



Olympic Heights Community High School

FY25 Collection Development Policy

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Purpose of Collection Development Policy

According to SDPBC Policy 8.12 (6.a.), our library has a responsibility to establish procedures for selecting library materials; we must make the criteria transparent via a collection development policy (The School Board of Palm Beach County, 2008). The American Library Association Library Bill of Rights serves as a framework for our policies (American Library Association, 1996-2018). This collection development policy is a statement of the principles and guidelines used by the Olympic High School Media Center to select, acquire, evaluate, and maintain library materials. This document is designed to reflect our school's curriculum, demographics, and information needs.

Background Statement & School Community

Olympic High School is located in Southwestern Palm Beach County and has been consecutively rated an A school for the 2017-2022 years; the school grade in 2023 was a B. Olympic Heights offers Culinary Arts, Early Childhood Teacher Education, Engineering and Technology (Project Lead the Way - PLTW), Finance Academy, JROTC Marine Corps, Tourism, Hospitality, and Resort Management Academy, along with an opt-in Olympians Advanced Placement Academy (OAPA) with a multitude of AICE and AP course options. Along with the ability to earn an AICE Diploma; Dual Enrollment is also offered to provide acceleration in coursework options for students. To meet the needs of these programs, consideration must be given to materials required by Cambridge, the College Board, and other sources when making selections for the library/media center.

Olympic Heights supports a diverse student body in grades 9-12. We also have a PreKindergarten program, "The Little Lions. Out of the 2 301 students enrolled, 1127 identify as White, 798 identify as Hispanic, 225 identify as Black, 82 identify as Asian, 7 identify as Pacific Islander, and 62 identify as "Other."

In addition to the variety of student races represented, we also have a diverse language population with students from 65 countries. We currently have 38 languages spoken within our student population. The primary languages are English, Spanish, Portuguese, and Haitian Creole. Other languages spoken include Russian, Chinese, Arabic, French, and Vietnamese.

County & School Mission Statements

The mission of the School District of Palm Beach County (SDPBC) is to educate, affirm, and inspire each student in an equity-embedded school system.

The SDPBC is an educational and working environment, where both students and staff are unimpeded by bias or discrimination. Individuals of all backgrounds and experiences are embraced, affirmed, and inspired. Each and everyone will succeed and flourish.

The SDPBC will take ownership for students' academic mastery, emotional intelligence, and social-emotional needs by creating environments where students, families, staff, and communities will develop agency and voice. A joy of learning is fostered in each student and a positive vision for their future is nurtured. Each student's cultural heritage is valued and their physical, emotional, academic, and social needs are met.

At Olympic Heights High School, we strive to support the mission of our district with our mission statement: Staff of Olympic Heights High School—with the support of parents, the community, and students—will provide a safe learning environment for all students, affording them the opportunity to achieve mastery of essential skills and to develop their unique interest and talents. Students will graduate as responsible lifelong learners who will make a positive impact on their community and the world.

Media Center Mission Statement

The Olympic Heights High School Library Media Program supports the District's Mission, Fundamental Beliefs, and Priorities for educational excellence and equity for all students. The main priority of the program is to increase literacy for all students in reading, writing, listening, speaking, viewing, and presenting and to support state standards for all students.

The Olympic Heights High School Media Center is committed to providing resources, services, programming, and instruction to meet the needs of our diverse learners. We strive to encourage students to read for pleasure, research, creative exploration, and critical thinking purposes.

Responsibility for Collection Management & Development

According to SDPBC Policy 8.12 (6.a.), our library has a responsibility to establish procedures for selecting library materials and we must make the criteria transparent via a collection development policy (The School Board of Palm Beach County, 2008). The American Library Association Library Bill of Rights serves as a framework for our policies (American Library Association, 1996-2018). This collection development policy is a statement of the principles and guidelines used by the Olympic Heights High School Media Center in the selection, acquisition, evaluation and maintenance of library materials. This document is designed to reflect changes in our school's curriculum, demographics, and information needs.

