



FY25 COLLECTION DEVELOPMENT POLICY

WILLIAN T. DWYER HIGH SCHOOL

THE PANTHERS' DEN

FY25 Collection Development Policy

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Signature Page

**William T. Dwyer High School
FY25 Collection Development Policy**

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Purpose of Collection Development Policy

The Collection Development Plan is designed to support the Library Media Center's Mission Statement and serves as a guide for the selection, acquisition, maintenance, and retention of library materials by establishing roles, responsibilities, and a process for addressing library user concerns. The collection development plan is evaluated and revised annually to provide guidance for implementing changes in the collection. This document will adapt and change in order to meet the needs, curriculum, demographics, information needs, and programs offered at William T. Dwyer High School.

Background Statement & School Community

The users of William T. Dwyer's Library Media Center include 2,244 students from 9th through 12th grade as well as faculty, staff and parents. The student population represents culturally diverse ethnic, economic backgrounds and varied learners which includes: 46% White, 32% Black, 14% Hispanic, 3% Asian, 0% American Indian, 4% Mixed, 2% English Language Learners (ELL), 14% Exceptional Student Education (ESE) and 53% Free/Reduced lunch. Spanish is the predominant language among our ELL population followed by Haitian-Creole, French and Portuguese.

William T. Dwyer High School offers six choice programs: Academy of Finance, Early Childhood Teacher Education Academy, International Baccalaureate Programme, Army JROTC Academy, Culinary Arts Academy and Construction Academy. We have an Advancement Via Individual Determination program (AVID) that prepares students for college eligibility and future success. Dwyer has also established a school based team to help support student's mental health and give more in depth assistance to students who need additional resources.

School Mission Statement

The mission of the School District of Palm Beach County is to educate, affirm, and inspire each student in an equity-embedded school system. W.T. Dwyer's school credo is: "Where success is unavoidable".

Media Center Mission Statement

The Panthers' Den is dedicated to provide an inclusive, safe environment that supports school curriculum, stimulates intellectual curiosity, promotes inquiry, encourages pleasure reading, prepares students for future success and produces lifelong users of information resources.

Responsibility for Collection Management & Development

Collection management and development refers to the process of building and maintaining the library's entire materials collection, in print and digital formats, so that library materials are available to every student in order to support and enrich the student's educational experience. The acquisition and maintenance of materials is the primary function of the Library Media Specialist. Suggestions for new purchases are always welcome and encouraged from the school community, however the final decision about the acquisition of new materials is made by the Library Media Specialist. Procedures according to current legislation are followed to allow stakeholders to view a list of titles before they are purchased.

Library Program

The Library Media Center was closed for renovations during the 2023-2024 school year. It will reopen for all students at the beginning of the next school year. It is open before school at 7:15 A.M., during both lunch periods and throughout the school day. Currently, in the absence of a Media Clerk, there are no after school hours. The Library Media Center is expected to be open to the extent that the Media Specialist can control such matters that are at the discretion of school administration to close for testing and other school related activities. The Library Media Center operates on a flexible schedule and accommodates teacher and staff user requests. It is used for large group testing, up to 240 students, as well as hosting school wide events. The Panthers' Den sponsors Dwyer Book Club which meets monthly to choose books to read, discuss books and talk about different types of literature.

When the facility is closed, students may still access research and reference materials through the district-wide electronic databases as well as JSTOR and Gale databases purchased by the Library Media Center. Additional information can be found through the Panthers' Den Virtual Library.

<https://sites.google.com/palmbeachschools.org/wtdhsmediacenter/home>

Research and reference presentations are given to all IB classes to support their research process for their Extended Essays and Internal Assessments. Information is delivered both in person and digitally about state, district and school purchased databases. In addition, students are given the opportunity to request a SELFIN One Card (Southeast Florida Library Information Network) which provides them access to local college libraries for use of their databases, information and books. These research presentations are also available to all teachers for their classes and are scheduled by the Media Specialist.

