



## **Church Library Ministry**

### **MISSION**

The church library ministry exists to serve CrossPoint in its overall mission of making disciples. The church library provides resources and services to meet the spiritual, educational, and recreational needs of its members.

### **LOCATION AND HOURS**

The church library is located in the administrative office building of CrossPoint, adjacent to the fellowship hall kitchen area.

There are no set hours of operation at this time. The library is available for use any time the church offices are open. Self-service checkout and return is available.

### **BORROWING POLICIES**

- A self-service checkout list is located in the library. Users should indicate the book title, their contact name, and phone or email address. There is a basket available to place returns.
- All CrossPoint members, including their children, and regular attendees may check out any library materials.
- Books may be checked out for three weeks with the option to renew for an additional three weeks unless there is a waiting list. Limit: total of four books per person.
- Videos may be checked out for two weeks. Limit: total of two videos per household.
- Arrangements for additional books or longer time periods can be arranged for staff, teachers, etc. by contacting the church library director.
- All borrowed materials must be returned to the church library.
- Users are responsible for replacement or reimbursement of lost or damaged items (up to \$10 for books or 50% of video cost).

### **RESERVATIONS**

Members may reserve items that have been checked out. When the item is returned, the member will be notified and will have two weeks to pick up the item. Items not picked up by the specified date will be returned to the shelf or given to the next person on the reserve list. For reservations, call or email the church library director.

### **FINES**

Prompt return of all items is appreciated. No fines will be imposed on overdue items at this time. Users are responsible for replacement or reimbursement of lost or damaged items (up to \$10 for books or 50% of video cost).

## **MATERIALS SELECTION**

To support the library's mission, the library will maintain a well-selected collection of materials including the following:

- 1) Education and teaching resources
  - Resources include primarily books of commentary, theology, inspiration, apologetics, devotion, Christian living, parenting, family, and marriage. In addition, some group studies are available.
- 2) Children, youth, and teen literature
- 3) Christian fiction
- 4) Video and audio resources
- 5) Periodicals
- 6) Historical church documents
- 7) Other
  - The library may include other resources that meet the educational or recreational needs of members such as homeschool materials, history books, biographies, gardening books, cooking books, etc.

The Library Team will select and approve all materials based upon the following criteria:

- Does the item support the library's mission statement?
- Is the material accurate in facts, scriptural interpretation, and doctrine?
- Is the subject matter handled fairly and objectively?
- Is the subject matter of high moral quality?
- Will the material be useful for and appeal to the age or interest group for whom it is intended?
- Is the material well written and produced?
- Are the author and publisher credible and reputable?
- Is the physical condition of the item acceptable?
- Is the cost reasonable and comparable to other items of similar quality?

## **DONATIONS**

The library welcomes and appreciates the donation of new or pre-owned materials. The Library Director can provide a "wish list" of books for purchase. Monetary gifts are also encouraged. A donation receipt for tax purposes is available upon request.

All materials must meet the standards in the Materials Selection policy above. No provisional gifts can be accepted. If an item is not accepted, a member of the Library Team will dispose of it in an appropriate manner.

## **LIBRARY PERSONNEL**

### **Library Team:**

Rob Wagnon, Library Director	(225) 755-2619	<a href="mailto:rwagnon@cox.net">rwagnon@cox.net</a>
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