

POLICY AND PROCEDURE MANUAL FOR OAKHURST BAPTIST CHURCH LIBRARY

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MISSION STATEMENT

The primary purpose of the Oakhurst Baptist Church Library and Resource Center is to provide a collection of materials for members and friends which will

- Serve those who seek to grow in their understanding of the Christian faith
- Serve those seeking to develop a deeper understanding of one's self and one's role in the community and the world
- Provide for the support of the church's programs and covenant ([Appendix A](#))

GOALS AND OBJECTIVES

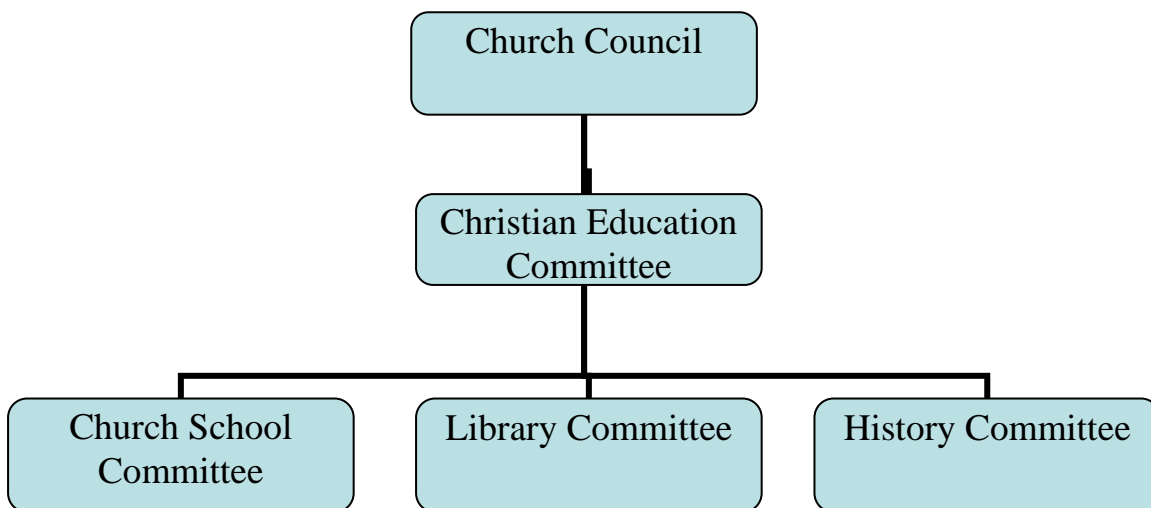
1. Stimulate growth in religious knowledge by
 - a) publishing reviews of selected or new books and other materials periodically publishing lists of recommended reading materials
 - b) publishing lists of recent additions to the collection, and
 - c) publishing a quarterly newsletter
 - d) providing for circulation of various media in support of the church's ministry and covenant ([Appendix A](#))
2. Organize the library so that it will be able to provide prompt and satisfactory service by
 - a) Cataloging acquisitions using the Dewey Decimal Classification system within three (3) months of receipt
 - b) Filing new and removing old cards for withdrawn materials within three (3) months of withdrawal
 - c) Updating the electronic spreadsheet of acquisitions since 2007 and making the updated spreadsheet available to members electronically at least quarterly
3. Foster a pleasant, attractive, inviting atmosphere in the library area by keeping the desk, tables, and floor neat by re-shelving returned materials within two (2) weeks.
4. Develop a variety of means for publicizing the services and needs of the library by
 - a) Conducting a tour of the library facilities for the new members class twice a year
 - b) Conducting an open house for the library to demonstrate how to find materials and use the computer periodically as needed
 - c) Maintaining a bulletin board and/or table displays in the church building featuring books, authors, events or topics

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5. Select the best books, periodicals, pamphlets, audio and video recordings and other materials to serve the needs of the congregation by
 - a) Soliciting input from church school teachers
 - b) Soliciting recommendations from members, committees and staff
 - c) Conducting a periodic survey to solicit feedback from members

ORGANIZATION CHART

As defined in the Rules of Procedure, the Library Committee is a Standing Committee, reporting to the Christian Education Committee, which is a Council Committee. Therefore, the Library Committee communicates to Church Council through the Christian Education Committee.



HISTORY

The Oakhurst Baptist Church Library was founded in 1956 in memory of Pastor Ted Dougherty's daughter, Virginia Mae, on what would have been her twelfth birthday. Virginia died of sarcomatosis, a form of cancer, on June 24, 1956. "*Pauline Martin* was elected chair of the first committee to establish a library to provide a wide range of materials for Christian growth, personal development, and enrichment." *Kathe Swint*, a professional librarian, succeeded her the following year and served for many more years. "A resource center available to all the people—from the very youngest to the oldest—seemed a most appropriate memorial to Virginia." A bookplate with her picture, dates of birth and death, was placed in the front of each book--mostly children's and young people's books--given in Virginia's memory during 1955-56. A portrait of Virginia Mae

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was displayed in the former library and a bronze plate at the entrance dedicated the library to the memory of Virginia.¹

A 40th anniversary celebration was held in September 1996 honoring Alverta Wright, Kathe Swint, Pattisue Jackson, Ruth Brown and Hazel Grady for their service to the library.

