FY25 COLLECTION DEVELOPMENT POLICY

Palm Beach Central High School

FY25 Collection Development Policy

Allison Mittleman

Educational Media Specialist

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FY25 Collection Development Policy

Date Drafted: **4/26/2024**
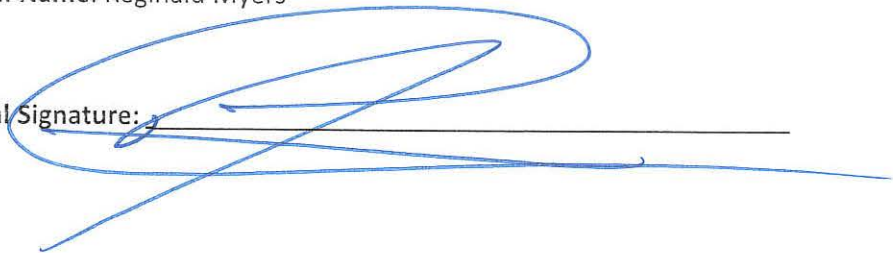Date Approved by Administration: **5/3/24**

Media Specialist Name: Allison Mittleman

Media Specialist Signature: _Allison Mittleman_

Principal Name: Reginald Myers

Principal Signature: _____

Purpose of Collection Development Policy

The Collection Development Policy is designed to support the library's mission statement and serve as a guide for the selection, acquisition, maintenance, and retention of materials by establishing roles, responsibilities, and a process for addressing library patrons' needs. The Collection Development Plan shapes the building and maintenance of the entire material collection in print, audio, visual, and electronic formats. It includes the formation of policy and procedures, budget allocations, needs assessment, selection, collection maintenance and evaluation.

Background Statement & School Community

The Palm Beach Central Media Center serves students in grades 9-12, along with our staff and parents. As of March 2023, the enrollment of Palm Beach Central High School was 2,954 students. The student demographics are as follows: 21% Black, 42% Hispanic, 29% White, and 8% other. PBCHS offers different Choice Academies which include Culinary Arts, Engineering and Informational Technology (Web and Digital Design or Cyber Security, in addition to AVID. Palm Beach Central High School will be Title I for the first time next school year.

School Mission Statement

Palm Beach Central High School will provide a safe, supportive and engaging learning environment, where strong relationships set high, yet personalized, expectations for staff and students. By collaborating with all stakeholders, Palm Beach Central High School will offer a diverse array of rigorous educational experiences that will provide all students the goal of developing a culture of mutual respect and academic excellence. By nurturing our students social, physical and intellectual growth, our mission is to encourage our students to become responsible citizens, lifelong learners, and leaders in a global community.

Media Center Mission Statement

The Palm Beach Central High School Media Center will provide a safe and supportive learning environment for áll. In this space, we encourage curiosity and appreciation of literature. Our patrons have access to the best available research tools, print resources and technology that will assist them as responsible consumers of accurate information. The media center is a collaborative space that prepares students to become lifelong learners, leaders in a global community, and critical thinkers.

Responsibility for Collection Management & Development

Each book that is made available to students through our media center must be selected by a certified Educational Media Specialist, regardless of whether the book is purchased or donated. The titles are selected with input from both students and faculty. Every book must have at least 2 positive academic reviews from reliable sources that include but are not limited to Booklist, School Library Journal, Kirkus, and Publisher's Weekly. Any community stakeholder may have input on book selection via the list of Active Book Orders for the current school year.

Library Program

The Palm Beach Central High School Media Center is open Monday through Friday for all students and staff from 7:20 am to 3:30 pm, with exception of special programming and/or testing as designated by the activities and testing coordinators. Students have access to the media center before, during, and

after school. Students, parents, and faculty have continuous access to our Destiny Library Site, as well as MackinVia Ebooks and online databases. Teachers may sign up to bring classes to the media center for book checkout and research opportunities. The library staff organize programs to bring students into the media center throughout the year. Our special initiatives include Trivia Tuesdays, Banned Books Week, Slam Dunk Books March Madness, along with collaboration with our various academies on our campus. The PBCHS Media Center participates in the Interlibrary Loan Program where materials can be requested from other schools in the district. The Department of Library Media Services works in collaboration with the Department of Educational Technology to provide necessary training for Media Center personnel to stay current with digital technology that benefits library patrons.

Goals and Objectives

1. Cultivate a reading culture among high school students by providing diverse reading materials, facilitating book discussions, and implementing a reward system to encourage reading.	• Introduce a system (Bean Stack) where students can earn points or rewards for each book they read and discuss, providing an incentive for participation. • Communicate with parents about the importance of reading and how they can support their child's reading habits at home.
2. Promote and enhance teacher collaboration on pedagogical projects by utilizing both print and digital resources for research.	• Conduct a needs assessment (Google Form) to identify the types of projects that teachers are interested in collaborating on and the resources they would need to do so. • Develop a sign-up system that allows teachers to express interest in specific projects and to indicate their preferred method of collaboration (print or digital).
3. Increase the usage of the school's Ebook checkout system by 50% among both students and staff, as measured by the number of Ebooks checked out from the library.	• Develop a clear, easy-to-understand guide or tutorial on how to access and check out ebooks from the school's system. This could be in the form of a video, infographic, or step-by-step written instructions. • Implement a promotional campaign to raise awareness about the availability and benefits of ebooks. This could include posters, announcements, and/or social media posts.

