

FIRST BAPTIST CHURCH LIBRARY

171 West Hickory Avenue

Crestview, FL 32526

Tentatively by the church July 17, 2022

MISSION STATEMENT

The Library of First Baptist Church (FBC) seeks to provide media resources and services to meet the present and future informational needs of the members and leaders of First Baptist Church. It strives to provide information, materials, and services to advance learning about God, stimulate Christian growth, and enhance the quality of worship, education, and ministry for the church.

SELECTION POLICY

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

1. All materials are subject to approval by the library staff.
2. Content should be accurate in facts, scripture interpretation, and doctrine.
3. Titles should be constructive in influence, morally sound, and be free of evidences of unchristian attitudes and actions.
4. Titles should be of high literacy and technical quality and reflect sound educational methods.
5. Gifts to the library are encouraged, with money being the preferred gift. The donor and the library staff may determine the type, subject, and/or specific title. It is preferred that the item be purchased through the library.
6. All gifts must meet the same standards as purchased items. No provisional gifts will be accepted.

GIFT/MEMORIAL POLICY

Gifts to the library make possible the purchase of media not provided for through the church budget.

1. Monetary gifts are encouraged. These gifts may be in the form of memorials, honorariums, or special recognition of any individual or group. Also, gifts may be made to the library designated funds to help with the purchase of special needs.
2. The library will purchase from their budget a book "In Memory of" any FBC members, their spouses, and their parents upon death and as we are notified.
3. Gifts in the form of media must meet the same standards as stated in the Selection Policy of the library.

4. No provisional gifts are accepted.

The Library is open only when a library staff member or person authorized by the library staff is on duty.

1. Hours:

The library will be open thirty (30) minutes before each regularly scheduled church service. This includes Sunday morning, Sunday evening and mid-week service. The library will be open Sunday morning from 8:30 to 9:00 AM and Sunday evening from 5:00 to 5:55 PM. The library will also be open Wednesday morning from 9-11 AM and Wednesday evening from 5:00 to 5:55 PM.

2. Library Staff:

The library staff shall be composed of a Director and Associate Director plus additional members nominated by the Administration and elected annually by the church, as required by the By-Laws of FBC. Because of the training required in the library, the Director shall work with the Administration Committee in enlisting persons with interest, ability, and willingness to assume responsibility for assigned tasks. The library staff shall not be a rotating committee because of the required training.

3. Checkout Rules:

- A. Any member of FBC may check out materials only after filling out a membership card.
- B. Only members of the library staff or persons authorized by them may lend library materials.
- C. Not more than three (3) items may be checked out at one time by an individual. Books may be checked out for two (2) weeks and renewed.
- D. Reference books may be checked out for a one (1) week period with no renewal. All media should be returned promptly. Items may be returned to the Book Return outside the library when the library is closed.
- E. A church officer, teacher, or leader doing extensive study will be allowed to check out books for a limited time.
- F. Love offerings will be gratefully accepted for overdue items.
- G. If media are lost, misplaced, or otherwise kept out for over six (6) months, the borrower is expected to pay the replacement price of the item.
- H. In order to safeguard the library equipment, supplies and materials and to coordinate materials effectively, it is necessary that limited access be given to the library keys.