The church historical archives are maintained in the History Room adjacent to the library. Those records are managed by the History Committee and Historian Lynn Farmer.

The list of books donated to the library as memorial or honorary gifts prior to 2007 are recorded in the library workroom. Honorary and memorial gifts made after 2007 are notated on the electronic accession book list.

PERSONNEL

Some of the long-time former library staff members: Kathe Swint, Pattisue Jackson, Ruth Brown, Hazel Grady, and Alverta Wright who served as librarian for 30 years; Thelma Cowart, 26 years; and Larry Goode, 17 years. **Ruth Berberich** became the church's third librarian serving from 1988 to 1992.² Based on old committee minutes and reports, while **Alverta Wright** served as librarian, **Kathe Swint** was the Associate Librarian and later became chair of the committee. **Jeri Higgins** served as Library Committee Chair from 1995 to 1997, and possibly later. The records are sketchy beyond that period, but according to the recollection of Becky England and Al Crisp (committee member since about 1995), **Kathe Swint** may have been the committee chair until September 2000. **Becky England** was the committee chair and librarian from October 2000 through September 2006, when **Harold Hoffman** became chair for one year. Then **Jan Murphy** joined Harold Hoffman as the co-chair beginning in October 2006 to date.

The all volunteer committee for 2007 through 2010 consists of:

- Harold Hoffman & Jan Murphy, co-chairs
- Al Crisp (member since 1995)
- Carolyn Copenhaver (member since 2006)
- Rachael Beascochea (member since 2006)
- Angela Riccetti (member since 2008)
- Angela Hale (member since 2009)

¹ *Not Here by Chance*, the story of Oakhurst Baptist Church, Decatur, Georgia 1913-1988, by Alverta Wright, c1988.

² *Not Here by Chance*, the story of Oakhurst Baptist Church, Decatur, Georgia 1988-1993, Volume II, by Alverta Wright, c1993.

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STAFF SELECTION POLICY

The Oakhurst Baptist Church has not had a paid professional librarian since 1992. The library is run by volunteers accepting nomination to serve on the library committee annually, in accordance with the Church's Rules of Procedure, as periodically amended. Members of the congregation are asked annually to indicate their interest in serving on various committees of the church, including the library committee. The Nominating & Discernment Committee is responsible for considering the survey responses from members and matching their interests, skills and personality with openings on church committees. Those persons nominated to serve on the library committee are asked whether they would be willing to serve, and their name is submitted to the church for a vote of acceptance. Committee members serve for one year renewable terms. The committee is led by a chair person or co-chair persons, who report to the Church Council through the Christian Education Committee. In accordance with the relevant provision of the Rules of Procedure, the library committee (sometimes referred to as the committee in this document) will be composed of a chair or co-chairs and three or more members.

Desirable qualities and skills for library committee members:

- Experience working in a library
- Familiarity with Dewey Decimal Classification system and card catalog
- Research skills
- Computer skills (Microsoft Word, Excel)
- Ability to alphabetize and file cards
- Work well with other committee members to perform joint or separate tasks
- Familiarity with all types of fiction and non-fiction media of a spiritual or religious nature
- Writing skills to assist in preparing library newsletter articles, book reviews, procedural guides, etc.
- Creative skills to assist with designing bulletin board displays and other promotional displays

FINANCIAL POLICIES

A. Source of Funding

The primary source of funding for the library is the annual church budget, of which the library has a line item under the major category heading of Christian Education. The library may occasionally conduct activities, as approved by the church Finance Committee, to raise supplemental funds such as from the sale of used books withdrawn from the library collection.

The library may also receive funds from gifts, special donations, and memorials. Funds from those non-budgeted sources (including fund raising activities) are accounted for in a restricted account on the church's books and records. That account is to be used for

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expenditures as specified by the donor, or if not designated, may be spent at the discretion of the library committee. Record of the source of funds included in the restricted account shall be maintained by the church's bookkeeper, and available upon request by the library committee chair.

B. Budgeting

The library committee chair is responsible for submitting a proposed annual budget request to the Christian Education Committee who in turn submits their budget request to the Budget Committee. The Budget Committee submits an overall annual budget to the church for a vote. The library committee chair is responsible for monitoring the balance of the approved budgeted line item for the library, with the assistance of the church bookkeeper, to ensure that expenditures do not exceed the budget. The committee chair must request approval from the Finance Committee for any proposed expenditures in excess of the approved annual budget and for which there are not adequate funds in the library's restricted or designated fund account. The budget is intended to cover normal operating costs, including, but not limited to, purchase of books, periodicals, supplies, audio and video books, and professional organization membership dues. The restricted or designated fund should be used for non-recurring extraordinary expenses or special purchases that are not normal budgetary items.

