

THE PRESBYTERIAN CHURCH OF WASHINGTON LIBRARY COLLECTION DEVELOPMENT PLAN

Online Catalog at librarything.com/catalog/KGruber

CIRCULATION POLICY:

Anyone who regularly attends our church is welcome to borrow books from the library. Library patrons are responsible for properly checking out materials and returning them within a reasonable amount of time so that others may enjoy them. In general, patrons are asked to keep to a limit of three items checked out at a time, for a two week period. Items may be checked out or renewed by writing your name and the date on the card in the book's pocket and leaving the card in the box on top of the card catalog. Returned materials should be placed on top of the card catalog. Lost or damaged materials should be reported to the librarian.

COLLECTION DEVELOPMENT:

It is the responsibility of the church librarian, with the support of the pastor and session, to coordinate the acquisitions and weeding activities in the library, following the guidelines of this plan.

Wish List:

The PWC Library has a new wish list, to help us add some newer materials. Go to our online catalog at www.libraryThing.com/catalog/kgruber and use the menu along the top to view tags. Look for items tagged "wishlist." Materials are placed on the wishlist for many reasons, such as to replace an older version of a valuable work, to help round out the collection in a certain topic or format, to meet the needs of church programs and members, and to add current popular works to the collection. Suggestions for the list are also very welcome and can be given to Pastor Pat, Karen Gruber, or the church office.

Guidelines for Donations and Acquisitions:

The PCW Library collects materials that will guide personal spiritual growth and support the mission of the church. We are pleased to accept donations in the form of items or monetary gifts. To assure that our collection remains relevant and useful, books given to the PCW Library should be:

- On subjects that support our mission.
- In good physical condition – no loose pages or bindings, brittle paper, underlining, highlighting or marginal notes, dirty and worn or torn covers, musty odors, or signs of mold or mildew.
- Current – published in the year 2005 or later, if possible. Most books donated to the library are older titles. Of course many of these have value for readers. However, people are usually interested in current perspectives on most topics, and we would like to move toward a better mix of old and new works.
- Quality content – favorable reviews, popular appeal, reputation of the author, etc.
- In formats that the library collects – i.e. no magazines, encyclopedias, VHS or audiocassettes.
- New to the collection – due to space considerations and limited resources, the library will not typically add duplicate copies of titles already in the collection.

(Guidelines for Donations, continued)

Upon receipt, the donations become the property of the church. Donated books that are not added to the collection will be sold, donated to other organizations, or recycled, as deemed appropriate by the church librarian. In the case of a monetary donation, the librarian will work with the donor in regards to how they would like to have the donation used.

Examples of subjects that are compatible with our goals (including, but not limited to):

Presbyterian Church – history, beliefs, biographies of leaders
 Bible study and interpretation – dictionaries, handbooks, concordances, commentaries, study guides
 Theology – systematic studies of religious teachings, practices, and influence
 Christian living – assistance for Christians who wish to live a faithful life, including devotional and prayer
 Spirituality and spiritual development
 Missions – both general discussions and personal narratives
 Ethics and philosophy, particularly in relationship to religious thought
 Christian perspectives on marriage, family, parenting, aging, and death
 Environment and care for the planet, especially with a Christian perspective
 Stewardship
 Sunday school and religious education
 Religion and the arts
 Biographies and memoirs of Christians, or other significant faith leaders/pioneers
 Fiction, poetry, etc. – well written literature that offers philosophical, spiritual, or moral enlightenment

Formats Collected:

Books, CDs, DVDs, and audio books (on discs). No VHS or audiocassettes (tapes) accepted.

Audience:

The library will collect materials for adults, children and youth in all appropriate subject areas.

Weeding:

Weeding is a term describing the active discarding or transferring of unused or unneeded library items. It is necessary in order for the collection to stay updated and relevant. Items that do not support the overall mission of the church or do not meet the following criteria will be considered for weeding:

- The text, images, or ideas are out of date
- The item does not support our theology
- The item is worn out, coming apart, musty, written in, dirty, or looks unappealing
- The library would be better served by a better source
- The item does not meet the needs of the members; is not circulating

Books that have been withdrawn will be offered first to the members of PCW for use in their classrooms or personal collections. The remaining books will be offered to the annual book sale.