

## **Crosspointe Baptist Church Library Collection Development Policy**

The Library Team will evaluate material considered for purchase or donation to ensure it is suitable for the church library. The library will collect material in the following categories: Non-Fiction, Fiction (Christian), Reference, Periodicals, and Non-book media.

Books must be in good condition, with strong bindings and no excessive damage. Non-book media and electronic resources must be in good condition, fully playable or accessible, and free of malware (viruses, worms, spyware).

The library seeks to collect non-fiction materials that are in agreement with our church covenant and doctrinal statement. We will not allow material that promotes theological positions not in agreement with evangelical Christianity.

Content of fiction material must be found suitable for the church library. Materials with inappropriate content will not be collected. Examples of inappropriate content include but are not limited to unnecessary and/or excessive violence, offensive language, and explicit sex scenes.

In addition to the criteria listed above, materials will also be judged on the following criteria:

- Are the publisher and/or author reputable?
- Does it contain well-documented and responsible research?
- What do reviewers say about it?

Multiple copies of an item may be kept in circulation but will be limited to three copies to allow space for a variety of material.

Individuals wishing to donate material to the library will be asked to fill out a form describing the material donated and indicating whether they would like the material back in the event it is not selected for inclusion in the library. The gift will be acknowledged by a letter, which will include the fair market value of the contribution as indicated by the donor on the donation form.

### **Weeding**

- Space is limited in the library and it is inevitable that some materials will need to be discarded (“weeded”) in order to make room for newer materials. Materials will be deselected from the collection based on one or more of the following circumstances:
  - Damage or wear beyond repair
  - Lack of circulation
  - Out-of-date; updated, newer or revised materials available
- Material that is “weeded” may be offered to church members, donated to mission organizations in need of books, or sold to a used book dealer or in a book sale.

Anyone wishing to challenge materials that are included/excluded from the library will be asked to submit a written statement outlining their position and suggestion for a solution. This statement will be reviewed by the Library Team and a course of action will be selected. The individual filing the complaint will be notified of the result. Possible courses of action include, but are not limited to:

- Remove material from collection
- Add material to collection
- Place material in a secure location, available upon request
- Affix a reader’s advisory warning label to material
- Take no action