

Note: The following document is a summary of the principles and procedures used to organize and maintain a Wisconsin Evangelical Lutheran Synod (WELS) church library. Please observe copyright rules.

MISSION STATEMENT

The library of St. John's Lutheran Church exists to provide resources which will help the members of the congregation to grow in knowledge of their Lord and Savior, Jesus Christ and to nurture their Christian faith.

1. Board and/or Committee Responsible - After prayerful consideration, the need for a church library was determined. At that time the Outreach Committee was responsible for the library, but it now falls under the auspices of the Board of Adult Discipleship. An annual report is given to this board.

2. Location - A high traffic area is most desirable - a wall area or room with great visibility in or off of the church narthex is best.

3. Pastor's Role - We are given a fairly free hand and receive advice and guidance as requested.

4. Funding - We receive most of our funding through the church budget and also accept monetary donations and memorials.

5. Book Donation Policy - We reserve the right to use the material or not as determined by the suitability of the donation and whether it fits into the needs of the collection. This procedure is explained to the donor and clarified if the material is not used, is it to be returned or disposed of by the librarians. At the meeting of the WELS-Church Librarians Organization books not needed or duplicate books are made available for other libraries to use as needed for their collections.

6. Staffing - Our library is in an open area and available at all times, therefore it is not staffed for checkouts. There are three librarians who are responsible for all areas of the library, dividing these areas between them. Even if you feel you can do this alone, consider having another librarian - its great to have someone with whom you can bounce ideas.

7. Acquisition -

A. Northwestern Publishing House discounts 10% t to church libraries.

B. CBD (Christian Book Distributors)

P.O. Box 7000

Peabody, MA 01961-7000

Orders: 1-508-977-5000

Customer Service: 1-508-977-5050 Often more reasonable than NPH but will not bill the church, only accepting credit cards. They provide great service.

C. Christian bookstores

D. Focus on the Family

8. Material Preview - All material from NPH has been previously previewed. Titles obtained from other sources are previewed by selected members of the congregation. A general disclaimer is posted in the library and individual disclaimers are put in the books as needed. (See example #1 below.) A preschool children's section has been introduced. Most of the materials are from NPH. If titles from other sources are obtained, great care is to be given to the doctrine these books contain - because of the age group no disclaimers allowed. (We have a large school library, therefore we only have a preschool section.)

9. Cataloging and Shelving/Signage -

A. A software program called *The Librarians' Helper* was used before recently switching to *Resource Mate*, Both are available through Demco and will produce catalog cards and labels. When the library was first set up the cards and labels were typed individually, but as your collection grows this software will save hours and hours of time.

B. A listing of all titles is maintained sorted by title and by category. (See example #2.) Listed are title,

author, call number, category and type (hardcover, paperback, video, audio). A new list is kept each year with all acquisitions listed. At the end of the year, after the annual report has been prepared, this list is incorporated into the master list and a new list is begun.

C. Our library is set up by both the Dewey Decimal System and by color coding. All titles are divided into categories. (See example #3.) The spine label and the book card each receive the appropriate color dot(s). They are then shelved by the Dewey Decimal System within the appropriate category. The shelves are labeled according to category.

D. Catalog Cards - we print title, author and subject cards plus a shelf card which contains acquisition information. The cards are filed and available to all users. The shelf cards are kept by the librarians to be used when taking inventory. (We do this once a year.)

E. Dewey Decimal Numbers - Many publishers include the catalog card information at the beginning of the book. For the publishers who do not provide this information, lists of Dewey Decimal Numbers are available. We use the listings in The Church Librarian's Handbook by Betty McMichael. (Available at NPH) There are more detailed listings available, but we find this to be sufficient.

10. Material Preparation -

A. All paperback books are covered with laminating film and spine tape. They receive the labels, card pocket, and borrower card. We find the date due slips were not utilized so have eliminated them. Each book also is stamped as property of St. John's Church Library.

B. Non-fiction audio cassettes and videos are placed in plastic video cases with proper labels and cards. They are then shelved according to category and Dewey Decimal Number. Audios receive a label indicating it is audio above the spine label.

C. We have a section of Family Videos which are shelved together. This section contains videos for the entire family to enjoy.

