



ROYAL PALM BEACH COMMUNITY HIGH SCHOOL

Royal Palm Beach Community High School FY25 Collection Development Policy

Date Drafted: May 6, 2024

Date Approved by Administration: **May 7, 2024**

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Purpose of Collection Development Policy

This collection development policy is meant to provide consistency among those responsible for developing the collection and in communicating the library media center's policies to faculty, students, staff, and other interested stakeholders of the school community. The acquisition and maintenance of the Library Media Center materials is a primary function of the Library Media Specialist. The primary goal of the Media Center's collection development efforts is to maintain a collection that supports the evolving needs and interests of the school community. The Media Center staff recognizes their responsibility to respond to the technology and research needs of the student body and faculty, as well as the need to be exposed to a diversity of resources. We will do this by collaborating with both teachers and students to assess the needs periodically throughout the school year.

The collection at Royal Palm Beach High School is fluid and dependent on changes in the curriculum, demographics, information needs, or programs of the school. The Media Specialist is responsible to lead this process with the input of teachers, students and parents. The collection development process under the Media Specialist includes the formulation of policy and procedures, budget allocations, needs assessments, selection, collection maintenance and evaluation, and resource sharing. It will also set and maintain the recommended boundaries for the size of the collection, average age of the collection, and access to the collection. The electronic catalog of resources for the school and the district is maintained by the Department of K-12 Instructional Materials and Library Media Services and is available at all times to students, faculty and parents.

This collection development policy also supports the needs of students as informed and defined by:

1. The School District of Palm Beach County
2. The Standards for the 21st Century Learner (set by ALA/AASL)
3. Sunshine State Standards and the impending Florida's B.E.S.T. standards
4. The International Society for Technology in Education (ITSE) and the National Education Technology Standards (NETS)

Our collection functions to meet the following objectives:

1. Supports the academic and vocational programs of our school.
2. Provides materials that support and/or enrich all curricula.
3. Provides research and recreational materials for students and staff.
4. Provides professional development materials for staff.
5. Provides technology to students and staff.
6. Provides tools to enhance reading and research opportunities (i.e. Chromebooks and laptops available for student and teacher check out, access to computer labs for classes to collaborate in group projects)

The Media Center is open every day that students and/or faculty are in attendance, unless it is temporarily closed due to testing or another meeting or event. The number of days the library is closed are tracked and reported on the End of Year Statistical Report. The Media Center is not open to the public through the summer, though research and reference materials are available at all times through the district and school wide electronic subscription databases. Interlibrary loan is available for Royal Palm Beach High School students and staff.

Background Statement & School Community

The users of the Media Center at Royal Palm Beach Community High School are students grades nine through twelve, as well as our teachers, faculty, staff, administration, and parents. Royal Palm Beach Community High School has a current enrollment of 2,355 students. The following percentages represent a profile of the student population according to The Gold Report.

- 50% female
- 50% male
- 44% African American/Black
- 1% American Indian
- 3% Asian
- 14% White
- 36% Hispanic
- 3% Multiracial

Additionally, Royal Palm Beach Community High School supports the curricular needs of several academies and international programs such as: International Baccalaureate (IB), Advanced International Certificate of Education (AICE), Advancement Via Individual Determination (AVID), Medical Sciences, Business Marketing, STEM, Navy Junior Reserve Officer Training Corps (NJROTC), Air Conditioning, Refrigeration, and Heating (HVAC).

School Mission Statement

Royal Palm Beach Community High School is dedicated to meeting the holistic needs of all students. This will be achieved by ensuring a safe, respectful, socially just environment, rigorous academics with personalized learning, and various extracurricular activities. This will all be accomplished while building parent and community involvement and maintaining open communication among all stakeholders. Students will graduate with pride and confidence, prepared to succeed in their post-secondary endeavors and become inquiring, lifelong learners and productive global citizens. Our Mission statement is : "Living the Wildcat Best Is the Key to Our Success"

Media Center Mission Statement

The Media Center is an integral part of Royal Palm Beach Community High School, serving both students and teachers as a place for research, learning, and reference while supporting the school's several international programs and academies. The Media Center provides access to a variety of technologies and a wide ranging collection of books to meet the needs of our unique school community by using student and teacher input. The Media Center staff creates an environment in which students feel comfortable to come in to get assistance, have a quiet space to gather their thoughts, and feel celebrated for their successes. As a Community High School, our hope is that the Library Media Center also serves as a beacon for our immediate community, serving as a host site for community meetings and events.

