October 2022, ACHS has a population of 1882 students. This is a unique and culturally diverse population attending our school for a variety of programs including Army JROTC Academy, Construction Academy, Criminal Justice Academy, Drafting Academy, Early Childhood Teacher Education Academy, International Baccalaureate Diploma, Photography Academy, Sports Management & Recreation Academy and Video Production Academy. Many students have a first language other than English, and those languages include Haitian Creole, Spanish, Portuguese, Bengali, Filipino, Serbian, Polish, Hindi, Albanian, French, and more.

Demographic Information:

- Black – 65%
- White – 12%
- Hispanic – 15%
- Asian – 5%
- Mixed Race/Other – 2%
- Free/Reduced Lunch – 61%
- ESE – 14%
- ELL – 12%

School Mission Statement

Atlantic Community High School exists to serve the educational needs of the community and its students. Our mission is to enable all students to become positive and productive members of society. To achieve this mission, we must address many facets of the “whole student,” intellectually, socially, morally, physically and aesthetically. The overall climate must encourage students to reach their potential, “to be the best they can be.” This climate must encourage and reward achievement, self-discipline, tolerance, leadership and service to others.

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 program of the Atlantic Community High School while cultivating users who are information literate, readers for pleasure, and life-long learners. To this end, the library media center will

- Provide free and open access to all information resources for all members of the school community;
- 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 pleasure reading through an inclusive collection;
- Develop diverse interests for the enjoyment of lifelong learning; and
- Provide and promote instruction to prepare students to become independent users of libraries and information resources.

Responsibility for Collection Management & Development

The primary goal of the library's collection development efforts is to build a collection that supports the needs of the school community while also positively representing all stakeholders. Acquisition and maintenance of the collection is critical. This process includes the formulation of policies and procedures, budget allocations, needs assessment, selection criteria, collection maintenance and evaluation, and resource management.

The library has a responsibility to respond to the needs of the student body and faculty. The librarian serves as the liaison between the library media center and all departments as well as parents and students and stakeholders at large. The librarian prioritizes requests made by all stakeholders for input on future purchases, while conforming to selection policies, and strives to maintain a balance in the library collection to ensure that both instructional and recreational needs are met.

The librarian strives to maintain a collection as diverse as the population it serves. Material selection seeks to maintain a balanced representation of a variety of opinions, theories, ideologies, cultures, issues, and controversial topics, so that patrons may find materials that reflect their worldviews while also having the opportunity to explore other worldviews. Additionally, we're looking for more than representation—we need healthy representation that affirms our teens' experiences and helps people outside that group to question and challenge harmful stereotypes ([Karen Jensen, SLJ](#)).

Library Program

Foremost among national standards for school library media center programs is the need to work collaboratively with teachers to develop meaningful literacy information lesson plans that integrate into classroom learning. At ACHS, the librarian collaborates with teachers from all disciplines to increase student achievement by supplementing existing curriculum in accordance with course standards.

The library is open each day that students are in attendance to ensure equitable access for all students to library media resources. The school administration and faculty are aware that recent research shows improvement in student learning gains when the library media center is available to the student at the point of need. At ACHS, the library is open from 7:00 AM to 3:00 PM Monday through Friday, except when closed by administration (usually for testing). Students are welcome without a pass before and after school, but must have a pass from a teacher during class periods or during lunch.

In addition to other services, the library staff:

- Makes IDs for all new students and replaces IDs as needed;
- Laminates items for teachers;
- Makes poster-sized prints;
- Make copies and color prints;
- Circulates chromebooks and laptops;
- Schedules lab usage;

- Supervises groups of students as needed.

The Media Center participates in The Florida Teens Read program which can be accessed at <http://www.floridamedia.org/florida-teens-read.html>.

The library participates in the SDPBC online Battle of the Books which is held each year. Students at ACHS participate by reading at least 3 of the 15 books nominated for Florida Teens Read. The students form groups which practice at times best for students and teachers.