11. Procedures -

A. Books can be taken for one month; audio cassettes and videos for one week.

B. A box is available for the borrower card and also for the return of any material.

C. The borrower cards are maintained and overdue reminders are handled by a phone call or notice if they have been out for a period of time. As long as we know who has the book and that they have not forgotten about it we do not have a fine for any overdue material. Up to this point we have been fortunate in that we have suffered very little loss.

12. Reference Material - We have reference material cataloged for check out and shelved in the Bible Study Helps category.

13. Record Keeping - Records are kept by weekly usage (Number of titles checked out and which category they are from).

14. Promotion - Frequently a small paragraph is placed in the bulletin featuring a book which then is prominently displayed on the shelves. Each month the church newsletter also contains some information about the library, either featuring a certain book or subject area. (See examples #4a-e) Bulletin and newsletter notices are often geared to a special theme. These themes are garnered from special services (Senior Sunday, Youth Service, etc.), Bible Study Class topics, parenting, marriage, etc. Another subject for notices is a short review of a book. In addition, drawing attention to books by display method reminds people that they are available. Periodically memos are sent to various groups and/or committees pointing out materials for their use.

15. New Babies - A letter is sent to the parents of new babies informing them that a book in the child's name is being placed into the library at the time of his baptism. A book plate with this information is placed into the book. (See enclosures # 5.)

16. New Members - An explanation of the library along with a bookmark is included in the New Member Welcome Packet. (See example # 6.)

17. Church History/Archival Materials - Written and pictorial history of St. John's is compiled into binders. They are stored in the library, but are not to be checked out. They are for information only.

18. Mission Statement - A mission statement has been developed (See heading of this document and example # 7) and is prominently displayed.

19. Supplies - Most of our supplies are ordered from Demco, an office and library supply catalog. (We have found that the book pockets with the self adhesive and the labels with the foil backing are worth the extra cost.)

Demco, P.O. Box 7488
Madison, WI 53707-7488
Orders: 1-800-356-1200
Customer Service: 1-800-962-4463

END OF DOCUMENT; THE EXAMPLES FOLLOW—

#1a. General disclaimer:

“Opinions and doctrine expressed in the materials do not necessarily reflect the views and opinions of the Wisconsin Synod and/or St. John’s pastors and faculty”.

#1b. More specific disclaimers:

Our library was established to provide information and spiritual enrichment. The materials published by Northwestern Publishing House will reflect our doctrine. There are, however, materials from other sources included in our library which provide comparison. If you are in doubt concerning any of the materials, please consult with one of the pastors.

Out of love for our fellow men we practice close communion. We do not want anyone to partake of the Sacrament to his damnation.

The author makes reference to praying to saints. We know that only our Lord can hear and answer our prayers.

Our library was established to provide spiritual enrichment. Some fictional materials may contain material that is not in full agreement with God's Word concerning Christian faith and life. We hope you will read all material with discernment. If you have any questions, please consult with one of the pastors.

This book is NOT the inspired Word of God. It is a historical novel based on real people and events which occurred during biblical times. The author has taken these people and events and embellished them with conversations, feelings, and backgrounds as is always done in historical fiction.

The following is the disclaimer which is used the most:

The author sometimes writes about people having a specific moment of conversion. We know from God's Word that we are born again of water and the Spirit through Baptism. The Holy Spirit calls us to faith by the Gospel and makes us His children.

Lord, 'tis not that I did choose you;
That I know could never be, For this heart would still refuse you
Had your grace not chosen me, You removed the sin that stained me,
Cleansing me to be your own; For this purpose you ordained me,
That I live for you alone.

It was grace in Christ that called me,
Taught my darkened heart and mind, Else the world had yet enthralled me,
To your heav'nly glories blind. Now I worship none above you;
For your grace alone I thirst, Knowing well that, if I love you,

You, O Father, loved me first.