Responsibility for Collection Management & Development

Media Specialist is responsible for collection management and its development at Royal Palm Beach Community High School. The Media Specialist will seek input from stakeholders, administration, faculty, students, and other district personnel. This will include access to uploaded spreadsheets, Google Forms, email, and surveys and other forms of communication.

Library Program

The Media Center will be on a flexible schedule open to students, classes, faculty and staff during school hours. The Media Center will be available before and after school for faculty and clubs by reserving it on the Media Center Google Calendar. The Media Center is used for testing, research, professional development training sessions, special events for students and staff, clubs, and the overall enjoyment of books and reading. The Media Center will be hosting contests and reading initiatives for students to increase their reading skills. The Media Center supports the Florida Teens Reads program from FAME (Florida Association in Media Education) and will be participating in the district-wide Battle of the Books competition.

Goals and Objectives for 2024-2025

To support SDPBC's Strategic Plan to: "Educate, Affirm, Inspire.

- To allocate 60% of State Funds to purchase of fiction and nonfiction books at the 9-12 reading and interest levels
- To make 9-12 selections more accessible by increasing display space to books geared toward 9-12 reading and interest levels
- offer opportunities during the 1st semester to form Battle of the Books Teams for district-wide competitions

To support SDPBC's Strategic Plan to "establish personalized learning opportunities for all students" by providing reading materials of interest to students.

- conduct a reading interest survey, including both fiction and nonfiction subjects, of students at all grade levels by the end of the 1st nine weeks
- encourage and provide opportunity for students to develop reading lists
- provide instruction on Destiny Catalog to increase student awareness of our inventory of books, ebooks, and encourage collaborative recommendations

Ongoing Goal: To increase the overall average publication date of the Royal Palm Beach Community High School Library Media Collection.

- To weed and replace outdated materials, focusing on non-fiction books throughout the school year
- To weed materials based upon the significance to the reader, focusing on items that have never or not circulated for long periods of time, and are outdated and obsolete.

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
<i>Account 551100 - Media Supplies</i>	\$2938	\$2938
<i>Account 553420 - Media Subscriptions (Periodicals-Newspapers)</i>	\$1053	\$1053
<i>Account 561100 - Library Books</i>	\$3331	\$3331
<i>Account 562230 - Media A/V Equipment</i>	\$4188	\$4188
<i>Account 564220 - Furn-Fix/Equip</i>	0	0
Fundraising/ Grants	Budget Amount	
<i>Media Center Internal Account number for your grant(s) (get this from your bookkeeper)</i>	\$2500	\$2500
State Media Allocation	Budget Amount	
<i>Account 556110 (program 3070) - Media Books</i>	\$3300	\$3300

Purchasing Plan FY25

Approximate Purchasing Plan	
Purpose	Amount
Books	\$3300
Supplies	\$2900
STEM/Computer/Technology	\$4100
Total:	\$8300

Scope of the Collection

The collection development is focused on the curriculum of Royal Palm Beach Community High School, which follows the guidelines of the School District of Palm Beach County. Materials considered for purchase are selected on the basis of the criteria established in SDPBC Policy 8.12. Royal Palm Beach Community High School library materials make available a wide range of materials on varying levels of difficulty with diversity of appeal compatible with the varying interests, needs and viewpoint of learners and teachers. The collection is expanded to include electronic database subscriptions, eBooks and online curricular software that are made available to the Royal Palm Beach Community High School Library Media Center users on the school districts network with 24/7 access for students. According to best practices for school libraries in the United States, the print and non-print collection at Royal Palm Beach Community High School is arranged by the Dewey Decimal Classification System.

Equipment

The Media Center has 2 smaller rooms available (The Everglades Room and The Florida Room). Both conference rooms have Smart Boards and Audio enhancement systems available. The main Media Center has dual projectors, large screens and a Smartboard, as well as an audio system that can be used with provided handheld and lavalier microphones. The Media Center also has a Television Production studio that is available to everyone on campus provided they sign up for use with the Media Specialist. There is an Epson color poster printer and color printers that are available for limited use. This year a new dye-cut machine was purchased for staff to use for both school and classroom bulletin boards. There are some pc and mac computers available for use as well.

