

## **GRACE PRESBYTERIAN CHURCH LIBRARY FULL MATERIAL SELECTION POLICY**

The purpose of this policy statement is to insure, insofar as possible, that materials selected for inclusion in the Church Library collection will glorify God and aid the user in worship of and service to Him. In order to accomplish such a purpose, selection criteria are essentially prescriptive and are meant to fulfill the aims of the Mission Statement. With this in mind, the following general guidelines will be observed in selecting books, pamphlets, periodicals, audiocassettes, videocassettes, equipment, CDs, DVDs, other electronic media, and services, for purchase with church funds, memorial funds, and in accepting or retaining all gifts from generous donors.

- Subject matter treated and the content therein are vital considerations. Responsible coverage of the material is the most important consideration. Materials should be accurate in facts, scriptural interpretation and doctrine and of high literary or technical quality.
- Permanency of content should override the popular fad of the moment. Materials selected for inclusion in the collection should have enduring value in order that future users be accommodated as well as present readers.
- Care will be given to selecting items that appeal to the various age levels and constituencies of the church.
- Materials not related to Biblical, spiritual, and personal Christian development will be included, although some discretion is needed here to supplement the curriculum and Church administration needs.
- Book production, i.e., format, design, arrangement, binding, illustrations, indexes, type, etc., requires careful evaluation and is a factor in selection.
- Weeding is characteristic of good selection and should be on a systemic and programmed basis using the standards set forth above.
- All audio-visual materials should be selected using the same criteria outlined above, where applicable. Software should always be compatible with equipment available.
- All audio-visual and computer equipment should meet industrial standards and have UL approved wiring and/or electrical components.
- Materials and gifts for the Library will be approved by the Library Ministry, based on the recommendations of the Librarian.

- Donated gifts to the library must meet the same standards as purchased items. No provisional gifts will be accepted.

- Since the physical size of the library is small, space is of the utmost importance. Therefore, if the material can be found in another type of library, i.e., school or public, it will not necessarily be given priority.

Date Approved May 12, 2010

Reviewed by Library Ministry Jan. 2012

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