

## **Cary Presbyterian Church Library Policies**

### **Mission**

The library of Cary Presbyterian Church is a curated collection of resources that enrich the spiritual and intellectual lives of the congregation with particular emphasis on Presbyterian belief and practice.

### **Circulation**

The library is located in room 203, and is open for self-serve use whenever the church building is open.

Any item borrowed from the library should be checked out so there will be an accurate record of where materials are and which items are and are not being used. To check out an item:

- find the checkout card at the back of the book
- write your first and last name and the current date for the 'due date'
- place the completed card in the card holder on the library desk
- library volunteers enter the checkout data into our catalog program periodically, usually weekly

The checkout period is 30-days, but no fees are charged for overdue items. Our catalog program emails borrowers at the time their check outs are entered in the catalog, prior to the due date, and when returns are entered into the catalog. Items can also be renewed.

Returned items should be placed in the book return box located on the floor near the library entrance.

### **Catalog**

The library catalog is maintained via LibraryThing.com, with no fee. Online access to the catalog is provided through LibraryCat.org at a fee of \$6 per month. Patrons can access the catalog through a link on the Library page of the church website or directly at [www.librarycat.org/lib/carypreslib](http://www.librarycat.org/lib/carypreslib).

### **Donations**

Used book donations are not accepted without the prior approval of the church librarian.

Monetary donations can be made payable to Cary Presbyterian Church. They can be directed towards specific interests, and can be made in honor of or in memoriam of an individual. An acknowledgement letter to be used for tax purposes will be provided upon request.

### **Withdrawals**

In order to maintain a useful and up-to-date collection, and to ensure sufficient space for new items, materials will be periodically reviewed for retention or removal from the library.

Items in poor physical condition, obsolete editions, and duplicates will be withdrawn. Items that have remained unused for extended periods may also be withdrawn.

## **Selection**

Materials selected may include books, DVDs, and CDs, and both fiction and nonfiction.

Subject area concentrations:

- Bible study – commentaries, study guides, Bibles in a variety of translations, Bible archaeology
- Theology and doctrine – Presbyterian and Reformed, and comparative to other traditions
- Prayer and devotional literature
- History of Christianity and Presbyterianism
- Missions, thoughtful giving, and stewardship
- Spiritual practices – mindfulness, labyrinth, contemplative prayer
- Christian life – parenting, aging, grief, caregiving, enneagram
- Worship – church music

Authors popular with the congregation:

- |                       |                        |
|-----------------------|------------------------|
| • Karen Armstrong     | • Timothy Keller       |
| • William Barclay     | • Ann Lamott           |
| • Diana Butler Bass   | • C.S. Lewis           |
| • Dietrich Bonhoeffer | • Henri Nouwen         |
| • Marcus Borg         | • Richard Rohr         |
| • Bart Ehrman         | • Barbara Brown Taylor |
| • Adam Hamilton       | • Phyllis Tickle       |
| • Jan Karon           | • N.T. Wright          |

Sources of titles to consider adding:

- Westminster John Knox (Presbyterian, publisher)
- Flyaway Books (Westminster John Knox children's imprint, publisher)
- PCUSA (publisher)
- Cokesbury (online Christian retailer)
- Booklist magazine (religion issue in November, publication of the American Library Association)
- Recommendations from staff and congregation

## **Processing**

Additions to the library will be processed as follows:

- Add to the church's LibraryThing account
- Create spine, card, and card pocket labels using the CPC Library template
- Stamp CPC Library on title page and on top edge of pages (if wide enough)
- Place card pocket inside back cover of books, on outer cover of DVDs and board books
- Attach special stickers as follows:
  - Reference stickers printed from a Word document – red letters on yellow
  - ¼" yellow dot below call number on books with discussion questions included
  - ¼" dark blue dot below call number on books in the Stephen Ministry section

Withdrawals from the library will be processed as follows:

- Remove checkout card
- Note accession number and title the Withdrawal Log
- Remove from LibraryThing
- Stamp WITHDRAWN on title page near CPC Library stamp, and on card pocket

### **Classification**

- Bible study series with more than a few volumes owned, all volumes – 220.07
- Concordances – 220.3
- Bible translations and versions, spine label format:
  - 220.5 (Always 220.5)
  - BIB (Always BIB)
  - NRSV (The translation – NIV, MSG, etc.)
- Commentary series with more than a few volumes owned, all volumes – 220.7
- Commentaries and Bible studies from series with only one or two volumes owned - Dewey number for the individual book of the Bible
- Old Testaments – 221
- New Testaments – 225
- Books classified as 248.x by the Library of Congress with subject headings including “-- Religious aspects,” “-- Christianity,” or “-- Christian life,” that address a subject that has its own Dewey number should be classified under that subject number, not within 248. Examples:
  - Aging, retired or older persons – 155.6 (not 248.85)
  - Grief – 155.9 (not 248.86, etc.)
  - Caregiving – 362.6
  - Parenting – 649