

**ST. JAMES LUTHERAN CHURCH  
GETTYSBURG, PENNSYLVANIA**

Number 1.30.70  
Subject Library Committee  
Effective Date 4/21/2010  
Committee Library

Organization/Standing Committees/Library Committee

I. Mission Statement

The mission of the Library Committee is to build, maintain, and make accessible a useful and meaningful collection of Christian materials that reaches out to all ages.

II. Committee Composition

A. The committee shall be composed of the following members:

1. At least one Congregation Council representative.
2. Anyone else willing to participate on the committee.

B. The committee will select a chairperson.

III. Committee Responsibilities

A. The committee shall have the following responsibilities:

1. Select and order new materials for inclusion in the library collection.  
Materials include books, magazines, large print items, and audio/video media.
2. Catalog, organize, and shelve new and returned materials in the collection.
3. Establish and oversee checkout and return procedures.
4. Determine and oversee repair or replacement of damaged materials.
5. Regularly weed the collection and determine the disposition of withdrawn materials.
6. Design and organize placement of materials for accessibility and convenience.
7. Develop and oversee programmatic usage of the library for Sunday School classes, Vacation Bible School, special programs, and thematic emphases.
8. Develop and oversee publicity for utilization of the library and its programs through bulletin boards, the *Bulletin*, *The Messenger*, and the church website.

B. The committee is accountable to the Congregation Council and the senior pastor for the oversight of these responsibilities.