#2. Cataloging and Categories

	Title	Author	Call	#	Category	Type	Field1	Field2
1	1*2*3's	Beers, V. Gilbert	TBV	Be	FV	video		
2	A*B*C'S	Beers, V. Gilbert	TBV	Be	FV	video		
3	ABC's of the Bible	Gardner, Joseph L.	220.9	Ga	BS	he		
4	ABCs of Worship: Lutheran Customs and Practices	Prange, Paul T.	242.3	Pr	BS	pb		
5	Abducted	Stahl, Hilda	AA-2	St	Fiction	pb		
6	Abigail	Henderson, Lois T.	Fie	He	Fiction	pb		
7	Abolition of Man, The	Lewis, C. S.	230	Le	BS	Pb		
8	Abortion & the Early Church	Gorman, Michael J.	360	Go	Cl	Pb		
9	Abortion - The Bible and the Christian	Shoemaker, Donald	304.1	Sh	Cl	Pb		
10	Abortion Revolution, The	Quist, Mark	304.1	Qu	Cl	Pb		
11	Abraham and Isaac	Rich, Richard	OT-01	Ri	FV	video		
12	Abraham: The Friend of God	Swindoll, Charles R.	222	Sw	BS	Pb		
13	Abundant Life	Krenz, Dianne	242.2	Kr	D&P	pb		
14	Across the Great Divide	Dubs, Arthur	WFA	Du	FV	video		
15	Acts - The Gospel throughout the World	Engfehr, Lois M.	226.6	En	BS	pb		Bible
16	Acts - Volume 1	Visual Bible	226.6	Vi	BS	video		
17	Acts - Volume 2	Visual Bible	226.6	Vi	BS	video		
18	Acts - Volume 3	Visual Bible	226.6	Vi	BS	video		
19	Acts - Volume 4	Visual Bible	226.6	Vi	BS	video		
20	Acts of the Apostles	Balge, Richard D.	226.6	Ba	BS	pb		
21	Addictive Relationships: Can't Live with Them...	WLCFS		CE				
22	Address Unknown	Dibella, Nicholas	Fie	Di	FV	video		
23	Adult Children of Divorce	Sandvig, Karen	155.9	Sa	CL	pb		
24	Adventure on Ararat	Morris, John D.	915.61	Mo	Cl	Pb		
25	Adventures in Odyssey #01 - Knight Travellers, The	Focus on the Family	AO-01	Fo	FV	video		
26	Adventures in Odyssey #02 - Flight to the Finish, A	Focus on the Family	AO-02	Fo	FV	video		
27	Adventures in Odyssey #03 - Fine Feathered Frenzy, A	Focus on the Family	AO-03	Fo	FV	video		
28	Adventures in Odyssey #04 - Shadow of a Doubt	Focus on the Family	AO-04	Fo	FV	video		
29	Adventures in Odyssey #05 - Star Quest	Focus on the Family	AO-05	Fo	FV	video		
30	Adventures in Odyssey #06 - Once Upon an Avalanche	Focus on the Family	AO-06	Fo	FV	video		
31	Adventures in Odyssey #07 - Electric Christmas	Focus on the Family	AO-07	Fo	FV	video	Host - 2002	
32	Adventures in Odyssey #08 - Go West Young Man	Focus on the Family	AO-08	Fo	FV	video	2 copies	
33	Adventures in Odyssey #09 - Someone to Watch Over Me	Focus on the Family	AO-09	Fo	FV	video		
34	Adventures in Odyssey #10 - In Harm's Way	Focus on the Family	^AO-IO	Fo	FV	video		
35	Adventures in Odyssey #11 - Twist in Time, A	Focus on the Family	AO-11	Fo	FV	video		
36	Adventures in Odyssey #12 - Stranger Among Us	Focus on the Family	AO-12	Fo	FV	video		
37	Adventures in Odyssey #13 - Baby Daze	Focus on the Family	AO-13	Fo	FV	video		
38	Adventures of Milo and Otis, The	Hata, Masanori	Fie	Ma	FV	video		
39	Adventures with God: Devotions for Families	Huxhold, Harry N.	242	Hu	D&P	pb		
40	Adversary, The	Bubeck, Mark I.	248.4	Bu	Cl	pb		
41	Against a Crooked Sky	Dayton/Stewart	Fie	Da	FV	video		
42	Against the Tide	LaHaye, Tim	649	La	MFP	audio		
43	Alaska	Peterson, Tracie	Fie	Pe	Fiction	Pb		
44	All About Hands	Watson, Elaine	A	Wa	CS	pb		
45	All in the Preparation	Kruschel, Peter	254	Kr	MotC	Pb		
46	All Mothers Are Working Mothers	Riley, Laura Sabin	242.8	Ri	D&P	Pb		
47	All the Days of Summer	Funderburk, Robert	DSJ-2	Fu	Fiction	pb		
48	All Things New	Crow, Donna Fletcher	VHS-1	Cr	Fiction	Pb		
49	All Together in One Place	Kirkpatrick, Jane	KaC-1	Ki	Fiction	Pb		
50	All-Star Games	Buller, Bob	259	Bu	MotC	Pb		
51	Always in September	Fell, Doris Elaine	Sol-1	Fe	Fiction	Pb		
52	Amazing Children	Anthony Paul, Inc.	ABS-1	An	FV	video		
53	Amazing Grace! Lord Jesus Lives!	Greene, Carol	B	Gr	CS	he		
54	Amazon Quest, The	Vlorris, Gilbert	HoW-25	Mo	Fiction	Pb		
55	Amber Room, The	Bunn, T. Davis	PC-2	Bu	Fiction	pb		

