

Library Committee Policies and Procedures

The purpose of the church Library Committee is to assist church and non-church members in enhancing the quality of worship, ministry, evangelism and discipleship. The library provides print and audiovisual resources that promote spiritual growth, enrich knowledge and encourage an interest in reading for pleasure.

Duties

1. The committee will meet monthly to process library materials, discuss the purchase of new materials, and assess the current library collection.
2. The committee will set up and maintain operating times for library use.
3. The committee members will assist library patrons as they visit the library.
4. The committee will classify, index and keep a record of all books and audiovisual materials purchased or donated.
5. The committee will develop and submit an annual budget to the church for approval.
6. The committee members will participate in training workshops/conferences as needed to assure efficient operation of the library.
7. The Chairperson of this committee shall attend and participate in Church Council meetings.
8. The committee shall consist of three (3) members.

Policies

Operational Policies

1. All circulating library materials may be checked out to both church members and non-church members.
2. Checkout periods for library materials:
 - Three (3) weeks for adults and teens
 - Two (2) weeks for preschool-age children and elementary students.
 - Two (2) weeks for audiovisual materials
3. All patrons are responsible for the return of library materials. Patrons will be asked to pay for any damaged or lost items at the current price or provide a replacement of equal value.
4. Adults and middle/high students may check out up to four (4) books. Preschool-aged children and elementary students may check out up to three (3) books.

Collection Policy

1. All library materials shall be selected and approved by the Library Committee.
2. The Library Committee will accept recommendations for library materials from church members.
3. All materials shall promote Christian standards.
4. The Library Committee will accept donations of gently used or new books, DVDs, and CDs.
 - **Donated non-fiction books should be no more than ten (10) years older than the current year.**
 - **Donated fiction books should be no more than fifteen (15) years older than the current year with the exception would of a classic book.**
 - **No VHS tapes will be accepted.**
5. When there is duplication of donated materials, the committee will donate the materials to another church or ministry.
6. The committee will periodically weed the library collection for damaged and out-of-date materials. Those materials will be passed on to other ministries or recycled.