



Jupiter Community High School

FY25 Collection Development Policy

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Educational Media Specialist

Signature Page

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Purpose of Collection Development Policy

This collection development policy is a statement of the principles and guidelines the Jupiter Community High School Media Center uses in selecting, acquiring, evaluating, and maintaining library media center materials. It will be used to provide consistency among those responsible for developing the collection and to communicate 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 school programs will mandate updates to the collection and its governing policies.

The library media staff's primary function is to acquire and maintain the Library Media Center materials collection. Collection development and management refers to building and maintaining the library's entire materials collection in print, non-print, audiovisual, 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 and evaluation, de-selection, 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 the average age of collection and access to the collection.

The Library Media Center recognizes its responsibility to respond to the student body and faculty's reading, reference, and research needs in an age of information abundance. The Department of K-12 Instructional Materials and Library Media Services maintains the electronic catalog of resources for the school and the district. It is available at all times to students, faculty, and parents. The library is open every day that students and/or faculty are in attendance. Research and reference materials are always available through the district-wide electronic subscription databases. The Library Media Center of Jupiter High School provides ongoing services that transcend the tenure of any single individual. To this end, the Library Advisory Committee at the school 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

The JHS Media Center serves approximately 3100 students in addition to the faculty, staff, and parents of that community of users. The majority of students are White (66%), with a minority of Hispanic (25%), African American (4%), and Indian, Asian, or multi-racial. Economically Disadvantaged students account for 5% of the population, and 11% of the population are Students with Disabilities (SWD), 6% of the students are classified as English Language Learners (ELL).

In addition, the Jupiter High School Library Media Center supports the unique curricular needs of the Environmental Science and Field Studies Academy, the Criminal Justice Academy, the Jupiter Medical Center Academy, the Engineering Technology Program, the Culinary Arts Program, Army Junior ROTC, Horticultural Science, Information Technology, the AICE Diploma Program, and the Advanced Placement College Board Program. In addition to the academy

programs, the school offers a diverse selection of intensive, regular, and honors courses. In addition to the day school program, the school has an Adult and Community Education program, serving over 3,000 students in high school and community education classes.

School Mission Statement

Jupiter High School is committed to providing a safe, equitable, educationally enriching environment with a highly effective staff who provides the opportunity for academic success for all students based on high expectations, resulting in responsible, self-motivated, productive, and career-directed citizens.

Media Center Mission Statement

The Library Media Center at Jupiter High School is committed to providing a 21st Century Learning Environment that encourages diverse thinking in a unified school culture that serves all students by giving total equity and access to the highest level of learning in an atmosphere that cultivates intellectual curiosity.

Responsibility for Collection Management & Development

Weeding of materials and resources is essential for maintaining a healthy reading, research, and reference library media collection. Weeding is a form of quality control 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 maintaining a quality collection, which includes procuring new materials and discarding ineffective items. Teachers, administration, and the school library media advisory committee assist in re-evaluating and systematically deleting 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.

Materials that are weeded can be disposed of in different ways. Remember that obsolete media or misinformation should be discarded in recycling bins to prevent inaccurate information from being shared.

Other materials can be disposed of by:

- a. Giving them to students for individual use
- b. Recycling the materials for various instructional activities
- c. Cannibalizing non-repairable parts or pages
- d. Destroying (i.e., trashing in recycle bins) by any reasonable and safe method in accordance with Board Policy 7.12 (2) The Superintendent shall dispose of tangible property (equipment,

furniture, buses, vehicles, etc.) in accordance with Fla. Stat. § 1013.28(2). Still, he/she shall dispose of obsolete or surplus instructional materials as provided within Fla. Stat. § 1006.41 and School Board Policy 8.122(5).

Library Program

Foremost among national standards for school library media center programs is the need to work collaboratively with teachers to develop meaningful information literacy lesson plans that integrate into classroom learning. At Jupiter High School, the library media specialist uses AICE and AP Central, Blender, and CPALMS as a mechanism to review the standards being taught at a grade level and works with the classroom teacher to curate resources and develop compatible lessons that support classroom learning.

The library is open throughout each day that students attend to ensure equitable access for all students to library media resources. However, access was limited during the more than 10 weeks of testing this year.