Budget and Funding

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

School-based Operating Budget	Budget FY24	FY25 Projected Budget
Account 551100 - Media Supplies	$1,364.73	$1,300
Account 553420 - Media Subscriptions (Periodicals-Newspapers)	$369.27	$500
Account 561100 - Library Books	$2,556.75	$2,384
Account 562230 - Media A/V Equipment	$1,590.17	$2,383
Account 564220 - Furn-Fix/Equip	$0.00	$0.00
Fundraising/ Grants	**Budget Amount**	
Media Center Internal Account number for your grant(s)	5-1700.00	5-1700.00
State Media Allocation	**Budget Amount**	
Account 556110 (program 3070) - Media Books	$4,020	$4,020

Purchasing Plan FY25

Approximate Purchasing Plan	
Purpose	**Amount**
Books, Ebooks, Audiobooks	$4,768
Supplies	$1,300
Databases	$799
Periodicals	$500
Total:	$7,367

Scope of the Collection

The collection development is focused on the materials that will support both curriculum and pleasure reading of Palm Beach Central High School students and staff. We follow the guidelines of the School District of Palm Beach County as referenced by School Board Policy 8.12, which is governed by the Florida Department of Education. According to District policy, the collection will be arranged by the standard Dewey Decimal Classification System. Our collection comprises both print and non print materials, which include fiction, nonfiction, magazines, DVDs, Ebooks, and audio books. The district provides numerous databases at the secondary level that support research. Gale, Worldbook, SIRS and Teaching Books provide reliable access 24/7 access for patrons. This year, PBCHS Media Center purchased Comic Plus so that students can read unlimited graphic novels through MackinVia on their personal devices. We also provided school wide access to Flocabulary to support teachers and students with their curriculum standards and test preparation.

Equipment

The equipment that is available for use in our media center includes 17 desktop computers with access to a student printer, in addition to a devoted computer lab for Edgenuity and Adult Education. There are 2 Smart Boards for teacher, tutoring and school club use. There are 2 poster maker machines, 2 scantron machines and a laminator. Our media center houses 2 Sharp copiers and an Accucut machine as well.

Collection Development

Collection Development refers to the dynamic process of building and maintaining the library media center's entire materials collection in both print and non print formats. The media specialist spearheads this plan with the stakeholders' input and consideration of the school community's needs. This process encompasses the formulation of policy and procedures, budget allocation, needs assessment, material selection, collection integrity, and evaluation.

Selection and Evaluation Criteria

Palm Beach Central High School follows School Board Policy 8.12 when it comes to selection criteria for the media center. The materials must be age appropriate, align with state academic standards, and represent the cultural diversity of our school community. This process allows for input from stakeholders as well as the students and staff of PBCHS. Each selection requires consultation of at least 2 academic, professionally recognized reviewing periodicals. Some of the review sources include but are not limited to Booklist, School Library Journal, Kirkus, and Publisher's Weekly.

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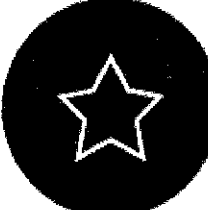
The School District Library Media Services provides support to school library media center personnel and establishes uniform policies and procedures for school library media centers throughout the district. These services include, but are not limited to:

- 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.

18,831 Items in the Collection	**4.6** Items per Student	**34%** Fiction Titles in the Collection	**49%** 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	**64%** Aged Titles	**8%** 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.	
48% Representative Titles in Collection	**2007** Representative Titles Average Age	**32%** SLL Titles in Collection	**2011** 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	125	2007
Philosophy & Psychology	186	2007
Religion	57	2003
Social Sciences	1,790	2005
Language	98	1996
Science	552	2007
Technology	698	2007
Arts & Recreation	1,040	2005
Literature	931	2000
History & Geography	1,234	2004
Biography	2,147	2005
Easy	17	1988
General Fiction	4,634	2012
Graphic Novels	295	2010

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

As per Board Policy 8.12 (8), the collection in the media center must be inventoried on three year rotation as follows:

- Year 1- Nonfiction
- Year 2- Biographies and additional materials
- Year 3- Fiction

Our Fiction collection is shelved and color coded by genres (Library Genre Key). In order to facilitate the circulation and inventory process, Destiny Library Manager software is provided to all schools. Destiny can generate reports on circulation as well as average age of collection. These reports can help measure the success of the library media program.

Lost or Damaged Library Materials

Palm Beach Central High School's policy charges 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** • Nonfiction • S.T.E.M • History
	Inventory/ Weeding Priorities • Nonfiction • Science/ Technology • History
FY26	**Selection Priorities** • Diverse Fiction • Graphic Novels • Ebooks
	Inventory/ Weeding Priorities • Fiction • Graphic Novels
FY27	**Selection Priorities** • Audiobooks • Biographies • Collective Biographies (920)
	Inventory/ Weeding Priorities • Biographies • Collective Biographies (920)

Reconsideration of Materials

In order to make changes to the approved list of materials, Board Policy 8.1205 on Challenged materials shall be followed. Both Policy 8.125 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)