C. Expenditures

The committee chair must approve all expenditures from the library budget made by any committee member, staff member, or other church member before the expenditure is made. The request for disbursement or reimbursement shall be made in accordance with the church's Rules of Procedure and supplemental check request policies and procedures. Check requests are submitted to the church's office manager first to determine whether sufficient funds exist, then for approval by the committee chair and staff member before payment is made from the church operating account to a third party vendor or committee member. The church bookkeeper maintains the records of all expenses made from the library budget or restricted fund account.

FACILITIES

The library is currently located in the Educational Wing of the Church located at 222 East Lake Drive, Decatur, Georgia. The library is situated between the church conference room and the Louise Griffis Parlor Love Classroom on the 2nd floor. The library facilities include a storage/workroom used by the library staff to temporarily store materials awaiting processing, materials being withdrawn from the collection, and supplies. There is another room within the library that is designated as the History Room where archived

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church records are stored. The contents of the History Room are maintained and managed by the History Committee and Church Historian.

The library includes a desk for use by the library committee or staff, a small table and chairs for children's reading, a larger table and chairs for small group meetings or for member patrons to use for reading or research. The library space also provides access to a computer available for all church members and for use by the library committee. Other church committees and staff are welcome to use the library space for meeting. We request that no food be brought in or consumed within the library space; however, drinks are allowed, with proper precautions being taken to prevent spills.

A diagram of the library layout is shown below as it was intended to be set up when the library moved into its current location in 1996.

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FURNISHINGS AND EQUIPMENT

Purchase and repair or replacement of furniture and equipment for the library shall be made from the Properties and Space Committee budget rather than from the library's budget. Also, disposal of any furnishings from the library shall be coordinated with the Properties and Space Committee and church office manager.

Additional furnishings and equipment are not anticipated for expansion or replacement in the immediate future.

SELECTION POLICIES

A. Standards for Selection:

1. Materials will support the church covenant ([Appendix A](#)), and the church's missions and programs
2. Materials shall be appropriate for the age and emotional development of the persons for whom the materials are selected
3. Materials chosen will be written/produced by competent and qualified authors and producers
4. Materials will be chosen to avoid bias based on education, race, age, gender, sexual orientation, mental ability, physical ability, or other distinctions
5. Physical format, medium, and appearance of materials will be suitable for their intended use
6. Materials selected will be purchased, accepted, and used in compliance with current copyright law.

B. Personnel:

Any member/friend of the church may recommend or request that the library acquire or add materials to its collection to any library committee member, who will communicate that request to the entire committee for consideration. If it is determined that the material should be added, then the committee chair shall order, purchase or authorize another committee member to purchase the material, after having determined that the material meets the committee's selection criteria and the expenditure is within the library's budget. The authority for the ultimate decision concerning material selection policy, its interpretation and implementation, resides in the Library Committee.

C. Gifts:

1. Gifts may be a Memorial to a deceased friend or family member, or in Honor of someone or event in the life of a friend, family member or loved one.

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2. Gifts may be made in the form of money or new or used books, periodical subscriptions, and other print or non-print media, in good condition.
3. Memorial and Honor gifts added to the collection will be annotated in the library's accession book by whom and for whom the material was given.
4. The library committee shall determine whether donated materials will be accepted for inclusion in the collection by using as guidelines our mission, goals and objectives, selection criteria and, ultimately, whether the materials support the church's programs, missions and covenant ([Appendix A](#)).
5. The committee has the right to discard any donated materials if they are in poor condition, inappropriate for the library, or an unnecessary duplication of materials, and shall dispose of those materials in any manner it sees fit, including by return to the donor, sale or donation to other charitable organizations.
6. The library will accept monetary gifts for the general use of the library to acquire materials as needed at the discretion of the library committee. The library will accept monetary gifts intended for the acquisition of books or materials specified by the donor only if those materials are on an approved list of materials prepared by the library committee or otherwise meet the committee's selection criteria, as interpreted by the library committee.
7. The library maintains and publishes a "wish list" of books which would be acceptable donations by members for Memorial, Honorary or general gifts. That list is posted on the library website, and should be updated at least annually.

D. Procedures

Ordering of books and non-print media for the library will be done by the committee chair or designee. Materials ordered from vendors with which the church library has an account will be billed directly to the church. Upon receipt of item(s) ordered and invoice, a request for disbursement will be completed by the requesting party for approval by the library committee chair in accordance with the church procedures. Materials purchased from vendors with which the church does not have an established account may be paid in advance or upon receipt in one of two ways:

1. The ordering person may pay for the item(s) with his/her personal funds and request reimbursement, or
2. A check request may be submitted for payment directly to the vendor.

In either case, the invoice and check request will be retained by the church office manager.

PROCESSING MATERIALS

The library utilizes the Dewey Decimal Classification (DDC) system for organization of its materials. Beginning in 2007, the DDC is determined generally by reference to the Library of Congress Online Catalog (see <http://catalog.loc.gov/>). However, for materials

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not included in the Library of Congress Online Catalog, the DDC is assigned based on Sears List of Subject Headings, or at the discretion of the library chairperson.

