

MELBOURNE HIGH SCHOOL

Collection Development Policy

Created by the Library & Literacy Committee



Philosophy

The Melbourne High School Library Collection serves two purposes:

1. To support the curriculum of the school, providing both students and teachers with the resources they need to follow the curriculum of Brevard Public Schools and the content standards of the state of Florida.
2. To provide materials that will instill a love of reading and learning into the lives of our students which includes building a collection that is reflective of our student population and current issues and interests.

Selection Responsibility

The Library Media Specialist is responsible for the selection of materials based on current analysis of the collection, curriculum updates, and input provided by the administration, teachers, parents, stakeholders, and the students. The Library Media Specialist works hand-in-hand with the Library Committee and SAC Committee to review titles requested and other materials being considered before final decisions are made.

Criteria for Selection

The following criteria will be considered when selecting MHS library materials:

- Materials support the educational goals and policies of the school, the district, and state requirements
- Materials that support, enrich, and extend the school's curriculum
- Materials encourage reading for pleasure and reflects the interests, abilities, backgrounds, cultures, languages, experiences, and maturity levels of our students
- Materials reflect the diversity of our growing community
- Materials are appropriate for the age range at the school
- Materials consider the social development, ability levels, special needs, and learning styles of students

Selection Tools

- Follett Titlewave

- School Library Journal
- Junior Library Guild
- We Need Diverse Books
- Common Sense Media
- Florida Teens Read Award Lists

Book Requests

Each year the Library Media Specialist will consult the administration and department chairs for recommendations of materials needed. The Library Media Specialist will also gladly accept suggestions from staff members, students, and parents. If a student has book suggestions, they just need to fill out the Google form and the Library Media Specialist will check the titles against reviews and age recommendations before purchasing.

Collection Maintenance

The Library Media Specialist will regularly evaluate books and materials for damage, usage statistics, and relevance. At least twice a year, the Library Media Specialist will run a Titlewave Collection Analysis to determine collection statistics including circulation, age of collection (and individual sections of the collection), balance of materials (fiction/non-fiction, print/digital, etc.) and diversity of the collection available. Based on this data, the collection will be regularly weeded and updated to provide our students with the best information available and to use the allocated budget wisely. Inventory is completed of the entire collection at least once a year to be sure of which books are accounted for and which books are missing. Any books that have been lost for an excessive amount of time are deleted from the collection that is available to students and replaced if it is still a good fit for the school library collection. Extra copies of state award books are removed from the collection and donated to students or classroom libraries.

Budget for Collection Development:

The budget for collection development comes from the state and district allocation per student and through fundraisers and grants. The budget varies from year to year due to the changes in student enrollment and the success of the fundraisers and grants written. The budget and spending is regularly reviewed with the school bookkeeper and school administration.