

Immanuel Lutheran Church
Church Library

Collection Development Policy
Most Recent Update: April 28, 2011

Relationship of the Church Library to Immanuel's Mission

The Immanuel Church Library supports the research, instructional, and personal spiritual development needs of the ministries of the church and its individual members and community friends. As such it functions under the auspices of the Discipleship Ministry Team.

Mission of the Church Library

The purpose of the library is to provide a premier collection of resources for Immanuel Church to equip its corporate ministries and individual members and community friends with all they need to grow in Christ-likeness; facilitate the extension and nurture God's Kingdom in the church, community, and throughout the world; and foster the accomplishment of God's purposes through them in his plan of redemption for his creation.

Vision of the Church Library

The library holds to a standard of excellence in content and service. As such it houses a collection of resources that are consistent with the Bible; historic Christian, and in particular Lutheran, theology; and sound pedagogy for children, young people, and adults of all ages. It contains the finest print, digital, and audio-visual materials for all aspects of church life and work. The library continually adds the finest materials to its collection which will always be available for physical use in its location on Immanuel's campus, and, through its Internet connection, for the church of Jesus Christ throughout the surrounding community and the rest of the world. The library also contains computer access with guidance to the finest on-line resources for ministry all over the globe.

Biblically accurate, theologically true, and pedagogically sound resources are available for all aspects of congregational ministry. For example, the library contains leadership materials for those who need to plan a worship service, teach a class, lead a small group Bible study, or develop an outreach program.

The same Biblical, theological, and pedagogical principles also guide the acquisition of the finest materials for individuals to use in their own spiritual growth. Further, the library contains resources for individuals to address all of the great questions of life and eternity.

The church library also provides the services of excellent human resources. The library staff will always be pleased to help patrons find the materials they need and answer their questions.

The church library complements the extensive collection housed in the adjacent Immanuel Lutheran School Library. While the school library collection supports the research and curricular needs of students and faculty, the church library collection supports the ministry and spiritual needs of any Christian or seeker. There is some overlap between holdings in the two collections. However, users will find both collections helpful, especially when a needed resource in one library is in use that is available in the other.

The Purpose of the Collection Development Policy

This policy corresponds with standard library practice. Its main purpose is to guide the selection of the ministry resources that will constitute the collection of the church library. It will also guide decision-making as to how long certain resources will remain in the library. The policy also explains the types of resources that the library will hold and services it will provide.

Clientele Served and Services Provided

Primarily, the church library is designed to be a carefully monitored collection of Biblically, theologically, and pedagogically sound resources for all its patrons. Our patrons include, but are not limited to, leaders and members of Immanuel Lutheran Church; students, teachers, and family members associated with Immanuel Lutheran School; and residents of the surrounding community.

The materials in the library's collection will be useful for leaders in such ministries as Bible studies, prayer ministries, worship, urban neighborhood ministry, volunteer services, and the Sunday school. The library is also designed to help users realize how gifts, e.g., in art, music, writing, languages, counseling, business, technology, accounting, or management, can be used in ministry. The library will also serve ministry leaders locally and a worldwide constituency through the Internet, not only by providing a catalogue of trustworthy resources but also outstanding downloadable materials all. Recognizing that members and friends of the church, including many church leaders, need more than simple access to published and on-line resources, that they need mentoring, encouragement, and discernment for selecting resources, library staff will provide guidance and assistance.

This process is expected to generate conversations among students, teachers, and volunteer and professional staff about skills and resources for effective spiritual leadership. Student leaders will be equipped for more effective service in leadership positions, and student leaders will develop discernment in selecting resource materials. School students will find valuable and helpful resources for

term papers and essays on many subjects, especially those where Biblical, theological, scientific, philosophical, ethical, and social issues intersect. Library personnel are glad to assist students in these assignments.

The library's commitment to excellence in content and service extends to the church catholic also by providing a state-of-the-art church library that is innovative, cutting-edge, and responsive to needs. It is a resource in itself that other churches can use to develop their own libraries. It provides a model for their administrations and librarians in all phases of their decision making, implementation, and operation. Immanuel's library staff will be pleased to assist them in answering their questions and providing other guidance upon request.

Access

The library is located on the second floor, Room 54, in the west hallway. It can be accessed either by the stairs or the elevator. The library is open on Sunday mornings between worship services. Arrangements can be made to use the library on other occasions by calling the church office at (970) 667-4506.

