

# Community CRC ♦ Roselawn, Indiana

## Library Policy

### Purpose

The purpose of the library at Community Christian Reformed 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.

### Collection Development Policy

The majority of the library collection shall be comprised of materials with a Reformed and evangelical Christian focus. However, limited amounts of religious and non-religious materials which may be of particular literary and spiritual value to the members 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 in print and audiovisual formats.

### Selection and Gift Policy

The library staff, Education Committee and Consistory have affirmed the following selection guidelines:

1. All printed and audiovisual titles and other materials are subject to approval by the library staff and church leadership as necessary.
2. Content of printed and audiovisual media should be accurate in facts, Scripture interpretation, and doctrine.
3. Titles related to religious groups and their beliefs should be objective in content.
4. Media should be constructive in influence and morally sound.
5. Media should be of high literary and technical quality and reflect sound learning methods.
6. From time to time the collection will be weeded to provide room for new material or to replace worn copies.
7. Gifts of equipment and furnishings are subject to approval by the library staff and church leadership as necessary.
8. Gifts to the church library are encouraged, with money preferred. Specific recommendations may be presented in writing to the library staff for consideration.
  - a. If an individual wishes to donate materials to the library, the library staff will determine which books or audiovisual materials would be good additions to our collection. The library staff also has complete discretion on how long particular material remains in the collection, and its removal.
  - b. In evaluating donations to the collection, the library staff considers the age, the physical condition of the materials, existing similar materials already in the library and whether these materials are consistent with the purpose of the library and the collection development policy.
  - c. If an item is not accepted, the donated material will be disposed of in an appropriate manner. Donors should indicate whether they wish unaccepted material be returned.