The decision to select any item for the collection is based on demand, anticipated need, and the effort to support both teachers and students in their recreational reading and curricular needs. To maintain a broad and balanced age-appropriate collection, materials are reviewed regularly to maintain the effectiveness of the collection. Stakeholder input from faculty, students, administration, and the

community is considered. Every item selected undergoes a state-mandated process of verifying professional reviews (i.e. Booklist Reviews, Kirkus Reviews, Publisher's Weekly, School Library Journal...) All new materials are vetted by a state of Florida certified Media Specialist that has also undergone Library Media Compliance Training as per Florida Statutes S.1006.28(2)(d) and S.1006.29(6)

The Media Center strives to maintain materials that represent a variety of perspectives - the goal is to have a neutral, unbiased collection. Selection or display of materials in the Media Center does not mean endorsement of the content or views expressed in those materials. The existence of a particular viewpoint in the collection is an expression of intellectual freedom, not an endorsement of that point of view. The Media Center strives to provide materials to all of its patrons and does not knowingly discriminate based on race, gender, political affiliation, or religion.

The SDPBC Library Media Services provides support for school libraries and establishes uniform policies and procedures for school library media centers throughout the District. Library Media Services works in collaboration with SDPBC departments including the Department of Educational Technology to provide the technology and training needed for school library media personnel to stay current with digital technologies and trends that are beneficial to all library patrons.

Library Program

Our library strives to offer high-quality resources, services, and programming that support and enhance the instructional needs of the whole school.

The Olympic Heights Media Center is open every day that students and/or faculty are in attendance. Students have access to the library before, during, and after school. The Media Center is also open to students during lunchtime. Students and faculty also have 24/7 access to the library's website (Destiny) as well as online subscription eBooks and databases through the PBCSD Portal.

The Olympic Heights Media Center participates in the Florida Teens Read (FTR) program: a student-choice book club that chooses from an annual reading list comprised of fifteen titles that have been chosen by a committee of fourteen Florida school librarians specifically to engage high school students (grades 9 through 12) in reading and reflect their interests as well as represent a variety of genres, formats, reading levels, viewpoints, and ethnic and cultural perspectives.

Goals and Objectives

- **Goal 1:** Increase overall circulation by 10%
 - encourage teachers to bring classes to check out books and engage in choice reading, supporting Florida B.E.S.T. Standards.

- **Goal 2:** Grow the MackinVia eBook Collection by 10%
 - use data from a needs assessment to inform MackinVia eBook and audiobook selections
 - purchase up-to-date eBooks that relate to the needs and interests of the student population in FY24

- **Goal 3:** Decrease the Non-Fiction section by 10%
 - ensure the non-fiction section is current with selections that relate to the needs and interests of the student/staff population and remove selections from the collection that no longer meet the needs and interests of the school or are out of date/irrelevant.

- **Goal 4:** Continue to grow the selection options of literature in languages other than English to support the needs of our students.
 - Purchase an additional 20-50 books, audiobooks, and/or eBooks per year.

Budget and Funding

School-based Operating Budget	FY24 Actual Budget	FY25 Projected Budget
<i>Account 551100 - Media Supplies</i>	\$100	\$500
<i>Account 553420 - Media Subscriptions (Periodicals-Newspapers)</i>	\$0	\$1000
<i>Account 561100 - Library Books</i>	\$1400	\$3500
<i>Account 562230 - Media A/V Equipment</i>	\$0	\$1000
<i>Account 564220 - Furn-Fix/Equip</i>	\$0	\$0
Fundraising/ Grants	Budget Amount	
<i>Media Center Internal Account 5-1700.00</i>	\$0	\$0
State Media Allocation	Budget Amount	
<i>Account 556110 (program 3070) - Media Books</i>	\$3262	\$3262

Purchasing Plan FY25

Approximate Purchasing Plan	
Purpose	Amount
Foreign Language Literature	\$1200
Books	\$1500
Supplies	\$300
Makerspace	\$1000
eBooks/AudioBooks/Databases/Subscriptions	\$2000
Total:	\$6000

Scope of the Collection

The Olympic Heights Media Center Collection 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. We support Intellectual Freedom as outlined by the American Library Association (American Library Association, 1996-2018). There are approximately 14,300 items in our collection managed through our open-access catalog, Destiny Library Manager. The collection is intended to support all stakeholders' academic and personal informational and recreational reading needs. (SDPBC 8.12 3.d)

We strive to keep our collection current, relevant, and accurate through regular maintenance, annual weeding, and inventory. Our collection includes a diverse range of subjects, points of view, and academic levels. It is intended to support the wide range of coursework and students represented at our school.

