



Spanish River High School

FY25 Collection Development Policy

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Table of Contents

Purpose Statement	Page 4
Background Statement & School Community	Page 4
School Mission Statement	Page 4
Media Center Mission Statement	Page 4
Responsibility for Collection Management Development	Page 5
Library Program	Page 5
Goals and Objectives	Page 5
Budgeting and Funding	Page 7
Scope of the Collection	Page 8
Equipment	Page 9
Collection Development	Page 9
Selection Evaluation and Criteria	Page 10
Analysis of the Collection	Page 11
Gifts and Donations	Page 12
Collection Maintenance	Page 12
Lost or Damaged Library Materials	Page 12
Strategic Focus – Weeding & Acquisitions	Page 12
Reconsideration of Materials	Page 12
Appendices	Page 13
A - Library Bill of Rights	Page 13
B - ALA Intellectual Freedom Statement	Page 13
C - Board Policy 8.12	Page 13
D - Board Policy 8.1205	Page 13
E - Specific Material Objection Form	Page 13

Purpose of Collection Development Policy

The Collection Development Policy is a statement of the principles and guidelines used by the Spanish River High School Media Center in its selection, acquisition, evaluation, and maintenance of media center materials. The Collection Development Policy will provide quality materials for the library media center. The goal is to ensure the collection has information sources in adequate quantity and variety to support students' academic and personal interest needs

Background Statement & School Community

Student population at Spanish River High School is very diverse. There are currently 2742 students of all backgrounds. The current population is 54.6% white, 6.9% Black, 31.1 % Hispanic, 6.9% Asian, .6% American Indian and 3.1% mixed race. Males make up 50.5% of the student population and females make up the remaining 49.5%. SRHS has 38.5% of the student body receiving free and reduced lunch, 8.1% English Language Learners, and 11.4% classified as ESE. Special programs on campus include three choice programs: American History and Law, Biotechnology and Entrepreneurship along with an in-house program, Early Childhood Teacher Education. The school offers a wide variety of AP and AICE classes as well as a large extracurricular program offering and arts offerings.

School Mission Statement

We, the Spanish River Staff, commit to maintaining a Center of Excellence including:

- 1) Maintaining a positive and safe educational environment.
- 2) Providing students with the academic, technical, and social skills to be successful in our multicultural society.
- 3) Transforming students into self-sufficient, responsible adults who will contribute positively to life in the 21st century.

Media Center Mission Statement

The library media center is the school's center for information and inquiry for students, faculty and the school community. The media center provides services, instruction, materials, equipment and personnel to assist the faculty in developing an effective education program. Primary goals of the library media program are collaboration, literacy, inquiry and diversity. The library media program provides extensive resources in a variety of formats for students to assess, process, and apply the information to make educated decisions and solve problems with a positive impact on their community and our changing world.

Responsibility for Collection Management & Development

The media specialist is responsible for the collection management and development. This is done by taking input from administration and department leaders as well as consulting with individual teachers and listening to student feedback and input. While the collection development is at the discretion of the Media Specialist, consideration will be given to department needs and the needs of specific school programs and courses, while aligning with the mission statement and district collection secession guidelines.

Library Program

The library program is open use at SRHS. Students can come before school and after school to check out books, use the facilities or receive help they may need. The most used time is during lunch hours. During this time, students tutor, work on projects, play chess or board games, socialize, get computer help, check out books, or print items for class. Students are welcome without a pass before and after school, but must have a pass from a teacher during class periods or during lunch. The media center can be booked for meetings or events by different clubs or tests at the school. The media center can also be booked for class either with teacher instruction or for instruction from the media specialist or special guest speakers.

In addition to other services, the library staff:

- Makes IDs for all new students and replaces IDs as needed;
- Laminates items for teachers;
- Makes poster-sized prints;
- Make copies and color prints;
- Circulates chromebooks and laptops;
- Assists with testing needs and coverage

Goals and Objectives

Objective 1: Increase participation in FTR titles with the goal of: FTR find your three.

Action Step 1: Continue the Read 3/Read 5 goals and incentives.

