FY25 COLLECTION DEVELOPMENT POLICY

West Boca Raton Community High School

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Kristine Cannon

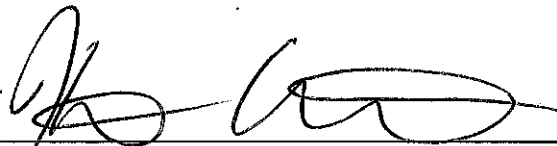Certified Educational Media Specialist

Signature Page

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FY25 Collection Development Policy

Date Drafted: 4/22/24

Date Approved by Administration: 4/26/24

Media Specialist Name: Kristine Cannon

Media Specialist Signature: _____

Principal Name: Edmund Capitano

Principal Signature: _____ 4/26/24

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Purpose of Collection Development Policy

The Collection Development Policy is designed to support the library's mission statement and serves as a guide for the selection, acquisition, maintenance, and retention of materials by establishing roles, responsibilities, and a process for addressing library user concerns.

As our student population changes, the Media Center at West Boca Raton High School reassesses and adapts its collection to reflect new and differing areas of interest and concern. The collection development policy is annually evaluated and revised as necessary to provide guidance for implementing changes in the collection.

Background Statement & School Community

The users of West Boca Raton High School's Media Center come from grades 9 through 12 in addition to the faculty, staff, and parents of our community of users.

According to the FY'23 Gold Report, West Boca Raton High School has a culturally and ethnically diverse student population, which includes 9% black, 33% Hispanic, 4% Asian, and 51% white students. In addition, the West Boca Raton High School Media Center supports the unique curricular needs of the ESE, ESOL (7%), AICE, and AP track students. 30% of the students qualify for Free and Reduced lunch.

Furthermore, West Boca hosts a variety of academies such as performing arts, medical, cyber security, culinary, aviation and technology, and drafting and design.

School Mission Statement

West Boca Raton Community High School will provide all students with an outstanding education in a safe learning environment, including the academic rigor needed to compete in a global economy. The support and active participation of our faculty, staff, parents, students and community will promote West Boca Raton graduates to become responsible life-long learners making a positive impact on their community and world.

Media Center Mission Statement

The Library Media Center is dedicated to designing and maintaining a library media program that supports, complements, and expands the instructional programs of the school. The library media staff will provide and promote extensive use of resources in multiple formats that are designed to meet the varying needs of all learners in all aspects of the curriculum; provide a learning environment which promotes inquiry; stimulate intellectual curiosity; encourage reading for pleasure, develop diverse interests for the enjoyment of life-long learning, and provide and promote instruction to prepare students to become independent users of libraries and information resources.

The successful, self-aware learner should be able to identify, plan, and use resources; find and evaluate information; organize and maintain information; interpret and communicate information; use computers and technology to process information; use technology to present information; and work with a variety of technologies.

Responsibility for Collection Management & Development

I, Kristine Cannon, a certified media specialist am ultimately responsible for collection management and development. All books that are purchased are first put on a website to allow district stakeholders to comment or object. In addition, I am always delighted to take recommendations from administration, faculty, and students. Many faculty members will provide recommendations based on their curriculum. For example, English teachers will let me know what novels they are assigning so I can make sure to have additional copies for checkout. I also have a suggestion box on my desk for students to provide recommendations, and when I am updating a section I send out surveys via Google Classrooms to find out what books students would like me to add. This year I followed this procedure for our biography section.

Library Program

Foremost among national standards for school library media center programs is the need to work collaboratively with teachers to develop meaningful information literacy lesson plans that integrate into classroom learning. At West Boca Raton Community High School, the library media specialist uses Blender as a mechanism to review the standards being taught at a grade-level in any given week and works with the classroom teachers to develop compatible lessons that support classroom learning. For example, the media center works in collaboration with the AP Capstone Research students to provide the JSTOR database and direct instruction in research techniques.

The library is open throughout each day (6:50 am - 2:45 pm) that students are in attendance to ensure equitable access for all students to library media resources. In addition, West Boca High's media specialist sponsors several clubs including Battle of the Books, the Literary League, and the Photography Club. The library can also be booked by other clubs for use during lunch. Furthermore, the media center offers reading incentive programs such as Bulls Book Bingo, which runs for the duration of the year. When possible, special events such as Tech Week, Hour of Code, Shakefest, author visits, a field trip to the BAM! Festival, and more are conducted throughout the year in collaboration with teachers or clubs.

The school administration and faculty are aware that recent research documents improvement in student learning gains when the library media center is available to the student at the point of need. At West Boca Raton High School the library media center has an open schedule. Students are allowed to use the library before and during school hours. They may come with a pass or with a class during the school day.

The Department of Instructional Materials and Library Media Services oversees lesson plans that are uploaded to Blender and/or CPalms on the district's main web page. These lesson plans are designed to be collaborative lessons with emphasis on supporting the Information and Media Literacy Sunshine State Standards embedded in Language Arts.

