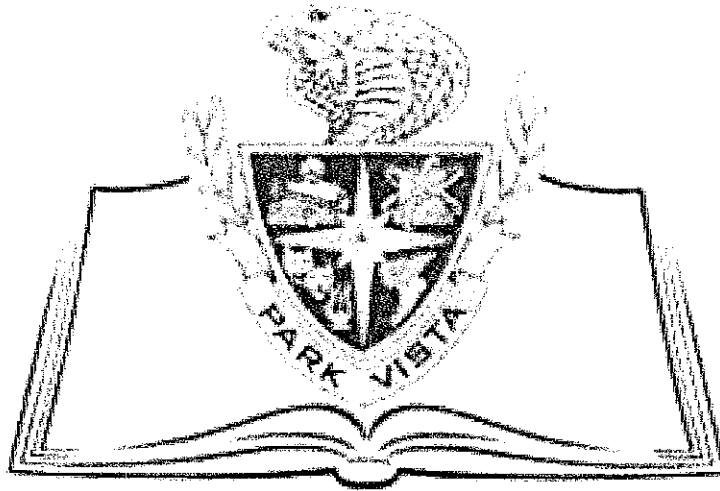


Park Vista Community High School
7900 Jog Road-Lake Worth-FL-33463



The Library @ Park Vista High

Park Vista Community High School

FY25 Collection Development Policy

Alina Orenstein

Certified Educational Media Specialist

Park Vista Community High School

FY24 Collection Development Policy

Date Drafted: May 20, 2024

Date Approved by Administration: **May 20, 2024 Dr. Enrique Vela**

Media Specialist Name: Alina Orenstein

Media Specialist Signature: 

Principal Name: Dr. Enrique Vela


Principal Signature: Enrique Vela 

Table of Contents**Page #**

<u>Purpose Statement</u>	3
<u>Background Statement & School Community</u>	3
<u>Responsibility for Collection Management Development</u>	4
<u>School Mission Statement</u>	3
<u>Media Center Mission Statement</u>	3-4
<u>Library Program</u>	4
<u>Goals and Objectives</u>	5-7
<u>Budgeting and Funding</u>	8
<u>Scope of the Collection</u>	9
<u>Collection Development</u>	10-11
<u>Selection Evaluation and Criteria</u>	11-12
<u>Analysis of the Collection</u>	19-20
<u>Gifts and Donations</u>	20
<u>Collection Maintenance</u>	19
<u>Strategic Focus – Weeding & Acquisitions</u>	21
<u>Reconsideration of Materials</u>	19
<u>Appendix A - Library Bill of Rights</u>	19
<u>Appendix B - ALA Intellectual Freedom Statement</u>	20
<u>Appendix C - Board Policy 8.12</u>	22
<u>Appendix D - Board Policy 8.1205</u>	28
<u>Appendix E - PBCSD Form 1113</u>	37

Table of Contents**Page #**

<u>Purpose Statement</u>	3
<u>Background Statement & School Community</u>	3
<u>School Mission Statement</u>	3
<u>Media Center Mission Statement</u>	3-4
Responsibility for Collection Management & Development	4
<u>Library Program</u>	4-5
<u>Goals and Objectives</u>	5-7
<u>Budgeting and Funding</u>	7-8
<u>Scope of the Collection</u>	9
Equipment	10
<u>Collection Development</u>	10
<u>Selection Evaluation and Criteria</u>	11-12
Districtwide Procedures for Selecting and Development of Library Collection	12
Districtwide Resources and Services	12-14
<u>Collection Analysis by Category</u>	14
<u>Gifts and Donations</u>	15
<u>Collection Maintenance</u>	15
Lost or Damaged Library Materials	15
<u>Strategic Focus – Weeding & Acquisitions</u>	15-16
<u>Reconsideration of Materials</u>	16
Annual Evaluation and Revision of CDP	16
Appendices	17

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 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 Park Vista Community High School Library in the selection, acquisition, evaluation and maintenance of library materials. This document is designed to reflect the changes in our school's curriculum, demographics and information needs.

Background Statement & School Community

Park Vista Community High School is a top rated public high school serving students in grades 9-12. Park Vista offers several Career and Technical Academies; Automotive Service and Repair Technology, Automotive Collision and Refinishing, Medical Science, and Multimedia Communications. As of May 2024, there are 2879 students enrolled and our demographics are as follows: White - 48% Black - 15% Hispanic - 27% Asian - 5% Other - 4%

School Mission Statement

School District of Palm Beach County: The School District of Palm Beach County 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

Park Vista Community High School Park: Vista Community High School is committed to fostering a safe environment which respects diversity while providing an atmosphere of academic excellence, student involvement and positive opportunities for all. Park Vista Community High School Library The Park Vista Community High School Library is committed to providing dynamic resources, services, programming and

instruction to meet the information needs of our diverse learners. We encourage reading for pleasure, creative exploration, curiosity and inquiry, critical thinking and self- direction.

