



FY 25 Collection Development Plan  
SHS Library Commons (Media Center)

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**Suncoast High School**

FY25 Collection Development Plan

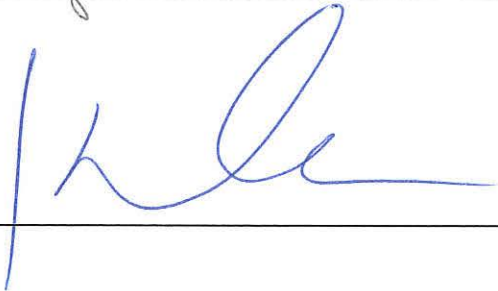
Date Drafted: May 10, 2024

Date Approved by Administration: May 10, 2024

**Media Specialist Name:** Amy Armbruster

**Media Specialist Signature:**  \_\_\_\_\_

**Principal Name:** Kathryn Koerner

**Principal Signature:**  \_\_\_\_\_

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## **Purpose of Collection Development Policy**

To guide the acquisition of materials (print and nonprint), weeding and selection, as well as programming/scheduling in the Commons to support curriculum for all programs at Suncoast including the International Baccalaureate, Math, Science and Engineering, Innovative, Interactive Technology and Computer Science programs. It is also the goal to support students in reading for pleasure and pursuing knowledge of personal interests and expression.

## **Background Statement & School Community**

Suncoast High School is a total Choice school. This means all of our students have been accepted through an application and selection process. Students are enrolled in grades 9 - 12 and the annual enrollment is 1,589 with 27% qualifying for free or reduced lunch. The diversity breakdown is 34% White, 22% Black, 23% Hispanic, 16% Asian, and 5% Multi. There are four magnet programs offered: International Baccalaureate, Math, Science and Engineering, Innovative Interactive Technology, and Computer Science.

## **School Mission Statement**

The teachers and staff of Suncoast Community High School believe our mission is to provide a challenging, innovative program to a diverse student population, empowering each individual to successfully compete in and contribute to the global society, allocating resources appropriately.

## **Media Center Mission Statement**

The mission and purpose of the Library Commons is to provide a safe, all-inclusive, 21st Century Learning Environment/Resources for students and staff to research, collaborate, analyze, investigate, study, relax, refresh and create, while supporting and encouraging diverse, global schools of thought and expression.

## **Responsibility for Collection Management & Development**

The library media specialist is certified in Library Media and holds a Master's Degree in Library and Information Science. She is responsible for the ongoing maintenance of a quality collection, which includes the procurement of new materials and discarding ineffective items. Teachers, administrators, and the other stakeholders assist in the re-evaluation and systematic deleting of materials and equipment to ensure that the collection remains responsive to user needs, changing curriculum, and advancing technology. District Library Media Specialists are responsible for selecting and purchasing many eBooks and Databases used by students at the school site as well.

## **Library Program**

The Charger Commons library programming is open access. Teachers may reserve time to use the resources; however, collaboration with the librarian/media specialist is prioritized for scheduling. Students may reserve one of the four glass conference rooms to use for small group study/projects. The librarian/media specialist collaborates with teachers on research papers/projects spending much time instructing in the use of the school's academic databases. Much research and reference support is also offered to the IBDP and IBCP programs for the Extended Essay and Reflective Project as well as the Middle Years Programs focusing on freshman research classes. Assistance/instruction is also provided to individual and small groups of students as needed. The Commons also runs programs to support Florida Teens Read, Battle of the Books, Banned Books Week, Disabled Awareness, Hispanic Heritage Month, Black History Month, Women's History Month, and supports issues and literature for the LGBTQ+ community, and National Poetry Month. The Commons sponsors a student and a staff book club, Mural Club, and more clubs as students ask for sponsorship and space to meet as groups on a regular basis.

