

FY 2025 COLLECTION DEVELOPMENT POLICY

Glades Central Community High School

FY25 Collection Development Policy

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Signature Page

**Glades Central Community High School
FY25 Collection Development Policy**

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Principal Signature: 

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Purpose of Collection Development Policy

The collection development policy provides a clear and structured framework for the Glades Central High School library staff to make decisions about acquiring, maintaining, and removing materials in the library's collections. It ensures consistency in the types of materials acquired and maintained within the library, aligning with the library's mission and goals.

Background statement & School Community

Glades Central High School's patrons include students, in grades 9-12 and also faculty and staff. Record from March 23, 2024 data shows an enrollment of 835 students. This includes White 2% Black 61% Hispanic, 37% Multi-Ethnic 2% English Language Learners 15% and 18% of students are enrolled in Exceptional Student Education. Currently, 83% of our students are recipients of the Free/Reduced Lunch Program. English, Spanish, and Haitian Creole are the spoken languages within the school's population.

The Glades Central Community High School Media Center supports the curricular needs of the regular education, special education, and students in the Cambridge Advanced International Certificate of Education (AICE) Advanced Placement classes (AP). Other programs include the Choice programs: Medical Sciences-Premed, Engineering and Technology, , Agricultural Technology, Computer Science, and Criminal Justice. Another program that benefits from the Glades Central High School Library collection is The Advancement Via Individual Determination program (AVID). The needs of the programs' curricula impact our library collection and are considered when making selections and purchases.

School Mission Statement

Glades Central Community High School is committed to ensuring ALL students have options upon completion of graduation.

Media Center Mission Statement

The mission of the Glades Central Community High School library is to provide a supportive environment that fosters information literacy, and media literacy, enabling students to access, evaluate, and ethically use information resources for academic, personal, and professional growth.

Responsibility for Collection Management & Development

A certified library media specialist is responsible for the collection management and its development in accordance with the state of Florida policies for collection development. These policies guide collection and weeding to ensure that materials and resources are available to students and staff and also to more efficiently manage the collection. The collection will reflect the interest of students based on their requests for books in the library. The collection will also support the school's curriculum. based on suggestions from faculty members.

Following practice and precedent, the school library media centers in Palm Beach County will arrange media and materials according to the Dewey Decimal Classification System. Library media materials

acquired with funds from the General Appropriation Act of the State of Florida are to be cataloged and inventoried as part of the library media collection. Conducting regular inventories of the collection is also an essential component of collection maintenance and weeding. Library media materials may be inventoried in one-to-three-year cycles.

Consultation with stakeholders is required, which is accomplished by the following, after a media specialist reviews the selection for book orders: Per SBE Rule 6A-7.0715, stakeholders must include parents.

- a. Any community stakeholders may provide consultation on selections via the list of LMS Selections for the current school year at <http://l.sdpbc.net/luluc> then click on Active LMS Book Orders.
- b. On the date of the requested purchase or acceptance of library media center materials after media specialist review, the District will provide an email or text notice to current members of the Board's Academic Advisory Committee (Board Policy 1.097). The message will state that there are new materials under consideration, the link to find the list of materials, the request that the list be reviewed, and the deadline(s) for submitting questions or comments.
- c. The members will be asked to provide comments to the district email address below and to send the information to persons in the community who are not committee members. In addition, there will be a standing item on this committee's agenda for all meetings relating to input on the new materials under consideration.
- d. Stakeholders with questions, comments, or concerns will be directed to the following email address: librarymediaservices@palmbeachschools.org for sending their feedback to be reviewed by the District Library Media team for consideration.
- e. Selections may be purchased or accepted 72 hours after posting for book fair materials and two weeks after posting for all other purchases or donations. If a concern is raised about any item on an order, that order may be discussed at an Academic Advisory Committee meeting or reviewed and considered by District staff.

Library Program

The library operates a flexible schedule. It is open from 7:00-3:00 pm. All teachers are encouraged to schedule time for their classes as needed. Students are welcome anytime during open hours within a library pass from their teacher during class times. . This program encourages library patrons to explore different genres. Student patrons receive incentives for borrowing and returning books on time. Incentives include bookmarks and Mc Donald's Restaurant coupons and Reading certificates..