Responsibility for Collection Management & Development

According to SDPBC Policy 8.12 (6.a.), our licensed library media specialist 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 Park Vista Community High School Library in the selection, acquisition, evaluation and maintenance of library materials. This document is designed to reflect the changes in our school's curriculum, demographics and information needs.

Library Program

Our library strives to offer high quality resources, services and programming that support and enhance the instructional needs of the whole school. In order to meet this goal, the library media specialist keeps well-informed of new research and technologies and incorporates new ideas into the library program. Instruction in research, library and information skills is an important aspect of the library media program. Library instruction is aligned with AASL, ISTE and CPALMS standards.

The Park Vista library is open every day that students and/or faculty are in attendance. Students have access to the library before, during and after school. Students and faculty also have 24/7 access to the library's website as well as online subscription eBooks and research databases.

The library maintains a liberal checkout policy in order to encourage students to read as much as possible, both for academic and personal interest. The library also participates in an Interlibrary Loan program where materials can be requested from other schools. Students may borrow up to ten books at a time, and are not charged for overdue items. However, students do receive overdue notices regularly.

Students are however fiscally responsible if books are damaged or lost. Students may also borrow eBooks and audiobooks. Teachers may borrow an unlimited number of books and audiovisual materials, including professional resources, from the library and keep them as long as needed.

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

Goals and Objectives

SY24 Goals - Review

SY24 Goals:

Goal 1: Increase the number of collaborative research lessons not only within the ELA, Science and Social Studies departments but in PE, Band, and other Fine Arts classes.

Goal met: Collaborated with Social Sciences teacher for a research project

Goal 2: Teach research skills to ELA classes grades 9-12.

Goal met: Taught research lessons to all grades.

Goal 3: Continue creation of a 21st century learning space

- a. Re-introduce cafe style area to draw readers into "Starbucks" style experience. **(Goal met)**
- b. Finish painting cafe area and decorating. **(Goal met).**

Goal 4: Increase overall age of collection from 2007 to 2009. **Goal NOT met:** Even after aggressive weeding, the collection age remains at 2007.

- a. Aggressive weeding continues for non-fiction, fiction, and biographies. **(Goal met)**
- b. Add 100 new eBook and audiobooks to the digital collection. **(Goal NOT met)**
- c. Review current material for relevancy and diversity of the collection to meet the needs of 100% of our population. **(Goal met)**
- d. Review, weed and replace prep books such as SAT, ACT. **(Goal met)**
- e. Weed career books that are aged ten years or older. **(Goal met)** Add 10 current career titles. **(Goal NOT met)**

Goal 5: Proactively encourage independent reading. (**Goal met**)

- a. Book displays (themed, new titles, Florida Teens Read) (**Goal met**)
- b. Reading promotions (**Goal met**)
- c. Use of social media and Google Classroom (**Goal met**)
- d. Book Clubs (**Goal NOT met**)
- e. Trivia and contests, book talks, etc. (**Goal NOT met**)
- f.

Goal 6: Career Readiness and college focus (**Goal NOT met**)

- a. Increase amount of eBooks, library books and resources available to students (**Goal NOT met**)
- b. Subscribe to one college and career readiness database (**Goal NOT met**)
- c. Instruct 11th and 12th grade students on resume building and scholarship applications. (**Goal NOT met**)

Goal 7: Author Visits

- a. Have at least two authors visit students; virtual or in person. (**Goal met**)

Reflection:

Post Covid-19 has created a difficult situation the last two years in the Media Center. For most of the 2022-2023 year last school year, the Media Center was unavailable to students and staff due to Alina Orenstein (Media Specialist) and Ms. Bahr (Media Clerk) being pulled for supervision, testing, coverage for the clinic, and many other miscellaneous duties. In the 2023-2024 school year, we developed the collection further. Students used digital tools to find and request books. Teachers across the curriculum collaborated with the Media Center for research and career projects.

SY25 Goals:

Goal 1: Expand collaborative research lessons not only within the ELA, Science and Social Studies departments but in PE, Band, and other Fine Arts classes.

Goal 2: Teach research skills to ELA classes grades 9-12.

Goal 3: Continue creation of a 21st century learning space

- a. Create small group study areas for students.
- b. Create a multimedia station for students to use during collaboration projects.

Goal 4: Increase overall age of collection from 2007 to 2009.