The practice of the library is to make its collection accessible to as many people as possible. This principle means that most resources will circulate. They may be borrowed for three weeks, and they may be renewed once before being returned to the shelves. The library does not charge a fine for late returns, but it will request the borrowers of resources that are lost or destroyed to replace them or to provide for doing so.

Some resources may be placed on closed reserve to be used from time to time, or permanently, in the church library. For example, materials in short supply and high demand for a class on a specific subject may be on closed reserve temporarily during the duration of the class to maximize their use by the greatest number of people. Also, old, rare, valuable, and out of print resources that are too costly to replace or currently unavailable may be on closed reserve permanently.

In addition, the entire collection can be accessed digitally via the church Web page: <http://church.immanuelloveland.org/library>. Patrons can search by author, title, subject, keyword, or series.

The library staff is available to assist church teachers, leaders, and others in the effective use of the library and its resources. Patrons may also use the nearby school library just around the corner from the church library on the second floor.

Budget

The library operates under the auspices of the Immanuel Lutheran Church Discipleship Ministry Team, which authorizes the staffing and work of the library,

with the consent of the Board of Elders, including approval of the library budget. The library budget is funded by a line item in the church budget. The head librarian has the authority to make decisions as to the contents of the library, though he or she consults with others in the process, including the library staff, pastors, and others with theological education consistent with the theology of Immanuel Lutheran Church. He or she can spend what is necessary on the acquisition of materials and supplies as well as other expenses to operate the library within its budget allotment.

Selection Principles

The primary selector of library materials is the head librarian. However, he or she will rely on advice and recommendations from the church staff and other Immanuel ministry leaders. Recommendations are accepted from any other interested parties, but the final decision to purchase material is the head librarian's. Material will be acquired based on these selection principles.

1. The apostle Paul wrote to Timothy to “watch your life and doctrine closely” and to “Persevere in them....” (1 Timothy 4:16) He later told Timothy to “Guard the good deposit [the Gospel of Christ] that was entrusted to you—guard it with the help of the Holy Spirit who lives in us.” (2 Timothy 1:14) Paul instructed Titus to “teach what is in accord with sound doctrine.” (Titus 2:1) Peter warned the church about Scripture twisting, distortion, which was already occurring in the first century A.D. (2 Peter 3:16) and is now rampant in the twenty-first century. Thus, the church library is to be a “safe haven,” where church leaders, members, and area residents can come and expect to find resources that are consistent with Biblical and historic Christian, especially Lutheran, theological thought; in harmony with the preaching and teaching ministries of Immanuel Lutheran Church; and instructive for ministries in the Lutheran tradition.

Of course this principle is not one of censorship. Sometimes students, teachers, and others will have to use the primary sources of those who advocate views that are unbiblical and even anti-Christ; they just will need to look elsewhere for such materials. Recognizing that in most people's minds the church library represents the church, this selection policy exists as a way to “guard the good deposit” and to avoid confusion, which would occur in many people's minds if they heard a doctrine proclaimed from the pulpit and read the opposite in a book in the church library. Many would wonder which is the truth. This selection principle will avoid that occurrence.

2. As we confess in the Nicene Creed, we are part of the church catholic, and we are one in Jesus Christ with fellow believers everywhere. We thus value these other Christian traditions from which we can learn much that will enrich our understanding of and relationship with God and his church

and equip us for greater service for the Lord; therefore, we will also collect some resources from these other traditions when they contribute information not found elsewhere and which is consistent with the Bible and not opposed to Lutheran theology.