High schools have the option of imposing late fines as students mature and prepare for similar responsibility and experiences in public libraries and university settings; however, in an effort to encourage book checkout, ACHS does not charge late fees. Additionally, ACHS will no longer charge fees for damaged or lost materials, except in the case of circulating devices. If a student leaves ACHS with an outstanding fine, that fine will be transferred through SIS. If a student graduates without paying a fine, their fine will be deleted.

Fines assessed from previous schools or ACHS in other departments (including textbook fines) will not prevent any type of circulation of library materials.

Goals and Objectives

- Goal 1: Increase circulation by 10% over FY24 circulation stats.
 - Create targeted displays that feature only previously uncirculated items
 - Promote FTR titles and participation in Battle of the Books
- Goal 2 : Increase representative titles in the collection from 53% (3% increase from last year) to 57%.
 - Purchase new diverse titles
 - Weed out older, non-circulating, un-diverse titles
- Goal 3 : Increase amount of foreign language titles and dictionaries, including learning languages titles
 - Purchase popular titles in other languages representative of our students' native tongues
 - Purchase books that help teach other languages, especially learning Korean, which is popular among our students

Budget and Funding

The library is given a school-based operating budget at the beginning of every school year, receives state monies, and retains an internal account used when other funding is exhausted. The library expects the school-based operating budget to be consistent with years past, and has created the projections below based upon past data. The budget for the 2023 - 2024 school year is expected to be similar to the 2022-2023.

2024-2025 (FY25) projected budget amounts

School-based Operating Budget	Budget FY24	FY25 Projected Budget
Account 551100 - Media Supplies	\$815.78	\$800
Account 553420 - Media Subscriptions (Periodicals-Newspapers)	\$816	\$800
Account 561100 - Library Books	\$2991	\$2800
Fundraising/ Grants		
Media Center Internal Account 51700.0	\$1200	\$1500
State Media Allocation		
Account 556110 (program 3070) - Media Books	\$2555	\$2555
Program 8430 - Destiny	selection of materials valued around \$1100	selection of materials valued around \$1100
District provided LEAD money	\$320	\$320

Purchasing Plan FY25

Approximate Purchasing Plan	
Purpose	Amount
FTR titles	\$600
Books/eBooks	%5000
Supplies/ID supplies	\$1000
BAM! Festival Field Trip	\$600
Author Visits	\$1800
Memberships and subscriptions	\$275
Computer Chargers	\$2000
Total:	\$11275

Scope of the Collection

The entire print collection at ACHS is currently arranged by genre, augmented with narrative nonfiction, foreign language titles, and a collection of test prep books. Graphic novels inhabit their own space within the library. Printed nonfiction titles have been removed with the exception of graphic novels, testing materials, and books that read like fiction (narrative nonfiction). The library maintains its eBook collection through the MackinVIA platform. Nonfiction materials are used electronically via additional resources provided by district-wide subscriptions to electronic information databases, which are available to students 24/7, IB databases maintained by the IB department, and curricular supplemental programs. The district-wide subscriptions also include a collection of eBooks. Materials support both curriculum and pleasure reading as per [School Board Policy 8.12](#).

Through affiliation with the public library system, the library is able to extend its collection to provide any major resource needed by a patron. Additionally, students, faculty, and administrators can access materials through interlibrary loan within the school district.

Equipment

The library offers two SMARTboards for use within the space, in addition to a projector and screen. There are two large poster makers and lamination machines for teacher use. There are three desktop computers for student and teacher use. The library circulates chromebooks and probooks for student use and has a full lab available for reservation.

Collection Development

Collection Development is the process of maintaining a quality library media collection that serves both the academic and recreational needs of its patrons while confined to a set budget. The librarian leads this charge while valuing the input of all stakeholders, including students, teachers, administration, and parents.

Selection and Evaluation Criteria

The librarian, a certified educational media specialist, follows the guidelines of the School District of Palm Beach County, which in turn are governed by the Department of Education of the State of Florida, in implementing selection and evaluation measures.