Goals and Objectives for FY24

Glades Central High School Library's objective reflects the rules of the State Board of Education (SBE) as set in Policy 8.12 - Selection of Library Media Center Materials, Classroom Library Materials, and Reading List Materials

Per SBE Rule: 6A-7.0715, "The primary objective of the library media center" is to "implement, enrich, and support the educational program of the school. The library media center shall provide a wide range of materials on all levels of difficulty, with diversity of appeal, and with the representation of different points of view."

SMART Objectives

1. **Specific:** Implement a system for student book recommendations, aiming for 10 suggestions per month.
2. **Measurable:** Increase library usage by 10% over the academic year through promotion and new acquisitions.
3. **Achievable:** Secure funding for 2 new educational magazine subscriptions by the next semester.
4. **Relevant:** Collaborate with teachers to encourage more use of the media center
5. **Time-bound:** Establish a 'book club' at the end of the second semester.

Budget and Funding

The library media center receives funds through SDPBC budget allocations (released at the beginning of the school year). Materials and Supplies for supplies and periodicals/newspaper. Capital funds are designated for the purchase of library books, computer systems noncapital, and computer hardware. All purchases are made according to School Board approved policies and procedures from authorized vendors who are on bid contract with the School. Money was also received for the media center from classroom supplies fund (Class Wallet)

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>	<i>\$458.00</i>	<i>\$458.00</i>
<i>Account 553420 - Media Subscriptions (Periodicals-Newspapers)</i>	<i>\$381.00</i>	<i>\$381.00</i>
<i>Account 561100 - Library Books</i>	<i>\$1398.00</i>	<i>\$1398.00</i>
<i>Account 562230 - Media A/V Equipment</i>	<i>\$0.00</i>	<i>\$0.00</i>
<i>Account 564220 - Furn-Fix/Equip</i>	<i>\$0.00</i>	<i>\$0.00</i>
<i>Fundraising/ Grants</i>	<i>Budget Amount</i>	<i>\$0.00</i>
<i>Media Center Internal Account number for your grant(s) (get this from your bookkeeper)</i>	<i>\$0.00</i>	<i>\$0.00</i>
<i>State Media Allocation</i>	<i>Budget Amount</i>	
<i>Account 556110 (program 3070) - Media Books</i>	<i>\$1,221.00</i>	<i>\$1, 221.00</i>

Purchasing Plan FY25

Approximate Purchasing Plan	
Purpose	Amount
Media subscriptions	\$381.00
Library Books	\$1,398.00
Media Supplies	\$458.00
Total:	\$1894.00

Scope of the Collection

Collection Development of Glades Central Community High School Library is dictated by the school's curriculum which is in accordance with the School District of Palm Beach County and the Department of Education. The collections also include fiction books and biographies. Both print and non-print resources cater to the diverse needs of the students. All materials will support both curriculum and pleasure reading as per School Board Policy 8.12 (Section 2 d) and also that per District policy the collection will be arranged in standard Dewey order (Section 5 Management of Library Media Instructional Materials]There is also a collection of District provided databases and eBooks that expand our local collection and provide 24/7 access for students. These are invaluable resources for all students to assist them in their academic success.

Equipment

Equipment available for student use through the media programs include 24 student desktop computers. There are also 2 wall mounted computer monitors, two computers and 2 keyboards each with a mouse for use in study rooms B and C. Additional equipment available for teacher/staff use in the workroom include laminators and a die cut machine. There are technology charging stations in the media center and 4 charging towers. There is a circulation desk computer with a Lexmark printer donated by Library Media Services, a barcode scanner and a receipt printer. There is also a desktop computer, a color printer and a Nikon d5200 camera which are located in the media specialist's office.