The school administration and faculty are aware that recent research documents improvement in student learning gains when the library media center is available to the student at the point of need. Jupiter High School's library media center is open and flexibly scheduled from 6:45 a.m. until 3:15 p.m., except when school-wide testing occurs.

Goals and Objectives

Goal 1: Grow the use of the media center by independent learning groups

- *through advocacy and collaboration, market the media center as a place to send independent collaborative learning groups*
- *continue to create inviting learning spaces for groups*

Goal 2: Grow the MackinVia eBook Collection

- *use data from a needs assessment to inform MackinVia Ebook selections*
- *purchase up-to-date ebooks that relate to the needs and interests of the student population in FY25*

Goal 3: Increase circulation

- *sponsor and implement 2 reading challenges between sponsored Clubs*
- *market the challenges using in-house TV announcements and secure prizes*

Budget and Funding

The Library Media Program at Jupiter High School is funded through our school operating budget, the state 3070 program, and internal AP and AICE funds.

2024-2025 (FY25) projected budget amounts.

School-based Operating Budget	Budget FY24	FY25 Projected Budget
<i>Account 551100 - Media Supplies</i>	\$1250	\$1250
<i>Account 553420 - Media Subscriptions (Periodicals-Newspapers)</i>	\$1390	\$1390
<i>Account 561100 - Library Books</i>	\$5102	\$5102
<i>Account 562230 - Media A/V Equipment</i>	\$140	\$140
<i>Account 564220 - Furn-Fix/Equip</i>	0	\$0
Fundraising/ Grants	Budget Amount	
<i>Media Center Internal Account number for your grant(s) (get this from your bookkeeper)</i>	\$5000	\$5000
State Media Allocation	Budget Amount	
<i>Account 556110 (program 3070) - Media Books</i>	\$4293	\$4293

Purchasing Plan FY25

Purpose	Amount
marketing and prizes	1000
books	4000
supplies	2500
STEM	1000
repair	500
decorations	250
Total:	\$9250

Scope of the Collection

The JHS Library collection follows the School District of Palm Beach County guidelines, which is governed by the Department of Education of the State of Florida. According to best practices for school libraries in the United States, the print collection is arranged by the Dewey Decimal Classification System with genre sublocations. Approximately 6,000 print books are in our collection, which is managed through our open-access catalog, Destiny Library Manager, and broader access through Interlibrary Loan. We continue to grow our eBook collection to provide 24/7 access for students. We keep our collection current, relevant, and accurate through regular maintenance, annual weeding, and inventory. Our collection supports our school's academic curriculum and patron personal interests while providing a diverse range of subjects, points of view, and languages in fiction and nonfiction. We support intellectual / Academic Freedom as outlined by the American Library Association. Our nonprint collection includes academic databases provided by the State of Florida and Palm Beach County School District. In addition, JHS subscribes to JSTOR, Environment in Context, The Testing and Education Reference Center, and NoodleTools to support our Academies, Choice Programs, and college-level coursework. SEFLIN (Southeast Florida Library Network) One Card is available to all JHS students/staff who wish to use participating libraries' resources.

JHS materials support curriculum and pleasure reading as per School Board Policy 8.12 (Section 2d), organizing the collection in the standard Dewey Decimal Classification System (Section 5 Management of Library Media Instructional Materials).

Equipment

The JHS Library Media Center is the distribution center for our 1:1 Chromebook initiative, engineering laptops for our academy, teacher laptops, mobile presentation stations, and supplies for our schoolwide Smart Panels and audio enhancements. It is the service center for Chromebook updates, technology

issues, and loaner Chromebooks for testing. Other services provided through the media center are textbook and class set circulation, laminating, poster making, and a workroom stocked with display materials and equipment. The JHS News studio classroom is a part of the library's media center floor plan.

Collection Development

Collection Development is the process of providing quality materials and equipment for the library media center. 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 teachers, students, and parents. The JHS Library Media Center strives to build a balanced collection that supports the entire school community's needs for personal and academic interests/goals. This process includes formulating policies and procedures, budget allocations, needs assessments, selection criteria, collection maintenance, evaluation, and resource management. We are responsible for responding to the academic needs of the student body and faculty, and we actively solicit our patrons for future considerations.

Selection and Evaluation Criteria

Materials considered for purchase are selected based on the following criteria established in SDPBC 8.12 (6.d):

Professional Reviews: Print or non-print items that have been favorably reviewed by two or more professional journals such as School Library Journal, Horn Book, and BookList, etc.