3. The church library also recognizes that some otherwise excellent resources, because they are written by fallible human authors, do sometimes contain statements that are counter to the Bible, historic Christian, including Lutheran, doctrine, and/or sound pedagogy. Where such a book, DVD, or other resource contains significant and unique information such that in the opinion of the church library it would be unwise to “throw out the baby with the bathwater,” the resource will be acquired, catalogued, and shelved but with a disclaimer notice alerting patrons to the undesirable part(s) and the subject area (e.g., baptism, philosophy, prophecy) wherein the error occurs. The disclaimer notice will be succinct, charitable, and displayed inside the front cover where it will be readily observed.
4. The materials will also be selected on the soundness of their pedagogy, e.g., age appropriateness, reputation of the author, quality of writing.
5. The emphasis will be on materials designed for use in ministry settings and personal spiritual growth. Other educational resources are housed in the school library collection, but their existence and location is noted in the library database that serves both libraries.
 - On rare occasions an exceptionally excellent secular book will uniquely address a subject important to corporate or personal ministry in Christ. Such a book could be acquired but placed in the church or school library if it is consistent with and not contrary to the Bible; historic Christian, especially Lutheran, theology; sound pedagogy; and the other principles in this collection development policy.
6. Library resources will also reflect Immanuel’s standards for appropriate sensitivity to issues such as physical and other challenges, gender, nationality, and race.
7. Donated materials will be accepted according to the same standards required for purchased materials. In addition donated resources will not be accepted if they contain a considerable amount of marking or damage.
8. Priority will be given to English-language resources. Materials in German, Spanish, and other languages will be included when required to meet ministry needs. We will acquire resources in other languages as needed to serve such ministry requirements as local and world missions, the

increasing multicultural ministries in the U.S., including in our area, and to serve international students in and associated with Immanuel.

Classification

Materials acquired will normally be assigned a Dewey Decimal number, catalogued, and shelved accordingly. Materials which are ephemeral, such as brochures, booklets, pamphlets, illustrations, charts, Christmas programs, liturgies, and conference materials will be stored in vertical files in the library and accessible through the database. Such files are organized by subject but are not given a Dewey number.

Collection Evaluation and Culling (Weeding)

The library collection will be evaluated in an ongoing manner. As new materials are published the library staff will decide whether the newer resources are more useful than those currently on hand. If so the decision will be made whether to place the new material alongside the existing resources (if, e.g., the older material is still preferred by a sufficient number of people or if it contains resources not included in the newer publications) or to replace that which is already in the collection. The resources will regularly be checked for their condition.

The library collection will also be regularly reviewed regarding use. To make room for resources that are needed more than others, those that receive little or no use will either be removed and sold, given away, or discarded.

Preservation Activity

If it is determined that the physical condition of a resource has deteriorated to the point where it should be repaired, it will either be fixed at the library, sent out for professional repair, or replaced with a newer copy. The line item in the library budget provides for an expected amount of regular repair or replacement of resources.

Ordinarily, paperback resources, journals, and magazines will not be bound. Journals and magazines that have enduring value will be bound and placed on the library's shelves.

Review of the Collection Development Policy

The policy will be reviewed each year by the head librarian to reflect current practice. Throughout the year any modifications to the policy in practice will be incorporated immediately to keep it current. A copy of the updated policy will be given immediately to the chair of the Discipleship Ministry Team.

Collection Areas

Within the parameters of the library's mission to be a premier collection of resources for all aspects of congregational ministry, these are the areas of concentration. The key word is concentration; some overlap among the categories will occur, but the concentration principle will guide selection. For example, some excellent apologetic resources are written in the popular genre, and thus treated as Category 1 materials, purchased for and used by classes, small groups, and individuals; nevertheless, many are technical, designed for teachers, and are thus typically treated as Category 2 resources.

Category 1 – The subject is **directly** related to a ministry of the church. The material is often used by the leader and participants in the actual ministry setting. Material in this category will be collected exhaustively.

- Adult Education Material
- Art and Worship
- Bible Study Material
- Children's Ministry
- Counseling
- Family Education Material
- Fiction (Children, Youth, and Adult)
- Liturgy
- Music and Worship
- Spiritual Disciplines and Gifts
- Young Adult Ministry Material
- Youth Ministry Material
- Workplace Ministry Material

Category 2 – The subject matter **supports** the ministry efforts of church leaders. The material is often used only by the leader to provide a fuller understanding of issues and will thus be collected more sparingly.

- Apologetics
- Church Administration
- Church Education
- Hermeneutics
- Leadership within the local church
- Missions
- Non-Christian Religions
- Reference
- Small Groups
- Social Issues

Category 3 – The subject matter is very **general** in nature and not necessarily related to ministry. Only material that relates explicitly to church ministry will be selected. Enough material in these areas can be found in the school library collection to satisfy the needs of nearly all ministry leaders.

- Biography
- Ethics
- Media
- Social Issues
- Technology

This collection development policy was approved by the Immanuel Lutheran Church Executive Council on Tuesday, October 11, 2011.

Immanuel Lutheran Church
Loveland, Colorado