Collection Development

Collection development in a library is the process of selecting and acquiring materials in various formats (books, ebooks, periodicals, audiovisual etc.) to meet the information needs of the students' academic and personal interest needs. It involves assessing the existing collection, identifying gaps, and choosing appropriate resources in adequate quantity and variety. It's a continuous process, ensuring the library remains relevant and useful. It is the responsibility of the media specialist to lead this process with the input of teachers, students and parents.

Selection and Evaluation Criteria

Who Makes the Selection:

The State of Florida has established its criteria for selections for library media materials. The following are guidelines based on Fla. Stat. § 1006.28

1. Each book made available to students through a school district library media center or included in a recommended or assigned school or grade-level reading list, whether it is purchased, donated, or otherwise made available to students, must be reviewed and selected by a school district employee who holds a valid media specialist certificate and has completed the required training provided by the state.
2. Per SBE Rule 6A-7.0715, "School librarians, educational media specialists and other persons employed by a school district who are involved in the selection of school district **library materials must complete the online training, entitled Library Media Training, before** selecting library materials." These persons must complete this training before reviewing and selecting age-appropriate materials, reading list materials and library resources.
3. If a qualified person is not employed at the school, another District employee with these qualifications, shall evaluate and select print and non-print materials for the library media center using criteria outlined below, as appropriate for the media type.
4. For resources needing additional review by School District library Media Services, school-based certified library media specialist or principal designee will use PBSO 2671.
5. Per SBE Rule 6A-7.0715, in the training for media specialists, stakeholders must include parents. Any community stakeholders may provide consultation on selections via the list of LMS Selections for the current school year at <http://1.sdpbc.net/luluc> then click on Active LMS Book Orders.
6. On the date of the requested purchase or acceptance of library media center materials after media specialist review, the District will provide an email or text notice to current members of the Board's Academic Advisory Committee (Board Policy 1.097). The

message will state that there are new materials under consideration, the link to find the list of materials, the request that the list be reviewed, and the deadline(s) for submitting questions or comments.

7. Stakeholders with questions, comments, or concerns are directed to librarymediaservices@palmbeachschools.org , for sending their feedback to be reviewed by the District Library Media team for consideration.
8. Selections may be purchased or accepted 72 hours after posting for book fair materials and two weeks after posting for all other purchases or donations.

Criteria for Selection:

The primary objective of the library media center” is to “implement, enrich, and support the educational program of the school. The library media center shall provide a wide range of materials on all levels of difficulty, with diversity of appeal, and with the representation of different points of view.”

1. Materials selected for the school library should satisfy the following criteria:
 - a) be free of pornography and material prohibited under s. 847.012 [harmful to minors].
 - b) Suited to student needs and their ability to comprehend the material presented
 - c) Appropriate for the grade level and age group for which the materials are used or made available.
2. Require consultation of reputable, professionally recognized reviewing periodicals¹, and school community stakeholders.
3. These periodicals include print or non-print media including video footage that have been favorably reviewed by two or more professional sources, if available, after a documented diligent search, such as a School Library Journal, Horn Book, Booklist, Association for Library Service to Children, Kirkus, Young Adult Library Services Association, and/or Children's Catalog.
4. Additionally, based on Fla. Stat. § 1006.34b(20) (B) The standards that determine the appropriateness of the selection of library media and other reading materials used in the public schools include:
 - i) The age of the students who normally could be expected to have access to the material.
 - ii) The educational purpose to be served by the material. Priority shall be given to the selection of materials that align with the state academic standards as provided for in s. 1003.41 and include the instructional objectives contained within the curriculum frameworks for career and technical education and adult and adult general education adopted by rule of the State Board of Education under s. 1004.92.

- iii) The degree to which the material would be supplemented and explained by mature classroom instruction as part of a normal classroom instructional program.
- iv) The consideration of the broad racial, ethnic, socioeconomic, and cultural diversity of the students of this state.
- v) Any instructional material containing pornography or otherwise prohibited by s. 847.012 may not be used or made available within any public school.

b) "SBE Rule 6A-7.0715, in the in the Library Media Training, also states:

- i) "Choose materials that address the reading levels, special curricular needs, and programs of your school/district."
- ii) Evaluate school academic organizational needs to include, but not be limited to: School mission and vision; School performance or improvement plan; Specialized curriculum needs such as those for career or technical courses; School population needs such as exceptional student education (ESE), gifted and English language learners (ELL); and Material to supplement the state-approved, district-adopted core curriculum.
- iii) Avoiding unsolicited theories that may lead to student indoctrination should be considered in material selection.

