

Blue Ridge Bible Church

Church Library Policy Manual

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The Mission of Blue Ridge Bible Church:

communicating Christ • building believers • sending servants

We are communicating Christ as our living, Savior and loving Lord through intentional speech and grace-filled lives.

We are building believers into a unified family, growing in the knowledge of God, experiencing life made new by His grace, and caring for the needs of one another.

We are sending servants—every one of us—to interact with lost people wherever they are, meeting their spiritual and physical needs with the love of Christ.

“Therefore go and make disciples of all nations, baptizing them in the name of the Father and the Son and the Holy Spirit, teaching them to obey everything I have commanded you. And remember, I am with you always, to the end of the age.” Matthew 28:19-20

The mission of the library of Blue Ridge Bible Church is to support the church in communicating Christ, building believers, and sending servants through the library collection.

## Operating Hours:

The library of Blue Ridge Bible Church is open daily whenever the church building is open.

## Circulation Policies:

1. All borrowed materials should be checked out of the library. The materials are loaned to the patron and become the responsibility of the patron.
2. Library patrons are responsible for following circulation procedures and returning books to the library.
3. Lost, missing, or damaged library items should be reported to the librarian as soon as possible.
4. Any regular attender of BRBC may borrow books from the library.
5. Materials may be checked out for a period of one month.
6. When checking books out, please remove the card from the pocket on the item. Then, write your full name on the card with the due date of one month from the date of borrowing. After that, place the card in the small filing card box. Enjoy the materials!
7. When returning items, please place them in the basket on the table in the library. The librarian will check in the items and reshelve them as soon as possible.

## Acquisitions

The BRBC library strives to provide materials that support the church in its mission statement. Any item that is worn out, damaged or out dated could be eliminated. Materials within the library collection might include: books, DVDs, CDs, VHS, audio tapes, and kits.

Purchase requests will be carefully considered. However, there is no budget for the library.

Gifts to the church library will be considered as long as no conditions are placed upon the library as to location in collection, usage or means of disposal.

Replacing damaged or worn materials-since there is no library budget, a number of things will have to be taken into consideration prior to a replacement copy being purchased.

1. Are there duplicate copies?
2. Are there other titles that cover the topic just as well?
3. Is there a high demand for this title?
4. Does the collection have recent titles regarding this topic?

Effort will be made to replace important titles that have been damaged.

## Collection Development

New titles will be added to the collection as possible within the limitations of no budget. The librarian will use review sources to determine the quality of materials to be added to the collection.

## Materials Selection Policy

Responsibility for selection will rest with the librarian, the men's ministry committee, and the women's ministry committee...all under the direction of the pastors. Final approval rests with the senior pastor. Church members can have input and the opportunity to make requests.

## Criteria for Selection of Materials

The following criteria will be used to select materials:

1. Validity, currency, and appropriateness of the material
2. Readability
3. Favorable reviews
4. Recommendation based on preview of materials by a professional person
5. Reputation and significance of the author's body of work
6. Integrity
7. Support of the church mission statement

## Procedures for Selection of Materials

Those responsible for selecting materials will follow these guidelines:

1. Evaluation of current resources to determine needs.
2. Consultation of professional selection resources.
3. Preview the actual resource, if possible.
4. Consider recommendations.
5. Duplicates of extensively used materials.
6. Replacements as necessary, after considering the four replacement questions.

## Donated Materials Policy

The BRBC library will accept donations as long as there are no conditions placed upon the church library for receiving the items. Upon receipt, these donations become the property of the BRBC library. The decision to keep, discard, or trade in the items at a used book store will be at the discretion of the librarian. Discarded items that are deemed inappropriate due to content, physical condition, or other reason will be disposed of. The donor will not be notified of the retention or discarding of any items. Donors can request a receipt for the donation to the library from the church administrator.

## Challenged Materials

If a situation regarding an objection to materials in the library should arise, the procedure will be:

1. The complaint should be filed in writing with the librarian.
2. A review committee will be created by the librarian under the supervision of the pastor, and can include: the associate pastor, the worship pastor, the head of the women's/men's ministry committees, elders, and the librarian.
3. The responsibilities of the committee are to:
  - a. read, view, or listen to the material being challenged
  - b. research reviews
  - c. discuss the material with a knowledgeable professional
  - d. meet to discuss the material
  - e. make a recommendation to keep or remove the material
  - f. notify the person who made the complaint of the recommendation

## Weeding

Weeding is the professional term for discarding materials in a library collection that are unused, unneeded, or damaged beyond repair. Weeding helps to keep a collection updated and relevant. Any materials that do not support the mission of BRBC could be potentially weeded.

## Inventory Procedures

Inventory will be completed annually to determine the needs and usage of the library at BRBC.