Goals and Objectives

Goal 1: Increase collaborations between teachers and departments
- Research and send specific suggestions for collaborations to specific teachers/departments (e.g. circuitry stations for physics or Shakefest for English teachers)
- Utilize the tools we have in the media center such as Breakoutedu, Goosechase, and the new poster maker to send specific activity ideas to teachers
- Attend professional development opportunities to increase collaboration ideas

Goal 2: Have Language Arts teachers adopt a mandatory 10 minute reading time each class period
- Have Penny Kittle visit the school (if cost prohibitive, present to teachers myself)
- Provide the support/books necessary (visit classes, satellite libraries)
- Invite classes for book tastings

Goal 3: Increase circulation of the fiction section and ebooks
- Increase advertising of the collection through Google Classrooms, social media, Library Advisory Council, teachers' classrooms and more
- Purchase multiple copies of the most popular books instead of individual copies of more titles
- Continue to provide satellite library carts to language arts teachers that want them

Budget and Funding

Funding for the media center comes from three different sources. There is a school-based operating budget, state media allocation, and an internal funding source. The school-based operating budget is given at the beginning of every school year and West Boca High's administration uses a formula to disperse the appropriated funds. The state media allocation is also provided towards the beginning of the year by the district and is based on a per student calculation. The budget for both of these funds for the 2024-2025 school year is expected to be similar to the 2023-2024 school year.

The final account is an internal funding source which comes from a café fundraiser and obligations for lost/damaged books. This amount varies from year to year depending on the success of the fundraiser. These funds are used primarily to support school-wide or departmental activities, technology purchases, supplies, furniture, field trips, and the needs of the clubs that run through the media center (i.e. purchasing extra books for Literary League or snacks for meetings).

In the FY25 projected budget amounts replace the amounts with your actual ones.

School-based Operating Budget	Budget FY24	FY25 Projected Budget
Account 551100 - Media Supplies	$1021.00	$1000.00
Account 561100 - Library Books	$3744.00	$3700.00
Fundraising/ Grants	Budget Amount	
Media Center Internal Account 5.1700	$2500	$1000
State Media Allocation	Budget Amount	
Account 556110 (program 3070) - Media Books	$3,212.00	$3200.00

Approximate Purchasing Plan	
Purpose	Amount
Books and ebooks	$6,000
General supplies	$1,000
Author visits	$1,000
BAM! Field Trip	$600
School-wide events (e.g. Hour of Code, shakefest, etc.)	$1,000
Total:	$9,600

Scope of the Collection

West Boca Raton High School's library collection supports the school's curriculum and students' pleasure reading as per School Board Policy 8.12 (Section 2d), 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.

According to best practices for school libraries in the United States and per district policy, our print and non-print nonfiction collection at West Boca Raton High School is arranged by the Dewey Decimal Classification System. In addition, our fiction collection is genrified into six classifications: realistic fiction, mystery/horror, romance, adventure, sci-fi/fantasy, and sports and then arranged alphabetically by author's last name, also per the Dewey Decimal Classification System. We have labeled the Reading Counts books with an orange or yellow label.

The library media collection includes all the resources available in the school library media center along with all those that students, faculty, and administrators can access through district-wide subscriptions to electronic information databases and interlibrary loans. Moreover, all students and faculty have access to over 550 ebooks through MackinVIA, which is available as a tile in their portal or by downloading the app. Students can access ebooks and databases 24/7 throughout the school year and summer. Furthermore, we have added the JSTOR database in an effort to support research in all of our classes, but most specifically our AP Capstone program.

The average age of our collection is 2010 (fiction is 2011 and nonfiction is 2010), and we currently have 9,788 physical books and 1,042 ebooks. This year I've weeded 601 books, predominantly in the fiction section. In contrast, by the end of the year we will have added 361 print books and 10 ebooks.

Equipment

The media center houses a variety of technology. We have 31 computers in the main area and 28 in the lab off the media center along with a student ID printer/station. In addition, we have 3 Dell laptops, 6 iPads (various models), one iMac, and three Chromebooks which are all available for staff to check out. The makerspace has 2 Spheros, 2 Ozobots, 3 littleBits kits, 2 Makey Makeys, 2 Squishy Circuits kits, 1 3D printer, 2 3Doodlers, and 2 Dash robots. There are six collaboration stations for student use with with TV monitors, HDMI cables, and charging stations. The media center also houses extra Chromebooks and HP Pro Laptops and is responsible for checking those out to students. Furthermore, the media center has single color and multi-color poster makers, a color printer, and a laminator to assist staff with their digital media needs. Finally, there is a presentation cart with a laptop and projection screen as well as a Smartboard for meetings and presentations.

Collection Development

Collection development is the process of building a library collection encompassing high-interest quality print, non-print, and technology resources for the library's patrons. The goal of the collection is to ensure that patrons' personal and academic needs are met through a variety of up-to-date resources. The certified media specialist is responsible for collection development, though they have help via input from administration, teachers, students, parents, and stakeholders.

