

## **Library – Purpose, Policies and Procedures**

### Purpose

The purpose of the library at Waterloo North Mennonite Church is to support the work of our congregation and the spiritual growth of its members and participants. This is accomplished through the provision of materials that provide information, recreation, spiritual guidance or education/worship resources. Emphasis is placed on materials that promote a better understanding of our Mennonite heritage.

### Collection Development Policy

The majority of the library collection shall be comprised of materials with a Christian/Anabaptist focus, however limited amounts of non-religious materials which do not conflict with our beliefs and which may be of particular benefit to the church may be included.

The library collection contains both fiction and non-fiction materials. It includes a variety of resources that are of interest to different ages: children, youth and adults. It consists of materials that are in print and in audio-visual formats.

In selecting materials, the library committee considers the following:

- requests for specific titles or topics
- identified gaps in the collection in terms of subject, target age group or format
- resources that have a specific connection to the congregation
- resources that support new or existing programs at WNMC (e.g. recommendations from Adult Sunday School speakers)
- resources that are not readily available through other library collections (e.g. local public libraries, Mennonite resource centres)
- support materials requested by WNMC pastors and staff

In evaluating donations to the collection, the library staff considers the age and currency of donated materials, the physical condition of the materials, and whether these materials are consistent with the purpose of the library and the collection development policy.

Children's picture books are purchased in hardcover format when possible to best withstand wear and tear.

The library committee participates in WNMC's Rite of Passage for children entering Grade One. The library committee selects and purchases the appropriate number of new picture books, and one extra book in case there is an unexpected participant. Ministry Team identifies which book is most suitable for each child, and the church administrator creates a name plate that is affixed to each book with that child's name, to commemorate the occasion. These books are purchased from the Rite of Passage budget.

### Circulation Policy

All items circulate for a 3 week loan period. Circulation is done manually, through self-checkout, with the assistance of a library volunteer when available. Procedures are posted at the circulation desk. No overdue fines are charged. If an item is not been returned, a follow-up reminder is placed in the borrower's church mail folder.

### Processing

When a new item is received, a record is created for it in the church library database. The item is stamped with an ownership stamp on the front of the title page, or in another conspicuous location. A card, pocket, date due slip, and spine label are added. A clear book jacket cover may be used to prolong the life of dust jackets, particularly for children's picture books. DVDs and CDs are also labeled with the church name on the disk itself, using permanent marker. Audio-visual materials purchased without public performance rights are labeled to indicate that they are for home use only.