

LIBRARY COMMITTEE HANDBOOK

BETHESDA FRIENDS MEETING

December 2017

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MISSION STATEMENT

The mission of the Library at Bethesda Friends Meeting is to provide relevant resources that support the Meeting's spiritual development and activities, build community in areas of shared concerns and interests, and reflect Quaker principles and practices. To that end, the Library Committee will:

Maintain, grow, and prune the collection to keep it dynamic and accessible;

Promote the active use of the library to meet the evolving needs of the Meeting;

Support educational efforts within the Meeting and interact with other Meeting groups;

Be alert to new technology and digital resources to best accomplish its mission.

OVERVIEW OF COMMITTEE RESPONSIBILITIES

The Library Committee maintains the existing multimedia collection, identifies and incorporates new resources that reflect the interests of the community. Library Committee members communicate with members of other committees for suggestions for new purchases. In addition, committee members seek out experts within the Meeting community to update resources consistent with the Mission Statement. Committee members work with the Book Table Committee to provide Hospitality at the rise of Meeting during the month of February. When the Bethesda Friends Meeting moves to the Sidwell Friends Upper School, committee members will be responsible for developing and implementing a plan to move the library resources to the new location.

SCOPE OF COLLECTION

The Library Committee uses the following criteria when approving books for the Collection.

- Does the work reflect Quaker values or the testimonies of SPICES: Simplicity, Peace, Integrity, Community, Equality, Stewardship?
- Does the work discuss practices that are in some way aligned with Quaker practices (e.g. meditation, centering prayer)?
- Does the work otherwise serve the mission of providing informational resources to support the Meeting's spiritual development and activities?
- Does the work represent a topic or perspective that is not currently or adequately covered in the collection?
- Is the work authoritative and credible, not purely polemical?
- Is the work accessible and of broad rather than narrow interest?
- Is the work timely in that it speaks to the contemporary interests of the BFM community AND/OR is of historical value?
- Is the book in good physical condition, especially donated books?

The Library Committee ensures the following topics are represented in the Collection.

- Biblical resources and Christian classics
- Quaker faith and practice (including, specifically, resources for new attenders/members)
- Comparative religion and spirituality (e.g. meditation, Buddhism, but also potentially Islam and others as approved)
- Religious education books for adults and children
- Works by well-known Quakers
- Fictional works reflecting Quaker themes
- Resources that support formal groups within the Meeting

CLERK'S RESPONSIBILITIES AND TASKS

The Clerk is responsible for setting an agenda and convening a meeting of the Library Committee bimonthly or more frequently if needed.

The Clerk or the clerk's designee keeps minutes of the business discussed at each Library Committee Meeting, provides an electronic copy of the minutes to each committee member for approval, and provides the Archivist with a copy of the approved minutes. The Clerk purchases books and materials and maintains subscriptions approved by the Committee.

The Clerk maintains a record of all purchases not to exceed the amount approved in the annual budget.

The Clerk arranges for the reimbursement of expenses incurred by Committee members.

The Clerk prepares an **Annual Report of the Library Committee** to be presented at the May Meeting for Worship with a Concern for Business.

LIBRARIAN'S RESPONSIBILITIES

The Librarian or the librarian's designee maintains the overall good order of the library by regularly returning books to the shelves in Dewey Decimal Classification System order.

The Librarian or librarian's designee accessions new books and materials.

The Librarian or librarian's designee deaccessions books and materials removed from the collection at the request of the members of the Library Committee.

The Librarian maintains a description of the process to add or remove a resource from the collection.

The Librarian or librarian's designee repairs books if possible or deaccessions those that cannot be repaired.

The Librarian maintains the online catalogue of the General Collection in LibraryThing and maintains an accurate record of the Children's Collection, the Young Readers' Collection, and the Audio-Visual Resources, which include DVDs, CDs, and the Spiritual Journeys Collection.

The Librarian gives a report to the Library Committee at each meeting that includes a summary of the activity specific to the Librarian's tasks and responsibilities and to responsibilities and tasks as an ex officio of the committee.

The Librarian assists the Committee Clerk in preparing the **Annual Report of the Library Committee**.

SHARED TASKS AND RESPONSIBILITIES of ALL MEMBERSMaintain the existing collection

- Regularly resshelf returned books
- Check assigned shelves periodically for Dewey Decimal order..
- Keep library clean – remove items left around
- Repair damaged volumes when possible.

Identify and meet needs for a dynamic collection

- Determine what the Meeting community wants in the collection (e.g. what balance of reference works, historical/archival material, circulating books; what balance of current events/SPICES subjects/social justice topics, spirituality/contemplation, Quaker authors/history/philosophy; what balance of adult/children/youth books) This could be determined by a survey.
- Develop policy on topics and type of books and other resources to meet those needs (and be willing to revisit from time to time as needs may change).
- Identify gaps in collection or areas of overrepresentation.
- Prune existing books based on above and on condition of books.
- Evaluate any proffered donations based on preset policies and re-gift or return unneeded donations
- Implement annual purchasing plan based on the above considerations.

Plan for a 21st Century Library

- Consider alternative non-print book resources and develop policies for acquisition and use – CDs, DVDs, e-books, online downloads or streaming (e.g., consider uploading personal journey CDs with password protection, investigate e-book options).
- Grow and promote a web-based accessible catalogue.
- Develop a social media strategy (e.g. possible BFM Booklovers/Bibliophiles discussion blog, Facebook page, tweeting new acquisitions).

Promote two-way communication with the Meeting community

- Implement ways to make members more aware of what is available in the library (e.g. reviews and articles in the monthly newsletter, announce library information in Meeting, actively showcase new books, Meeting authors and book group titles), post “how to use your library” instructions, set up a blog, develop a Face Book page.
- Track what does and does not circulate and use results to monitor the relevance of the collection.
- Liaison with Meeting committees –
 - **Religious Education Committee** about the books children and young people would like in the library and to offer information about the resources we have. Make a yearly visit to each First Day School class with age-appropriate books to encourage them to use the library.
 - **Adult Religious Education Committee** about plans for book-related events.
 - **Ministry & Worship and Pastoral Care** about Quaker resources and specific topics for adult and children’s books on sensitive subjects such as

- personal or family crisis that may include divorce, Alzheimer's, death, autism, disability.
 - **Book Table** about what has sold well and might be of interest as part of the standing collection.
- Identify constituencies that may have special needs or interests to ensure the collection is welcoming to all (e.g. LGBTQ, African American, immigrant/refugee, teenager/youth).
- Showcase the Library (e.g. highlighting special sections, hosting library "tours", events in the library such as readings by BFM authors).

Plan for move to Sidwell Friends Upper School

- Coordinate with future planning groups about physical requirements and future wishes.
- Develop plan and identify resources needed to move existing collection. Committee members should collect online guides related to moving a library, consider what materials and assistance will be needed, determine if volunteers or paid movers should pack, move, and unpack the collection.

Hospitality

- Contribute one month of hospitality service in partnership with **Book Table Committee** (currently February).

Committee Assignment Worksheet

Committee to Contact

Library Committee Member

Adult Religious Education

Book Table

Child Care

Fellowship and Hospitality

Ministry and Worship

Nominating

Outreach and Communication

Pastoral Care

Peace and Social Justice

Religious Education

Stewardship and Finance

Notes