Goals and Objectives

Goal #1: Put back and organize books on the shelves

- Arrange according to Genres with new signage
- Plan themes for portable bookcases and sitting areas
- Display QR codes to highlight certain print and electronic books

Goal #2: Weed additional titles

- Identify older titles in Titlewave Analysis to improve the average age of the collection
- Weed outdated fiction titles
- Weed older Biography titles

Goal #3: Select and purchase newer materials

- Purchase more high interest titles for struggling readers
- Purchase more World Language materials
- Purchase electronic books

As previously stated, The Panthers' Den was remodeled and closed for student use during the FY 23/24 school year. Therefore, books were not circulated or inventoried. It will reopen for students in August of 2024.

Budget and Funding

William T. Dwyer High School is allocated a school-based operating budget as well as state allocated funds at the beginning of every school year. The school administration uses a formula to disperse the appropriate funds. This money is used to purchase supplies, books and databases. The funds designated for periodicals is combined with the fund for supplies in order to purchase the necessary materials to operate the Library Media Center. The funding amounts for next year, FY25 are expected to be similar to those of this school year, FY24.

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

| <i>School-based Operating Budget</i> | <i>Budget FY24</i> | <i>FY25 Projected Budget</i> |
|---|----------------------|------------------------------|
| <i>Account 551100 - Media Supplies</i> | <i>\$1,494.00</i> | <i>\$1,500.00</i> |
| <i>Account 553420 - Media Subscriptions (Periodicals-Newspapers)</i> | <i>\$1,005.00</i> | <i>\$1,000.00</i> |
| <i>Account 561100 - Library Books</i> | <i>\$3,195.00</i> | <i>\$3,000.00</i> |
| <i>Account 562230 - Media A/V Equipment</i> | <i>N/A</i> | <i>N/A</i> |
| <i>Account 564220 - Furn-Fix/Equip</i> | <i>N/A</i> | <i>N/A</i> |
| <i>Fundraising/ Grants</i> | <i>Budget Amount</i> | <i>Budget Amount</i> |
| <i>Media Center Internal Account number for your grant(s) (get this from your bookkeeper)</i> | <i>\$1,929.15</i> | <i>\$1,900.00</i> |
| <i>State Media Allocation</i> | <i>Budget Amount</i> | <i>Budget Amount</i> |
| <i>Account 556110 (program 3070) - Media Books</i> | <i>\$3,260.00</i> | <i>\$3,500.00</i> |

Purchasing Plan FY25

| Approximate Purchasing Plan | |
|------------------------------------|----------------|
| Purpose | Amount |
| Database Subscriptions | \$3,500 |
| Books | \$3,400 |
| Supplies | \$2,500 |
| | |
| | |
| | |
| Total: | \$9,400 |

Scope of the Collection

The Library Media Center’s collection is determined by the curriculum at William T.Dwyer High School which follows the guidelines of the Palm Beach County School District which in turn is governed by the Florida State Department of Education. According to best practices for school libraries in the United States, the print and non-print collection is managed by the Dewey Decimal Classification System, per section 8 of Management of Library Media Instructional Materials. School Board Policy 8.12, section 5.d states the importance of having a collection that represents various religious, ethnic, linguistic and cultural groups and their contributions as well as respect for the diverse roles of men and women in today’s society. Following these guidelines, the library media collection at William T. Dwyer strives to reflect our diverse student body with materials that represent all students. It is our belief that all students should be able to see themselves in print and digital materials for both pleasure reading and academic pursuits.

To support our International Baccalaureate curriculum, English Language Learners and the Foreign Language programs, the Library Media Center has a World Language section with books written in Spanish and French. There are also English/Language dictionaries available for check out. A MultiCultural genre classification has been added to the collection. In addition to Fiction titles in print and electronic formats, Graphic Novels are popular among our student population and are added yearly to the collection. In addition to the Palm Beach County school District databases, the Library Media program purchases the following two databases to support our AVID, AICE, AP, and IB courses providing 24/7 access to all students; JSTOR for digital research and reference information and GalePeterson’s Test and Career Prep for high school and college test preparation, and college and career information. Electronic books were purchased by the Library Media Center from Gale’s Cameron’s collection to promote mental health awareness and make resources available to students who need help and information after school hours in the absence of school counselors.