## **Goals and Objectives**

- Goal 1: Grow the 500s (Natural Sciences) and 600s (Applied Sciences)
  - use data from Titlewave Analysis to weed these sections
  - purchase up-to-date books to support Chemistry, Biology, Physics, and Environmental Science Curriculums in FY25.
- Goal 2: Update 100s(Philosophy) and 200s(Religion) DDC
  - use data from Titlewave Analysis to determine age of collection in FY25.
  - purchase up-to-date books and/or add titles that support IB Philosophy Curriculum and IBDP Extended Essay World Religion Topics in FY25.
- Goal 3: Update and grow the Test Prep Section
  - use data from Titlewave Analysis to weed this section and determine purchase needs for FY25.
  - purchase appropriate, up-to-date test prep books for AP, AICE, and IB Subject Area Exams as well as new SAT and ACT Prep Books

## Budget and Funding

Funding is provided from the state and district through Library Media Services. These funds help purchase books(print or ebooks), Noodletools subscription and library supplies. The International Baccalaureate Program pays for the subscriptions to JSTOR and Turnitin.com each year. The school's Parent Teacher Student Association runs a line item of \$750 each year to support supplies for the Commons as well.

<b>School-based Operating Budget</b>	<b>Budget FY24</b>	<b>FY25 Projected Budget</b>
<i>Account 551100 - Media Supplies</i>	\$715	\$715
<i>Account 553420 - Media Subscriptions (Periodicals-Newspapers)</i>	\$715	\$715
<i>Account 561100 - Library Books</i>	\$2619	\$2619
<i>Account 562230 - Media A/V Equipment</i>	\$0	\$0
<i>Account 564220 - Furn-Fix/Equip</i>	\$0	\$0
<b>Fundraising/ Grants</b>	<b>Budget Amount</b>	
<i>Media Center Internal Account number for your grant(s) (get this from your bookkeeper)</i>	5-1700.00	5-1700.00
<b>State Media Allocation</b>	<b>Budget Amount</b>	
<i>Account 556110 (program 3070) - Media Books</i>	\$2208	\$2208

## Purchasing Plan FY25

<b>Approximate Purchasing Plan</b>	
<b>Purpose</b>	<b>Amount</b>
Books	\$4800
Noodletools Subscription	\$440
JSTOR Subscription	\$1560
Periodicals	715
Supplies	715
<b>Total:</b>	<b>\$8230</b>

### Scope of the Collection

The SHS Library Commons Collection follows the guidelines of the School District of Palm Beach County, which are governed by the Department of Education of the State of Florida. According to best practices for school libraries in the United States, the print collection is arranged by the Dewey Decimal Classification System. There are approximately 5,000 print 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 supports our school's academic curriculum and patron personal interests while providing a diverse range of subjects, points of view and languages in fiction and nonfiction. We support Intellectual/Academic Freedom as outlined by the American Library Association. Our nonprint collection includes academic databases provided by the State of Florida and the School District of Palm Beach County. In addition, SHS subscribes to JSTOR, Noodletools, and Turnitin.com to support our Choice Programs and college level coursework. SEFLIN(Southeast Florida Library Network) library cards are issued to all SHS students/staff who wish to use participating libraries' resources. Library Media Services supports this initiative by supplying the cards to be issued.

Library Commons materials support both curriculum and pleasure reading as per School Board Policy 8.12 (Section 2d) and continue to organize the collection in the standard Dewey Decimal Classification System (Section 5 Management of Library Media Instructional Materials).

## **Equipment**

3 Rolling charging stations

5 Rolling Glass Boards for collaborative use in the commons.

2 rolling height adjustable desks

1 Smartboard

2 Rounded rolling desks

### **-Soft Seating**

- 6 riser step seating
- 8 soft couch sections
- 10 small ottomans
- 2 large ottomans
- 2 soft seat cubes
- 3 booths

4 high top tables

15 rectangular wave tables and 10 2-part round tables

2 printer/copiers

1 high volume B&W printer

1 color printer

-Computers

-Shelving

-Makerspace

- Laminator
- Poster Printer
- Cutters
- Misc. Supplies

## **Collection Development**

The Charger Library Commons strives to build a balanced collection that supports the needs of the entire school community, for both personal and academic interests/goals. This process includes the formulation of policies and procedures, budget allocations, needs assessments, selection criteria, collection maintenance and evaluation and resource management. We have a responsibility to respond to the academic needs of the student body and faculty and we actively solicit our patrons for input on future purchases.



## **Selection and Evaluation Criteria**

A choice of materials that support the IB, CS, MSE, and IIT programs and promote reading shall be available to students and professional staff to allow for varying achievement levels, interests, and teaching/learning styles.

The SHS Library Media Center Media Specialist shall utilize the guidelines in the "Library Bill of Rights" and District policy for collection selection. District policy shall take precedence and shall govern the selection, retention and disposition criteria of library media materials for library media centers and classrooms.