Educational Significance: Material is valuable to an individual course of study or to the library media collection.

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

Accuracy: Nonfiction information is correct, recent, and objective. If points of view are represented, opposing points of view are also represented.

Literary Merit: Fiction with a noteworthy plot, setting, characterization, style, and theme.

Scope: Content is covered adequately to achieve its intended purpose.

Authority: The author, editor, or producer has a superior reputation for producing materials for a particular topic.

Special Features: The item has maps, charts, graphs, glossaries, and /or other learning aids that support the content, are unique, or are valuable.

Translation Integrity: Material translated from one language to another maintains the stylistic characteristics of the original.

Arrangement: Concepts are presented logically and in a way that assures learning.

Treatment: Typeset, visuals, style, and/or medium, captures and holds attention.

Technical Quality: Sound is clear and audible; visuals project clearly.

Aesthetic Quality: Material is superior to similar items in attractiveness and content presentation.

Potential Demand: The item has particular timeliness or popular appeal.

Durability: Material has the potential for frequent use or is of a nature that is considered consumable.

Obscenity: No books or other material containing hard-core pornography or otherwise prohibited by FL Statute 847.012 shall be used.

District-Wide “Procedures for Selecting and Developing Library Collections”

School Board Policy 8.12 outlines the procedures for selecting and developing library collections. These procedures are followed District-wide.

District Resources And Services












The School District Library Media Services supports 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.

			
20766 Items in the Collection	7.1 Items per Student	21% Fiction Titles in the Collection	13% 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.			
	2006 Average Age of the Collection	62% 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.	
			
61% Representative Titles in Collection	2006 Representative Titles Average Age	47% SLL Titles in Collection	2007 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 data 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	37	2009
Philosophy & Psychology	30	2011
Religion	32	2009
Social Sciences	135	2011
Language	44	2009
Science	81	2011
Technology	124	2011
Arts & Recreation	1708	2008
Literature	353	2006
History & Geography	64	2009
Biography	353	2008
Easy	0	0
General Fiction	4428	2007
Graphic Novels	1584	2001

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

Strategic Focus – Weeding and Acquisitions

FY25	<p>Selection Priorities</p> <ul style="list-style-type: none"> ● acquire requests-consideration file ● complete series with circulations ● FTR, and replace lost
	<p>Inventory/ Weeding Priorities</p> <ul style="list-style-type: none"> ● weed aged titles ● inventory Graphic Novel sublocation ● review class sets condition
FY26	<p>Selection Priorities</p> <ul style="list-style-type: none"> ● acquire requests-consideration file ● complete series with circulations ● FTR, and replace lost
	<p>Inventory/ Weeding Priorities</p> <ul style="list-style-type: none"> ● weed aged titles ● inventory Realistic Fiction, Science Fiction, and Fantasy ● inventory Nonfiction
FY27	<p>Selection Priorities</p> <ul style="list-style-type: none"> ● acquire requests-consideration file ● complete series with circulations ● FTR, and replace lost
	<p>Inventory/ Weeding Priorities</p> <ul style="list-style-type: none"> ● weed aged titles ● inventory Memoir, Classics, Global Tolerance, Romance ● review class sets condition and update quantities

Lost or Damaged Library Materials

School Board Policy 2.21B(9) 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 must recognize that library materials, textbooks, Chromebooks, laptops, and other instructional materials are merely loaned to them for use in “pursuing their courses of study and are to be returned at the direction of the school principal or the teacher in charge.” *Policy 8.1225*

Jupiter High School implements the following fines and/or consequences:

Reason	Fine / Consequence
Obligations	loss of extracurricular activities
Broken Chromebook Screen	\$100.00
Separated/damaged shell	\$50.00
Wet	Depreciated cost
Lost	Depreciated cost
Stolen	Need police report
Unreturned testing loaner	\$5.00 per day
Charger replacement	\$23.00
Overdue instructional materials loaned for the academic year	\$10 per day up to \$30, then the depreciated cost
Unreturned borrowed item	Cost

Reconsideration of Materials

In the event of a challenge by a citizen of Palm Beach County, personnel at Jupiter High School will follow SDPBC Policy 8.1205 – Challenge Procedures for Instructional 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)