

The background of the image is a photograph of a library bookshelf. The shelves are filled with a variety of books, including fiction, non-fiction, and children's books. The books are arranged in neat rows, and the spines of the books are visible. The colors of the book covers are diverse, creating a vibrant and organized appearance. The lighting is even, highlighting the texture of the book covers and the wooden structure of the shelves.

St. Matthew Catholic School Library Manual

Mission

The mission of St. Matthew school library is to provide a literacy foundation to empower our students to become lifelong learners. This mission is accomplished by providing a wide range of materials on all levels of difficulty and with a diversity of appeal to challenge students to become critical thinkers, effective producers of ideas and users of information.

Scope



The St. Matthew School Library serves the students, faculty, and staff of the St. Matthew School community. The library collection provides materials and resources that are consistent with the philosophy and educational goals of St. Matthew Catholic School. The collection includes both curriculum materials and resources, as well as recreational reading materials. The library collection strives to meet the needs of all its users by maintaining a diverse collection representing various points of view on current and historical issues.

Collection Development and Selection Policy

The library strives to provide students with materials to enrich and support the educational program of our school. The library provides a wide range of materials with different levels of difficulty, with diversity of appeal, and representing different points of view.

The needs of the library are based on knowledge of the curriculum, of the existing collection and of the school mission. These needs are given first consideration in the selection of materials and used to enhance classroom curriculum.

Selection Criteria Guidelines

The following criteria are used as a guide for selecting materials for the library:

- Support of the curricular and the educational goals of St. Matthew Catholic School
- Literary and artistic excellence and accuracy of content
- Importance or significance to a field of knowledge
- Reputation and significance of author or illustrator
- Suitability for intended use
- Amount of materials on the subject already owned by the library
- Price, format and physical durability
- Favorable reviews and recommendations found in selection sources

The collection development process includes continuing evaluation of the collection to determine how well it serves our user needs and ongoing selection / deselection of current materials. Applications through our library software are used to analyze our collection for copyright dates and numbers of titles in each category.

Selection Resources

The librarian/library manager continuously reviews a variety of selection aids in search of materials that meet the selection criteria. Aids may include the following:

- School Library Journal
- Booklist
- Horn Book
- Kirkus Review
- ALA and other award lists
- Professional librarian resources
- Common Sense Media

Collection

Processing and Maintenance

When possible, materials will be purchased pre-processed. When processing is not available, the librarian/library manager will be responsible for processing purchased and donated materials.

Gifts and Donations

Gifts and donated items will be retained if items meet the standards outlined in the selection criteria guidelines. Materials that do not meet such standards will be disposed of at the discretion of the librarian/library manager. All materials become the property of the library.

Collection Statistics SY 2025-2026

Nonfiction titles: 6,181

Biography: 1,165

Fiction titles: 3,815

Easy Picture book titles: 3,278

Total in collection: 14,439

Items per student: 23.72

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