

UUCDC Faith Development LIBRARY

Policies and Procedures

Mission Statement

The UUCDC Faith Development Library provides resources to encourage spiritual growth and the search for truth and meaning, and also supports and expands the Religious Education program.

Check Out and Return Responsibility

(Library Hours—daily or whenever the building is open)

- Anyone who attends UUCDC on a regular basis is welcome to borrow books from the Library.
- All Library books must be signed out at the computer kiosk or on the clipboard found in the Chapel foyer. Instructions will be posted and help is available from office staff.
- All materials may be checked out for a reasonable period of time and may be recalled by the Directory of Religious Education (DRE), the Library Committee, or by an interested reader as needed.
- After returning books and signing them in on the computer or the clipboard, leave in the return bin.
- We request you have a limit of 3 items checked out at the same time.
- We ask that you report lost, missing, or damaged materials to the office.

Processing, Displaying and Publicizing Library Materials

- A subject category will be assigned by the DRE or the Library Committee. White labels including the QR code, category, author and title will be affixed to the spine of the book under a clear label protector, and above a "Please return to the UUCDC" shelf label.
- Titles will be added by the DRE or the Library Committee to the UUCDC Library online catalog at <https://uucdc.libib.com>. Subject categories or tags assigned to each title will be searchable as an index on the Libib.com webpage. The UUCDC Libib library website will be linked from the uucdc.org website.
- The DRE or the Library Committee will feature Library materials in church news venues on an occasional basis.

Book Selection Policy

To build a collection that is vital and useful to the church community, the UUCDC Library strives for prompt acquisition of new materials and elimination of worn-out and dated materials.

Responsibilities for selection, maintenance and weeding will rest with the DRE and the Library Committee of UUCDC.

Purchase requests are carefully considered and weighed in relation to the total Library collection and church budget.

The church members will have input and the opportunity to make requests for materials.

The DRE and Library Committee members involved in selection of all materials shall use the following criteria as a guide:

- ☐ readability and popular appeal
- ☐ favorable reviews found in standard selection sources

- ☐ recommendations based on preview and examination of materials
- ☐ reputation and significance of the author, producer, and publisher
- ☐ validity, currency, and appropriateness of the material
- ☐ value commensurate with cost
- ☐ integrity of material

In considering replacement of Library materials discarded because of damage or wear, each case is weighed with regard to several factors: duplicate copies; other books that adequately cover the subject area, similar material that is more recent, and demand for the title are all considered.

Donation Policy

The UUCDC Library is pleased to accept any donations in the form of single items, collections, or monetary gifts. A wish list is available from the DRE to purchase new books for the children's collection.

Upon receipt the donations become the property of the UUCDC Library. The decision to keep or donate to the Media Public Library Book Sale will be at the discretion of the DRE and the Library Committee. Generally, the same standards of selection are applied to gifts.

The DRE and the Library Committee will not notify the donor of retention or discard of any donations. Discarded items that are deemed inappropriate for use due to content, physical condition, curriculum needs, obsolete, or does not meet church policies will be disposed through donation or discard. Donor can request a receipt listing the number of volumes received but not itemizing each donation. The Library will not be held accountable for gift appraisal for tax obligations; this will be the responsibility of the individual donor.

In the event that a monetary donation is given, checks need to be made out to the Unitarian Universalist Church of Delaware County with notation that the money is for the UUCDC Library. Online donations may also be made at <http://uucdc.breezechms.com/give/online>.

Donations in honor or in memory of someone will be acknowledged in writing to the donor and the honoree or family of honoree as requested. A bookplate may also be requested for inside the front cover of the book.

Sample Letter of Acknowledgement for Gifts

Dear _____:

On behalf of the library at The Unitarian Universalist Church of Delaware County, we wish to thank you for your donation of _____ in memory [or in honor] of

_____. A letter has been sent to [insert the name of the person or the name of someone in his or her family] _____ acknowledging this gift to our library on his [or her] behalf.

Our members will benefit from this addition to our resource collection. We very much appreciate your thinking of us in honoring _____ in such a tangible way.

Sincerely,
UUCDC Library Committee

Challenged Materials

If there are objections concerning library items, the procedure for filing a complaint will be as follows:

1. The complaint should be filed in writing with the DRE or chair of the Library Committee “Request for Reconsideration of Library Material” form. This form may be obtained from the church office.
2. A review committee consisting of the DRE or chair of the Library Committee, a member of the RE Council or Adult RE team, and the complainant will convene. The responsibilities of the committee will be to:
 - a. read, view, or listen to the challenged material
 - b. read several reviews, if available
 - c. check standard selection aids
 - d. talk with persons who may be knowledgeable about the material in question and similar material
 - e. discuss the material
 - f. make a decision to recommend retaining or withdrawing the material;
 - g. notify the complainant of its recommendation and the disposition of the challenged material
3. The complainant will have the opportunity to appeal to the Executive Team, where their decision is final.

(See request form below on page 4)

The Unitarian Universalist Church of Delaware County

REQUEST FOR RECONSIDERATION OF LIBRARY MATERIAL

Date _____

If you have found materials or library resources about which you have concerns, please complete this form to assure prompt, complete consideration by the DRE or the Library Committee.

Material for Reconsideration

Author/Producer: _____ Publisher: _____

Title: _____

Date/Edition: _____

Type of Material: _____

Did you read, view or listen to the entire work or a portion of the work? ___All ___Part

Please describe your concerns regarding this material:

What specific pages/sections illustrate your concerns:

How did this material come to your attention (optional):

CONTACT INFORMATION

Your Name: _____

Your Address: _____

City: _____ Zip: _____

Organization Represented: _____

Telephone: _____

Please send completed form to: UUCDC, 145 W. Rose Tree Road. Media, PA 19063