- f. Aggressive weeding continues for non-fiction, fiction, and biographies.
- g. Add 20 new eBook and audiobooks to the digital collection of 413..
- h. Review current material for relevancy and diversity of the collection to meet the needs of 100% of our

population.

- i. Add 10 current career titles.

Goal 5: Proactively encourage independent reading.

- g. Book displays (themed, new titles, Florida Teens Read)
- h. Reading promotions
- i. Use of social media and Google Classroom
- j. Book Clubs
- k. Trivia and contests, book talks, etc.
- l.

Goal 6: Career Readiness and college focus

- a. Increase amount of eBooks, library books and resources available to students
- b. Subscribe to one college and career readiness database
- c. Instruct 11th and 12th grade students on resume building and scholarship applications.

Goal 7: Author Visits

- b. Have at least two authors visit students; virtual or in person.

Budget and Funding

Park Vista Community has multiple funding streams. The first is the 3070 categorical funds which are delineated yearly from the state and to be used for library materials that are cataloged and inventoried as part of the library media collection. Program 8430 are capital funds used for the purchase of hardware supporting Destiny, the online catalog.

2024-2025 (FY25) projected budget amounts

School Based Operating Budget	FY24 Budget	FY25 Projected Budget
<i>Account 55110 - Media Supplies-(combined)</i>	\$1415	\$1,415
<i>Account 553420 - Media Subscriptions-(combined)</i>	\$1415	\$1,415
<i>Account 561100 - Media Books</i>	\$5188	\$5188
<i>Account 562230 - Media A/V Equipment</i>	\$0	\$0
<i>Media Center Internal Account number (get this</i>	\$13,744.67	\$12,000

<i>from your bookkeeper)</i>		
<i>8070 Approximate Value</i>	<i>\$1,200</i>	<i>\$1,200</i>
<i>Account 556110 (program 3070) - Media Books</i>	<i>\$4,107</i>	<i>\$4,400</i>
<i>Total</i>	<i>\$25,654.67</i>	<i>\$24,203</i>

*numbers are approximate until confirmation from the bookkeeper.

Purchasing Plan 2024-2025

Approximate Purchasing Plan	
Purpose	Amount
Furniture (desks for students)	\$5,000
books (eBooks, print) -Biographies, Non-Fiction focus	\$12,000
supplies (ink, pens, pencils, markers, etc)	\$4,000
Maker Space	\$1,000
Total:	\$22,000

Scope of the Collection

The Park Vista library 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 11,069 books in our collection managed through our open access catalog, Destiny Library Manager. We keep our collection current, relevant and accurate through regular maintenance and annual weeding and inventory. Our collection includes a diverse range of subjects, points of view and academic levels. We have both print and nonprint (eBooks, DVDs and audiobooks) materials in fiction and nonfiction and many other genres. Students have 24/7 access to all district provided databases including Gale, World Book, Sirs, etc. All materials support the curriculum and pleasure reading for students as per School Board Policy 8.12, Section 3d. As per the district policy, the collection is arranged by the standard Dewey order (section 6, Management of Library Media Instructional Materials)

Equipment

Teachers have access to the following:

- a smart panel in each classroom
- DVD's
- Work room with paper, copiers, Ellison Dye Cut, etc
- iPads
- Laptops
- TV production room
- Two computer labs
- Macbook mobile lab

Collection Development

We have a responsibility to develop and maintain a collection that meets the needs of the students, faculty, and staff members here at Park Vista Community High School. We strive to build a balanced collection that supports both the personal interests and academic needs of the entire school community. The Media Specialist also actively solicits our patrons for input on future purchases. Any materials considered for purchase go through a rigorous vetting process. They are selected after reviewing two or more positive reviews from professional sources such as a School Library Journal, Horn Book, Booklist, and/or Children's Catalog. Other factors also are reviewed such as the educational value, the age level appropriateness, and collection needs.

Other reputable review sources include but are not limited to; ALA Notable/Best Books, Booklist, Bulletin for the Center for Children's Books, Horn Book, Kirkus Reviews, Library Journal, Publishers Weekly, School Library Journal, VOYA, YALSA Best Books for Teens.

Selection and Evaluation Criteria

Any materials considered for purchase go through a rigorous vetting process. They are selected after reviewing two or more positive reviews from professional sources such as a School Library Journal, Horn Book, Booklist, and/or Children's Catalog. Other factors also are reviewed such as the educational value, the age level appropriateness, and collection needs.

