

Library Procedures

Bayside Presbyterian Church

Revised by the Christian Education Ministry & Library Committee June 2015

Mission Statement:

The library at Bayside Presbyterian Church exists to provide resources which will help members of the congregation grow in Christian faith and daily living, nurture their spiritual lives, and provide support for the programs of Bayside.

Library Committee:

The Library Committee is composed of 3 people with one person acting as chair; the Director of Christian Education (DCE) oversees the work of the committee. The Library Committee also reports to the Christian Education ministry.

Materials-Selection Policy

The Bayside Library will offer materials which align with the mission of the Library and with the broader mission of the church. Selection will be done by the Library Committee with input from the Director of Christian Education, the pastoral staff, and recommendations from other staff and congregants. All materials added to the collection will be reviewed and approved by a member of the pastoral staff, the DCE, or a member of the Library Committee.

Based upon scriptural references (Titus 2:1; 2 Peter 3:16) which instruct us to teach what is in accord with sound doctrine and warn against twisting and distorting Scripture, our church library should be a place where patrons can expect to find resources that are:

- consistent with Biblical and historic Christian, and especially Presbyterian, theological thought
- in harmony with the preaching and teaching ministries of Bayside Presbyterian Church
- instructive for ministries in the Presbyterian tradition

Criteria for selection include:

- Pertinence to the mission of the church
- Accurate representation of the Reformed view of Christianity - Presbyterians are part of the household of Christian faith, called Reformed churches, which began in the sixteenth century following the teachings of Martin Luther, Huldrych Zwingli, and John Calvin who looked for the “reformation” of the Roman Catholic Church based on the Word of God in Scripture.
 - o The good news of the Gospel is that the triune God—Father, Son, and Holy Spirit—creates, redeems, sustains, rules, and transforms all things and all people. This one living God, the Scriptures say, liberated the people of Israel from oppression and covenanted to be their God. By the power of the Spirit, this one living God is incarnate in Jesus Christ, who came to live in the world, die for the world, and be raised again to new life. The Gospel of Jesus Christ announces the nearness of God’s kingdom, bringing good news to all who are impoverished, sight to all who are blind, freedom to all who are oppressed, and proclaiming the Lord’s favor upon all creation.
 - o The mission of God in Christ gives shape and substance to the life and work of the Church. In Christ, the Church participates in God’s mission for the transformation of creation and humanity by proclaiming to all people the good news of God’s love, offering to all people the grace of God at font and table, and calling all people to discipleship in Christ. Human beings have no higher goal in life than to glorify and enjoy God now and forever, living in covenant fellowship with God and participating in God’s mission.

From the *Book of Order of the Presbyterian Church (USA)*

- Accurate teachings about other faiths or beliefs

It is important for Bayside congregants to understand the principles and/or beliefs of other faiths in order to strengthen their own faith and be able to reach out to those who do not share their beliefs.

- Meets a specific need in the congregation

Any member of the congregation may request specific titles and/or topics to the Library Committee for addition to the Library.

- Eliminate duplication of materials already in the Library

- Reputation and/or significance of the author - The Church Library recognizes that some otherwise excellent resources, because they are written by fallible human authors, do sometimes contain statements that are counter to the Bible, historic Christian doctrine, and/or sound pedagogy. Where such material contains significant and unique information such that, in the opinion of the Library Committee, it would be unwise to “throw out the baby with the bathwater,” the resource will be acquired but will be tagged with information indicating the undesirable section(s).
- Significant, seminal works
- Price
- Publication date should be current

Collection Profile

Vertical file

Pamphlets, small books and papers which mirror the collection of books

Periodicals

Presbyterians Today

Other periodicals which are relevant to the church’s mission, of reasonable cost, and used by library patrons.

Archives of church historic materials

Collect, sort, assemble and preserve documents

Give access to these materials

Children’s Ressources

Bible stories for various age levels

Value-based reading materials for various age levels

Materials for the children’s teachers to use in class preparation as well as in age-level understanding

Books and Audio visuals

Reference (Concordances, Bible dictionnaires, Bible allasses, Dictionnaires)

Bibles in various versions

Bible handbooks, guides to Bible study and interpretation

Commentaries (individual, one-volume, or sets)

Church history and Bible history

Christian living

Books on leadership

Books on specific areas of ministry

Counseling

Christian biographies

Puritan and other Christian classics

Adult Christian fiction

Books on families, marriage, divorce, child rearing

Christian psychology

Christian living—men, women and teens

Christianity and culture/current issues

Missions, including missionary biographies

Books that give devotional ideas

Books to help teachers in their presentations

Donations and Memorial Gifts:

Books donated will be reviewed by the Library Committee to determine suitability for the Bayside Presbyterian Library. Guidelines to be used in accepting donations will be the same as those used to select items for purchase for the Library. The Library Committee will also take into account the condition of the resource and duplication of materials already available in the library.

Accepted donations become the property of Bayside Library. The Library reserves the right to remove unneeded materials in any appropriate method agreed upon by the Library Committee.

The same guidelines will apply to a book donated as a memorial. Before donating a book, the donor should submit the title to the Library Committee for review. It is suggested that if someone wishes to make a memorial donation to the Library, he or she should request a list of approved titles (created by the Library Committee) which will fill a need in the Library. The person donating the book may buy the book or provide the funds for the Library

Committee to purchase the book. Recognition as to the person being honored will be written inside the book. Upon request, a letter will also be sent to the person being honored or his/her family.

If an item is donated which is determined to be unsuitable for the library, the item will be returned to the donor if that person is known. If not, the Library Committee will make a determination as to the best use for the book.

Challenged Materials:

A challenge to a book in the Library must be submitted in writing to one of the pastors. The challenge must name the book, the author, and specific reasons why the book is being challenged. The pastor will then meet with the Library Committee and the Director of Christian Education to discuss the challenge. The decision shall be based on the selection policy of the Library and the specifics of the challenge. The final decision will be made by the pastor. The pastor will relay the decision to the person making the challenge. If the challenge is upheld, the item shall be removed from the Library collection.

Weeding Library Items:

At least once every 3 years, the Library Committee should review all items in the library and determine if any should be weeded. Considerations in weeding include:

- Content assessment based on church requirements and areas of interest
- Usage, age and physical condition of the book
- Availability of a newer title that addresses the same issues
- Unnecessary duplication
- Local value or historical significance to the congregation, community or denomination

Revised by the Christian Education Ministry & Library Committee June 2015