

FLAT SPRINGS BAPTIST CHURCH

Sanford, North Carolina

Policies Manual

Title Library Committee	Policy Number 019	Page: 1 Of: 2
Yearly Elected Committee Members	Date of Review/Revision: 10/15/2017	Level of Revision: 3

I. Purpose

The Library Committee is responsible for approving media placed and logged in to the Church library.

II. Definitions

Library Committee – members of Flat Springs Baptist Church selected by Nominating Committee and approved by church members.

III. Procedure

Committee members to serve from September 1 through August 31 of each church year.

For all materials in our church media library to be of high quality and benefit for our members and leaders, these selection guidelines will be followed:

- A. All materials are subject to approval by the media staff.
- B. Content should be accurate in facts, scripture interpretation and doctrine.
- C. Titles related to religious groups and their beliefs should be objective in content.
- D. Titles should be constructive in influence, morally sound, and free from racial and religious prejudice, political bias, social injustice and other evidences of unchristian attitudes and actions.
- E. Titles should be of high literary and technical quality and reflect sound educational methods.
- F. Gifts to the media library are encouraged, with money preferred. The giver and the staff may determine the type, subject, and/or specific title, with items purchased through the library.
- G. All gifts must meet the same standards as purchased titles, and no provisional gifts will be accepted.

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IV. Responsibilities

- A. Any time the suitability of media is questioned by a member, it should be reported to the staff and it will immediately be re-assessed.
- B. Committee will make sure book donations have a current copyright date within 10 years and must not be duplicates of those books already in the library. Book donations will be assessed by the library staff and appointed readers. Other media donations will be assessed by the library staff.
- C. Memorials or honorificals may be replaced if they become obsolete, damaged or lost. Whenever possible, the family will be notified of the replacement.
- D. Videos not purchased from Baptist Book Store or Convention must be approved by the Library Committee.

V. Related Documents

VI. Supersedes Document

Review/Revisions

<u>Revision Level</u>	<u>Review/Revision</u>	<u>Review/Revision Made By</u>
0	Original 2-09-03	
1	6/2013	Reviewed by Library Committee
2	12/13/2015	LC- Reviewed & Revised
3	10/15/2017	LC - Reviewed