A traditional card catalog system is used, with a minimum of four cards prepared and filed for each item, filed by author, subject, title, and DDC. The accession book for materials added to the collection beginning in 2007 is maintained as a Microsoft Excel Spreadsheet. That accession book is maintained in electronic format on the library's computer and in print format in a binder in the library workroom. Additionally, a reformatted version of that electronic accession book, sorted by DDC, is posted on the library's webpage at www.oakhurstbaptist.org, for reference by church members. The handwritten accession book used prior to 2007 is stored in the library workroom and is updated to indicate those materials that have been removed from the collection.

Two prior attempts were made to automate the library. In 1997, the Master Library Systems (MLS) software was installed. Again sometime between 2000 and 2006 while Becky England was committee chair, Concourse software was installed and approximately 100 books were input in the system. However, the annual renewal maintenance fee was discontinued and the password to access the system was lost. Due primarily to the lack of continuity of library staffing and the lack of a permanent librarian to maintain such a system, the viability of automating the library is not practical at this time. Therefore, the manual card catalog system will be continued, supplemented by access to the Microsoft Excel spreadsheet accession book of additions to the collection after 2006.

More detailed instructions for processing materials are contained in a separate document included here by reference as [Appendix B](#).

SOURCES OF MATERIALS, EQUIPMENT, FURNISHINGS AND SUPPLIES

1. Supplies are generally purchased from Brodart by mail order and may be ordered by the committee chair or the church office manager at the request of the committee chair. Brodart offers a discount to congregational libraries who are members of the Church & Synagogue Library Association (CSLA).
2. Books and non-print materials may be purchased from any source, including Brodart, but most frequently are purchased from Cokesbury at 2495 Lawrenceville Hwy., Decatur, GA 30033, where the church has an account.
3. The desk was purchased on November 17, 2008, from Office Furniture Solutions, 6334 Warren Drive, Norcross, GA 30093. The desk is model number OFSPL103/166/167, in honey finish, and cost \$656.98, paid for out of Properties & Space budget.

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4. General office supplies should be ordered through the vendor used by the church office manager, if possible.
5. Publications to which the library subscribes:

SoJourners	\$40/yr.
Christian Century	\$49/yr
Christianity Today	\$25/yr.
Weavings	\$28/yr.
Baptist Today	\$18/yr.
Consumer Reports	\$20/yr.
National Geographic	\$19/yr.
Biblical Archeology Review	\$7/ 7 issues

6. Publications received free or donated:

Visions
Capitol Report
American Baptists in
Mission
CBF Fellowship
Habitat World
Hospitality

CIRCULATION POLICIES

The Oakhurst Baptist Church Library is open whenever the building is open. Self service check out procedures are posted on the library desk. A library committee member is usually available for assistance for about fifteen minutes after Sunday worship service. All materials may be checked out for a two-week period. Materials may be renewed. There is no limit to the number of items a patron may check out. Returned materials should be placed in the basket on the desk marked "return books here". There are no overdue fines. The library committee should follow-up on overdue materials at least monthly.

The library is also responsible for circulating one copy of the video recordings of Sunday worship services and other special events/services. The original DVD recording is duplicated by the History Committee, the original is maintained in archives and the copy is placed in the library for circulation. The member should fill out a "check-out card" entering the date of the service video, the date it was checked out, his/her name and phone number or email address, and place the card in the slot on the shelf from which the video was removed. Videos may be checked out for two weeks. Upon return, the member will replace the "check-out card" with the returned DVD and indicate on the card the date it was returned, placing the card in the stack for others to use. Members may make their own copies of these worship service videos for their own personal use, but neither the church nor the library is responsible for providing copies for members to keep.

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LIBRARY PUBLIC RELATIONS AND PROMOTIONS

The library began preparing a quarterly newsletter in the summer of 2008. The articles in the newsletter are contributed by various committee members. The layout and content of the newsletter is determined by the co-chairs. The newsletter is provided to the church's office manager for copying and insertion in the Sunday Bulletin and extra copies placed in the library for patrons to pick up. Additionally, a copy of the newsletter is posted on the library's webpage.

The library committee chair, or designee, may also submit special notices or articles for inclusion in the church's Sunday Bulletin and/or *Messenger* newsletter. Bulletin notes are intended to include information about OBC events that will happen within the next week. The *Messenger* is intended to highlight OBC events coming up within the next two weeks or beyond. Articles should be submitted preferably in electronic format by email to the church office manager by Wednesday for the following Sunday's bulletin, and on Sunday for the following bi-weekly *Messenger*.

The library conducted an online survey of members and friends in January 2008, receiving feedback about who the library should serve, how it serves, and how it could be improved. As a result of that survey, the committee has implemented a number of suggestions, including the quarterly newsletter, book reviews, lists of recommended reading by Oakhurst members, etc. The committee intends to conduct another survey every few years to update our plans for the future by using the feedback and guidance from the congregation and staff.

The library committee conducts an orientation for each new members class twice a year. The library webpage contains information about the library hours, check-out procedures, committee members, new additions, recommending book reading lists, "wish list" for donations or purchase, book reviews and newsletters.