Note: The poor copy is due to web preparation and not the program in which it is generated. This is an alphabetical title sort shown above.

#3. Cataloging and Categories

BHM - Biography, History, Missions

BS - Bible Study

CE - Christian Education

CI - Contemporary Issues Abortion Addictions Evolution New Age
Pornography Satanism

CL - Christian Living

CS - Children's Section D&P - Devotion and Prayer

Dw L - Dealing with Loss Death Divorce Miscarriage Job

Fiction

FM - Financial Management

FS-BSP - Film Strips - Bible Study Presentations

FV - Family Videos

MFP - Marriage, Family, Parenting Preparation for Marriage Marriage
Parenting

MotC - Mission of the Church Evangelism - Outreach Stewardship

Seniors, Singles, Teens

#4a-e. Promotion Ideas (*Five Newsletter announcements*).

#4a.

Off the Shelf

New additions to fiction:

- + Hide & Seek by Catherine Palmer—a sequel to Finders Keepers
- + And Then There were the "Dani Ross Mystery" series. Two and Four of a Kind by Gilbert Morris—two more in
- + The Protector by Dee Hender-son—book four in the "O'Malley" series (my personal favorite)
- + A Quiet Strength and Like Gold Refined by Janette Oke—books three and four in the "Prairie Legacy" series.
- + Wings of Healing by Alan Morris—next book in the "Guardians of the North" series.
- + Blue Night by Cindy McCormick Martinusen—sequel to Winter Passing.



#4b.

Off the Shelf

The Inspirational Study Bible by Max Lucado uses the New King James Version of the Bible. "Life Lessons" are in the margins. Each "Life Lesson" contains:

- + The Situation—gives a quick look into the context of the chapter
- + The Observation—goes beneath the action to explain the point of the action.
- + The Inspiration—takes a point or lesson found in the chapter and amplifies it
- + The Application—brings the message home
- + The Exploration—lists other Scriptures related to the same theme, for further study!

(Bible Study 200.5 Lu)



#4c.

Off the Shelf- One of the most interesting books in the church library is **A Guided Tour of the Bible**. The author takes the reader through the Bible in chronological order. Selecting chapters from every book of the Bible he gives the background history of each selection. You will read "the psalms attributed to David as you read about David's life and the Prophets as you read about the background history. Portions from the Gospels are interspersed, giving a composite picture of Jesus' life on earth. Paul's letters are scattered throughout the record of his life. Fascinating and very informative reading!

#4d.

Off The Shelf- How are you feeling about your role as a father these days? Proud? Hopeful? Discouraged? Amazed? All of the above? In the devotional book "**Lessons in Dadhood**" you'll find wisdom for the joyful task at hand. You'll discover how God daily offers you and your family forgiveness in His Son, hope, security, life, and direction. Rejoice as you find your strength in Him.

