



**Santaluces Community High School
SY 25 Collection Development Policy**

Alison Moe

Certification Areas

Educational Media Specialist K–12

English

ESOL

Signature Page

Santaluces Community High School
FY25 Collection Development Policy

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Purpose of Collection Development Policy

This collection development policy is a statement of the principles and guidelines used by the Santaluces Media Center in its selection, acquisition, evaluation, and maintenance of materials. It will be used both in providing consistency among those responsible for developing the collection and in communicating the media center's policies to faculty, students, staff, and other interested members of our school community. It is understood that as the programs and information needs of the school change, so too, the collection development policy will change to meet these needs. Members of our library committee serve as department and instructional leaders that serve as English, Technology, Reading, Science, and elective teachers. Input is also gathered from students, parents, and staff members.

Background Statement & School Community

The students of the Santaluces Community High School range from nine through twelve grade and pre-school students. Our reported population is 40% Black and 39% Hispanic, with 16% White, and others of Asian, Mixed Race, or American Indian descent. We have 225 students currently in our English Language Learners program. Our population represents culturally diverse ethnic and economic backgrounds. Santaluces students live in the surrounding community or are Palm Beach County residents attending one of our academy programs. Our academies include Culinary Arts, Cybersecurity, Criminal Justice, Digital Design, Early Childhood, JROTC, Medical, Music Industry and Web Design.

We are a certified AVID school since 2010 and continue to expand our course offerings to serve our diverse population of 2,508 students. Our course offerings include AICE and AP along with our academy and certification classes.

The Media Center also serves the faculty, staff, preschool students, and other Palm Beach County School District students through the Inter-Library Loan system.

School Mission Statement

Santaluces Community High School is committed to provide a world-class education with excellence and equity to empower each student to reach his or her highest potential and foster post-secondary success through rigorous instruction, extracurricular opportunities, and responsible citizenship.

Media Center Mission Statement

The Santaluces High School Media Center promotes reading growth and literacy for all students by providing a comprehensive collection of print and non-print resources.

The SHS Media Center supports the mission of the school through the continuous review of materials offered to staff and students. This review contributes to the updating of materials to ensure that the most current reading and research material, and technology tools for database research and information retrieval are available. The Library Media Specialist and staff encourages students to become self-directed in their learning and researching skills to keep pace with the continuing evolution of research and technology. Our Media center aims to stimulate intellectual curiosity and creativity in order to meet the varying needs of all learners to ensure post-secondary success.

1.

Responsibility for Collection Management & Development

This collection development policy is a statement of the principles and guidelines used by the Santaluces Media Center in its selection, acquisition, evaluation, and maintenance of materials. It will be used both in providing consistency among those responsible for developing the collection and in communicating the media center's policies to faculty, students, staff and other interested members of our school community. It is understood that as the programs and information needs of the school change, so too, the collection development policy will change to meet these needs. Members of our library committee serve as department and instructional leaders that serve as English, Technology, Reading, Science, and elective teachers. Input is also gathered from students, parents, and staff members.

Library Program

*School year 2023-2024, our media center was under renovation.

The construction was to start during the summer, but was delayed until the last week of Thanksgiving.

Our Media Center has an open door policy before after school as well as during the lunch periods. During the academic school day, students may visit with a pass from their teacher or counselor to check out materials, conduct research, complete assignments, receive tutoring, or take tests and exams.

Our library program serves all staff members. We have a collection of early childhood books for our "Little Chiefs," preschool students. The librarian media specialist participates in activities throughout the year, such as the Halloween parade, Find the Elf, and other in class activities/lessons along with our Early Childhood Academy students. At the beginning of the school year and after the distribution of ID's, we provide a media center orientation for our freshmen students. Throughout the school year and during the summer programs, our media specialist provides lessons on research, technology, test taking strategies, lifelong reading skills, college and career exploration. Our creative station (makerspace) features arts and crafts, games, critical thinking challenges, building crafts, coding and technology activities along with others aimed at individual or team pursuits. Our media center also serves the instructional staff for professional development opportunities. The media specialist provides professional learning on topics and strategies for the following: AVID, Literacy, Classroom Management, Stress Relief Techniques, and Time Management.

Goals and Objectives

Goal #1 Update the average age of collection and weed our book collection by at least 20% in the areas of fiction, non fiction, and biography by December, 2024. This will begin Summer of 2024.

- Run reports for age and # of circulations to assist with pulling titles for weeding
- Focus on one genre per month, beginning with the fiction collection

Goal #2 Increase our digital collection/ebook titles by at least 20%

- Send teacher and student surveys to gather a needs assessment used to purchase titles
- Purchase award-winning fiction and non fiction titles and biographies as measured by the needs assessment

2.

Budget and Funding

We receive state and district funding to help support our school library. In addition , we apply for grants each year to supplement our collection in order to include the most popular titles in our collection. Our Media Center has an online research database collection provided by our school district to accommodate our staff and students.

School-based Operating Budget	Budget FY24	FY25 Projected Budget
<i>Account 551100 - Media Supplies</i>	\$3,432.00	\$
<i>Account 553420 - Media Subscriptions (Periodicals-Newspapers)</i>		\$
<i>Account 561100 - Library Books</i>	\$3,293.00	\$
<i>Account 562230 - Media A/V Equipment</i>		\$
<i>Account 564220 - Furn-Fix/Equip</i>		\$
Fundraising/ Grants	Budget Amount	
<i>Media Center Internal Account number for your grant(s) (get this from your bookkeeper)</i>	5-1700.02	\$
State Media Allocation	Budget Amount	
<i>Account 556110 (program 3070) - Media Books</i>	\$3,590.00	\$

3.

