

# DR. JOAQUÍN GARCÍA HIGH SCHOOL



**Dr. Joaquín García High School**  
FY24 Collection Development Policy

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**Dr. Joaquín García High School**  
FY24 Collection Development Policy

Date Drafted: May 2024

Date Approved by Administration: *May 1<sup>st</sup>, 2024*

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## Purpose of Collection Development Policy

The purpose of the collection development policy is to guide the selection, acquisition, and weeding of library media materials to support teaching and learning at Dr. Joaquín García High School (DJGHS). The collection development policy aims to ensure that students and teachers have access to an organized and centrally managed collection of instructional materials and the technologies necessary to support those materials.

This collection development policy is a statement of the principles and guidelines used by the DJGHS Media Center in the selection, acquisition, evaluation, and maintenance of library media center materials. It will be used both in providing consistency among those responsible for developing the collection and in communicating the library media center's policies to faculty, students, staff, and other interested stockholders of the school 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. Collection development and management refers to 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 assessments, selection, collection maintenance, evaluation, deselection, and resource sharing.

The primary goal of the media center's collection development efforts is to build a current collection that supports the needs of the curriculum and the school community and maintains the recommended boundaries for:

- Size of collection,
- The average age of the collection, and
- Access to the collection

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. Specifically, MackinVIA and Gale are used for students to access ebooks and electronic databases.

The media center provides ongoing services that transcend the tenure of any single individual. To this end, the media department oversees, reviews, and records issues and policies pertinent to the overall program of the library media center to facilitate a





continuum of services.

## Background Statement & School Community

Dr. Joaquín García High School features IT/Business, Medical, and Army JROTC programs with AICE and AP classes available to students. There are also comprehensive arts and sports programming available at DJGHS. The demographics of our student population include 48.6% Hispanic, 25.4% White, 19.5% Black, 3.1% Asian or Pacific Islander, 2.7% Multiracial, and .6% Other.

## Mission & Vision Statements

The mission statement: Our Mission at Dr. Joaquín García High School is to Educate, Affirm, and Inspire each student in an equity-embedded school.

The vision statement: Our vision is to be Palm Beach County's flagship high school by providing the best options and outcomes for all of our students.

## Media Center Mission Statement

The Dr. Joaquín García High School Media Center is dedicated to designing and maintaining a library media program that supports, complements, and expands the instructional program of the school. Our goal is to provide equitable access to reliable, valid, academic research resources while encouraging reading for pleasure. We offer instruction in research, reference, digital citizenship, and information literacy. We strive to foster a learning environment of inclusion and safety so that our entire Bulldog community feels welcome, respected, and represented through our comprehensive collection. The library media staff:

- 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 that promotes inquiry
- Stimulate intellectual curiosity
- Encourage pleasure reading
- 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 to find and evaluate information
- Organize, maintain, interpret, and communicate information
- Use computers and technology to process information





## Responsibility for Collection Management & Development

The media specialist of Dr. Joaquín García High School is responsible for the collection management and its development. To incorporate input from a variety of stakeholders, the media specialist will have a form for book, material, and database requests from students and staff. The media specialist will also collaborate with the administration to align its mission and vision to those of the school. The DJGHS Bulldog Commons strives to create a collection that reflects the diversity of its learning community and establishes an equitable learning environment for all.

## Library Program

The Bulldog Commons encourages student use and engagement through a variety of programs and initiatives. We offer a flexible schedule for students to visit the Commons during study hall, lunch, or before and after school. Programming includes comprehensive lessons on research, reference, and digital literacy. The Bulldog Commons also offers a STEM-based MakerSpace program, collaborative areas for learning, TV production, and project-based learning.

## Goals and Objectives

**Goal 1:** Increase the nonfiction eBooks and databases to support the specific needs of the school population and learning community.

- Using the needs assessment, determine the demographical, mental, and academic needs of the teachers and students at DJGHS.
- Review Gale database and eBook offerings to evaluate the effectiveness, compatibility, and value to increase our nonfiction collection.