Materials considered for purchase are selected on the basis of the criteria established in SDPBC 8.12 (6.d): In conjunction with the selection criteria above, library media specialists, teachers and administrators at each school location shall evaluate and select print and non-print materials for the library media center and classroom using several of the criteria outlined below, as appropriate for the media type. However, in accordance with Florida Statute 847.012, criteria below (relating to obscenity and copyright) must be two of the criteria used in the evaluation of all materials: Professional reviews, educational significance, appropriateness of material, accuracy, literary merit, scope, authority, special features, translation integrity, arrangement, treatment technical quality, aesthetic quality, potential demand, durability, obscenity and copyright.

Media center materials are selected for a reason. The materials are evaluated according to their aesthetic, literary and social value, appropriateness to student age and emotional maturity and relevance to the curriculum. Media center materials reflect sensitivity to the achievements, needs and rights of men and women, various ethnic groups and cultures. The selection of media center materials about political theories and ideologies, religion, public issues and controversial topics is directed toward maintaining a balanced representation with various opinions.

Media center materials are judged as a whole, considering the author's/producer's intent rather than focusing solely upon individual pages' phrases, pictures or incidents taken out of context. Other factors that are considered in the final decision to purchase

new materials include their educational significance; need and value to the collection as a whole; and their relationship to the interests for students and curriculum course of study. Electronic database subscriptions and online curricular software are made available to Park Vista Community High School Library Media Center users via the District Portal. These resources are selected using a similar educational criterion to that established for the materials in school except availability and compatibility of technology hardware and software platforms are reviewed and resolved. In addition, the District Portal complies with the federally legislated Children's Internet Protection Act (CIPA) designed to protect children from obscene or adult content material.

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

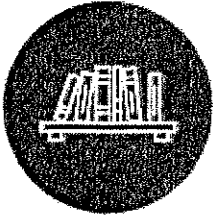
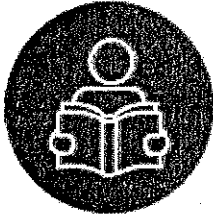
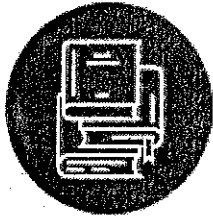



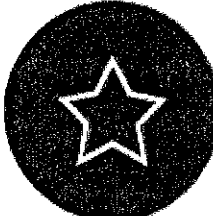
The School District Library Media Services provides support to school library media center personnel and establishes uniform policies and procedures for school library media centers throughout the District. These services include, but are not limited to:





- 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.

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.

			
11,825 Items in the Collection	3.6 Items per Student	41% Fiction Titles in the Collection	43% 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	60% 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.	

			
38% Representative Titles in Collection	2008 Representative Titles Average Age	30% 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	72	2016
Philosophy & Psychology	74	2016
Religion	28	2009
Social Sciences	549	2011
Language	24	2012
Science	200	2009
Technology	709	2006
Arts & Recreation	1913	2008
Literature	947	2001
History & Geography	518	2007
Biography	1577	2004
Easy	3	2016
General Fiction	4888	2009
Graphic Novels	944	2012

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 material simply because they were donated. All gifts and donations must follow the same processes as new book orders.

Collection Maintenance

Inventory in the Media Center is based on a 3 year rotation. Please see the rotation table below.

School Year	Inventory Completion Section
2022-2023	Selection Priorities <ul style="list-style-type: none">• Biographies
2023-2024	Selection Priorities <ul style="list-style-type: none">• Non-fiction
2024-2025	Selection Priorities <ul style="list-style-type: none">• Fiction

Lost or Damaged Library Materials

Library materials are to be returned or renewed after the 14 day loan period. If a student loses or damages a library book or textbook beyond repair, a replacement fee will be applied in accordance with [School Board Policy 2.21B\(9\)](#). We do not charge late fees.

Strategic Focus – Weeding and Acquisitions

School Year	Strategic Focus
2023-2024	Selection Priorities <ul style="list-style-type: none">• 92 Biographies• 900-999 Non-fiction• Fiction
	Inventory/ Weeding Priorities <ul style="list-style-type: none">• Biographies• 900-999 Non-fiction• Fiction
2024-2025	Selection Priorities <ul style="list-style-type: none">• ebooks• audiobooks• Fiction• 600's

	Inventory/ Weeding Priorities <ul style="list-style-type: none"> ● Biographies ● Non-Fiction (con'd)
2025-2026	Selection Priorities <ul style="list-style-type: none"> ● Fiction ● 900's
	Inventory/ Weeding Priorities <ul style="list-style-type: none"> ● Fiction

Reconsideration of Materials

Should a specific material come into question and be challenged, the Media Specialist shall adhere to the [Board Policy 8.1205](#) linked in the Appendices. The objector will utilize the Specific Material Objection form (linked in the Appendices) for the process.

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)