

## **Cornerstone Mennonite Fellowship Library**

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### **1. Purpose**

- a. To provide books which promote spiritual maturity
- b. To provide books emphasizing areas of information that public and school libraries may minimize, such as our Anabaptist heritage and beliefs
- c. Promote good stewardships by the sharing of these resources
- d. Provide books that teach practical living values
- e. Provide resources which sharpen the reader's sensitivity to and increase his concern and compassion for man's social, moral, physical and spiritual predicament and needs

### **2. Guidelines for Book Reviewers**

- a. Must be an active member who is at least eighteen years of age
- b. Willing to objectively evaluate books
- c. Specifically fill out Reviewer's Sheet

### **3. Library Material Selection and Evaluation**

#### Guidelines

- a. Does not contain slang (Examples: gee, gosh, golly), crude, or indecent language; does not use the Lord's name in vain (If a book is of exceptional value, the librarians may decide to black these words out.)
- b. Does not contain vivid and detailed description of violence
- c. Does not sensationalize evil
- d. Does not contain patriotic or militaristic emphasis as its main theme or encourage involvement in the armed services
- e. Does not have the central focus on romance or contain unhealthy views toward love and marriage
- f. Does not promote divorce as an acceptable alternative
- g. Does not promote disrespect for authority or other people
- h. Does not contain favorable mention or practices contrary to those of the historic nonresistant churches
- i. Does not favorably mention the occult, crystal balls, horoscopes, ghosts, witches, Halloween, etc.
- j. Does not promote the secularization of Sunday
- k. Does not add or take away from Scriptural teaching
- l. Pictures in children's books should as much as possible promote modesty
- m. Books directly dealing with biblical themes and principles or retelling Bible stories need to be carefully checked for accuracy; fictional accounts of biblical stories need to make it

clear that many details in the story are a result of the author's imagination and should not be accepted as fact (Example: Veggie Tale films do not meet this standard.)

#### Order of Evaluation

- a. Reviewer reads or previews item and fills out Reviewer's Sheet.
- b. Librarians go over Reviewer's Sheet and determine whether to approve, approve with a footnote\*, or reject the item.

c. Rejected items should be returned to donor. Accepted items become church property.

\*If the item is considered acceptable as a whole by the Library Committee, but contains some questionable statements, these portions will be footnoted on the item.

#### 4. DVD and Video Processing

- a. New items should be added to the DVD and video master list and numbered accordingly.
- b. Numbers should be applied to the spine and the item.
- c. Apply a label identifying it as church property to the case and the item.
- d. A card should be filed in the card box for the item.

#### 5. Audio Processing

- a. Audio-Children's
  - i. New children's items should be added to the children's audio master list and numbered accordingly.
  - ii. Items should be numbered according to the system below. The number should be put on the case and the item. (Note: This system was devised to be able to keep series in separate places on the shelf, but to keep the items in numerical order overall.)
    1. AC1-AC100: Items not in a series
    2. AC101-200: Adventures in Odyssey
    3. AC201-300: Jonathan Park
    4. AC301-400: Your Story Hour
    5. AC401-500: Elsie Dinsmore
  - iii. Apply a label identifying it as church property to the case and the item.
  - iv. A card should be filed in the card box for the item.
- b. Audio-Adult
  - i. New adult items should be added to the adult audio master list and numbered accordingly.
  - ii. Items should be numbered according to the system below. The number should be put on the case and the item. (Note: This system was devised to be able to keep series in separate places on the shelf, but to keep the items in numerical order overall.)
    1. AA1-100: Items not in a series
    2. AA101-200: Ladies' Time Out
    3. AA201-300: Music CDs
    4. AA301-400: Focus on the Family Recorded Programs
  - iii. Apply a label identifying it as church property to the case and the item.

- iv. A card should be filed in the card box for the item.

## **6. Book Processing**

- a. New, soft-cover children's books must be covered with contact paper (after being labeled).
- b. Place date due slips and pockets in the back of the book.
- c. Put author's name (last name first), title, and classification on book card and insert into pocket.
- d. Stamp church ownership on card pocket and on the inside cover of the book.
- e. Record appropriate data in library notebook listing.
- f. Prepare label for spine. Follow classification guidelines listed below. Easy books should be marked with a yellow sticker and junior youth with a red sticker.

## **7. Classification**

- a. Children's Books
  - i. Easy (E)
  - ii. Junior Youth (J)
- b. Adult Books
  - i. Fiction (F)
  - ii. Biography (B)
  - iii. Family Life (L)
  - iv. Biblical Resources (R)
  - v. General Interest (G)
  - vi. Inspirational (I)
- c. Easy and Junior Youth should be labeled with the first letter of the author's last name (or the first letter of the book title if no author is listed) and arranged alphabetically in their sections. Adult books should be labeled with the category letter and the first three letters of author's last name, and arranged alphabetically in their category.
- d. Audio, Video, and DVD resources
  - i. Should be labeled numerically according to their arrival in the library
  - ii. Videos – V1, V2, etc.
  - iii. Audio-Children's – AC1, AC2, etc. (see Audio Processing for more detail)
  - iv. Audio-Adult – AA1, AA2, etc. (see Audio Processing for more detail)

## **8. Library Material Removal**

- a. Be sure to cross out the title in library notebook listing and remove the card from the item or from the card box.

## **9. Library Committee Responsibilities**

- a. Handle new, used, and donated library materials.
- b. Proofread or preview all materials being added to the library.
- c. Do necessary repairs to library materials.
- d. Process approved library materials.
- e. Promote books and other resources available by putting notes in the bulletin.
- f. See laymen on the board with any questions, concerns, or needed updates to these guidelines.

- g. Serve a three-year term. (Note: One librarian is appointed each year by the nominations committee.)
- h. Spend up to \$500 a year for library materials.
- i. Once a year, remove all library materials from the shelves and clean the shelves.
- j. Keep the library locked when not in use.
- k. Coordinator (Librarian in her third year):
  - i. Assign Sunday morning library duties and give a written copy to the librarians and the bulletin coordinator.
  - ii. Handle all finances with the church treasurer.
  - iii. Set and plan meetings of library committee.
  - iv. Keep records up-to-date.
  - v. Check for overdue books monthly and place overdue notices in mailboxes. (Note: We do not charge fines.)
- l. Librarian Weekly Duties
  - i. Coordinate the signing out of library materials.
    - 1. Library materials may be signed out for two weeks.
    - 2. All items may be renewed.
  - ii. When signing out a book, pull the card out of the pocket and put the borrower's name and due date on it. Then arrange the cards alphabetically by author's last name in card box. Also, remember to put the due date on the slip in the book.
  - iii. When signing out a DVD or video, find the card in the card box and put the borrower's name and due date on it. Leave the card in the box.
  - iv. When signing out an audio resource, find the card in the card box and put the borrower's name and due date on it. Leave the card in the box.
  - v. Locate cards for returned books. Place in pocket and return to shelf.
  - vi. Locate cards for returned DVDs, videos, and audio resources and cross off the borrower's name. Leave the card in the card box. Return the item to the shelf.

**10. Guidelines for Borrowers (Post in library)**

- a. No more than three items can be checked out at a time.
- b. Materials available on a first-come, first serve basis.
- c. Borrower is responsible for all lost or damaged resources.