

FY25

Collection Development Policy Boynton Beach Community High School



If you haven't fallen in love with a book yet, you just haven't met the right one.

Signature Page

Boynton Beach Community High School
FY25 Collection Development Policy

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Purpose of Collection Development Policy

The purpose of this policy is to adopt criteria for the selection, removal, and replacement of library materials at the Boynton Beach Community High School. This policy provides consistency among those responsible for developing the collection and communicating the media center's policies to faculty, students, staff and other stakeholders. The principles outlined in the American Library Association Bill of Rights guide this policy and the interpretation of school libraries. The collection development is an ongoing process that identifies the strengths and weaknesses of the school's library collection in terms of community needs.

Background Statement & School Community

The Boynton Beach Community High School Library Media Center users are students in grades 9-12. There are approximately 495 freshmen, 403 sophomores, 428 juniors, 375 seniors, and 156 faculty and staff members. Minority enrollment is approximately 91% of the student population, which is higher than the Florida state average of 62%. Approximately 87% of the student population is eligible for free or reduced-priced lunch and 17% are English language learners. The student-to-teacher ratio is approximately 16:1, which is equal to the Florida state level of 16:1. Our school offers the following choice programs: Information technology, digital media academy, theater academy, band academy, medical science, aerospace science, visual arts, dance, vocal and Marine Corps JROTC.

School Mission Statement

At BBCHS we are committed to providing a world-class education by fostering an environment where students are challenged through rigorous coursework. Our scholars will be prepared for college or career opportunities that will empower each to reach their highest potential.

Media Center Mission Statement

The mission of the Boynton Beach Community High School Library Media Program is to ensure that students and staff are effective users of ideas and information. The Library Media Program supports quality education by offering diverse, relevant, and culturally appropriate digital and print materials. This mission is accomplished:

- by providing intellectual and physical access to materials in all formats.
- by providing instruction to foster competence and stimulate interest in reading, viewing, and using information and ideas.
- by working with other educators to design learning strategies to meet the needs of individual students.

Responsibility for Collection Management & Development

The Boynton Beach Community High School Media Center collection development takes place under the leadership of a certified library media specialist, who is trained in the evaluation of learning resources and instructional characteristics, and the availability of educational resources. The media specialist will review the issues pertinent to the overall programs of the media center and will serve as the liaison to all

departments as well as to parents and students.

The primary goal of the Boynton Beach Community High School Media Center's collection development efforts is to build a collection that supports the school community's needs. This goal reinforces the Palm Beach County School District and Boynton Beach Community High School missions. The collection development process involves the staff, administration, students, and other stakeholders. This process includes the formulation of policy and procedures, budget allocations, needs assessment, selection, collection maintenance, evaluation, and resource sharing.

The Boynton Beach Community High School Media Center recognizes its responsibility to respond to the student body's and faculty's research needs. It will do this through its commitment to provide access services, including online database searching and document delivery. With the understanding that no media center can supply materials to satisfy all the needs of its users, the Boynton Beach Community High School Media Center will participate in SUNLINK, the Department of Florida database of all school's collections available for inter-library loan.

Library Program

The Library Media Program is an integral component of academics at Boynton Beach Community High School and is considered as the hub of the school. The program is just one piece of the curriculum that prepares students to be responsible digital citizens in today's information age. This collection development policy was established to determine criteria for selecting materials to ensure that all instructional materials extend the knowledge and understanding of the curriculum.

The library media specialist collaborates with administrators and teachers to provide resources that represent diverse points of view, stimulate growth in thinking skills, and promote the overall educational program. To ensure these goals are met, the library media specialist uses the recommended selection tools and applies the appropriate selection criteria. This policy reflects the philosophy and goals of the school system and supports the principles of information literacy and intellectual freedom described in position statements on intellectual freedom for the American Library Association and the American Association of School Librarians.

The Library Media Program will:

- Encourage the love of reading and lifelong learning.
- Provide maximum access to library media center resources, facilities & services.
- Support instructional programs by strengthening curriculum integration and information literacy.
- Build community connections with public libraries and other sources of information.
- Promote parent, school, and community partnerships.
- Recognize and respect the diversity and uniqueness of all people.

Goals and Objectives

- Goal 1: Open the media center in the mornings 7-7:25 AM
 - Provide supervision for students who want access to the media center before/after school to improve circulation and promote book return.
 - Improve our ratio of books circulated
 - Provide book talks to reading classes and lists of “what the librarian is reading”
- Goal 2: Replenish the library collection with a special emphasis on diversity within the collection.
 - include books available in multiple languages, specifically Haitian Creole and Spanish and/or larger fonts to promote inclusion and ELL.
 - Include books that feature diverse characters with relatable backgrounds and stories to the demographic at BBCHS.
- Goal 3: Grow the MackinVia eBook Collection
 - use data from a needs assessment to inform MackinVia Ebook 5 selections
 - purchase up-to-date ebooks that relate to the needs and interests of the student population in FY24

Budget and Funding

Funding is provided by the state and district categorical funding through Library Media Services. These funds are used to purchase books, ebooks, and subscriptions. There are internal accounts to support the library media center services, such as poster printing, lamination, and ID cards.