We have both print and nonprint (eBooks, DVDs, and audiobooks) materials in fiction across many genres and a wide selection of non-fiction books. The SDPBC also provides digital databases (Gale, SIRS Discoverer, SIRS Researcher) and supplements eBooks through the MackinVIA files in the Student and Staff Portals that allow 24/7 access.

As per District policy, the collection will be arranged in standard Dewey Decimal order.

Equipment

The Media Center has twelve student desktop stations available for students, faculty, and visitors to use to access online content with document printing capabilities.

Also housed in the Media Center at Olympic Heights HS is a color printer, several laminators (staff-operated), ID machines (staff-operated), 3-D printers, a portable green screen, two "plug and play" portable DVD players, TV production studio (operated by Mr. C McKnight), and access to poster printer (staff-operated).

Available equipment will change as media center undergoes a scheduled renovation during Summer of 2024.

Collection Development

Collection Development is an ongoing process of providing current, 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 both student and staff's academic needs and personal interests.

Stakeholder input from faculty, students, administration, and the community is considered when developing the collection.

Selection and Evaluation Criteria

The decision to select any item for the collection is based on demand, anticipated need, and the effort to support both teachers and students in their recreational reading and curricular needs. To maintain a broad and balanced age-appropriate collection, materials are reviewed regularly to maintain the effectiveness of the collection.

Every item selected undergoes a state-mandated process of verifying professional reviews (i.e. ALA Notable/Best Books, Booklist Reviews, Kirkus Reviews, Publisher's Weekly, School Library Journal, YALSA Best Books for Teens...) All new materials are vetted by a state of Florida certified Media Specialist that has also undergone Library Media Compliance Training as per Florida Statutes S.1006.28(2)(d) and S.1006.29(6).

Materials for purchase are selected based on the criteria outlined by the SDPBC Selection of Library Media Center Materials and Reading List Materials, Policy 8.12 (7.d.), and the State of Florida in HB 1467 (2022).

District-Wide "Procedures for Selecting and Developing Library Collections"

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

District Resources And Services












The School District Library Media Services provides support to school library media center personnel and establishes uniform policies and procedures for school library media centers throughout the District. These services include, but are not limited to:

- Maintaining a professional library collection to assist with recertification and knowledge acquisition on education-related topics;
- Managing the online catalog including the library inventory and circulation software;
- Selecting and making accessible online information databases for reference and research;
- Providing guidance and training to school library media staff in program planning, curriculum development, budget, technology, collection maintenance, facility use and media production;
- Participating in inter-departmental curriculum development, facility planning, personnel staffing, and task forces at the administrative level;
- Managing technical services for acquiring and processing resources for schools;
- Distributing to schools and monitoring categorical and capital budgets allocated for library programs, and
- Fostering a global range of services that facilitate the transformation of school-based library activities to meet the changing needs of an information society.

The School District Library Media Services works in collaboration with other District departments including the Department of Educational Technology to provide selected electronic information, the technology to access it, and the training needed to search and find specific facts efficiently and effectively.

Collection Analysis

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

			
7,542 Items in the Collection	3.5 Items per Student	31% Fiction Titles in the Collection	62 % Percent of nonfiction in the collection
Library media resources are curated to include both recently published works and classics; both rightfully impact the average age of the collection.			
	2004 Average Age of the Collection	56% Aged Titles	12% 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.	
			
42% Representative Titles in Collection	2007 Representative Titles Average Age	30% SLL Titles in Collection	2012 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	27	2015
Philosophy & Psychology	58	2008
Religion	99	2002
Social Sciences	1, 039	2005
Language	52	2002
Science	471	1995
Technology	561	2001
Arts & Recreation	827	2008
Literature	936	1991
History & Geography	595	1999
Biography	323	2003
Easy	0	—
General Fiction	2, 320	2013
Graphic Novels	600	unknown

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, in poor condition (i.e. stains, yellowing, markings on cover and/or on pages within, or dog-eared), or age-inappropriate simply because they were donated. All gifts and donations must follow the same processes as new book orders per SDPBC policy.