Selection and Evaluation Criteria

All materials are selected on the basis of merit and age appropriateness, and often specifically correspond to curriculum or club requirements at West Boca High School. Each book selected for purchase is checked for academic reviews, unless specifically required for an upper level class such as AICE or AP. Sources such as *School Library Journal, Voice of Youth Advocates, Horn Book Guide* and more are consulted as well as lists of award winners from The American Library Association. Furthermore, we purchase the novels from approved state lists such as Florida Teens Read, and we look at the books and authors with the most circulations and closely monitor their new books. After a list is gathered it is placed on a website for two weeks to allow stakeholders a say in the process of adding materials to the library.

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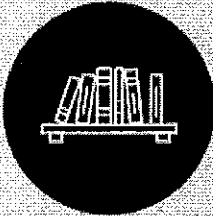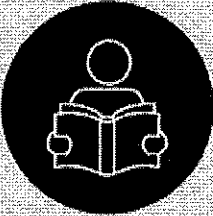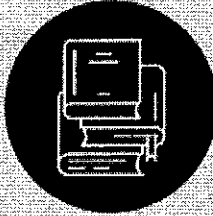
District Resources And Services
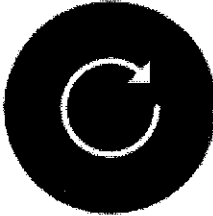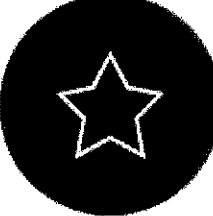
The School District Library Media Services provides support to school library media center personnel and establishes uniform policies and procedures for school library media centers throughout the District. These services include, but are not limited to:

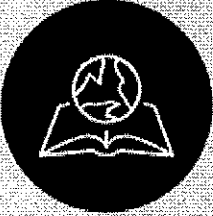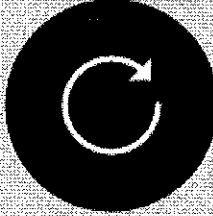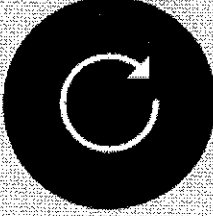- Maintaining a professional library collection to assist with recertification and knowledge acquisition on education-related topics;
- Managing the online catalog including the library inventory and circulation software;
- Selecting and making accessible online information databases for reference and 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.

10,830 Items in the Collection	**4.7** Items per Student	**52%** Fiction Titles in the Collection	**25%** 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.	**2010** Average Age of the Collection	**36%** Aged Titles	**17%** 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.	
47% Representative Titles in Collection	**2011** Representative Titles Average Age	**44%** SEL Titles in Collection	**2012** SEL 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	27	2013
Philosophy & Psychology	83	2015
Religion	86	2006
Social Sciences	524	2012
Language	167	2011
Science	209	2009
Technology	128	2011
Arts & Recreation	784	2011
Literature	371	2004
History & Geography	361	2008
Biography	921	2008
Easy	0	N/A
General Fiction	5625	2011
Graphic Novels	916	2013

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 is completed on a three-year rotation as per Board Policy 8.12 (5). During the 2023-2024 school year the fiction section was inventoried. This includes classics, quick reads, sports, realistic fiction, adventure, sci-fi/fantasy, historical fiction, mystery/horror, and romance. Books in this section are labeled with genre stickers from Demco and shelved accordingly. In addition, the graphic novels and manga are labeled with Demco stickers and are separated in different sections. The biographies and shelves are color coded to indicate the category the biography fits into (e.g. sports, entertainment, etc.)

Lost or Damaged Library Materials

In following 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" West Boca does charge students for lost books. We do not, however, charge late fees for the books as long as they are returned in good condition. Damaged books are assessed on a case by case basis.

Strategic Focus – Weeding and Acquisitions

School Year	Strategic Focus
FY25	**Selection Priorities** • High quality fiction, graphic novels • Nonfiction - psychology, philosophy • Professional Library
	Inventory/ Weeding Priorities • Inventory - nonfiction • Weeding - nonfiction • Weeding - Quick Reads
FY26	**Selection Priorities** • High quality fiction, graphic novels • Nonfiction - biographies • Nonfiction - Sports and Entertainment
	Inventory/ Weeding Priorities • Inventory - Biographies, graphic novels, DVDs • Weeding - Biographies, graphic novels, DVDs
FY27	**Selection Priorities** • High quality fiction, graphic novels • Nonfiction - history
	Inventory/ Weeding Priorities • Inventory - Fiction • Weeding - Fiction

Reconsideration of Materials

Palm Beach County School Board Policy 8.1205 will be followed regarding challenges and/or removal of library materials. Community stakeholders can use form PBSD 1113 (attached in Appendix E) to object to library media materials, supplemental classroom materials (including reading lists), and other 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)