Action Step 2: Increase advertising of titles by highlighting 1-2 titles per month via student communication channels.

Action Step 3: Increase Battle of the Books participation and FTR voting participation.

Objective 2: Increase circulation by 10%.

Action Step 1: Promote book delivery to classrooms via orientation videos and student communication channels.

Action Step 2: Give the opportunity for students to be involved in book selection (ensuring books purchased meet selection criteria).

Action Step 3: Collaborate with staff on class media visits and how the media center can get more exposure to the students, bringing more patrons to the library.

Objective 3: Increase participation in literacy week by staff and students

Action Step 1: Build on the success of previous year and gain 10% more teacher participation by releasing the incentives and need earlier

Action Step 2: Promote classroom competitions for more student participation.

Action Step 3: Coordinate with clubs on campus to get participation from more of the student population and spirit week participation.

Objective 4: Increase Classroom usage of new media center

Action Step 1: Schedule group projects for project rooms

Action Step 2: Possible PDD to teachers about the new space and usability

Action Step 3: Promote the use of the research databases to classes.

Budget and Funding

The LMC is given a school-based operating budget at the beginning of every school year. The Spanish River High School administration uses a formula to disperse the appropriated funds. The budget for the 2024-2025 school year is expected to be similar to the 2023-2024.

School-based Operating Budget	Budget FY24	FY25 Projected Budget
<i>Account 551100 - Media Supplies</i>	1384.00	\$1400
<i>Account 553420 - Media Subscriptions (Periodicals-Newspapers)</i>	1333.00	\$1400
<i>Account 561100 - Library Books</i>	4153.00	\$4500
<i>Account 562230 - Media A/V Equipment</i>	0.00	\$0
<i>Account 564220 - Furn-Fix/Equip</i>	0.00	\$0
Fundraising/ Grants	Budget Amount	
<i>Media Center Internal Account number for your grant(s) (get this from your bookkeeper)</i>	5000.00	\$6000.00
State Media Allocation	Budget Amount	
<i>Account 556110 (program 3070) - Media Books</i>	3827.00	\$4000.00

Purchasing Plan FY25

Approximate Purchasing Plan	
Purpose	Amount
Signage for books	\$1000
Books	\$6000
Supplies	\$3000
Events and incentives	\$1000
Total:	\$11,000

Scope of the Collection

The collection development is focused on the curriculum of Spanish River High School, which 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. Per District policy 8.12(5) Management of Library Media Materials, the collection will be arranged according to the Dewey Decimal Classification System.

The library/media center's priorities are to:

- Serve as an extension of the classroom to ensure that information skills are taught and learned within the context of the classroom curriculum
- Offer a wide range of resources, technologies, and services to meet student's learning and information needs
- Provide an open schedule for students and teachers throughout the day to research information sources, to read for pleasure, and to meet and work with other students and teachers
- Facilitate the learning process by providing students and teachers with training needed to effectively use the resources
- Through the provisions of adequate staff, appropriate facilities, furnishings, equipment, and supplies, create an environment in which resources are made readily accessible
- Develop and maintain a quality collection consisting of books, periodicals,

audio-visual materials, and other cutting edge information technologies that may emerge

- Provide access to other resources through cooperative agreements with other libraries, electronic access to the Internet, on-line services, and offsite library catalogs and databases

The library /media program provides learning and teaching resources that are adequate in quality, quantity and variety to support the school's instructional program. The term "collection" includes all the information resources available through the library /media center. These materials support the curriculum and meet the personal, informational and recreational needs and interests of students as per School Board Policy 8.12(2). To achieve these purposes, the collection includes a wide range of subjects, meets many levels of student abilities, and represents diverse points of view. In addition to providing information, the collection also includes items that portray the creative artistry, insight and vision of the human mind and materials that contribute to the development of both cognitive and affective attributes in students.

To accommodate varying learning styles and to enrich learning for all, a variety of information formats is essential. These formats (visual, auditory, verbal, non-verbal, concrete, and abstract) are delivered through various technologies and media including print and non-print sources.