#4e. Promotion and Media Listing for a Specifically Targeted Group:

The following books and tapes are in the Church Library in the Contemporary Issues Category. If you would care to encourage your committee members to check them out they are the ones with the light blue dot. *(Note: For purposes of this example, the authors are not listed. This listing could be in the newsletter or as a bulletin insert).*

Abortion & the Early Church

Abortion - The Bible and the Christian

Abortion Revolution

Baby Busters

Barren Couples - Broken Hearts

Contemporary Issues

Dear God, Why Can't We Have a Baby?

Euthanasia: A Christian perspective On

Fifty-two Simple Things You Can Do To Be Pro-Life

Hard Truth
Life and Death Decisions
Like Lambs to the Slaughter
Miracle of Life
Misty
Modern Moral Dilemmas
More Life and Death Decisions
Price of a Perfect Baby
Pro Life Answers to Pro Choice Arguments
Sanctity of Life
Should I Keep My Baby
Taking Control
Ultra Sound - A Window to the Womb
When Does Life Begin
When is it Right to Die?
When the Crying Stops
Why Christians Need to Get Involved
Winning the War of Ideas

#5. New Baby Enclosure:

Dear Mom and Dad, (*use their names*)

Congratulations on your daughter's baptism. The church librarians join in welcoming (baby's name) to our church family and invite you to make use of the many materials and services available to you and your new baby at our library. We have assembled a collection of parenting books in the library for your use. The "Marriage, Family, Parenting" section has red dots on the book bindings for easy identification.

Much has been written about the importance of reading aloud to children, beginning at birth. Stimulating a young mind, and early exposure to language will give your child the readiness skills necessary to begin reading. Future readers are our future. New books have been added to our collection in celebration of your children. The book we selected for Baby is *This is the World That God Made* by Martha Streufert Jander.

Won't it be exciting for her to come into the library to read with you her own "birthday book"!

Sincerely,

St. John's Church Librarians

#6 New Member Enclosure

The Church Library is located in the northeast corner of the church lobby. It contains over 2300 books, tapes, and videos to support and encourage the Christian lifestyle. The library includes resources on such topics as:

- **Bible Study** - Here you will find a wide assortment of Bibles such as the King James or the NIV, Bible reference books, Bible commentaries, dictionaries, maps, and study course material.
- **Biography/History/Missions** - This section contains books on the life of Martin Luther, Paul, and many other figures in the Bible and the Christian church. You will also find books on the history of the church, the synod, and our mission efforts.
- **Christian Education** - Materials for day school, Sunday school, and Vacation Bible School are located in this area.
- **Contemporary Issues** - The books in this section address many of the issues relevant to today's world. Topics include abortion, pornography, other religions, fellowship and evolution, to name a few.
- **Christian Living** - If you are looking for a "how to" reference on living a Christ-centered life, you'll want to visit this section of the library.
- **Children's Books** - The library contains a variety of children's books appropriate for preschoolers through the early childhood years.
- **Devotion and Prayer** - Many books are available to help and guide you in your devotions and prayer.
- **Dealing with Loss** - The books in this section address loss in its many forms -from loss of a job through loss of a loved one.
- **Fiction** - This area of the library contains Christian reading for adults and young adults.
- **Financial Management** - These helpful books provide the Christian perspective on how to plan and use the financial gifts that God gives you.
- **Film Strips and Bible Study Presentation** - These visual aids are primarily used for the purpose of group Bible study and presentation.
- **Marriage, Family, Parenting** - Books in this area cover topics from preparing for marriage, through child rearing, and into what it means to be a Christian grandparent.
- **Mission of the Church** - This section contains reading on various programs of the church such as Stewardship, Outreach, Evangelism and Witnessing.
- **Singles** - These resources provide guidance to anyone who is living their life as a Christian single, whether never married, divorced, or widowed.
- **Teens** - Many books are available on helping the Christian teen through these very important, and sometimes confusing years.

The library is open at all times and borrowing a book or video is easy. After making a selection, remove the card from the back of the book or video, fill in your name, due date, and phone number, and then place the card in the "Book Return" box. When returning the book or video, simply place it in the "Book Return" box. Please return all videos within one week of the date borrowed. Books may be borrowed for one month.

#7. Mission Statement

The library of St. John's Lutheran Church exists to provide resources which will help the members of the congregation to grow in knowledge of their Lord and Savior, Jesus Christ and to nurture their Christian faith.