# Palm Beach Gardens High School

# FY25 Collection Development Policy

*Carolyn Bales Brandt*

Educational Media Specialist

Signature Page

**Palm Beach Gardens High School**
FY25 Collection Development Policy

Date Drafted: April 17, 2024

Date Approved by Administration: April 17, 2024

Media Specialist Name: _____ Carolyn Bales Brandt _____

Media Specialist Signature: _____

Principal Name: _____ Jay Blavatt _____

Principal Signature: _____

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**Purpose of Collection Development Policy**

The primary goal of the Media Center's collection development for 2024-2025 will be to continue building a richly diverse print and digital collection that supports the needs of the curriculum and the school community and maintains the recommended boundaries for: size of collection, average age of collection and access to the collection, but with input form the school community stakeholders, using a needs assessment guide. The program will continue to incorporate 21st Century technologies into the collection as part of the SDPBC Transformation project. This goal supports the informational needs of students as defined by the mission and goals of the School District of Palm Beach County along with the ALA/AASL Standards for the 21st Century Learner.

**Background Statement & School Community**

The users of the Palm Beach Gardens High School Media Center include students in grades 9 through 12, teachers, staff and parents in the community. Palm Beach Gardens High School has six Choice Programs consisting of: Pre-Medicine, Sports Management & Recreation, TV & Film Production, Global Business & Entrepreneurship, Tourism, Hospitality & Resort Management and Culinary Arts. The current student enrollment is 2,409 consisting of 53% Black, 26% Hispanic, 15% White, 3% Asian, <1% American Indian, 3% Mixed Race. Palm Beach Gardens High School currently has 61% of its student population on Free & Reduced Lunch. The expected enrollment for FY 2024-2025 is 2,552.

The LMC supports the curricular needs and an interactive learning Advanced Placement (AP) courses along with supporting the unique curricular needs of the six Choice Programs on our campus including the AICE Diploma Program. Palm Beach Gardens High School also offers their students the Naval Junior Reserve Officers' Training Corps (NJROTC), a Culinary Academy, Dual Enrollment classes, English as a Second Language curriculum and Special Education classes for various specific needs of our students. Additionally, the LMC supports the Adult and Community Education program at Palm Beach Gardens High School. This program adds between 80 – 150 students to our population each year.

**School Mission Statement**

Every student will graduate with their cohort, college and career ready.

**Media Center Mission Statement**

The Palm Beach Gardens High School Media Center (PBGHSMC) exists to serve the educational needs of the students, faculty, and community members. The mission of the PBGHSMC is to provide an opportunity and environment to enable all students to become positive and productive members of society. To that end, the Media Center must address many facets of the "whole student," intellectually, socially, morally, physically and aesthetically. The overall climate must encourage students to reach their highest potential, whatever that might be. The climate in the Media Center must encourage and reward achievement, self-discipline, tolerance, empathy, leadership and service to others.

**Responsibility for Collection Management & Development**

The Library Media Specialist (LMS) is primarily responsible for developing and building a collection that supports the needs of the school community. Acquisition and maintenance of the collection is critical. This process includes the formulation of policies and procedures, budget allocations, needs assessment, selection criteria, collection maintenance and evaluation, and resource management, including technology. The LMS has a responsibility to respond to the research needs of the student body and faculty. The LMS serves as the liaison between the library media center and all departments as well as parents and students. The LMS prioritizes requests made by students and teachers for input on future purchases, and strives to maintain a balance in the library collection to ensure that both instructional and recreational needs are met.

The Library Media Center (LMC) strives to maintain a collection that reflects the diversity of the students served within. Material selection seeks to maintain a balanced representation of a variety of opinions, theories, ideologies, cultures, issues, and controversial topics, so that patrons may find materials that reflect their worldviews while also having the opportunity to explore other worldviews.

**Library Program**

The Media Center (MC) is open every day that students are in attendance from 7:00 a.m. until 3:00 p.m. The MC operates on a flexible schedule and can accommodate learning experiences for up to 3 classes simultaneously utilizing a collaboration of both the LMS and the classroom teacher for instruction. The program will continue to incorporate 21st Century technologies into the collection as part of the SDPBC Transformation project along with literacy information lesson plans that align with SDPBC standards. Instruction of the Library Media Center resources are not limited to the physical MC. The LMS also delivers instruction on District provided resources, the electronic catalog, the digital collection and reading initiatives in classrooms.