The Olympic Heights High School Media Specialist reserves the right to evaluate any gift, donation, or memorial requests following the selection criteria and process outlined within this Collection Plan; this process may take up to two weeks. Items that do not meet the selection criteria may be refused or otherwise disposed of. No current or future conditions may be imposed relating to any gift, donation, or memorial before or after its acceptance. This policy is subject to change based on updated state or SDPBC regulations at any time.

Collection Maintenance

Weeding of library materials is essential for maintaining a relevant, up-to-date, academically useful library collection. Weeding is defined as quality control of the collection in which outdated, inaccurate, and worn-out materials and obsolete equipment are eliminated. The library media specialist is responsible for the ongoing process of maintaining a quality collection by following objective criteria for removing materials and equipment from the media center. Criteria include: obsolescence, physical age, condition, and relevancy.

Materials weeded from the collection are disposed of according to School District Library Media Services procedures and guidelines.

Inventory will be completed on a three-year rotation per PBCSD Board Policy 8.12 (8).

Books in the Fiction section are stickered with genres and a number if part of a series. In addition, some books have been labeled with a purple star to denote Florida Teens Read (FTR) books. When the library renovation has been completed, the Fiction Collection will be genrefied.

Lost or Damaged Library Materials, Fees

Per 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, the Media Center at Olympic Heights HS will charge original purchase cost (if available) or replacement cost for lost or damaged materials and library books. There are no late fees charged for library books or materials returned within the school year. At the end of the school year, students will be assessed fines based on the original purchase cost or replacement cost of any library books or materials not returned. These fees will be voided once the item has been returned in an undamaged condition. All fees and fines must be paid before graduation.

Students who need to photocopy or print items for school-related purposes may do so at no charge. A charge of 10 cents per page will be billed to SIS for excessive or wasteful copying or for personal copies.

Strategic Focus – Weeding and Acquisitions

School Year	Strategic Focus
FY25	Selection Priorities <ul style="list-style-type: none"> ● FTR titles for 2024-2025; books, eBooks, Audiobooks ● Test Prep titles to reflect digital administration ● Foreign Language titles
	Inventory Priority <ul style="list-style-type: none"> ● Fiction, Biographies (92)
	Weeding Priority <ul style="list-style-type: none"> ● Test Prep/Career Center section, Biographies (92)
FY26	Selection Priorities <ul style="list-style-type: none"> ● FTR titles for 2025-2026; books, eBooks, Audiobooks ● Biographies, Database updates ● ComicsPlus, Manga updates/fill series
	Inventory Priority <ul style="list-style-type: none"> ● Manga/Graphic Novels, Non-Fiction 100-300's
	Weeding Priority <ul style="list-style-type: none"> ● Manga/Graphic Novels, Non-Fiction 100-300's
FY27	Selection Priorities <ul style="list-style-type: none"> ● FTR titles for 2026-2027; books, eBooks, Audiobooks ● Easy books for PK ● Update Non-Fiction holdings 100-399
	Inventory Priority <ul style="list-style-type: none"> ● Non-Fiction 400-900's
	Weeding Priority <ul style="list-style-type: none"> ● Non-Fiction 400-900's

Reconsideration of Materials

While the library recognizes the right of any individual to challenge available materials in the Olympic Heights High School Media Center, the library will not add or withdraw materials at the request of any individual or group. Any person wishing to make a challenge must complete a Specific Material Objection Form (linked in Appendix E). In the event of a challenge of collection holdings or instructional materials by a citizen of Palm Beach County, Olympic Heights High School will follow SDPBC Policy 8.1205 (see Appendix D).

The status of any challenged materials will remain unchanged (the materials will remain in the collection) pending the findings of the school and/or district-level committees.

Annual Evaluation and Revision of Collection Development Plan

This collection development plan will be reviewed and revised 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)