## **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**

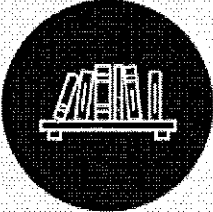
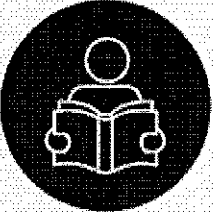


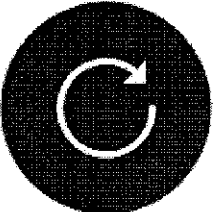

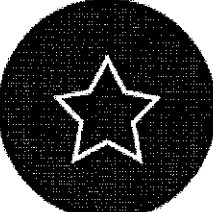
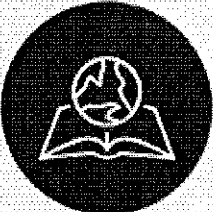
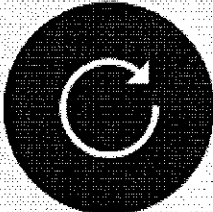
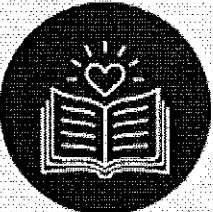
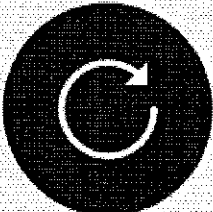
The School District Library Media Services provides support to school library media center personnel and establishes uniform policies and procedures for school library media centers throughout the District. These services include, but are not limited to:

- 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.

			
<b>5403</b> Items in the Collection	<b>3.4</b> Items per Student	<b>48%</b> Fiction Titles in the Collection	<b>52%</b> 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.			
	<b>2009</b> Average Age of the Collection	<b>41%</b> Aged Titles	<b>13%</b> 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.	
			
<b>57%</b> Representative Titles in Collection	<b>2009</b> Representative Titles Average Age	<b>41%</b> SLL Titles in Collection	<b>2012</b> 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	
Computer Science, Information & General Works	54	2014
Philosophy & Psychology	32	2011
Religion	19	2005
Social Sciences	495	2008
Language	41	2008
Science	120	2005
Technology	82	2011
Arts & Recreation	228	2006
Literature	714	2001
History & Geography	590	2006
Biography	209	2011
Easy	1	2017
General Fiction	2378	2012
Graphic Novels	92	2015

## **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 print collection will be completed on a three-year rotation [In this section reference that Inventory will be completed on a three-year rotation as per Board Policy 8.12 (5).

## **Lost or Damaged Library Materials**

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 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"?

SHS does not charge late fines for library books.

## Strategic Focus – Weeding and Acquisitions

School Year	Strategic Focus
FY25	<b>Selection Priorities</b> <ul style="list-style-type: none"> <li>● Sciences</li> <li>● Religion/Philosophy</li> <li>● Test Prep</li> </ul>
	<b>Inventory/ Weeding Priorities</b> <ul style="list-style-type: none"> <li>● Sciences</li> <li>● Biography</li> <li>● Test Prep</li> <li>● Fiction genres</li> </ul>
FY26	<b>Selection Priorities</b> <ul style="list-style-type: none"> <li>● Support for Extended Essay - nonfiction print</li> <li>● Computer Science/Technology</li> <li>● Poetry books</li> <li>● Fiction genres</li> <li>● Graphic Novels</li> </ul>
	<b>Inventory/ Weeding Priorities</b> <ul style="list-style-type: none"> <li>● Poetry books</li> <li>● Computer Science/Technology</li> <li>● Fiction genres</li> <li>● Graphic Novels</li> </ul>
FY27	<b>Selection Priorities</b> <ul style="list-style-type: none"> <li>● World Languages</li> <li>● Social Sciences</li> <li>● Cook Books</li> </ul>
	<b>Inventory/ Weeding Priorities</b> <ul style="list-style-type: none"> <li>● World Languages</li> <li>● Social Sciences</li> <li>● Cook Books</li> <li>● Fiction genres</li> </ul>

### **Reconsideration of Materials**

In the event of a challenge by a citizen of Palm Beach County, personnel at Suncoast High School will follow SDPBC Policy 8.1205 - Challenge Procedure 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)