INVENTORY – WEEDING - MAINTENANCE PROCEDURES

An inventory of the library shall be taken every ten (10) years during the month of January. The library committee, with assistance from other volunteers, shall conduct the inventory and a copy of the inventory given to the Christian Education Committee, Properties & Space Committee, and church staff. The purpose of an inventory is to aid in book selection, for insurance purposes, disaster preparedness and library promotion.

Weeding of the collection shall be an on-going process. Considerations for determining what materials should be removed will include the following:

- Poor physical condition

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- Illegible print/poor illustrations
- Yellowed pages
- Outdated material (more than ten (10) years old that has not circulated for three (3) years)
- New/revised material available
- Classification discrepancy
- Unnecessary duplicate
- Exemptions for rare or classic out-of-print materials

The materials displayed on the “Oakhurst Writers Corner” shelf may be removed from the display after it has been on the shelf for nine (9) months. Removed materials shall be either placed on the shelf with the rest of the collection in accordance with its Dewey Decimal Classification if it meets the library’s book selection criteria, or returned to the author by request. Materials of historical significance to Oakhurst Baptist Church will be forwarded to the Historian for church archives.

During the weeding and inventory process, materials that require maintenance will be set aside for repair as soon as possible by the library committee or outside service.

REPORTS – COMMITTEE MEETINGS

The library committee chairperson shall prepare an annual report as required by the Rules of Procedure in August of each year. The written report shall be provided to the chair of Church Council, through the chair of the Christian Education Committee, and the new chair of the library committee to share goals and accomplishments and give an outline of procedures that will provide continuity for the committee’s work. All official actions voted on by the library committee and copies of meeting minutes shall be provided to the Christian Education Committee chair and to the pastors.

Library Committee meetings shall be notated on the official church calendar located in the office, indicating the time, room and name of the committee. Meetings should be scheduled as needed, but at least twice per year. Additional library work sessions may be scheduled as needed to process books, cover or repair books, take inventory, set up displays or bulletin boards, etc.

The Library Committee shall function in accordance with the procedures outlined in the church’s Rules of Procedure.

LONG-RANGE PLANNING

The committee shall review the Rules of Procedure and this Policy and Procedure Manual every five (5) years to ensure that they accurately reflect the mission, goals and objectives of the church library. Consideration shall be given to changes in personnel,

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environment, curriculum, educational methods, and use of non-print materials. Input may be requested from regular library patrons, church members, other committees, and church staff.

PROFESSIONAL MEMBERSHIPS

The Oakhurst Baptist Church library is a congregational member of the Church and Synagogue Library Association (CSLA) and the Metro Atlanta Chapter of CSLA. Annual dues are payable in December of each year for the following calendar year. Membership dues are payable to the national organization as well as to the local chapter.

CSLA Contact information:

Website: <http://www.cslainfo.org/>

2920 SW Dolph Ct., Ste. 3A

Portland OR 97219-3962

Phone: (503) 244-6919 or (800) 542-2752 (LIB-CSLA)

Fax: (503) 977-3734

E-mail: csla@worldaccessnet.com

Metro Atlanta CSLA Chapter contact information as of 2010:

Judy Dodge, President

E-mail: JudyDodge@Bellsouth.net

Phone: (770) 394-7760

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Appendix A CHURCH COVENANT

We are together only to be the church of God in Christ. We are not here by chance, but God through grace is making of us a fellowship to embody and to express the Spirit of Christ.

In this fellowship, "there is no longer Jew or Greek, there is no longer slave or free, there is no longer male and female, for all of us are one in Christ Jesus" (Galatians 3:28). Therefore, we reject any status in this fellowship in terms of church office, possessions, education, race, age, gender, sexual orientation, mental ability, physical ability, or other distinctions.

As a member of such a fellowship, I intend to live under the following commitments:

- I will gather regularly with the church to worship God, share the good news, and continually examine its implications for my life.
- I will study the Bible, meditate, and pray so that I will more fully experience the presence of God.
- I will also be sensitive to God's message as it comes to me from persons, history, the arts, nature, current happenings in the world, and other sources.
- I will be responsible to God through the creative use of all my income and possessions. I will give systematically and even sacrificially to the financial support of our church's ministry.
- I will discover and affirm the gifts God has given me and use them in God's service; I will evoke, affirm, and celebrate the gifts God has given to others.
- I will intentionally give myself as Christ's servant through participation in His mission in the world.
- I will offer to know and love my sisters and brothers in this fellowship, and I am willing to be known and loved by them.
- With God's help and the help of my brothers and sisters in this fellowship, I make this covenant.