In addition the MC staff:

- Prints IDs for all students
- Laminates items for teachers
- Circulates Chromebooks to students
- Circulates Textbooks to students and staff
- Supervises groups of students as needed

**Goals and Objectives**

Goal 1: Expose 9th grade students to the media center's large print collection and MackinVia during the first semester.

- Collaborate with 9th grade English and Reading teachers to establish a schedule for classroom visits to provide instruction on digital content (MackinVIA).
- Collaborate with 9th grade English and Reading teachers to schedule visits to the physical Media Center for orientation to collection arrangement and MC policies.

Goal 2: Provide instructional support to business and on-job-training (OJT) students using the Peterson Career program during the SY25.

- Collaborate with business/OJT teachers to instruct students how to navigate the Peterson's career database, setting up individual accounts to track their career path.
- Collaborate with business/OJT teachers to schedule a time to instruct students how to navigate Peterson's practice test database, setting up individual accounts to use practice tests and search for vocational schools

Goal 3: Provide STEAM activities in the media center for student exploration throughout SY25.

- Extend STEAM activities outside of the Maker Space area into the Media Center promoting activities and interest during open lunch time.

**Budget and Funding**

Palm Beach Gardens High School Media Center is funded through the School's operating budget provided by Palm Beach County School Board. It is supplemented by State funds (3070) and internal funds.

| School-based Operating Budget | Budget FY24 | FY25 Projected Budget |
|---|---|---|
| Account 551100 - Media Supplies | $1149 | $1140 |
| Account 553420 - Media Subscriptions (Periodicals-Newspapers) | $1149 | $1140 |
| Account 561100 - Library Books | $4212 | $4200 |
| Account 562230 - Media A/V Equipment | $0 | $0 |
| Account 564220 - Furn-Fix/Equip | $0 | $0 |
| Fundraising/ Grants | Budget Amount | |
| Media Center Internal Account number for your grant(s) (get this from your bookkeeper) | $340 | $350 |
| State Media Allocation | Budget Amount | |
| Account 556110 (program 3070) - Media Books | $3430 | $3200 |

**Purchasing Plan FY25**

| Approximate Purchasing Plan | |
| --- | --- |
| **Purpose** | **Amount** |
| Subscription Databases | $3000 |
| books | $4000 |
| supplies | $2000 |
| STEM | $1600 |
| | |
| | |
| **Total:** | **$10,600** |

**Scope of the Collection**

The scope of the collection is focused on the curriculum of PBGHS, which follows the guidelines of the SDPBC, which in turn are governed by the Department of Education of the State of Florida. Specifically, all formats for reading/listening materials that support the curriculum and reading for pleasure conform to School Board Policy 8.2. School Board Policy 8.1**2**

According to best practices for school libraries in the United States, the print and non-print collections at PBGHS are arranged by the Dewey Decimal Classification System. Within the classification system, the Fiction collection has been given sub-locations and are arranged by Genre. The deliberate purpose of arranging the Fiction collection by sub-locations within the Genre is to provide students with a "book store" experience and help them more efficiently locate areas of interest to promote more free reading. The collection comprises print books, standard size print and large print format, ebooks and audiobooks.

The digital collection is accessed through MackinVIA, the district standard for digital content, located in the student portal. MackinVIA is also where students may access the ComicsPlus database of hundreds of vetted digital comic books containing 40+ Genres including STEM/STEAM. ComicsPlus is a database provided by PBGHS. Also funded by the school is a digital subscription to Peterson's Career Prep and Peterson's Test Prep.

The SDPBC through Library Media Services provide databases critical to student research and achievement such as the aforementioned MackinVIA, along with Gale and SIRS which are research databases providing 24/7 access through the district's student portal.

The digital content of the collection is supported by, and may be accessed on these devices Chromebooks, laptops, desktops, iPad and cell phones on a 24/7 basis via the student portal.

