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Lake Worth Community High School

FY25 Collection Development Policy

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Signature Page

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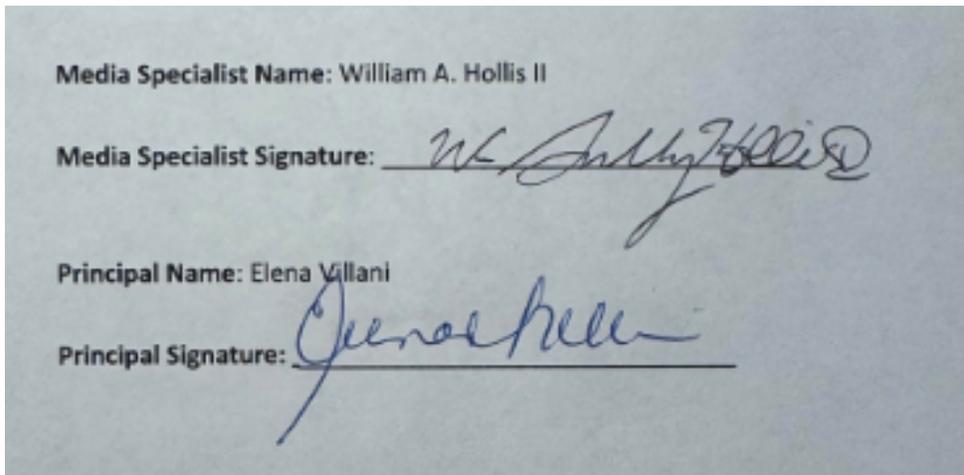


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Purpose of Collection Development Policy

The purpose of our Collection Development policy is to provide the basis for the selection of materials that support instructional programs and promote lifelong reading. The plan also guides our decisions and establishes procedures for the evaluation, selection, management and disposal of library media materials in conformance with School District of Palm Beach County (SDPBC) Policy 8.1205.

Background Statement & School Community

As of October, 2022, Lake Worth Community High School serves students in grades 9-12 and has a population of 2,620. Our demographics by race are: 5% White, 28% Black, 61% Hispanic, 1% Asian, 3% American Indian, and 1% Mixed Race. Our ratio of Male to Female students is 52:48. LWCHS also offers the following choice programs:

- 3DE by Junior Achievement
 - Air Force JROTC
 - Biomedical Sciences
 - Criminal Justice
 - Culinary Arts
 - Drafting and Design
- Early Childhood Teacher Education
- Medical Sciences - Pre-Medicine

School Mission Statement

The School District of Palm Beach County and Lake Worth Community High School is committed to providing a world-class education with excellence and equity to empower each student to reach his or her highest potential with the most effective staff to foster the knowledge, skills, and ethics required for responsible citizenship and productive careers.

Media Center Mission Statement

Lake Worth Community High School Library Media Center strives to increase literacy development for all students in reading, writing, listening, speaking, viewing, and presenting. The Library Media Center seeks to promote lifelong, self-motivated readers and learners who live and participate in a democratic society.

We encourage our students, parents, and school staff to read, explore and discover the Library Media Center.

Responsibility for Collection Management & Development

The Library Media Specialist works with students, teachers, administrators, parents and District Library Media Services to select materials that:

- o Promote the development of lifelong reading habits and information literacy skills in students;
- o Provide a broad background of information resources in areas of knowledge;
- o 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;
- o 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.
- o Support the professional needs of teachers and administrators; and
- o Introduce new instructional technologies into the learning environment.

Library Program

Goals and Objectives

- *Goal 1: Grow the MackinVia eBook and Audiobook Collection*
 - *use data from a needs assessment to inform MackinVia Ebook and audiobook selections*
 - *purchase up-to-date ebooks and audiobooks that relate to the needs and interests of the student population in FY24*
- *Goal 2: At the earliest faculty meeting of the new school year, the Media Specialist will:*
 - *Encourage teachers to utilize Media Center resources to supplement lessons and curriculum*
 - *Present customized lessons to be delivered and graded by the Media Specialist to equip students with tools to successfully pursue various postsecondary options*
- *Goal 3: Successfully place and submit order to utilize state-allocated 3070 funds by November 1st, 2023*
- *Goal 4: Attend at least one Student Advisory Council (SAC) meeting per semester to maintain best practice and support the overall mission of LWCHS,*

Budget and Funding

Our Media Center has specific accounts for supplies, subscriptions and books. We also receive stat-allocated funds annually to supplement our school's internal account.