Adopted 1974, Revised 1997

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Appendix B

CATALOGING PROCEDURE

OAKHURST BAPTIST CHURCH LIBRARY

Procedures for cataloging, classifying and shelving books
beginning 2007

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The Accession Book

I. Purpose

- A. The accession book provides a chronological listing of books added to the collection. With pertinent information about each, it provides an accurate record, which is easily interpreted by new personnel.
- B. Data on total holdings is available at a glance for the insurance record, as well as the number and price of books added in a given period.
- C. It provides each book with an identifying number and provides space to note loss or other disposition of book.
- D. Computer program can supply same information in a one-step approach. *OBC began entering books on a Microsoft Excel spreadsheet beginning in 2007.*

II. Use

- A. Numbered loose-leaf sheets and notebooks are available from library supply houses. Use separate pages and numbering for each type of material--books, tapes, etc. *OBC began entering books on a Microsoft Excel spreadsheet beginning in 2007.*
- B. Information found in the accession book includes date added, author, brief title, publisher, copyright date, and price or gift information.
- C. No number is used twice. If a book is lost, notation should be made in the remarks column.
- D. In the book, the accession number and the ownership stamp are put on:
 1. The title page, just above the publisher's name
 2. On two key pages, such as pages 10 and 50. Ownership stamp on outside edges of book aids in identifying library books.
- E. The accession number also appears on the book card, the book pocket, and on the shelf list card.

OAKHURST BAPTIST CHURCH LIBRARY									
Materials shelved beginning in 2007									
CURRENT DATE	ACCESSION NO.	DEWEY CLASS	AUTHOR	TITLE	PUBLISHER	PUB. YEAR	PRIMARY SUBJECT	SOURCE (Gift/Purchase)	REMARKS
	E 1								
	E 2								
	E 3								
	E 4								
	E 5								

Classification of Books

The classification and cataloging of books, with various entries and the intermingling of subject matter, is technical. However, church library arrangements may be kept simple and can be achieved by following a few basic rules.

I. Sources of Bibliographic Information

- A. Title Page
 1. Title
 2. Author
 3. Publisher
- B. Back of title page - verso
 1. Copyright date
 2. ISBN (International Standard Book Number)
 3. Cataloging in Publication Data - CIP, supplied by Library of Congress

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- a. Authoritative form of author's name
- b. Title and subtitle
- c. Publisher
- d. Library of Congress Control Number - LCCN
- e. LC assigned subject

II. Methods of classification

- A. Recommended procedure is to give each book a number according to the Dewey Decimal classification system. This arrangement uses numbers to indicate subjects, thereby putting like books together on the shelves and providing an easy method of location and retrieval.
- B. Libraries grow at a faster pace than expected, and it is practical to begin with a recognized classification system.
- C. *OBC obtains DDC class number and subject from the Library of Congress online catalog (www.loc.gov) beginning in 2007. For books and materials not cataloged at LOC, the subject and DDC class is determined manually by librarian in accordance with DDC classification system.*

III. Dewey Decimal System

- A. This system calls for all books to fall in one of ten general subject categories.

000 General	400 Language	700 Fine Arts
100 Philosophy	500 Science	800 Literature
200 Religion	600 Applied Arts	900 History
300 Sociology		

- B. Each of these classes is subdivided first by tens decreasing to decimal points, keeping like books together on the shelves, as:

200 Religion--General Works	227 Epistles
210 Religion--Natural Theology	230 Christian beliefs, Doctrinal
213 Creation	240 Devotional
214 Suffering	250 Minister and his work
215 Religion & Science	252 Sermons
220 Bible	260 The Church
220.2 Concordances	264 Public Worship
220.3 Bible Dictionaries	266 Missions
220.7 Commentaries on whole Bible	268 Religious Education
221 Old Testament	270 Church history
222.4 Samuel	280 Denominations
225 New Testament	290 Other religions

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226.6 Acts of Apostles

296 Judaism

- C. A book can have only one classification number, which determines that book's place on the shelf--even though it has material on several subjects. It can, however, have more than one subject card to aid users in finding material.
- D. A very brief basic list of classification numbers applicable to church libraries is given in the [Organizational Aids](#) section, Classification. However, if many books are to be processed, Dewey Decimal Classification and Relative Index, abridged edition, should be purchased. It is published by OCLC Forest Press.

IV. Definitions and procedures

- A. The call number of each book is composed of the classification number and author letter or letters. The call number for Young's Analytical Concordance, then might be

220.2 (Dewey number for a Bible concordance)
YO (First two or three letters of Young's name)

- B. Many books will have the same classification number and will arrange by author within the number.
- C. Instead of numbers, use the symbol "**F**" for fiction; "**B**" for biography; and "**P**" for picture books:

P
SM

- D. The symbol "J" over the call number will distinguish children's books from adult ones. These should shelve separately, preferably on counter height shelves, nearer a child's eye level.
- E. A reference book is identified as one used for reference and not meant to be read through, like dictionaries and encyclopedias. No book cards are used for these, as they remain in the library. "REF" placed above the call number distinguishes the reference books from those which circulate.
- F. Before assigning a class number, skim the book to be sure of its content. Titles are often misleading. Tables of contents and chapter headings are good clues.
- G. If two subjects are discussed, use the number for the one about which more is given; or the first one; or assign a general number, which will include both subjects.
- H. **Individual biography may be classified "B" or 921. However, instead of author letters, letters for the subject are used. This keeps biographies of the same person together on the shelf. A biography of David Lipscomb might be**

B	921
LI	LI

V. Placing the Call Number

- A. On the title page and on the spine of the book.
- B. On the book pocket and the book card.
- C. In the upper left-hand corner of catalog and shelf list cards.
- D. Writing the class number in pencil by the accession number in the accession book will double check completion and accuracy of work.

