

Calvin Library Collection Development Policy

Calvin Library Mission:

Calvin Library witnesses to our Lord Jesus Christ. We believe God works through the library and its collection to transform lives.

The library supports the mission of Calvin to center our lives on Jesus, encourage seekers, grow together through community, and engage our gifts where we are called in ministry and mission.

We select, organize, and share materials to help members, friends, and staff grow in Biblical literacy and Christian maturity.

Purpose of this Policy:

The purpose of a collection development policy is to establish principles and outline policies for the development of the library's collection in a cost effective manner. The librarian uses the policy as a guide when selecting materials to be added to the collection, as well as when removing materials that are no longer needed. The policy will also inform members of the congregation and other library users about the criteria used to select items for inclusion or withdrawal. The plan is periodically reviewed and updated.

Collection Profile:

The Calvin Library collects materials on a wide range of topics that reflect the needs and interests of the Calvin community including, but not limited to:

- Bibles in various translations and interpretations
- Presbyterian policy and history
- Christian life
- Spiritual development
- Prayer
- Worship
- Stewardship
- Church administration
- Church music
- Church growth
- Missions
- Other denominations and religions
- Ethics, social issues, and philosophy
- History and geography
- Classic Christian literature

The types of resources are characterized more specifically below:

Reference, such as almanacs, bibliographies, dictionaries, directories, encyclopedias, commentaries, handbooks, and yearbooks designated for library use only

Bible Study, such as dictionaries, encyclopedias, handbooks, concordances, commentaries, and Bible atlases, archaeology, Bible customs, and book-by-book and topical study guides

Doctrinal Studies, which include books dealing with the functions of each person of the Trinity—Father, Son, and Holy Spirit, salvation, angels and demons, heaven and hell, prophecy, death, and resurrection.

Theology includes studies of religious faith, practice, and experience, God’s relation to the world, and proving the truth of Christianity (apologetics)

Denominational Materials that explain the beliefs of the Presbyterian USA denomination, as well as books on creeds, and yearbooks, mission reports, etc.

Christian Living and Devotional Books help Christians relate Bible principles to their everyday lives. These are often written by Christian authors out of their own experiences. Devotional books by Christian leaders through the centuries are also included.

Resources for Establishing and Maintaining the Christian Home, including books on preparation for marriage, marriage, divorce, parenting, sex education, and family devotions.

Christian Witness and Evangelism Tools include books on personal witness and ways to communicate the Christian message to those of other faiths. Books that clearly explain the way of salvation are also available.

Stories for Children include well-illustrated books for preschoolers and early readers, and books to challenge more able independent readers, as well as books that can be read to children of all ages.

Biography - The lives of believers who have gone before and those living today inspire many Christians to closer walks with the Lord, and lives of usefulness for him.

Mission Books include not only inspirational reading about missions, but also books of value to those about to embark on a mission.

Fiction - Christian fiction can have a great influence on readers through presenting Christian truths in interesting, easily read, story form. Fiction will be limited to classics, such as *The Chronicles of Narnia*.

The following resources will NOT be included in the Calvin Library at this time:

Books for Teens - *Teen resources are currently being housed within Youth Ministries, as needed.*

Christian Education Resources - *Christian Ed resources are currently housed elsewhere in Calvin. However, they will be reviewed for inclusion at a later time.*

Format

The Library collection consists of books, periodicals (magazines), and multimedia in the form of CDs and DVDs.

Criteria for Book Selection

Selection will be done by the librarian, with input from the pastoral staff and consideration of recommendations by other church staff, library volunteers, and congregants. Ideas for purchases come from relevant periodicals, book review publications, publisher announcements, newspapers, advertisements, and other appropriate review sources.

1. All materials should be pertinent to the broad mission of the church. The librarian takes into consideration the following criteria:

- Ability to inform, educate, and enrich all members of the Church staff, congregation, and visitors
- Represents the Reformed view of Christianity, or clearly indicates if representing a different view
- Relation to the collection and to other publications on the subject, including duplication of materials already in the collection
- Significant, seminal works
- Reputation and/or significance of the author
- Date of publication
- Price

2. Due to budget limitations, the Library will not acquire multiple copies.

3. Periodicals must be relevant to the church's mission, of reasonable cost, with useful breadth of interest, and used by library patrons.

Retention Criteria

Materials will be systematically reviewed to maintain a current, active, and useful collection. Criteria for retention or removal of material will be based on a combination of the following:

- Content assessment based on church requirements and areas of interest
- Usage, age, and condition of the material
- Obsolete or superseded editions

- Unnecessary duplication
- Individual volumes of a set or partial sets
- Availability of the material from other sources (e.g., local libraries)

Items that are removed from the library will be marked as “withdrawn” and offered to the congregation for a small donation and/or to the Prisoners of Christ organization. Calvin Library reserves the right to dispose of materials removed from the collection as it sees fit.

Replacement

The library does not automatically replace all materials withdrawn due to loss or damage. In making a decision as to whether or not an item will be replaced, the librarian considers the following factors:

- Whether the item is still available and can be replaced
- Whether another item or format might better serve the same purpose
- Whether there remains sufficient demand to replace the item
- Whether updated, newer, or revised materials might better replace a given item
- Whether the item has historic value
- The existing coverage of the subject within the collection
- The cost of mending versus the cost of replacement

Inventory

The collection is inventoried every two years. The last inventory was completed in the summer of 2010.

Donations

Calvin Library accepts gifts of books and other materials that enhance or develop the library collection. Not all donated items will be added to the collection. Donations must meet the criteria listed below.

Timely. In general, only books published within the last *15 years* will be considered. Exceptions are made for Christian classics, books written by well-known Christian authors, or items filling a gap in the collection.

Scope. The subject matter covered is broad in scope.

Relevant. The subject is relevant to Calvin sermons, programs, and discipleship, per the criteria listed above.

Appropriate. Content supports the ministry of a Christian library; general books that can be found in a public library are usually not part of the collection. Outdated media formats are not accepted.

Of literary or scholarly quality. Content is well-written or produced.

Physical Condition. Items have minimal or no damage, underlining, highlighting, notes, yellowed or torn pages, etc.

Accepted donations become the property of Calvin Library; the Library reserves the right to dispose of unneeded materials in any way it sees fit, including offering to the congregation for a small donation and/or donating to the Prisoners of Christ organization.

The Library does not place a value on gifts for tax purposes.