**Equipment**

The Media Center is Equipped with Multiple SMART boards, a projector, and sound system. Equipment available to staff and students include desktops and laptop computers attached to local printers. In addition, the Makerspace has 3D printers, coding robots, and sewing equipment. The Media Center has access to Apple / Mac Computers and PC desktops at digital workcenters where students can work in groups and share information on a common screen. There are mobile charging stations available for students and staff as well as a Lock-N-Charge allowing students to leave personal items locked away for safe charging. The Media Center also houses a tech room with a green screen backdrop. The Media Center also houses two class sets of iPads in a charging cart.

**Collection Development**

Collection Development is the ongoing process of providing quality reading materials, both print and digital, up to date equipment and other resources that promote exploration and learning.

It is the goal of Collection Development to ensure quality materials are provided in an equitable manner for all learners. The Media Specialist is responsible for Collection Development but seeks input from all stakeholders.

**Selection and Evaluation Criteria**

Materials considered for purchase are selected on the basis of the criteria established int SDPBC 8.21 (6.d)

In conjunction with the Board's selection criteria, the library media specialist and appropriate administration and teachers shall evaluate selected print and nonprint materials for the media center using several of the criteria listed below, as appropriate for the media type. The media specialist shall select print and digital media with no less than two (2) positive reviews from at least two (2) of these recognized, authoritative, professional reviewing sources such as Voice of Youth Advocates, Booklist, Kirkus Review, Horn Book Guide, Publisher's Weekly and School Library Journal.

**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.

| | | | |
|---|---|---|---|
| **4,868**<br>Items in the Collection | **1.9**<br>Items per Student | **70%**<br>Fiction Titles in the Collection | **17 %**<br>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. | **2009**<br>Average Age of the Collection | **43%**<br>Aged Titles | **13%**<br>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. | |

| | | | |
|---|---|---|---|
| **1,809  37%** Representative Titles in Collection | **2009** Representative Titles Average Age | **2,857  59%** 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) |
|---|---|---|
| Computer Science, Information & General Works | 14 | 2010 |
| Philosophy & Psychology | 21 | 2005 |
| Religion | 33 | 1996 |
| Social Sciences | 212 | 2002 |
| Language | 49 | 2001 |
| Science | 30 | 1996 |
| Technology | 72 | 2009 |
| Arts & Recreation | 142 | 2004 |
| Literature | 120 | 2004 |
| History & Geography | 151 | 2006 |
| Biography | 448 | 2005 |
| Easy | 157 | 1992 |
| General Fiction | 3408 | 2011 |
| Graphic Novels | 92 | 2007 |

**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 of the collection, both print and non-print, will be completed on a yearly basis. We have inventoried the full collection annually since the remodeling of the media center in FY19. We intend to complete a full inventory each year, but if it is not possible, at least 1/3 of the collection will be inventoried annually per District Policy Board Policy 8.12 (8) in the following order:  SY25:Nonfiction, SY26: Biographies and Easy, SY27 Fiction. Please see the Strategic Plan below.

**Lost or Damaged Library Materials**
Students are responsible for materials and resources provided to them by the school. In accordance with School Board Policy 2.21B(9).  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:**<br>● Popular fiction<br>● Digitally accessible materials/ebooks<br>● Social Emotional Learning |
| | **Inventory/ Weeding Priorities:**<br>● Worn Books<br>● Aged collection materials<br>● Uncirculated materials |
| FY26 | **Selection Priorities**<br>● Social Emotional Learning<br>● Financial Literacy<br>● Popular Fiction |
| | **Inventory/ Weeding Priorities**<br>● Worn Books<br>● Aged collection materials<br>● Uncirculated materials |
| FY27 | **Selection Priorities**<br>● Popular Fiction<br>● Financial Literacy<br>● Social Emotional Learning |
| | **Inventory/ Weeding Priorities**<br>● Worn Books<br>● Aged collection materials<br>● Uncirculated materials |

**Reconsideration of Materials**

Collection Materials meet legislative regulations. All challenges to Collection Materials will be honored through the processes illustrated in [Board Policy 8.1205](#) . 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)