POLICY AND PROCEDURE MANUAL FOR OAKHURST BAPTIST CHURCH LIBRARY

Cataloging the Book

I. **The card catalog**

- A. The card catalog is the file for public use. It is an alphabetical file of books listed by author, title, and subject.
- B. Cards which give the author, title, publisher, date, paging, and call number will make the book known to the users.
- C. The card catalog will look better if cards are done consistently, using the same spacing and form for each card.

II. **Card forms**

- A. Usually four or more cards are provided for each title. One card files under the author's name, one files for the title of the book, and one or more for the major subject or subjects. One card is made for the shelf list.
- B. The shelf list is exactly like the author card except it includes purchasing and cataloging information, including accession number and source of book. The shelf list is a separate file and is arranged in the same order as the books on the shelves.
- C. If the book has two authors, the first one is used.

Class no. →	377.866
Author →	Stevens, John C.
Title →	No Ordinary University: the history of a city set on a hill. Abilene, Texas: Abilene Christian University Press,
Publisher →	1998. 564 p.
Date →	
Paging →	
Accession →	01 ACU Press 11 N 99
no.	
Tracing →	1. Abilene Christian University -- History I. Title
showing cards in catalog	

FIGURE 5: Shelf List Card

POLICY AND PROCEDURE MANUAL FOR OAKHURST BAPTIST CHURCH LIBRARY

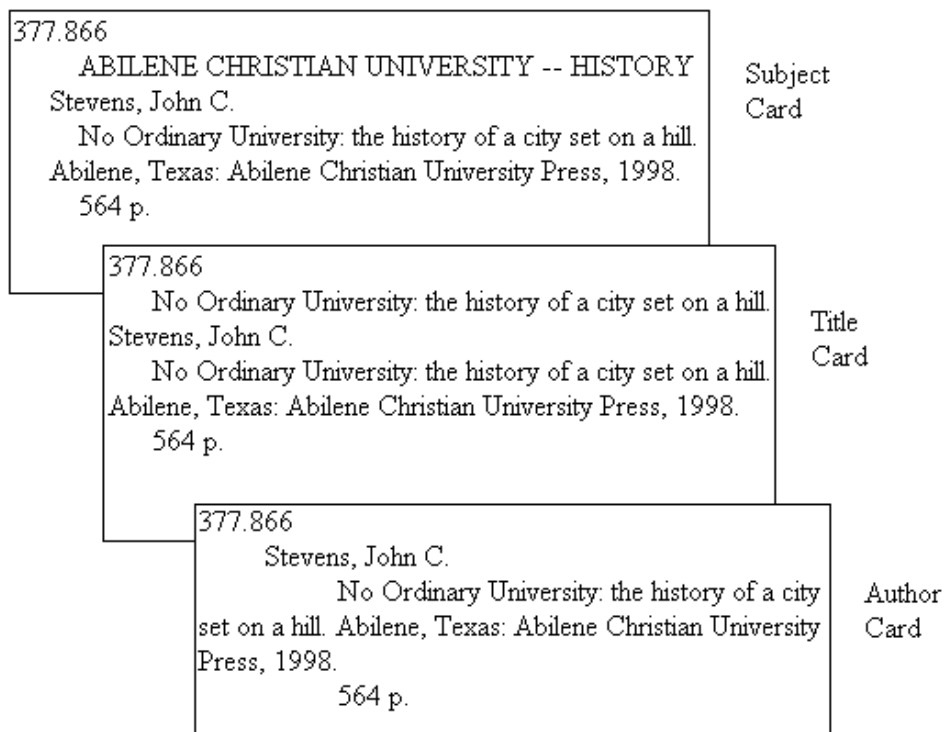


FIGURE 6: Catalog Cards

III. Subject headings

- A. Many people come to the library looking for a particular subject rather than for a specific book.
- B. Assign subject headings (*OBC uses suggested subject headings based on Library of Congress classification obtained at www.loc.gov beginning in 2007, when available*) and write catalog information at the same time class numbers are assigned.
- C. Use headings familiar to library users, and make cross references to guide users to the subjects used.
- D. Names of people may be used as subjects, too.
- E. Cross references direct the user from one subject heading to another. There are two kinds--See and See also. Figure 7.