Equipment

The Media Center was remodeled this school year and equipment has not yet been added to this space. There are now four glass enclosed study spaces to which computers will be added. There is also a Maker Space where technology will be added. We have one Smart Board and a laptop used for student checkouts. The teacher workroom has a computer for teacher and staff to utilize.

Collection Development

Collection Development is the process of planning and acquiring quality materials and equipment for the Library Media Center. The Panthers' Den is committed to providing a wide range and quantity of materials in both print and electronic formats to support the needs of our diverse student population and school community, taking into consideration their personal interests and their academic goals. In order to do this, the Library Media Specialist consults the student population, teachers, and administration for suggestions for new materials and resources.

Selection and Evaluation Criteria

According to the School Board Selection Policy 8.12, William T. Dywer's Library Media Center's materials are selected thoughtfully and systematically. The materials are evaluated according to their aesthetic, literary and social value, appropriateness to student age and emotional maturity and relevance to curriculum. Other factors that are considered in the final decision to purchase new materials include their educational significance, recent publication date, need and value to the collection as a whole, relationship to the interests of students and their curriculum course of study. Before library materials are purchased, they must be evaluated by a certified Media Specialist, have at least two positive reviews and be appropriate for the age group served. Reputable, unbiased, professional reviewing sources used for selection may include but are not limited to: Kirkus, School Library Journal, Horn Book Guide, and Booklist.

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

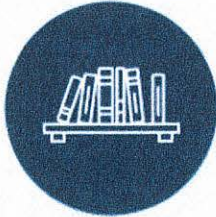

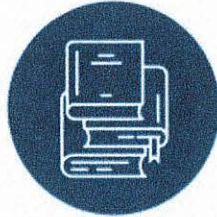


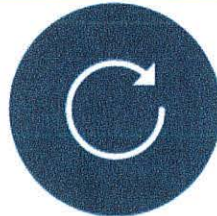


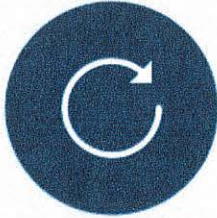

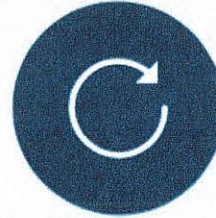
The School District Library Media Services provides support to school library media center personnel and establishes uniform policies and procedures for school library media centers throughout the District. These services include, but are not limited to:

- 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.

| | | | |
|--|---|---|---|
|  |  |  |  |
| 8,134 Items in the Collection | 3.7 Items per Student | 39% Fiction Titles in the Collection | 51% 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. |  |  |  |
| | 2004 Average Age of the Collection | 59% Aged Titles | 6% 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. | |
|  |  |  |  |
| Diverse Titles 44% Representative Titles in Collection | Diverse Titles 2004 Representative Titles Average Age | SLL Titles 31% SLL Titles in Collection | 2008 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 | 2007 |
| Philosophy & Psychology | 87 | 2000 |
| Religion | 86 | 1998 |
| Social Sciences | 588 | 2007 |
| Language | 83 | 2005 |
| Science | 294 | 1998 |
| Technology | 299 | 2000 |
| Arts & Recreation | 1,382 | 2010 |
| Literature | 492 | 1995 |
| History & Geography | 816 | 1996 |
| Biography | 779 | 1997 |
| Easy | 21 | 2012 |
| General Fiction | 3,135 | 2007 |
| Graphic Novels | 1,078 | 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 appropriate material 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 material stored in the Library Media Center must be inventoried annually. The collection is inventoried on a three year rotation per Board Policy 8.12 (8). The schedule is as follows:

- FY 21: Fiction and Nonfiction
- FY 22: Nonfiction (000-500 and 900)
- FY 23: Graphic Novels and Biographies
- FY 24: Fiction and Easy- Inventory not completed due to remodel
- FY 25: Fiction and Easy
- FY 26: Nonfiction
- FY 27: Graphic Novels, Biographies and World Language

Titles are labeled and arranged in Destiny (the electronic catalog), according to the following genres: Adventure, African American, Biography, Classics, Dystopian, Easy, Fantasy, Graphic Novels, Historical Fiction, Horror, Humor, MultiCultural, Mystery, Nonfiction, Realistic Fiction, Romance, Sci-Fi, Sports, Supernatural, Suspense, World Language and Young Adult. The main genre labels are placed on the top of the spine label. Other identifying labels, such as African American, MultiCultural etc. are placed lower than the spine label to help students know more about the book, although not the genre assigned in Destiny.

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 Destiny and are physically removed from the collection. The Library Media Specialist is responsible for the on-going maintenance of a quality collection which includes the procurement of new materials and discarding of ineffective items. Teachers and administration assist in the evaluation and systematic deleting of materials and equipment to ensure that the collection remains representative to user needs, changing curriculum and advancing technology. In coordinating this process, the Media Specialist will follow objective criteria for removing materials and equipment from the Library Media Center which include obsolescence, physical age and condition, and general inapplicability for continued inclusion in the existing collection.

Lost or Damaged Library Materials

William. T Dwyer Library Media Center does not assign fines for overdue, lost or damaged library books. It is the belief of the Library Media Center that students should be encouraged to enjoy reading without reluctance to check out library books in fear of a monetary obligation and a resulting fine in order to graduate. It is further believed that library books not returned are still in the hands of students which encourages reading. This is an adjustment to School Board Policy 2.21B(9) which states students are to pay for, replace or repair any district property.

Strategic Focus – Weeding and Acquisitions

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 Destiny (the electronic catalog) and are physically removed from the collection. The Library Media Specialist is responsible for the on-going maintenance of a quality collection which includes the procurement of new materials and discarding of ineffective items. The Media Specialist will evaluate and systematically delete materials and equipment to ensure that the collection remains responsive to user needs, changing curriculum and advancing technology. Objective criteria, such as obsolescence, physical age and condition, general inapplicability of the item will be used for continued exclusion in the existing collection.

| School Year | Strategic Focus |
|-------------|---|
| FY25 | Selection Priorities <ul style="list-style-type: none"> ● Priority 1- Renew database subscriptions ● Priority 2- Purchase additional Graphic Novels ● Priority 3- Purchase lower level Fiction titles |
| | Inventory/Weeding Priorities <ul style="list-style-type: none"> ● Priority 1- Inventory Fiction and Easy ● Priority 2- Weed additional Fiction titles ● Priority 3- Weed Easy section |
| FY26 | Selection Priorities <ul style="list-style-type: none"> ● Priority 1- Renew database subscriptions ● Priority 2- Select new Nonfiction titles to purchase ● Priority 3- Select new Graphic Novel series to purchase |
| | Inventory/ Weeding Priorities <ul style="list-style-type: none"> ● Weed Nonfiction ● Inventory Nonfiction ● Weed Graphic Novels |
| FY27 | Selection Priorities <ul style="list-style-type: none"> ● Priority 1- Renew database subscriptions ● Priority 2- Select World Language books to purchase ● Priority 3- Select Biographies to purchase |
| | Inventory/ Weeding Priorities <ul style="list-style-type: none"> ● Priority 1- Weed Biographies ● Priority 2- Inventory Biography section ● Priority 3- Inventory Graphic Novels |

Reconsideration of Materials

In the event of a challenge by a citizen of Palm Beach County, personnel at William T. Dwyer High School, I will follow PBCSD Board Policy 8.1205- Challenge Procedures for Instructional Materials. The Library Media Center does not add or withdraw, at the request of any individual or group, material which has been chosen or excluded on the basis of stated selection criteria. A copy of the Material Objection form is linked in the appendix.

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)