

# Guidelines for Which Library Items Are Kept, Purchased, or Accepted as Donations

Covenant's library is a resource to assist members and staff in growing in the Christian life and faith, both individually and communally. The collection must be kept up to date to best serve the changing needs of the congregation. The following practices are recommended for accepting books, CDs, DVDs or videos:

- We accept books with the topics of biblical and theological studies, spiritual guidance, caregiving and social issues related to our church mission, church history, biographies of religious persons, and hobbies or crafts as spiritual exercises. Books on general history, other biographies, crafts should not be accepted.
- We will hold books lacking religious emphasis but offering significant insight on issues related to the mission of our church, for example, books about poverty, hunger, and other social issues.
- We will hold fiction that is of interest to the Christian community.
- We will hold a few general reference books, such as dictionaries.
- Special allowances have to be made for books authored by members and former members.
- Books lacking a religious or spiritual emphasis, such as those on crafts, hobbies or general world history should be accepted only in special circumstances.
- A note reflecting why the book was chosen should be included in the computerized item record if its acceptance is special in any way.
- Books more than 30 years old will not be accepted unless the book is judged to have special significance.
- We will keep issues of periodicals for only a year.
- We will keep children's faith-based books and DVDs (others will be kept by Children's Sunday classes for easy access by teachers).
- Items must be in good condition.

The church librarian (a volunteer appointed by the Adult Education Committee) will determine which items meet the above criteria. When in doubt, the church librarian will consult with the Adult Education Committee. If an item is donated but is not accepted by the church library, the item will be donated to a nonprofit agency or sold at the Annual Trash & Treasure Sale.

# What would YOU like to have in the Covenant Library?

Are there certain faith-based books, which you think are must-haves or ones you think our members would like to have as resources? Are there books you wish you could read with a faith perspective on aging, parenting, world issues, art and music, finances, bible study or other topics? Contact our volunteer librarian, [Patricia Svendsen](#), with any ideas or requests.

## Policy Statement

The Covenant Library is a resource to assist members and staff in growing in the Christian life and faith, both individually and communally. Holdings emphasize Biblical and theological studies, spiritual guidance, caregiving and social issues related to our church mission. The collection must be kept up to date to best serve the changing needs of the congregation.