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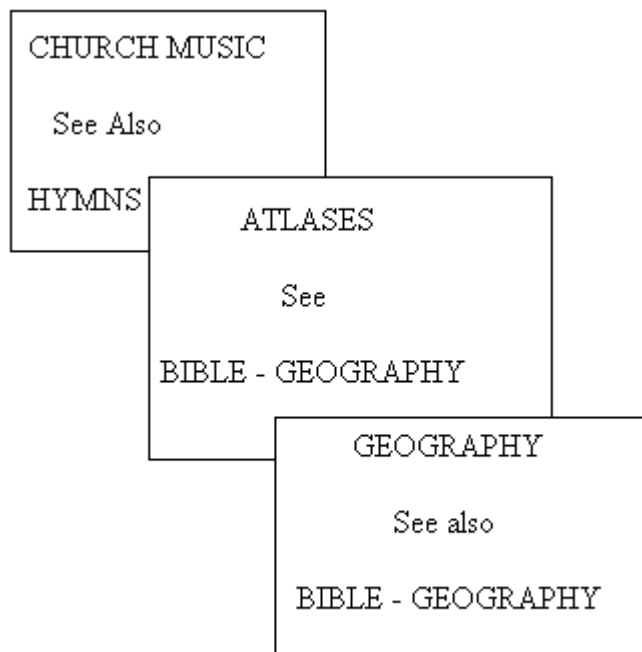


FIGURE 7: Cross Reference Cards

- F. Be uniform with subject forms. Usually one or two are sufficient. Consider what people will be seeking.
- G. Sears' List of Subject Headings by Anzovin should be purchased if there are many books to be cataloged. The Bibliography in the [Appendix](#) is only a beginning list. Order information for the Anzovin book can also be found in the [Appendix](#). Mark subjects used.

IV. **Suggestions for typing catalog cards**

- A. Begin call number on 3rd typewriter line from top edge of card, and 2nd space from left edge of card.
- B. Begin author's name 4th line from top edge of card (one line below call number) and 8 spaces from left edge of card.
- C. Begin title and subject headings on 3rd line from top and at 2nd indentation. (12 spaces from left edge of card.)
- D. If title or subject heading requires more than one line, begin second line 16 spaces from left edge of card.
- E. Capitalize proper names, derivations of proper names, names of organized bodies, the first word of the title, and the first word of the sentence.

V. **Filing rules**

- A. Filing is alphabetical but the interspersing of various types of entries calls for a few ground rules.
- B. In brief, the rule is "nothing before something." The space between words is nothing, and arrangement follows word for word.
- C. When the same word is used for different headings, file cards in order by: 1. Person; 2. Place; 3. Subject; 4. Title.
- D. Abbreviations are filed as if spelled in full, and elisions as if one word.

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threat
three
thresh

- E. Arrange proper names beginning with M', Mc, St as if Mac, Saint.
- F. **Disregard articles: a, an, the, as first word but consider them in other instances.**
- G. In works by and about an author, file first the author as main entry followed by author as secondary entry, and third, works about an author, arranged secondarily by author of book.
- H. Cross references follow subject entries when in one heading.
- I. Arrange an initial before a word beginning with the same letter. AA comes before Aaron.
- J. Arrange numbers as if spelled out.

Book Cards and Pockets

- I. **Print**
 - A. **The call number, the accession number, the author, and the title are printed on the book card.**
 - B. Print the call number and accession number at the top of the book pocket if a long book pocket is used. If a short one is used, this information may be printed on the pocket or penciled in at the top of the book page. See Figure 8.
 - C. If library supply pockets are not available, one may cut a slanting piece from durable paper. See Figure 9.
- II. **Paste**
 - A. Paste the book pocket on the inside back cover of the book, even with the bottom of the page.
 - B. The date due slip is tipped in on the opposite page.
- III. **Place**

The call number, consisting of the classification number and the author letters, must be placed on the spine of the book for ease in shelving and locating the book.

Shelve the Books:

Shelve the book placing it even with the edge of the shelf, and in order, first by number and then by author, as:

220 220 220 220.3 220.31 220.7 220.756
SI SM WR WR AN PR DA

Place the accession number in the upper right corner of the book pocket and card.

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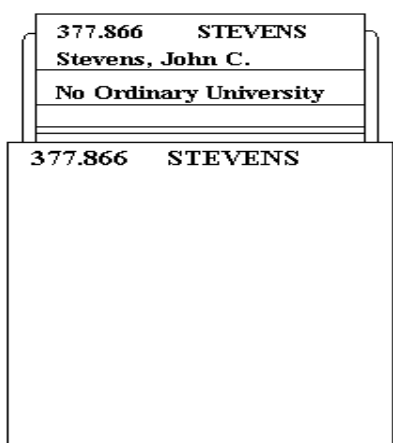


FIGURE 8: Book Pocket and Card

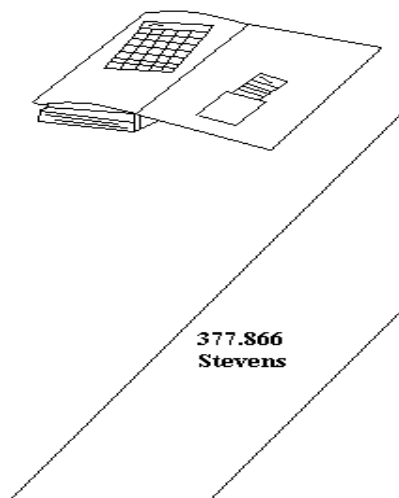


FIGURE 9: Slanting Pocket