

# St. Joseph Catholic Church Library Collection Development Policy 2015

*"The word...is a lamp unto my path," Psalms 119:105*

**About the St. Joseph Catholic Church Library:** The St. Joseph Catholic Church Library has been established to provide an available source of religious educational and reference materials to the parish members that is consistent with the mission of the St. Joseph Catholic Church.

**Mission Statement and Library Goals:** The mission of the St. Joseph Catholic Church Library is to encourage the spiritual and intellectual growth of our parishioners by providing up-to-date religious and spiritual literature for all ages.

**Library Advisory Committee:** The St. Joseph Catholic Church Library will be supervised by a Library Advisory Committee made up of three parish members, at least one of whom must be the pastor on staff at St. Joseph Catholic Church or his designee.

## **Materials Selection Criteria:**

The following guidelines will be used to determine the suitability of all materials in the library collection, *whether donated or purchased*, that are available for check-out. The purpose of these guidelines is to adhere to Catholic doctrine and dogma by following the Magisterium of the Church.

1. The library may collect both new and donated materials in the following categories: Non-fiction, Fiction, Reference, and Non-book media (DVD's, CD audio recordings). *Non-fiction* materials should be in agreement with the Catechism and teachings of the Catholic faith. *Fiction* materials must be found suitable for the church library by the Library Advisory Committee. Additional criteria for judging the suitability of materials are as follows:
  - a. Are the publisher and/or author reputable?
  - b. Does the volume contain well-documented and responsible research?
  - c. Has the item been reviewed by a reputable review source?
  - d. Copyright date
  - e. Relationship of the volume to other materials already in the collection (Will it provide additional information or a new interpretation of events or data? Will it contribute to ideological balance in the collection?)
  - f. Value of the work in relationship to its cost
  - g. Likelihood of enduring value

2. Purchased materials will be chosen by the Library Advisory Committee based on an evaluation of the current collection and identification of areas in need of further representation. Consideration will be given to requests for specific materials by parishioners and library patrons. The above selection criteria will be applicable in all cases.
3. Materials will primarily be collected in English, unless a demonstrated need for alternate-language materials is presented to the Library Advisory Committee.
4. All *donated* bound materials (books) must be in good condition. Bindings should be intact, with no loose or missing pages. Nominal edge wear is acceptable. Any item showing signs of mold, mildew, acidic or deteriorating paper, or other infestation will not be accepted.
5. All *donated* non-book media and electronic resources must be in good condition, and fully playable. Only digital non-book media (DVD's, audio CD's, Blu-Ray) will be accepted for donation. The library will NOT accept the following items for donation: computer software or games, magazines of any sort, newspapers, VHS tapes, cassette tapes, LP/vinyl records, dictionaries, encyclopedias, government documents, or pamphlets.
6. All *donated* materials where the donor can be identified will be acknowledged with a [Gift Acknowledgement Form](#)
7. The library will NOT appraise the value of any donation or gift for any reason, including income tax deductions. However, the library will issue a gift receipt acknowledgement form at the donor's request. Information on IRS rules and regulations regarding charitable deductions can be found in the U.S. Treasury, IRS publication 526 "Income Tax Deduction for Contributions", or through the local Internal Revenue Office.

Individuals wishing to donate accepted materials to the St. Joseph Catholic Church Library may email Karen McMullen at [library@stjosephcolumbia.org](mailto:library@stjosephcolumbia.org) to set-up a drop off time. The items will be inspected by a member or members of the Library Advisory Committee using the above listed guidelines, and may be added to the library collection in accordance with these policies. Any and all materials that will not be added to the collection will be discarded according to the library weeding/de-selection policy.

## **Weeding/De-selection Policy:**

The St. Joseph Catholic Church Library has limited space; therefore, materials will periodically need to be discarded (“weeded”) to provide room for newer materials. Materials will be weeded from the collection using one or more of the following criteria:

1. Excessive wear or damage that cannot easily be repaired
2. Lack of circulation between full weeding cycles *for fiction titles only*; reference, non-fiction, and non-book materials that have failed to circulate will be assessed by the Library Advisory Committee to determine weeding status
3. Out-of-date materials (any item of significant circulation that has an updated, revised, or newer edition available)
4. Multiple copies of an item \*may\* be kept for circulation if in high demand; however, the number of duplicate copies will be limited to allow space for a variety of materials and will be subject to approval by the Library Advisory Committee

Materials that are weeded from the collection may be disposed of in one of several ways: a book sale may be held with proceeds going to purchase additional titles for the library, through donation to a mission or charitable organization in need of books, or via other means agreed upon by the Library Advisory Committee. Materials of historical significance to the parish community or congregation may be de-selected and moved permanently to the church archives.

## **Challenged Materials Policy:**

In the event that a parishioner or library patron challenges the inclusion of specific materials in the St. Joseph Catholic Church Library for any reason, the following policy will be adhered to:

1. [A Materials Review Request Form](#) must be filled out completely, detailing specifically the reasons for challenging the material along with a suggested solution, and submitted to the pastor on the Library Advisory Committee.
2. As noted on the form, the request *must* include the full contact information for the person who is raising the objection, along with a detailed identification of the offensive material/materials (title, author, call number, or ISBN number). A full description of the offensive section of the work including chapter, page and or section as well as the reason that the work is considered offensive is also requested on the form.
3. Upon receipt of the complaint, the Library Advisory Committee will convene a meeting to determine whether the material in question is in fact contrary to the over-all mission of the library’s collection. Once a decision has been made, the pastor overseeing the library will respond to the complainant; if the complainant still feels the decision is contrary to the mission of the library, an appeal can be

raised providing new evidence and the committee will hear the complaint once more. After the second review, the decision of the pastor overseeing the library will be final and binding. In the event the Library Advisory Committee is unable to come to a consensus on any challenge, the pastor overseeing the library will have the final decision. Possible courses of action to be taken by the Library Advisory Committee in the event of a challenge include, but are not limited to:

- a. Removal of the challenged material from the collection
- b. Addition of replacement material to the collection
- c. Designate the challenged material as “available upon request” and secure in a separate location
- d. Affix a readers advisory warning label to the challenged material and notate in the OPAC catalog
- e. Take no action