Collection Development

Media Center materials are selected for a reason. When selecting materials, the primary objective is to implement, enrich and support the School Improvement Plan. The library/media center makes available a wide range of materials on varying levels of difficulty with a diversity of appeal compatible with the varying interests, needs and viewpoints of learners and teachers. 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 of students and curriculum course of study. The goal of collection development is to ensure the collection has information sources in adequate quantity and variety to support student's academic and personal interest needs. The media specialist is charged with leading this process with the input of teachers, students and parents.

Selection and Evaluation Criteria

The following professional resources are available to assist the Royal Palm Beach Community High School Media Specialist in the selection process; however, selection is not limited to the use of these tools. Reviewing Media - School Library Journal, Booklist, ALA Award Winning Books, Sunshine State Young Reader's Award Nominees and Florida Teens Reads selections.

Materials considered for purchase are selected on the basis of the criteria established in SDPBC Policy 8.12.

e. "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 using several of the criteria outlined below, as appropriate for the media type."

- i. PROFESSIONAL REVIEWS.-- Print or non-print media including video footage that have been favorably reviewed by two or more professional sources such as a School Library Journal, Horn Book, Booklist, and/or Children's Catalog.
- ii. EDUCATIONAL SIGNIFICANCE.-- Material is valuable to an individual course of study or to the library media collection; the degree to which the material would be supplemented and explained by mature classroom instruction.
- iii. APPROPRIATENESS.-- Material is geared to the age, maturity, diverse interests, and learning levels of students for whom it is intended. Reading levels and Lexile's are considered to provide a range of material that challenges the student and guides their selection process.
- iv. ACCURACY.-- Nonfiction information is correct, recent, and objective.
- v. LITERARY MERIT.-- Fiction that has a noteworthy plot, setting, characterization, style and theme.
- vi. SCOPE.-- Content is covered adequately to achieve its intended purpose.
- vii. AUTHORITY.-- The author, editor, or producer has a superior reputation for producing materials of this nature.
- viii. SPECIAL FEATURES.-- The item has maps, charts, graphs, glossaries, and/or other learning aids that support the content, are unique or are valuable.
- ix. TRANSLATION INTEGRITY.-- Material translated from one language to another maintains the stylistic characteristics of the original.
- x. ARRANGEMENT.-- Concepts are presented in a logical sequence and in a way that assures learning.
- xi. TREATMENT.-- Typeset, visuals, style, and/or medium captures and holds the student's attention.
- xii. TECHNICAL QUALITY.-- Sound is clear and audible; visuals project clearly.
- xiii. AESTHETIC QUALITY.-- Material is superior to similar items in attractiveness and presentation of content.
- xiv. POTENTIAL DEMAND.-- Item has particular timeliness or popular appeal.
- xv. DURABILITY.-- Material has the potential for frequent use or is of a nature that it will be considered consumable.

xvi. OBSCENITY.-- No books or other material containing pornography or otherwise prohibited by Fla. Stat. § 847.012 as harmful to minors shall be used.

xvii. [COPYRIGHT.-- Library media materials used in a school shall be procured and used in accordance with federal, state and District copyright laws, rules, and policies as referenced in School Board Policy 8.121

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

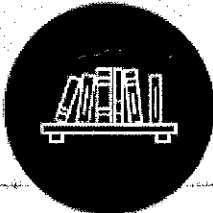
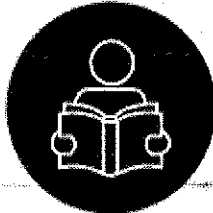
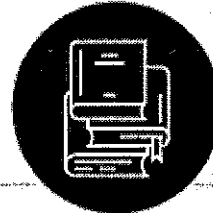


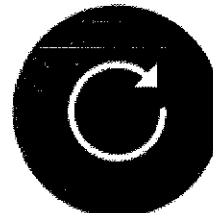
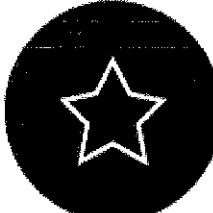
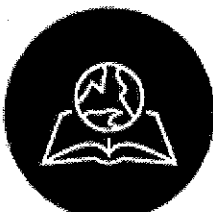


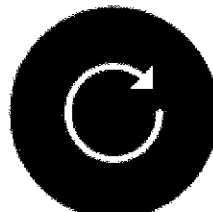
The School District Library Media Services provides support to school library media center personnel and establishes uniform policies and procedures for school library media centers throughout the District. These services include, but are not limited to:

- 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.

