

LIBRARY – PURPOSE, POLICIES AND PROCEDURES
Revised June 2022
Waterloo North Mennonite Church

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 and Senior Connections 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.
- The library does not knowingly collect items created by individuals charged with ministerial and/or sexual misconduct. See also CIRCULATION POLICY below and the addendum (excerpt from CMC minutes November 2020).

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. The Library Committee meets to decide which donations are to be kept for the collection. Books that are not added are either returned to the donor or donated to Thrift on Kent.

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 connects with the staff minister from Nurture Reference Group and then selects and purchases the appropriate number of new picture books plus one or two extra books in case there are unexpected participants. The staff minister 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 (under Nurture Reference Group).

PROCESSING

When a new item is received, a record is created in the church library database. The item is stamped with an ownership stamp on the title page, or in another conspicuous location. 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.

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 or replacement costs for lost books are charged. If an item has not been returned after 3 months the borrower is contacted to remind them to return it.

In response to CMC discussion of November 2020 (see the addendum -- excerpt from CMC minutes November 2020). A new library policy was developed to be survivor centred, supporting victims of abuse. Items of concern are identified to Ministry Team. MT will discern each case (books and music) whether the item(s) should be removed from the shelves and kept in a separate location. In these cases a dummy replaces the item on the shelf with a note that the item is in a controlled access area. A note is also added to the cataloguing record. In addition the library will not knowingly purchase or accept items created by those charged with ministerial and/or sexual misconduct. This is a reasonable compromise between victims of abuse and others who would like to read the book.

**Waterloo North Mennonite Church
Minutes of Church Ministries Council
Wednesday, November 11, 2020, 6:45 pm
Via Zoom Conference**

Present: Sam Assad, Marie Burkholder, Karen Cressman Anderson, Wes Dyck, Ron Flaming, John Rempel, Aaron Ruby, Julie Torrance-Perks

Minister Present: Gordon Allaby

Regrets: Natasha Krahn, George Vanderschaaf

1. Opening

Wes reflected on his thinking while working outside today, Remembrance Day, and seeing planes flying over local cenotaphs in memory of fallen participants in war. He named a sense of unsureness in how we embrace the meaning of Remembrance Day as pacifists, and acknowledged the difficulty of being challenged in our calling in matters of war and peace when we don't face conscription and drafts. Several people shared thoughts on the subject.

2. Approval of Minutes

The minutes from the CMC meeting on October 14, 2020 were approved as written.

3. Slate Update

Sam noted the ongoing search for one person to join Carmen and Natasha on the Nurture Reference Group. Some names were suggested for this position. One adult Sunday School coordinator position is not yet confirmed. Leroy Shantz has accepted the S&F Personnel lead position.

4. Minister Items

Gordon reported on a conversation with Library Committee regarding the question of having John D. Rempel's book in the library, in light of recent allegations. In response, the book has been removed from the shelves and can be requested. CMC affirmed this move, acknowledging the challenging nature of this issue. It was agreed that a policy would not be helpful as every situation is different and merits a unique response. Victims' vulnerabilities need protection and sensitivity. Good work is also done by people who make mistakes. We have all done things that we regret; does something wrong in one domain colour every aspect of life? There is no simple response. CMC recommends that Ministry Team discuss and make decisions about such sensitive issues in the future. It was also agreed that the congregation needs to know about the book being removed and being available upon request. Gordon will share this CMC discussion with members of the Library Committee.

5. Climate Change Action Group

Wes reported that this group took a hiatus initially because of the pandemic but is now back in action. Representatives from 5 local Mennonite churches have begun meeting to coordinate efforts and work more effectively together. Nolan has represented WN. A banner was created and displayed prominently at the recent shoe strike call to action at Waterloo Square. The hope is that this banner could be produced and displayed widely to create awareness. A website is also being produced to give more information. Wes will ask the group for a more concrete request regarding congregational action.

6. Check-in With Committees

- Gift Discernment is in a slower time now except for the positions noted earlier still to be confirmed. Sam will update the slate with new additions.
- Matins services are currently on hold and there is no call to meet in person, especially as Covid numbers increase. Ron noted that a Matins rep participates in the group planning for regular livestreams.
- Karen reported that worship is a very visible part of what we can do together now and the committee is delighted to have full membership with Anya F. having joined. Advent planning is in full swing. There is relatively little interest in worshipping in person as people are wisely being prudent.
- John reported for S&F that we are still behind in our giving compared to last year but it could be explained by our not having offering collections. Since our discussion at last meeting, there have been regular reminders in our services that giving is part of our worship together. There is no need to be more heavy handed about this. The parking lot issue is considered resolved, with final cost being under budget.
- Sam gave an update from the Refugee Support Committee who are meeting to help one of our families find the support they need through local agencies.

7. Next Meeting - Wednesday, Dec. 9th at 6:45 on Zoom

Opening - Ron Flaming

Betty Pries will be present to talk about Ministers' review

Recorded by Marie Burkholder,
Secretary