Purchasing Plan FY25

Purpose	Amount
Books and E Books	5,000.00
Supplies	3,200.00
Equipment	500.00
Makerspace Improvement	500.00
Total:	\$9,200.00

Scope of the Collection

Our book collection includes fiction, non-fiction, and biography and covers topics to benefit our struggling and advanced readers, our Academy, Choice, AVID, AP and AICE students. Our print collection is arranged in standard Dewey order. We are building our digital library (audio and ebooks) to provide access to more materials 24 hours a day. We are also purchasing more foreign language and bilingual titles to accommodate our non native speakers. Our most extensive section is our fiction which includes classic literature, graphic novels, historical fiction and award-winning titles. We have done extensive weeding in our nonfiction collection this year to eliminate our aged and damaged publications. As per School Board Policy, 8.12, our collection supports both academic curriculum and independent reading.

We promote the digital collections offered by our online databases and programs, such as Gale, SIRS, Mackin, and Follett for nonfiction topics which are changing frequently, as online tutoring sources offered by our district for assistance 24 hours a day from certified professionals.

Equipment

Technology & Equipment: Macbooks, iPads, Chromebooks, Laptops, Laminator, Poster Maker, Cricut, Ellison Machine, 3d Printer.

Collection Development

Providing a variety of reliable high interest quality materials that contribute emotional growth and academic growth is the purpose of the collection development. Our Media Specialist guides our process with assistance from our committee and stakeholders as referenced on the purpose statement.

Selection and Evaluation Criteria

Selection and evaluation criteria is primarily based on staff and student needs following School Board policies (8.21 6D 847.012, 8.21, etc.) as indicated below. Professional reviewing sources used for collection include:

School Library Journal

American Library Association Review

Kirkus

Hornbook Guide

The Library Media Specialist works with students, teachers, administrators and parents to select materials that promote lifelong reading habits and information literacy skills. The selection and evaluation of material support the general education goals of the School District of Palm Beach County and the objectives of curriculum. Selection and evaluation of materials is based on several factors including educational significance, appropriateness, accuracy and objectivity, literary merit, copyright, etc. Particular consideration is given to our student demographic, academic needs with respect to our current and future school-based programs while following School Board Policy. Selection and evaluation criteria is primarily based on staff and student needs following School Board Policies (8.21 6D.) as indicated below. Professional reviewing sources used for collection include:

School Library Journal

American Library Association Review

Kirkus

Hornbook Guide

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 ** (Library closed for renovation, see Collection Maintenance Section)

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.

			
13,015 Items in the Collection	5.4 Items per Student	71% Fiction Titles in the Collection	19% 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 Average Age of the Collection	41% 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.	
			
59% Representative Titles in Collection	2011 Representative Titles Average Age	62% 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	9	2016
Philosophy & Psychology	28	2012
Religion	9	2011
Social Sciences	614	2009
Language	159	2009
Science	90	2010
Technology	78	2013
Arts & Recreation	888	2001
Literature	219	2010
History & Geography	378	2009
Biography	933	2007
Easy	167	1999
General Fiction	9177	2011

Gifts and Donations

Gifted and donated items must comply with our collection development plan as well as the criteria stated in School Board policy 8.12 referenced in Appendix D. We only accept current and in great condition materials.

Collection Maintenance

Our inventory is done each year and on a 3 year rotational basis as noted below. *This year our Media Center was to be renovated during the Summer 2023, but the construction work did not begin until the last week of November 2023 and as of May 21st, is still not complete so we did not conduct inventory as all of our items are boxed and stored. When construction is complete, we will scan all items.

Lost or Damaged Library Materials

We follow [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." Exceptions to this are extenuating circumstances, such as if a student does not have the means to pay for the materials. In those cases, we work out a plan to accommodate the student's and our library center's needs.

Strategic Focus – Weeding and Acquisitions

2022- Easy Fiction, Fiction & Non-fiction

2023-AV, Fiction & Non-fiction

2024-Equipment and biography (*SEE ABOVE)

Primarily we pull worn, and dated materials. We also view and follow School Board policies to ensure fidelity. Weeded and discarded materials are boxed, labeled, and picked up by our district once a year.

School Year	Strategic Focus
FY25	Selection Priorities <ul style="list-style-type: none"> ● e-books ● Fiction
	Inventory Priorities <ul style="list-style-type: none"> ● Fiction ● Biography ● Non Fiction
	Weeding Priorities <ul style="list-style-type: none"> ● Fiction ● Biography ● Professional
FY26	Selection Priorities <ul style="list-style-type: none"> ● e books ● Fiction
	Inventory Priorities <ul style="list-style-type: none"> ● Equipment ● Professional ● Non Fiction
	Weeding Priorities <ul style="list-style-type: none"> ● Fiction ● Non Fiction ● Equipment
FY27	Selection Priorities <ul style="list-style-type: none"> ● e books ● Fiction
	Inventory Priorities <ul style="list-style-type: none"> ● Non Fiction ● Biography ● Fiction
	Weeding Priorities <ul style="list-style-type: none"> ● Professional ● Fiction ● Non Fiction

Reconsideration of Materials

In the event of a challenge by a citizen of Palm Beach County, personnel at Santaluces Community High School will follow SDPBC Policy 8.1205- Challenge Procedures for Instructional Materials.

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)