The SRHS collection includes, but is not limited to print and e-books (Fiction, Non-Fiction, Biographies, Teen Reads, Graphic Novels, Quick Reads, and Native Languages), magazines, DVDs and equipment and technology for classroom use. Through the Portal, all patrons have access to online databases, purchased through the school district. They also have access to online research tools purchased at the school level. All digital resources and e-books are available 24 /7 to all patrons.

Equipment

The Media center has available technology for the students and staff to use which include 3 large screen computers in study rooms, 4 Ipads and 3 Apple Pens, 2 3d Printers and chromebooks available. There is not computer lab in the media center and TV production is handled in a separate location. Teachers can check out computers and smart board equipment from the IT department located behind the media center.

Collection Development

Collection Development is the process of providing quality materials and equipment for the library media center. 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 leads this process with the input of administration, teachers, students, parents, and stakeholders. Collection will be developed by consultation of all listed above, while focusing on the mission and annual goals of the Media Center and abiding by the district and state mandates and selection protocols.

Selection and Evaluation Criteria

When selecting materials, the media specialist uses the board policy on selection, linked in the next section, along with several peer review sites. Selections are evaluated on peer ratings for young adults, content reviews as well as popularity and relevance to the demographic audience at the school. The media specialist will use reviews from sources such as School Library Journal, Booklist, and Kirkus.

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.

			
5190 Items in the Collection	1.9 Items per Student	76% Fiction Titles in the Collection	18% 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.			
	2012 Average Age of the Collection	27% Aged Titles	25% 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.	
			
55% Representative Titles in Collection	2013 Representative Titles Average Age	60% SLL Titles in Collection	2014 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	12	2012
Philosophy & Psychology	32	2007
Religion	4	1997
Social Sciences	160	2006
Language	25	1993
Science	18	2005
Technology	106	2007
Arts & Recreation	288	2016
Literature	190	2005
History & Geography	79	2009
Biography	104	2008
Easy	51	2013
General Fiction	2955	2013
Graphic Novels	225	2017

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

Per Florida Statute governing Instructional Materials, instructional material stored in the Media Center must be inventoried annually. To facilitate the circulation and inventory process, Destiny Library Manager software has been made available to all schools. Spanish River High School typically does inventory of all of its collection each year, however in the case that this cannot happen, we will follow a three year rotational inventory as follows: Easy Reads and Fiction U-Z, Fiction A-C and Non Fiction, and Fiction D-T.

The Library Media Specialist is responsible for the on-going maintenance of a

quality collection which includes procurement of new materials and discarding of ineffective items. 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. In coordinating this process, the library media specialist will follow objective criteria for removing materials and equipment from the media center, which include obsolescence, physical age and condition, and general inapplicability for continued inclusion in the existing collection.

Lost or Damaged Library Materials

In accordance with School Board Policy 2.21B(9) , a lost or damaged book or library material will be charged to the student's account and the obligation must be reconciled prior to graduation.

Strategic Focus – Weeding and Acquisitions

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School Year	Strategic Focus
2024-2025	Selection Priorities <ul style="list-style-type: none"> ● New Releases ● Large Text ● Spanish Novels
	Inventory/ Weeding Priorities <ul style="list-style-type: none"> ● Non Fiction Age ● Classics, New replacements if too old ● Easy Reads and Fiction U-Z
2025-2026	Selection Priorities <ul style="list-style-type: none"> ● New Releases ● Relevant Non Fiction ● Diverse Books
	Inventory/ Weeding Priorities <ul style="list-style-type: none"> ● Non fiction ● Aged books ● Non-Fiction and Fiction A-C
2026-2027	Selection Priorities <ul style="list-style-type: none"> ● Professional Resources ● Study Guides ● New releases
	Inventory/ Weeding Priorities <ul style="list-style-type: none"> ● Fiction D-T ● Age of collection

Reconsideration of Materials

The library media center will follow [Board Policy 8.1205](#) in regards to challenged materials. The district policy on challenged materials and the Specific Material Objection Form is linked in the appendix D and E.

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)