The budget/funding comes from the School Operating Budget. (Fund: 1000 Function: 6202 Account: 561100 Program 0000); State Categorical Funds/3070; (Fund:1000 Function: 6202 Account: 561100 Program 3070); Title I funding; Fund Raising; Grant Awards. This year, there was no fundraising activity.

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

<i>School-based Operating Budget</i>	<i>Budget FY24</i>	<i>FY25 Projected Budget</i>
<i>Account 551100 - Media Supplies</i>	\$786	\$786
<i>Account 553420 - Media Subscriptions (Periodicals-Newspapers)</i>	\$702	\$702
<i>Account 561100 - Library Books</i>	\$2589	\$2589
<i>Account 562230 - Media A/V Equipment</i>	\$0	\$0
<i>Account 564220 - Furn-Fix/Equip</i>	\$0	\$0
<i>Fundraising/ Grants</i>	<i>Budget Amount</i>	<i>0</i>
<i>Media Center Internal Account number for your grant(s) (get this from your bookkeeper)</i>	\$1488	\$1488
<i>State Media Allocation</i>	<i>Budget Amount</i>	
<i>Account 556110 (program 3070) - Media Books</i>	\$2300	\$2300

Purchasing Plan FY25

Approximate Purchasing Plan	
Purpose	Amount
Fiction	\$900
Non-Fiction (Careers and Financial Strategies for Teens)	\$1689
Supplies for Makerspace, Media Program	\$1488
STEM	\$500
Media Books	2300
Total:	\$6877

Scope of the Collection

The Media Center Collection Development Policy is influenced by the curriculum of Boynton Beach Community High School. We follow the School District of Palm Beach County guidelines, which are governed by the Florida Department of Education. Special emphasis is given to our choice programs of Boynton Beach Community High School. The choice programs include the Boynton Aeronautical Science Academy (BASA), Culinary Arts Academy, Dance Academy, Digital Media Academy, Early Childhood Academy, Informational Technology Academy, Instrumental Music Academy, Marine Corps JROTC, Medical Science Academy, Theater Arts Academy, Visual Arts Academy, and Vocal Music Academy.

We use computers to access our online database of our collection. The District provided databases help to expand our location collection and provides students with 24/7 access. They include, but are not limited to Gale Databases.

Materials in our library will support both our school curriculum needs and pleasure reading for our students as outlined in [School Board Policy 8.12](#) (see Section 5 d).

Per District policy, the collection will be arranged in standard Dewey order.

Equipment

Two computers labs are available for use through our media program. We also have a teacher computer in our copy area available for teacher use. Teachers are provided with a work area where they can utilize equipment and supplies solely found in the media center (Ellison letter cutter, Cricut machine, bulletin board paper, etc.)

The TV Production studio, control room and classroom are also housed in the media center.

Collection Development

Collection Development is the process of providing quality materials and equipment for the library media center. The primary goal is to build a collection that supports the needs of our school community. 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. The media specialist leads this process with the input of administration, teachers, students, parents, and stakeholders. This process includes the formulation of policy and procedures, budget allocations, needs assessment, selection, collection maintenance, evaluation, and resource sharing.

Selection and Evaluation Criteria

Materials for use in school media centers or classroom library collections shall be carefully selected. A choice of materials that support the instructional program and promote reading shall be available to students and professional staff to allow for varying achievement levels, interests, and teaching/learning styles. Each school shall, in conjunction with the "Library Bill of Rights" (www.ala.org/advocacy/sites/ala.org.advocacy/files/content/intfreedom/librarybill/lbor.pdf) 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 plan.

The "Library Bill of Rights" referenced herein is to be used as a suggested guideline. To the extent that there are inconsistencies between the guidelines in the "Library Bill of Rights" and District policy, District policy shall take precedence and shall govern the selection, retention, and disposition criteria of library media materials for library media centers and classrooms.

The selection of materials shall also be consistent with the provisions in the School Board's collective bargaining agreement with CTA relating to academic freedom and responsibilities--Article II, Section K--to the extent those provisions are applicable.

Moreover, consistent with Fla. Stat. § 1006.28 (2) (a) 2, library media materials must be suited to student needs and their ability to comprehend the material presented, and be appropriate for the grade level and age group for which the material is used.

In conjunction with the selection criteria above, library media specialists, teachers, and administrators at each school location shall evaluate and select print and non-print materials for the library media center using several of the criteria outlined below, as appropriate for the media type. Any library media material containing pornography or otherwise prohibited by Fla Stat. § 847.012 as harmful to minors may not be used or made available within any public school.