5.. Selection should include: "consider titles from state standards book lists such as the ELA B.E.S.T. Sample texts and the Civic Literacy Reading List, and that selection "should consider the consultation of crowd-sourced reviews."

6. a) Subject to the required statutory criteria stated above, the following additional selection criteria may be considered if not contrary to and are consistent with Florida law requirements stated above:

a. 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" (<https://www.ala.org/advocacy/intfreedom/librarybill>) of the American Library Association ("ALA"), State Statute, 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.

b. 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 State Statute, or District policy, State Statute and District policy shall take precedence and shall govern the selection, retention and disposition criteria of library media materials for library media centers and classrooms.

c. 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.

d. The materials selected for schools are intended to support instruction, promote reading, further the pursuit of knowledge through research and exploration, and provide information literacy experiences of educational significance for class groups, individual students, teachers and administrators. Within budgetary constraints, the intent is to provide an adequate number and range of library media materials and resources in a variety of formats that are appropriate, timely, and essential to the attainment of specified educational objectives subject to District policy and State law. Library media materials are to represent the diverse cultures, ethnic groups, languages, and religious beliefs of the community and are free of bias, stereotypes, distortions, and prejudices.

e. Within budgetary constraints, collections shall contain a comprehensive collection of materials and equipment, in a variety of media formats that are accessible to students during the school day, to:

i. Promote the development of lifelong reading habits and information literacy skills in students;
ii. Provide a broad background of information resources in areas of knowledge;

iii. Support the general educational goals of the District and the objectives of specific courses, including materials that represent diverse points of view in order that young citizens may develop, under guidance, the practice of critical analysis of media and intellectual integrity in forming judgments;

iv. Meet the personal needs and interests of students, including materials that: nurture the development of recreational reading/listening/ viewing, cultural appreciation, and aesthetic values; represent the many religious, racial, ethnic, linguistic, and cultural groups in our society and reflect their contributions to the heritage and culture of our civilization; foster respect for the diverse roles available to women and men in today's society; and provide access to materials in heritage language as stipulated by the META agreement.

v. Support the professional needs of teachers and administrators; and

vi. Introduce new instructional technologies into the learning environment.

f. Other criteria that may be used in the selection process, again if not contrary to and are consistent with Florida law requirements, include:

i. 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.

ii. APPROPRIATENESS -- Material is geared to the age, maturity, diverse interests, and learning levels of students for whom it is intended. Reading levels and Lexiles are considered to provide a range of material that challenges the student and guides their selection process.

iii. ACCURACY -- Nonfiction information is correct, recent, and objective.

iv. LITERARY MERIT -- Fiction that has a noteworthy plot, setting, characterization, style, and theme.

v. SCOPE -- Content is covered adequately to achieve its intended purpose.

- vi. **AUTHORITY** -- The author, editor, or producer has a superior reputation for producing materials of this nature.
- vii. **SPECIAL FEATURES** -- The item has maps, charts, graphs, glossaries, and/or other learning aids that support the content, are unique or are valuable.
- viii. **TRANSLATION INTEGRITY** -- Material translated from one language to another maintains the stylistic characteristics of the original.
- ix. **ARRANGEMENT** -- Concepts are presented in a logical sequence and in a way that assures learning.
- x. **TREATMENT** -- Typeset, visuals, style, and/or medium capture and hold the student's attention.
- xi. **TECHNICAL QUALITY** -- Sound is clear and audible; visuals project clearly.
- xii. **AESTHETIC QUALITY** -- Material is superior to similar items in attractiveness and presentation of content.
- xiii. **POTENTIAL DEMAND** -- Item has particular timeliness or popular appeal.
- xiv. **DURABILITY** -- Material has the potential for frequent use or is of a nature that it will be considered consumable.
- xv. **COPYRIGHT** -- Library media materials used in a school shall be procured and used in accordance with federal, state, and District copyright laws, rules, and policies as referenced in School Board Policy 8.121.
- xvi. **GRAPHIC NOVELS AND PERIODICALS** -- In addition to the above criteria, all pictures are to be reviewed for appropriateness prior to placing the graphic novel or periodicals into circulation.

