

# **St. Bernardine of Siena Parish Library Policies and Procedures**

## **Operational Policies**

### Purpose

The St. Bernardine Catholic community encompasses a large and culturally diverse population of all age groups. The purpose of the library is to cultivate the religious education and spiritual growth of this parish community. The library collection consists of materials that will enable parishioners to achieve a better understanding of their Catholic faith and to develop a deeper spirituality as well as an understanding of other Christian and non-Christian religions. The library strives to encourage parishioner education by promoting special programs, highlighting different sections of its collection, and supporting special educational events. The library is available to assist patrons with research on specific religious issues.

### Content

The library contains a wide selection of books consisting of historical and contemporary non-fiction and fiction, as well as religious biographies for adult and young adult parishioners. An array of Catholic periodicals reflect a wide variety of opinion and background on religious issues. A large number of classic and religious DVDs are also available for checkout. A children's collection contains several hundred books, tapes and DVDs. The library also maintains a comprehensive reference section containing a variety of research volumes. All items in the library have been catalogued under an easy to use call number system that allows parishioners to search for publications by title, author, subject or key word.

### Library Hours

Monday – Friday: 9:00 am to 11:30 am

Sundays: One hour after each of the masses.

### Patrons

The library serves the registered parishioners and the clergy of St. Bernardine of Siena parish. A patron must be registered with the parish in order to borrow material. Parents are responsible for materials borrowed by children under sixteen years old.

## Loan Policy

Reference materials and current issues of periodicals may be used in the library but not removed. Back issues of periodicals may be checked out at the discretion of the librarian on duty.

Books may be checked out for two weeks and renewed once. Audio, video and computer software materials may be checked out for one week.

Borrowers may check out a maximum of five items. A family may not borrow more than ten items concurrently.

Borrowers are responsible for replacing lost or damaged books, audio materials and video materials. Borrowed items are considered lost if they are one month overdue.

Borrowers must return all overdue material before checking out new material. Borrowers must replace all lost or damaged materials before checking out new material.

Borrowers agree to be bound by all library policies by checking out materials.

## Conduct in the Library

Patrons must respect that the library is a quiet place for reading, study or reflection. If the librarian on duty determines that a patron is disturbing the quiet use of the library by others, the librarian may require a patron to leave.

Children are welcome in the Children's Section of the library. Parents must supervise their children at all times while in the library.

Patrons are encouraged to use the research computers to conduct Internet research for the purpose of achieving a better understanding of their faith or to deepen their spirituality. Time on the computer is limited to fifteen minutes if there is demand for the computer. If there is no demand for the computer, time is limited to one hour. Use of the computer for any purpose other than that stated above shall be considered inappropriate. If the librarian determines that the computer is being used in an inappropriate way, the patron will be asked to discontinue use of the computer immediately.

Scanning or electronic copying of audio/visual (AV) materials is prohibited. Library patrons will obey and follow copyright laws pertaining to all materials in the library.

## **Material Selection Policy**

The Chairperson of the Library Committee (Committee Chair) has overall responsibility for selection of materials for the library. Special Librarians with oversight for specific sections of the library have been designated. In making selections of library materials,

the Committee Chair shall consider recommendations made by the Special Librarians of the Library Committee, the clergy of the parish, persons representing other parish committees, and reviews of materials printed by reputable Catholic media.

The appropriateness of the material for the library shall be judged primarily on the basis of whether it supports and/or does not negate the Catholic faith. If any part of the material tends to undermine, tear down, portray inaccurately or cause confusion regarding the Catholic faith, the material shall be considered inappropriate for the library. Materials, which seek to propagate a faith other than the Christian faith, shall be considered inappropriate for the library. Materials, which explain or describe faiths other than the Catholic faith, may be included as long as they do not negate Catholic values.

No materials shall be excluded or removed from the library solely on the basis of the author's race, nationality, and political, social or religious beliefs.

The library collection is subject to ongoing review by the Library Committee Chairperson and Special Librarians for appropriateness and condition. Materials, which are found to be in poor condition, misleading, outdated, superceded, irrelevant or inappropriate may be removed at the Committee Chair's discretion. Donated materials are accepted at the discretion of the Committee Chair based upon the selection criteria set forth in this policy.

### Challenged Material

All questions regarding the appropriateness of library material or resources are addressed to the Committee Chair. The Committee Chair will provide information about the library's selection criteria and explain either the place of the challenged material in the library's collection or why the challenged material has been excluded from the library's collection.

In the event that the complainant is not satisfied with this explanation, the complainant may address a complaint to the Committee Chair in writing, which will be referred to an ad hoc administrative committee consisting of at least three members of the Library Committee and the Pastor or his designee. Upon completion of a review of the complaint and the material at issue, the committee shall determine whether to retain or exclude the material. The complainant will be informed of the decision.

### Donations Policy

#### Donated Items

Donations of books or audio/visual materials are welcome. All donations become the property of the library at the time of donation. Books and AV materials will be screened to ensure they comply with library policy, are in good condition, and are not duplicates of

existing materials. Duplicates of existing materials or donated materials not needed in the library may be given to other libraries or included in periodic book sales.

### Cash Donations

Cash donations will be used to purchase books or AV materials.

### Donations in honor/memory of:

Donations of books to be included in the library may be made in honor of, or in memory of individuals. A book plate will be placed in the book. Prior to purchase the donor should ensure that the book is not a duplicate already in the system and is in conformance with library policy.