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

| School-based Operating Budget | Budget FY24 | FY25 Projected Budget |
|---|----------------------|------------------------------|
| <i>Account 551100 - Media Supplies</i> | <i>\$2,879</i> | <i>\$2,900</i> |
| <i>Account 553420 - Media Subscriptions (Periodicals-Newspapers)</i> | <i>\$879</i> | <i>\$900</i> |
| <i>Account 561100 - Library Books</i> | <i>\$3,223</i> | <i>\$3,300</i> |
| <i>Account 562230 - Media A/V Equipment</i> | <i>\$0</i> | <i>\$0</i> |
| <i>Account 564220 - Furn-Fix/Equip</i> | <i>\$0</i> | <i>\$0</i> |
| Fundraising/ Grants | Budget Amount | |
| <i>Media Center Internal Account number for your grant(s) (get this from your bookkeeper)</i> | <i>\$1,215</i> | <i>\$1,300</i> |
| State Media Allocation | Budget Amount | |
| <i>Account 556110 (program 3070) - Media Books</i> | <i>\$3,823</i> | <i>\$3,900</i> |

Purchasing Plan FY25

| Approximate Purchasing Plan | |
|-----------------------------|----------------|
| Purpose | Amount |
| Books | \$3,000 |
| Supplies | \$2,000 |
| | |
| | |
| | |
| | |
| Total: | \$5,000 |

Scope of the Collection

The scope of our Media Center collection includes fiction and non-fiction books along with several Apple I-Macs to access digital resources.

Our collection also includes District provided databases and eBooks that expand our local collection and provide 24/7 access for students. In addition to that, we have additional electronic resources such as MackinVIA, Follett, World Book (World E-book), Florida Electronic Library, Gale Research

Media Center materials will support both curriculum and pleasure reading in accordance with [School Board Policy 8.12](#) (see Section 5 d) and per District policy, the collection will be arranged in standard Dewey order (see Section 8 Management of Library Media Instructional Materials]

Equipment

- Computers
- Laminating Machine
- Poster printer
- Large paper cutter

Collection Development

Collection Development is the process of selecting materials that both support lifelong reading and are in accordance with applicable district and school board policies. It also includes weeding our materials to ensure that stakeholders have access to the most relevant and up-to-date information.

Selection and Evaluation Criteria

The selection policies and evaluation criteria of our Media Center are based upon School District of Palm Beach County (SDPBC) Policy 8.12. Specifically, the following excerpt from SDPBC Policy 8.12 is used as a basis for selection of material:

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") of the American Library Association ("ALA") and District policy, establish procedures for the evaluation, selection, management, and disposal of library media materials in conformance with this policy and Policy 8.1205 and shall record such in the school's collection development policy.

Our Media Center also utilizes specific reviewing tools such as the School Library Journal to maintain best practices and ensure that we implement a critical thinking process that adheres to School Board Policy

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.

| | | | |
|--|---|---|---|
|  |  |  |  |
| 13,982 Items in the Collection | 6.4 Items per Student | 43% Fiction Titles in the Collection | 36% 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 | 68% Aged Titles | 2% 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. | |
|  |  |  |  |

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 | 106 | 2011 |
| Philosophy & Psychology | 165 | 2000 |
| Religion | 241 | 1997 |
| Social Sciences | 1,171 | 2004 |
| Language | 181 | 1999 |
| Science | 406 | 2004 |
| Technology | 336 | 2006 |
| Arts & Recreation | 1,004 | 2007 |
| Literature | 571 | 2000 |
| History & Geography | 850 | 2000 |
| Biography | 1,876 | 1999 |
| Easy | 194 | 1994 |
| General Fiction | 5,989 | 2004 |
| Graphic Novels | 507 | 2002 |

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

Inventory will be completed on a three-year rotation as per [Board Policy 8.12 \(8\)](#). Our rotation plan is as follows: 2025 Non-fiction, 2026 Fiction, 2027 Easy).

Lost or Damaged Library Materials

Our Media Center charges 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

| School Year | Strategic Focus |
|-------------|--|
| FY25 | Selection Priorities <ul style="list-style-type: none">● Non-fiction● Fiction● Easy |
| | Inventory/ Weeding Priorities <ul style="list-style-type: none">● Easy● Language● Science |
| FY26 | Selection Priorities <ul style="list-style-type: none">● Technology● Social Sciences● Literature |
| | Inventory/ Weeding Priorities <ul style="list-style-type: none">● Literature● Social Sciences● Technology |
| FY27 | Selection Priorities <ul style="list-style-type: none">● Reference● Philosophy & Psychology● History & Geography |
| | Inventory/ Weeding Priorities <ul style="list-style-type: none">● History & Geography● Philosophy & Psychology● Reference |

Reconsideration of Materials

The procedure for any challenge of instructional materials will be followed as outlined in SDPBC [Board Policy 8.1205](#). Any complaint arising out of the use of a material in a school shall be registered in writing with the principal of the school. Within five school days of the receipt of the complaint, the principal and/or his/her designee and the appropriate staff member(s) shall meet with the complainant.

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)