			
12,759 Items in the Collection	5.5 Items per Student	56% Fiction Titles in the Collection	26% 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.			
	2001 Average Age of the Collection	68% Aged Titles	7% 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.	
			
6,415 Representative Titles in Collection	2002 Representative Titles Average Age	5,721 SLL Titles in Collection	2005 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	32	2009
Philosophy & Psychology	120	2003
Religion	73	1993
Social Sciences	645	2007
Language	64	1998
Science	120	2005
Technology	131	2009
Arts & Recreation	367	2007
Literature	985	1996
History & Geography	820	2006
Biography	1081	2000
Easy	113	1996
General Fiction	7197	2002
Graphic Novels	179	N/A

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

To maintain the Royal Palm Beach Community High School collection, it is necessary to continually identify collection needs. This process will involve staff and students in identifying needs and conducting an annual inventory of the collection. Utilizing Titlewave Collection Analysis report from Titlewave will determine areas that are in need of additional resources or

weeding. Examining curriculum content to determine adequacy of collection materials as well as maintaining a list of topics/areas that are in need of more resources. This Media Center has the Fiction titles separated into Genres with color coding for each Genre: Green-sports, red-mystery, pin-romance, orange-historical fiction, purple- fantasy, dark blue-adventure, light blue-relationships, and green-science fiction.

Annual inventory of the collection will be completed on a three year rotational basis as per School Board Policy 8.12

- Spring 2024 Fiction
- Spring 2025 Non-Fiction
- Spring 2026 ESOL

Weeding of materials and resources is essential for the maintenance of a healthy reading, research and reference library media collection. Weeding is a form of quality control of the collection in which outdated, inaccurate and worn-out materials and equipment are discarded from the electronic catalog and physically removed from the collection.

The Library Media Specialist is responsible for the on-going maintenance of a quality collection which includes procuring new materials and discarding ineffective items. It is imperative that the collection remains responsive to user needs, changing curriculum and advancing technology. Teachers are encouraged to bring to the attention of library/media staff any item that should be replaced or moved from the collection.

One popular criterion for weeding is found in the CREW Manual. The Texas State Library has made the complete CREW Manual in PDF or HTML available online via the link <https://www.tsl.texas.gov/ld/pubs/crew/index.html>

Materials that are weeded can be disposed of in different ways. Keep in mind that media that is obsolete or has misinformation should be boxed and sent to District Library Media Services for disposition to prevent inaccurate information from being shared. Other materials can be disposed of by:

- giving them to students for individual use
- recycling the materials for various instructional activities
- cannibalizing non-repairable parts or pages
- disposing of equipment in accordance with Board Policy 7.12

Lost or Damaged Library Materials

Students will be responsible for lost and damaged library materials. This is 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"> ● Graphic Novels/Anime ● Sports Fiction ● Horror/Mystery Fiction
	Inventory Priorities <ul style="list-style-type: none"> ● Easy ● Non-Fiction ● ESOL
	Weeding Priorities <ul style="list-style-type: none"> ● Yellow Worn Books ● Outdated non-fiction ● Damaged Books
FY26	Selection Priorities <ul style="list-style-type: none"> ● Historical Fiction ● Biographies ● Anime
	Inventory Priorities <ul style="list-style-type: none"> ● Foreign Language ● Graphic Novels ● Fiction
	Weeding Priorities <ul style="list-style-type: none"> ● Yellow Worn Books ● Outdated non-fiction ● Damaged Books
FY27	Selection Priorities <ul style="list-style-type: none"> ● Easy ● Foreign Language Books ● eBooks
	Inventory Priorities <ul style="list-style-type: none"> ● Fiction ● Non-Fiction ● Easy
	Weeding Priorities <ul style="list-style-type: none"> ● Yellow Worn Books ● Outdated non-fiction ● Damaged Books

Reconsideration of Materials

Personnel at Royal Palm Beach Community High School will follow SDPBC Policy 8.125 regarding reconsideration of library materials, and potential challenges, which are included in the appendix to this document.

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

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