

Artifact for Standard 4.2. Information Resources.

The Eldorado High School Learning Commons strives to provide patrons with materials that will enrich and support the educational programs of the school. Budget and technology decisions are made by the teacher-librarian, as supported by the library committee and principal. Students and faculty members always have the opportunity to submit suggestions for library, media and technology purchases, and every effort is made to obtain those suggestions.

It is the responsibility of the teacher-librarian to provide a wide range of materials on different levels of difficulty, with diversity of appeal and representing different points of view. To do this, she currently follows the lead of other more experienced librarians by placing orders via Ingram's iPage that reflect recent purchases of her mentor librarian and of the district's lead librarian. The teacher-librarian places principle above personal opinion and reason above prejudice in the selection of materials, to ensure a comprehensive, inclusive collection. The inclusion of any item in a collection does not necessarily mean that the library or school advocates or endorses the contents of that item. The needs of the EHSLC are based on knowledge of the curriculum and the existing collection; the teacher-librarian has solicited and will continue to solicit faculty input into collection procurement while assuring any biases are balanced by differing views on the topic under study. The EHSLC needs are given first consideration in the selection of materials used to enhance the required classroom curriculum. The EHSLC adheres to the Clark County Board of Education's policy regarding selection of materials.

Selection Criteria

In addition to the guidelines outlined in the district's policy, the following criteria are a guide to selecting the best resources for the EHSLC:

- Overall purpose
- Timeliness or permanence
- Importance of the subject matter
- Quality of the writing/production
- Readability and popular appeal
- Authoritativeness
- Reputation and significance of the author, illustrator, or publisher
- Favorable reviews found in reputable, unbiased, professionally prepared selection sources, such as but not limited to
 - School Library Journal
 - Hornbook
 - H.W. Wilson
 - Kirkus Review
- Favorable recommendations by educational professionals
- Contribution to the diversity of the collection in presentation of different points of view
- Suitability for intended use in regards to the age, emotional development, ability level and social development of the students
- Format and price

Because the library strives to support the curriculum needs of the patrons, faculty members, students, and other school members will be annually encouraged to submit purchase requests and every effort will be made to honor them.

Collection Maintenance

Collection maintenance will be done by the teacher-librarian and her assistants and/or student aides. Selection is an ongoing process which also includes the removal of materials no longer appropriate and the replacement of lost or worn materials with continued educational value. Every attempt will be made to maintain a print collection that is up-to-date, accurate and inclusive. The library print collection shall be evaluated at least once a year by age, validity of information, usage statistics, appropriateness for the curriculum and student population, and historical value. Items that are deemed obsolete shall be weeded from the collection and replaced as funding allows.

Items that will require additional consideration before weeding include:

- Classics, award winners and titles that appear on core bibliographies
- Items which might be out of print and have historical significance
- Materials of local interest or local histories
- Materials in a unique format, content, or illustrative technique that hold historical value
- Resources that maintain balance in the collection; removal of these items might create a biased representation
- Items of high value

If an item is weeded because it is not aligned with the school's curriculum, but might be of educational value to a different district school's curriculum, every effort will be made to relocate

the item to the other school. If the teacher-librarian is unsure about the item's value, the appropriate faculty member will be consulted in making the determination.

Gifts

Gifts of books will be accepted and evaluated for their adherence to the above selection criteria. When found to adhere to the above requirements, they will be processed for integration into the larger collection as normal with the addition of a bookplate stating by whom and when the volume was donated.