Selection and evaluation policies follow [School Board Policy 8.12](#). The librarian primarily uses reviews in Mackin to ensure all selected materials have at least two reputable reviews. Materials will be age appropriate for grades nine (9) through twelve (12) and will not contain pornography or critical race theory materials, following Fla Stat. 847.012. The collection is searchable by both title and author using the Destiny Catalog platform.

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.

			
5694 Items in the Collection	2.3 Items per Student	72% 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.			
	2014 Average Age of the Collection	21% Aged Titles	27% 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.	
			
53% Representative Titles in Collection	2014 Representative Titles Average Age	60% SLL Titles in Collection	2015 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	2	2011
Philosophy & Psychology	19	2013
Religion	3	2007
Social Sciences	137	2016
Language	40	2004
Science	22	2015
Technology	11	2013
Arts & Recreation	1078	2011
Literature	87	2007
History & Geography	62	2013
Biography	130	2011
Easy	2	2020
General Fiction	4100	2014
Graphic Novels	1070	2011

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

The Library Media Specialist is responsible for the ongoing maintenance of a quality collection which

includes the procurement of new materials and discarding of ineffective items as delineated above.

Inventory and weeding (deselection) of materials and resources are essential for a healthy library media collection. Inventory will be performed on a three-year rotation as per [Board Policy 8.12 \(8\)](#), though oftentimes the entire collection can be inventoried each year.

Weeding is a form of quality control of the collection in which outdated, inaccurate and worn-out materials and equipment are discarded from the electronic catalog and physically removed from the collection.

Materials that are weeded can be disposed of in different ways, though measures will be taken to ensure misinformation from outdated materials is not circulated, and books will not merely be thrown away.

- a. Recycling the materials for various instructional activities
- b. Giving them to students for individual use (fiction book exchange, or as reward)
- c. Shipping off to LMS warehouse for proper disposal

Lost or Damaged Library Materials

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,” students are charged for lost or damaged textbooks and devices. Students will not be charged for lost or damaged library books. Textbook charges are set by the Textbook AP. Device damages are \$50/damage, starting with the second broken device (ex. The first damaged device does not result in a charge. The second damaged device results in a \$100 charge. The third and each following charge is an additional \$50 fee.) Lost devices and chargers are based on the most recent Student Device Depreciation report, provided by District IT.

Strategic Focus – Weeding and Acquisitions

FY25	Selection Priorities <ul style="list-style-type: none">● FTR titles for 2024-2025● Series fill needs● Foreign language titles and foreign language dictionaries
	Inventory/ Weeding Priorities <ul style="list-style-type: none">● Weed Graphic Novels and Manga section● Inventory Graphic Novels and Manga sections
FY26	Selection Priorities <ul style="list-style-type: none">● FTR titles for 2024-2025● Series fill needs● New fiction and graphic novels
	Inventory/ Weeding Priorities <ul style="list-style-type: none">● Weed fiction genre sections● Inventory fiction genre sections: Classics, Fantasy, Historical Fantasy, Historical Fiction, Horror, Humor,

	Magical Realism, Mystery/Suspense, Realistic, Romance, Sci-fi, Sports/Adventure
FY27	Selection Priorities <ul style="list-style-type: none"> ● FTR titles for 2024-2025 ● Series fill needs ● Test prep titles
	Inventory/ Weeding Priorities <ul style="list-style-type: none"> ● Weed Narrative Nonfiction, manga, and Test Prep sections ● Inventory Narrative Nonfiction, Test Prep, and Florida Teens Read sections

Reconsideration of Materials

While the library recognizes the right of any individual to challenge available materials, the library does not add or withdraw, at the request of any individual or group, materials which have been chosen or excluded on the basis of stated selected criteria. In the event of a challenge by a citizen of Palm Beach County, personnel at ACHS will follow [Board Policy 8.1205](#) – Objection Procedures for Instructional Materials, Library Media Materials, and Supplemental Classroom Materials, including Reading Lists. Any person wishing to make a challenge will fill out the [Specific Material Objection Form](#).

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)