

FIRST LUTHERAN CHURCH LIBRARY POLICIES & PROCEDURES

Mission:

The ministry of the First Lutheran Church Library is to provide tools and resources for spiritual growth and knowledge, inspiration, encouragement, enlightenment and entertainment to the FLC community. The FLC Library is operated on a self-service basis and is available for use during normal church hours.

Selection Process:

Materials will be selected to provide a current and well balanced library to include reference, devotional and inspirational material for children and adults.

The Library Committee will use their collective judgment in the purchase of books and non-printed materials and/or acceptance of donated materials. Individuals may contribute monetary gifts or selected books as memorials or in honor of special events or people. Used books (if current and in good condition) may be donated. If any donations are not found useful, the donor may choose to have the same returned or give permission to the Library Committee to dispose of them as it sees fit.

Responsibilities:

The Library Committee shall be responsible for the maintenance and care of all library materials. The Library Committee will monitor the checkout procedures for all materials and keep accession records and maintain current shelf list. The Library Committee, along with the Board of Education, will promote library use within the FLC community. Books may be checked out for up to a 3-week period and video/DVD titles may be checked out for 1 week. The Library Committee will conduct a full inventory and weeding process every two years.

Funding:

The Library will submit their budget request through the Board of Education to be included in the FLC annual budget. Materials & supplies for the Library are purchased with these budgeted funds. Invoices are submitted to the church office for payment.

Purchases of new books and non-printed materials, such as DVDs, for the FLC Library are made using monetary gifts and memorials donated and designated to the Library. A record log of donations is kept by the Library Committee.

Any changes in mission and procedures of the FLC Library will be made by the Library Committee along with the Board of Education.