

## **Selection Policy for the St. John the Apostle UMC Library**

The St. John the Apostle UMC Library adds books and other materials to its collection that support the beliefs and ministry of the Church and that support the needs of all age levels (adults, youth, and children). Keeping in mind the mission of St. John and the purpose statement of the Library, materials are selected using the following guidelines.

### **I. Subject Matter**

Materials added to the collection will reflect the teachings of the Christian faith with particular emphasis on the teachings of the United Methodist Church. They should be in good physical condition and of current interest. Emphasis will be in the following areas.

#### **A. Bible Study**

Materials that will support reading and studying the Bible and include the following types:

Bibles in several translations and paraphrases

Bible dictionaries

Bible encyclopedias

Bible handbooks

Concordances

Commentaries

Bible history

Bible geography and atlases

Bible biographies

Bible customs

Archeology as related to Bible study

Bible studies of various types including surveys, book-by-book studies, and topical studies.

#### **B. Doctrinal Studies**

Materials that deal with Christian doctrine

#### **C. Denominational Materials**

Materials that explain the beliefs and history of the United Methodist Church including creeds and statements of belief. Included also are books and other materials issued by the Church.

#### **D. Christian Living and Devotional Works**

#### **E. Christian Education**

#### **F. Fiction**

Christian and young adult fiction may be added if it contains a religious or moral message.

Adult fiction will not be added unless it contains a very strong religious message.

### **II. Types of materials**

#### **A. Books**

In general books will be the primary materials added to the collection.

#### **B. Periodicals and magazines**

A limited number of periodicals and magazines will be added to the collection as space allows. In general only the latest few issues of each title will be kept.

Older issues will be discarded.

C. Audiovisual materials

In general videorecordings, DVD's, compact discs and audiotapes will be the only types of audiovisual materials added to the collection. Other types of audiovisual materials, such as filmstrips, records, and motion pictures, will not be added.

D. Photo Albums

- a. Pictures of St. John the Apostle UMC events to record church history.
- b. Slides from previous years.

III. Gifts

Gifts that meet the stated scope of the collection and that are in good condition may be added to the collection with the approval of The Librarian and/or Library Team. In general duplicate copies will not be added. Gifts that are not added to the collection will be disposed of in one of the following ways:

- a. Sold and the money used to buy items for the Library; or
- b. Given to an appropriate charitable organization.

IV. Maintenance of the collection

The collection will be reviewed on a continuing basis and materials may be removed from the collection if they fall into one or more of the following categories.

- A. Poor condition
- B. No longer of current interest
- C. Duplicates- either an exact duplicate of a title or the subject matter is covered by other materials that is more current or better in some way.
- D. Superseded editions

V. Selection

The Librarian and or Library Team is responsible for choosing materials to be added to the St. John UMC Library as well as overseeing and reviewing proposed withdrawals.

VI. Oversight and Review

This policy will be reviewed as needed to reflect the changing needs of the St. John UMC Library. The Librarian/ Library Team will make all revisions with the approval of the Council of Stewards. The Librarian/ Library Team and Council of Stewards will review this policy at least once a year.