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.

			
11595 Items in the Collection	6.8 Items per Student	3598 Fiction Titles in the Collection	47% 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.			
	2003 Average Age of the Collection	70% Aged Titles	3% 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.	
			
35% Representative Titles in Collection	2003 Representative Titles Average Age	23% SLL Titles in Collection	2006 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	73	2013
Philosophy & Psychology	67	2006
Religion	36	1997
Social Sciences	1096	2003
Language	65	2000
Science	169	2003
Technology	358	2006
Arts & Recreation	2227	2005
Literature	680	1999
History & Geography	631	2001
Biography	893	2000
Easy	20	1194
General Fiction	3598	2004
Graphic Novels	999	2006

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

This year, we removed all books that were weeded in the last school year and continued to look for inappropriate/uncirculated/outdated fiction. This will continue on the same schedule next year until the work is completed. Boynton Beach Community High School typically inventories part of its collection each year on a rotational basis, every 3 years. In the current school year (2024), our focus was on the fiction section of the library. In 2025, we will inventory non-fiction books and in 2026, we will inventory the EASY section.

Per Florida Statute governing Instructional Materials, 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.

Weeding of materials and resources is essential for the maintenance of a healthy reading, research, and reference library media collection. 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.

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. Teachers, administration, and the school library media advisory committee assist in the re-evaluation and systematic deleting of materials and equipment to ensure that the collection remains responsive to user needs, changing curriculum, and advancing technology.

In coordinating this process, the library media specialist will follow objective criteria for removing materials and equipment from the media center, which include obsolescence, physical age and condition, and general inapplicability for continued inclusion in the existing collection. One popular criterion for weeding is found in the CREW Manual and the School Library Journal.

Lost or Damaged Library Materials

Students will be notified of overdue books each month. If a student does not return the book within three notices, it will be marked as lost and the student will incur a fine. Lost or damaged books will be accessed a fine of the cost of the book. School Board Policy 2.21B(9) Books which are returned late up to three months do not incur a late fee.

Strategic Focus – Weeding and Acquisitions

School Year	Strategic Focus
FY25	Selection Priorities <ul style="list-style-type: none"> • Titles that feature diverse characters from unique backgrounds that are in line with the demographics of BBCHS. • High focus on fiction titles. Romance books are highly favored by the teens at BBCHS. Use social media as a 15 method to gather research on popular books and then investigate using district guidelines for appropriate selections. • Improve makerspace by adding games and interactive stations. Including the set up of self-checkout.
	Inventory/Weeding Priorities <ul style="list-style-type: none"> • References will need to be weeded to prevent information becoming out of date. Reference section should be chosen for the 1/3 evaluation process. • Classics will need to be weeded for age level and quality of books • Magazines should be updated and reviewed for accuracy.
FY26	Selection Priorities

	<ul style="list-style-type: none"> ● Continue to prioritize a completed maker space by donations, grants, and district funding. ● Furniture including desks, tables, and seating need to be replaced and modernized. ● Classics sections will need to be repurchased with new covers that modernize the content and draw in readers.
	<p>Inventory/Weeding Priorities</p> <ul style="list-style-type: none"> ● Fiction books need to be reviewed on a three year loop should be the 1/3 of the books reviewed. ● Weed over used/broken toys such as the lego collection, puzzles, and chess sets. Monitor usage to determine the need or want for these items ● Revisit class sets from previous years and determine if more quantities are needed or any damaged title needing to be removed.
<p>FY27</p>	<p>Selection Priorities</p> <ul style="list-style-type: none"> ● Focus on high interest areas such as Manga and historical sports content with the intent on improving circulation. ● Open media center in the morning from 7-7:20 for book check in/out to improve the quantity of lost titles. ● Work with the ESOL coordinator Mrs.Bryant to apply for grants to improve the diversity of titles in the library. Specifically focusing on titles that come in various languages or large fonts.
	<p>Inventory/Weeding Priorities</p> <ul style="list-style-type: none"> ● Have all weeded materials picked up to clear space for the professional library and newly acquired class sets. ● Continue to weed titles as the district updates its policies. Non-Fiction will be the focus as it is a rather small section that needs to be cleared out and rebuilt. ● Bring all inventory to the front of the library to promote check out and evaluate what is being interacted with the most by students. Add a suggestion box to the checkout area.

Reconsideration of Materials

The Boynton Beach Community High School media center makes each book available to students. These books have been selected by a school district employee who holds a valid educational media specialist certificate. The media specialist will follow the policies set forth for vetting materials.

Any books or materials that are still challenged after this process will follow the policy set forth in Board Policy 8.1205 on Challenged materials. The policy and the Specific Material Objection form are linked in the appendix.

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)