

## **LHUMC Library Mission Statement and Use Policies**

**Approved by the Library Committee 6-12-08**

**The Library Media Center of Laurel Heights United Methodist Church is established to support the total ministry of the Church. Our goal is to serve as a resource center and archival pool for teachers, volunteer leaders, staff, and church members and non-members of all ages. For all our patrons, we offer opportunities for inspiration, learning, and spiritual growth.**

**Library Location:** The LHUMC Library/ Media Center is located on the 3<sup>rd</sup> floor Education Building in Room 315.

**Library Operating Hours:** Library staff are available to assist patrons on Sundays from 9:30 am until 10:45 a.m. and on occasions during the week (Library Prime Time\*\*). The Library is a Self-Help Library Monday through Friday during regular LHUMC operating hours. Other than these times, the Library is closed.

**Becoming a Library Patron:** Any person wishing to check out books and media from the Library must be a **Library patron**. All church members are automatically included in the Library patron data base. The Library keeps each person's name, address and phone number. If an individual is not a church member or not currently included in the Library patron data base, there are several ways he/she can become a patron. During Library Prime Time when the Library is staffed, the individual may ask either the Librarian or a member of the Library Committee to add his/her name, address, and phone number to the patron data base.

**Any adult** may visit the Library during the week (Library Non Prime Time\*\*\*) when the Library is not staffed. To gain access to the Library, adults must begin at the first floor Reception Desk where they will sign a Library Patron Use form and obtain the Library key from the Church Receptionist. When a non member asks for the key, the Receptionist will obtain additional written information including the non member's name, current address, and phone number, along with the person's signature, the date and time. By providing this information the individual is eligible to become a Library Patron.

**Children, Youth and the Library:** (1) Only a **responsible adult\***, such as a parent, guardian, or teacher can obtain a key to take a child or youth to the Library. Because of safety issues when visiting the Library with a child or youth, the adult must remain with and supervise the child/youth **at all times while the child/youth is in the Library**. (2) If the adult wishes to leave the Library for any reason, he/ she must take the child/youth. (3) The adult must supervise the child or youth using a Library computer or any other Library equipment. (4) When the adult wishes to make the child or youth a Library Patron, the adult may ask the Library staff or the Receptionist to add the information pertinent to the child or youth to the Library Patron Use form.

**Library Key Distribution:** During the week or Non-Prime Library Time, an adult patron must obtain a key to the Library from the LHUMC Receptionist on the first floor. We have asked that **only the Receptionist** give the key to adult Library patrons. When the Receptionist is unavailable, the designated Receptionist Backup, either the Administrative Secretary or the Publications Editor *may* oversee the Library sign in/out process and distribute the key. This means that the custodial staff should refrain from opening the Library for patrons unless they receive a specific request from Library staff.

**Book/Media Circulation:** Library Patrons may check out books and/ or media in several ways. (1) They may ask the Library staff for assistance during Library Prime time, and they may ask the Receptionist for assistance when the Library is not staffed. (2) Additionally, patrons may check out books/ media by using the Library computer scanners or (3) by completing the Book/Media Circulation form on the main desk in the Library. (4) The regular period for checking out books is three weeks, with an option for renewal if the item has not "been requested" by another patron. (5) Reference books must be used in the Library. (6) The Library does not charge fines for overdue books and/or media. In lieu of fines, the Library does accept small donations from individuals who have past due materials. These designated contributions may be given to the Librarian, the Library Chair, or the Church Receptionist, who in turn forwards this money to the Church Bookkeeper.

**Use of Computers and other equipment:** The Library Committee has made the Library fully available to its patrons (both members and non members). We expect patrons to use the computers and other equipment

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responsibly. Patrons can access the Internet in the Library. However, in the interest of its patrons as well as Library and Church security, Internet access is limited by content. Patrons may not add to, delete, or in any way tamper with any software/hardware or other apparatus on the Library Computers without prior approval of Library Staff. In the event a patron becomes aware of a problem with any of the Library equipment, he/she should report the problem to the Library Staff or the Receptionist when returning the Library key.

**Use of Multifunction copier-printer-scanner equipment:** These machines are intended for small volume copying/ printing/ scanning...Therefore the Library Committee asks that patrons limit the number of copies to a maximum of 20-25, and preferably less than 5 per visit to the Library. When the patron wishes to make more copies, we ask that he/she obtain permission from the Library staff. In the event a patron becomes aware of a problem with any of the Library equipment, he/she should report the problem to the Library Staff or the Receptionist when returning the Library key.

**Appropriate Library/ Media Center activities:** The Library Committee has determined that the following are examples of accepted activity and use of the Library—(1) Book and/or media circulation; (2) study, reading, listening, viewing and other research using LHUMC Library or personal materials, (3) lesson preparation for teaching, preaching, or other presentations; (4) conducting small church related groups such as Bible study, book reviews, other church related meetings [in non-prime library time only]. At no time should patron/patrons use the Library and/or its equipment to conduct personal business with the intent of earning income or for job interviews with the intent of seeking employment. This does not preclude anyone from making online job application or search.

**Library Programs:** In addition to providing a state of the art Library/Media Center, the Library Committee also sponsors special programs such as the Fifth Sunday Parlor Book Review and the Children's Story time, and a Book Club. Other programs may be added from time to time.

**Volunteering in the Library:** If a person is interested in volunteering in the Library, he/she should speak with one of the members of the Library Committee whose names and contact information is available thru the Receptionist.

**Selection of Books and Media for the Library:** The Laurel Heights UMC Library is a specialty library which aims to serve people of all ages within the scope and influence of the Church. Books and other media selected for the Library support the teaching, preaching, worship, counseling, and evangelistic ministries of the Church. Library materials will be reviewed by members of the Library Committee to fulfill the following standards: (1) Suitable subject content, (2) Within scope of the Library's purposes, (3) Acceptable physical format, and (4) Need in view of the goals and limitations of our Library. (5) Holdings will include a broad representation of views and allow patrons to read widely.

**Gifts to the Library:** From time to time the Library Committee will publish lists of desired books and/or media for those interested in making memorial gifts. The Library welcomes these and other such gifts which support the above criteria. In the event that a book or other media item does not meet the other stated criteria, the Committee reserves the right to give these items to appropriate institutions or to otherwise dispose of them. The Laurel Heights UMC Library/Media Center is in existence largely as a result of the vision and foresight of individuals who have supported its initiation and development. We are especially grateful for those persons who choose to contribute to the Library through donations of books, media, furnishings and equipment as well as gifts and bequests. Anyone wishing to contribute to the Library memorial or honoraria may do so through the Church Bookkeeper.

### **Definitions:**

**\*Responsible adult—An adult who is either the parent, teacher, or guardian of a specific child or youth**

**\*\*Library Prime Time is the time when a volunteer Library staff member is available to assist patrons with Library activities—usually Sunday mornings from 9:30 a.m. until 10:45 a.m., or on those weekdays when a Library volunteer staff is available.**

**\*\*\*Non Prime Library time is any time during the week when Patrons may use the Library but no Library staff member is available to assist with Library activities.**