**Goal 2:** Establish a robust and vigorous MakerSpace within Bulldog Commons, aligned to state standards, encourages challenges, creativity, STEM, architecture, robotics, circuitry, and thinking outside the box.

- Join the Resource Depot and stock the MakerSpace area with organized, pertinent, and creative materials to support exploration.





- Encourage participation from students and collaborate with the science department on challenges.

**Goal 3:** Provide the students of DJGHS with comprehensive research, reference, and digital literacy lessons to prepare them for college and career readiness.

- Collaborate with teachers to incorporate research, reference, and digital literacy lessons into the curriculum and support project-based learning.
- Push into classrooms, encourage students to visit the library, and incorporate engaging lessons into the curriculum.

### Budget and Funding

The Dr. Joaquín García High School Media Center is given a school-based operating budget each school year. The DJGHS media program uses a formula to determine the appropriated funds. The funds are similar from year to year. The school opened in August of 2023 and therefore did not have an operating budget in FY23.

#### 2023-2024 (FY24) projected budget amounts

<i>School-Based Operating Budget</i>	<i>FY24 Budget</i>	<i>FY25 Projected Budget</i>
<i>Account 55110 - Media Supplies</i>	<i>\$2,024</i>	<i>\$2,500</i>
<i>Account 553420 - Media Subscriptions (this amount was moved to supplies)</i>	<i>\$0</i>	<i>\$0</i>
<i>Account 561100 - Library Books</i>	<i>\$2,110</i>	<i>\$2,750</i>
<i>Account 562230 - Media A/V Equipment (this amount was included in the school opening budget)</i>	<i>\$0</i>	<i>\$0</i>
<i>Fundraising/ Grants</i>	<i>\$2000</i>	<i>\$2,500</i>
<i>Media Center Internal Account 5-1700.00</i>	<i>\$464.72</i>	<i>\$750</i>







Account 556110 (program 3070) - Media Books	\$2,371	\$3,000
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### Purchasing Plan 2023-2024

Approximate Purchasing Plan	
Purpose	Amount
Fiction Books	\$40,000
Graphic Novels	\$30,000
Nonfiction eBooks	\$37,000
Spanish Books	\$20,000
Databases	\$3,000
Materials (scanners, carts, signage, bookends, etc)	\$50,000
Total:	\$180,000

### Scope of the Collection

Collection development is focused on the curriculum of Dr. Joaquín García High School, which 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. According to best practices for school libraries in the United States, the print and non-print collection at JGHS is arranged by the Dewey Decimal Classification System. Additional resources are provided by district-wide subscriptions to electronic information databases.

The term “collection” refers to all the information resources available through the library media center. All materials selected for the collection support the curriculum and meet the personal information and recreational needs and interests of the students. Information resources will be collected in a variety of formats to meet the learning needs of all students. These formats include print, non-print, and electronic. The minimum size of the collection will eventually be 10 books per student. The collection will include the hardware and/or equipment necessary to view, listen to, or manipulate information in the







collection. Emphasis will be placed on collecting and updating materials in ebook format with multiple users to increase the collection according to the state and district guidelines.

When evaluating items for consideration, the media specialist will use the following guidelines:

- Curriculum needs of students and teachers
- Personal and recreational needs of students
- Cultural diversity of the school community
- Physical and developmental needs of the students
- Quality and relevance of the resources and
- Access to resources beyond the school

All materials selected for the collection will be evaluated by the following criteria: appropriateness, accuracy, literary merit, scope, authority, reputation, special features, arrangement, pacing, treatment, technical quality, aesthetic quality, availability, durability, value to the collection, and cost. In addition to purchased materials, students will have 24/7 access to district-provided databases and eBooks that expand the local collection. Databases include Gale Science Interactive and Peterson's Test Preparation. Additional materials will support both curriculum and pleasure reading as per School Board Policy 8.12 (see Section 2 d). Specifically, materials are found in the following formats:

1. Hardback/Library Bound Books
2. Chromebooks' 1-1 student ratio.
3. District Access Internet Resources: Found in the student's portal

## Equipment

The equipment available for use includes three desktop computers connected to a Sharp copier for student printouts. Also, the circulation desk has a color and black & white printer for large printing purposes. The production room houses an Epson poster printer, a 36-inch laminator, a die-cut machine, and a high-quantity printer. We have a television studio with a tricast, cameras, speakers, and audio capabilities. We also have a classroom in the back for the Yearbook class which houses four still cameras and at least ten laptops for students to edit and work on Yearbook projects. The Bulldog Commons also has two freestanding SmartBoards, a projector, and a TV for internal communication. We also have a Zebra ID printer connected to a designated laptop to print student IDs.





## Collection Development

Palm Beach County Schools, through the professional library media staff at Dr. Joaquín García High School, shall provide a wide range of learning resources at varying levels of difficulty, with the diversity of appeal and the presentation of different points of view, in English and in Spanish, to meet the needs of students and teachers.

Selection decisions are the responsibility of the Library Media Specialist with input from all staff members and students, under the ultimate authority of the principal and the school board. DJGHS shall respect the principles of Fair Use and Free Access to Ideas as outlined in the following documents:

- ALA Library Bill of Rights
- ALA Freedom to Read
- Use of Copyrighted Materials—School Board Policy 8.121

Please see the end of this Collection Development Policy for the full Challenge Procedure as outlined in Title 6Gx50, Chapter 8. Curriculum and Instruction, Section 8.1205, Policy 8.1205 Challenge Procedures for Instructional Materials.

## Selection and Evaluation Criteria

1. 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](http://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.

2. 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.

3. The selection of materials shall also be consistent with the provisions in the School





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Board's collective bargaining agreement with CTA relating to academic freedom and responsibilities--Article II, Section K--to the extent those provisions are applicable.

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

5. 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.

6. Additional criteria used in evaluating all materials include

- A. PROFESSIONAL REVIEWS. -- Print or non-print media including video footage that has been favorably reviewed by two or more professional sources such as a School Library Journal, Horn Book, Booklist, and/or Children's Catalog.
- B. EDUCATIONAL SIGNIFICANCE. -- Material is valuable to an individual course of study or to the library media collection; the degree to which the material would be supplemented and explained by mature classroom instruction.
- C. APPROPRIATENESS. -- Material is geared to the age, maturity, diverse interests, and learning levels of students for whom it is intended. Reading levels and Lexile are considered to provide a range of material that challenges the student and guides their selection process.
- D. ACCURACY. -- Nonfiction information is correct, recent, and objective. E. LITERARY MERIT. -- Fiction that has a noteworthy plot, setting, characterization, style, and theme.
- F. SCOPE. -- Content is covered adequately to achieve its intended purpose.
- G. AUTHORITY. -- The author, editor, or producer has a superior reputation for producing materials of this nature.
- H. SPECIAL FEATURES. -- The item has maps, charts, graphs, glossaries, and other learning aids that support the content, are unique, or are valuable.
- I. TRANSLATION INTEGRITY. -- Material translated from one language to another maintains the stylistic characteristics of the original. J. ARRANGEMENT. -- Concepts are presented in a logical sequence and in a way that assures learning.
- K. TREATMENT. -- Typeset, visuals, style, and/or medium capture and hold the student's attention.
- L. TECHNICAL QUALITY. -- Sound is clear and audible; visuals project clearly.
- M. AESTHETIC QUALITY. -- Material is superior to similar items in attractiveness and presentation of content.
- N. POTENTIAL DEMAND. -- Item has particular timeliness or popular appeal.
- O. DURABILITY. -- Material has the potential for frequent use or is of a nature that it will be considered consumable.





P. OBSCENITY.– No books or other material containing pornography or otherwise prohibited by Fla. Stat. § 847.012 as harmful to minors shall be used.

### 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.

#### Collection Analysis

The collection is developed for and influenced by students, their interests, academic needs, and alignment with the curriculum. The data below is a snapshot of the collection based on a Titlewise Analysis.

