

LLC Approved 10-29-13

## **UUCDC ADULT FAITH DEVELOPMENT LIBRARY Policies and Procedures**

### **Mission Statement**

The UUCDC Adult Faith Development Library provides resources to encourage spiritual growth and the search for truth and meaning.

### **Check Out and Return Responsibility**

(Library Hours—daily whenever the building is open)

- Anyone who attends UUCDC on a regular basis is welcome to borrow books from the Adult Faith Development Library.
- All library books must be properly signed out and in on the clipboard found on the library shelves.
- All materials may be checked out for a reasonable period of time and may be recalled by the Library Committee or by an interested reader.
- After returning books and signing them in, leave in the return bin.
- We request you have a limit of 3 items checked out at the same time.
- We ask that you report lost, missing, or damaged materials to the office.

### **Processing, Displaying and Publicizing Library Materials**

- A subject category will be assigned by the Library Committee. White labels including the category, author and title will be affixed to the spine of the book and covered with clear tape. A "Please return to the UUCDC Library label" will be affixed to the inside front cover.
- Additions to the Library will be added to the Library spreadsheet, which will be reprinted and displayed on the Library shelves periodically.
- Titles will be added to the UUCDC Shelfari website under the "Own" section. Subject and author tags assigned to each title will be searchable as an index under the virtual shelf on the webpage at <http://www.shelfari.com/uucdc/shelf>
- Library Committee members will feature Library materials in the *Focus* newsletter and eDigest on an occasional basis.

### **Book Selection Policy**

To build a collection that is vital and useful to the community, the UUCDC Adult Faith Development Library strives for prompt acquisition of new materials and elimination of worn-out and dated materials.

Responsibilities for selection, maintenance and weeding will rest with the Library Committee of UUCDC.

Purchase requests are carefully considered and weighed in relation to the total Library collection and budget.

The church members will have input and the opportunity to make requests for materials.

Library Committee members involved in selection of all materials shall use the following criteria as a guide:

- readability and popular appeal
- favorable reviews found in standard selection sources
- recommendations based on preview and examination of materials
- reputation and significance of the author, producer, and publisher
- validity, currency, and appropriateness of the material
- value commensurate with cost
- integrity of material

In considering replacement of Library materials discarded because of damage or wear, each case is weighed with regard to several factors: duplicate copies; other books that adequately cover the subject area, similar material that is more recent, and demand for the title are all considered.

### **Donation Policy**

The UUCDC Adult Faith Development Library is pleased to accept any donations in the form of single items, collections, or monetary gifts. Upon receipt the donations become the property of the UUCDC Library. The decision to keep or donate to the Media Public Library Book Sale will be at the discretion of the Library Committee. Generally, the same standards of selection are applied to gifts. 5 or fewer donated books may be left in the bin below the Library shelves or in the office. Donations larger than 5 may be accepted only after a consultation with the Library Committee chair.

The Library Committee will not notify the donor of retention or discard of any donations. Discarded items that are deemed inappropriate for use due to content, physical condition, curriculum needs, obsolete, or does not meet church policies will be disposed through donation or discard. Donor can request a receipt listing the number of volumes received but not itemizing each donation. The Library will not be held accountable for gift appraisal for tax obligations; this will be the responsibility of the individual donor.

In the event that a monetary donation is given, checks need to be made out to the Unitarian Universalist Church of Delaware County with notation that the money is for the UUCDC Library. Online donations may also be made at <http://www.uucdc.org/about-us/donate>

Donations in honor or in memory of someone will be acknowledged in writing to the donor and the honoree or family of honoree as requested. A bookplate may also be requested for inside the front cover of the book.

## Sample Letter of Acknowledgement for Gifts

Dear \_\_\_\_\_:

On behalf of the library at The Unitarian Universalist Church of Delaware County, we wish to thank you for your donation of \_\_\_\_\_ in memory [or in honor] of

\_\_\_\_\_. A letter has been sent to [insert the name of the person or the name of someone in his or her family] \_\_\_\_\_ acknowledging this gift to our library on his [or her] behalf.

Our members will benefit from this addition to our resource collection. We very much appreciate your thinking of us in honoring \_\_\_\_\_ in such a tangible way.

Sincerely,  
UUCDC Adult Faith Development Library Committee

## Challenged Materials

If there are objections concerning library items, the procedure for filing a complaint will be as follows:

1. The complaint should be filed in writing with the Library Committee Chair on the "Request for Reconsideration of Library Material" form. This form may be obtained from the church office or the Library Committee.
2. A review committee consisting of the chair of the Library Committee, a member of the Adult RE team, and the complainant will convene. The responsibilities of the committee will be to:
  - a. read, view, or listen to the challenged material;
  - b. read several reviews, if available;
  - c. check standard selection aids;
  - d. talk with persons who may be knowledgeable about the material in question and similar material;
  - e. discuss the material;
  - f. make a decision to recommend retaining or withdrawing the material;
  - g. notify the complainant of its recommendation and the disposition of the challenged material.
3. The complainant will have the opportunity to appeal to the Lay Leadership Council, where their decision is final.

The Unitarian Universalist Church of Delaware County

**REQUEST FOR RECONSIDERATION OF LIBRARY MATERIAL**

Date \_\_\_\_\_

If you have found materials or library resources about which you have concerns, please complete this form to assure prompt, complete consideration by Library Committee.

**Material for Reconsideration**

Author/Producer: \_\_\_\_\_ Publisher: \_\_\_\_\_

Title: \_\_\_\_\_

Date/Edition: \_\_\_\_\_

Type of Material: \_\_\_\_\_

Did you read, view or listen to the entire work or a portion of the work? \_\_\_All \_\_\_Part

Please describe your concerns regarding this material:

What specific pages/sections illustrate your concerns:

How did this material come to your attention (optional):

**CONTACT INFORMATION**

Your Name: \_\_\_\_\_

Your Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_

Organization Represented: \_\_\_\_\_

Telephone: \_\_\_\_\_

Please send completed form to: UUCDC Library Committee, 145 W. Rose Tree Road. Media, PA 19063