Gifts and Donation

Any books gifted or donated to the school must meet the same selection criteria as all other materials. No donated materials will be added to the collection if they are out-of-date or are not age appropriate material. They should not be added simply because they are donations. All gifts and donations must follow the same requirements and processes as new book orders.

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 monitor categorical and capital budgets allocated for library programs
- 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.

			
9,406 Items in the Collection	8.1 Items per Student	62% 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.			
	2007 Average Age of the Collection	48% Aged Titles	6% 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.	
			
59% Representive Titles in Collection	2007 Representive Titles Average Age	56% SLL Titles in Collection	2010 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)
Gifts	Computer Science, Information & General Works	33	2012
	Philosophy & Psychology	37	2007
	Religion	21	2003
	Social Sciences	272	2009
	Language	37	1995
	Science	104	1999
	Technology	245	2006
	Arts & Recreation	458	2008
	Literature	777	1954
	History & Geography	442	2002
	Biography	520	2002
	Easy	131	1986
	General Fiction	5,822	2009

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

Inventory will be completed on a three-year rotation as per Board policy 8.12 (5). This rotation plan ensures that our collection is reviewed and evaluated to ensure its accuracy and relevance.

Years	Sections to Inventory
FY 25	Fiction A-S
FY 26	Fiction T-Z, Biographies, Easy and Professional
FY 27	Nonfiction

Lost or Damaged Library Materials

Students are expected to demonstrate responsibility for the care of library materials. In the event of lost or damaged books, students are required to pay for their replacement to uphold the integrity of the library’s resources and ensure equitable access for all. This is in accordance with School Board policy 2.21B(9) that 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 Acquisition

School Year	Strategic Focus
FY25	Selection Priorities <ul style="list-style-type: none"> ● Graphic novel Sets ● Nonfiction Copies ● Anime Collection
	Inventory / Weeding Priorities <ul style="list-style-type: none"> ● Old books ● Uncirculated books ● Biographies
FY26	Selection Priorities <ul style="list-style-type: none"> ● Graphic novel Sets ● Fiction copies ● Nonfiction
	Inventory / Weeding Priorities <ul style="list-style-type: none"> ● Old books-Biography & Easy ● Uncirculated books

FY27	Selection Priorities <ul style="list-style-type: none"> ● Nonfiction copies ● Fiction copies ● Biographies
	<ul style="list-style-type: none"> ● Inventory / Weeding Priorities ● Old books ● Uncirculated books

Reconsideration of Materials

If there is a challenge by a citizen of Palm Beach County, personnel at Glades Central Community High School will follow SDPBC Policy 8.1205 - Challenge Procedures for Instructional Materials. The Media Specialist will contact Library Media Services immediately when a challenge occurs. Removal procedures regarding an Objection are based on Statute and/or School Board Policy 8.1205 Objection Procedures for Instructional Materials.

Fla. Stat. § 1006.28 (2)(a)2 states: i. “Any material that is subject to an objection on the basis of [1] being pornographic or prohibited under s. 847.012 [Harmful to minors] or [2] depicts or describes sexual conduct as defined in s. 847.001(19)[3], unless such material is for a course required by s. 1003.46, s. 1003.42(2)(n)1.g., or s. 1003.42(2)(n)3., or identified by State Board of Education rule must be removed within 5 school days of receipt of the objection and remain unavailable to students of that school until the objection is resolved.”

ii. Parents shall have the right to read passages from any material that is subject to an objection. If the School Board denies a parent the right to read passages due to content that meets the requirements of being pornographic or prohibited under s. 847.012 [Harmful materials to minors], the District shall discontinue the use of the material.

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)