5,901 Items in the Collection	3.49 Items per Student	3,517 Fiction Titles in the Collection	34% Percent of nonfiction in the collection
Library media resources are curated to include both recently published works and classics that rightfully impact the average age of the collection.			
	2016 Average Age of the Collection	11% Aged Titles	36% 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.	





41% Representative Titles in Collection	2016 Representative Titles Average Age	46% SLL Titles in Collection	2016 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	2005
Philosophy & Psychology	3	2008
Religion	0	N/A
Social Sciences	11	2013
Language	0	N/A
Science	19	1998
Technology	3	2006
Arts & Recreation	1,733	2015
Literature	20	2008
History & Geography	3	2014
Biography	9	2016





Easy	0	N/A
General Fiction	3,517	2016
Graphic Novels	1,729	2015

### 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 material simply because they were donated. All gifts and donations must follow the same processes as new book orders.

### Collection Maintenance

Inventory of a particular section of the collection shall be completed every year. Per School Board Policy 8.12 (5), inventory of the media collection will follow a particular schedule. For the next five years, inventoried sections will be:

- FY2024: Inventory Nonfiction Section
- FY2025: Inventory Fiction Section
- FY2026: Inventory Nonfiction Section
- FY2027: Inventory Fiction Section
- FY2028: Inventory Nonfiction Section

NOTE: Although inventory can occur at any time during the year, spring is best since the process identifies items still checked out so student obligation records can be accurate.

Dr. Joaquín García High School enthusiastically accepts all gift materials and monetary donations to the media center. Gifts will be evaluated by the same standards as other items in the collection. The library media specialist reserves the right to give materials not suitable for the general collection to staff and students. Upon request, the media specialist will write a thank you letter on school letterhead to the donor including the title and copyright date of the books. The school will not include the monetary value of the donated items.





## Lost or Damaged Library Materials

Dr. Joaquín García High School’s policy for lost or damaged library materials includes not charging students late fees associated with overdue books. If the student loses a book, an obligation for the cost to replace the book will be issued to the student’s School Cash Online account. We will charge fees for late materials or fines for lost/damaged 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.”

## Strategic Focus – Weeding and Acquisitions

2023-2024	Selection Priorities <ul style="list-style-type: none"> <li>● Robust fiction and graphic novel sections</li> <li>● Comprehensive nonfiction ebook/database subscriptions</li> <li>● Thriving Spanish collection</li> </ul>
	Inventory/ Weeding Priorities <ul style="list-style-type: none"> <li>● No weeding this year</li> <li>● Inventory Nonfiction section</li> <li>● Ensure collection meets the school’s needs</li> </ul>
2024-2025	Selection Priorities <ul style="list-style-type: none"> <li>● Collaborate with teachers on nonfiction/database needs</li> <li>● Purchase Teen Reads and popular fiction/graphic novels</li> <li>● Cater collection to teacher/student needs</li> </ul>
	Inventory/ Weeding Priorities <ul style="list-style-type: none"> <li>● Weed books that have been damaged</li> <li>● Weed books that are not being circulated</li> <li>● Inventory Fiction section</li> </ul>
2025-2026	Selection Priorities <ul style="list-style-type: none"> <li>● Analyze demographics and order books that cater to student needs</li> <li>● Collaborate with teachers on PBL and academic needs</li> <li>● Purchase reviewed and popular titles in fiction/graphic novels</li> </ul>
	Inventory/ Weeding Priorities <ul style="list-style-type: none"> <li>● Weed damaged books</li> <li>● Review circulation statistics to determine books that are popular/extra copies needed</li> <li>● Inventory Nonfiction</li> </ul>







## **Reconsideration of Materials**

The library media specialist follows School Board Policy 8.125 which can be found in the appendix of this document. Also outlined in this policy is the challenge procedure for any books or materials available to students. The challenge procedure begins with PBSB form 1113 which is included in the appendix of this document.

## **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)

