

# Meeting House Library of the Canberra Quakers

## *Manual of Policy and Procedures*

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## 1. Purpose

The purpose of the library is to make material available to people associated with the Canberra Quaker Meeting, which can help them in their spiritual growth in both faith and action.

## 2. Collection Policy

*The library will collect material in the following order:*

- a) Material relevant to the Quaker way of life and worship, and the deepening of spiritual awareness expresses in action
- b) Material relevant to traditional, current and potential Australian Quaker concerns
- c) Material useful to the student of Quakerism in history and in present day practice
- d) Material on Christianity and other religions, focussing on material that supports or develops Quaker faith and practice and makes useful connections between other religions and Quakerism

*The library collection (including the children's collection) is divided into four categories:*

- a) Quaker Lives, History and Practice
- b) Spiritual Matters
- c) Social Concerns
- d) The arts and spiritual practice (including fiction, art, craft, poetry and music).

*The library will not collect:*

- Material that is readily available in public libraries, except where it is of particular relevance to Quaker faith and practice or the Canberra Regional Meeting (CRM).
- More than two copies of any item, except where it is of particular relevance to Quaker faith and practice of the CRM
- Back issues of periodicals (except the Canberra Quaker Newsletter, The Australian Friend and Yearly Meeting Documents in Advance and in Retrospect
- Material more suited to the care of the CRM's Archivist
- Material better suited to St Mark's library, St James Library or the National Library of Australia

### **3. Acquisitions**

Material may be acquired by either purchase or donation.

The Library Committee may purchase material in accordance with the collection policy and within the budget agreed by CRM.

Donated material may be accepted in accordance with the collection policy. Once material is donated, the Library Committee will then determine if it will be accepted into the collection, or donated onto another collection, charity, or offered at the QSA book sale.

If a donor has personally significant material which they wish to add to the library collection, they must discuss this with the Library Committee first.

Significant donations can be acknowledged in the Library Committee meeting minutes and with a book plate naming the donor, if the donor wishes this to happen.

### **4. Accession**

The Library will maintain an accession register.

Once the Library Committee has agreed that a new item may be added to the collection, it is to be entered into the accession register. The accession number is to be entered onto the item. The item is to be stamped with the Meeting's name and appropriate tags added. It is then to be added to the catalogue on Library Thing. The Committee will also have a display of new materials.

## 5. Culling

Material may be removed from the collection. This may happen when

- There are multiple copies of an item and the collection no longer requires more than two
- The item no longer fits within the collection policy
- The item has become degraded beyond repair

When material is removed from the collection, it should be crossed off the accession register, with a note as to why the item was removed. All stamps, tags and other identifying marks should be removed. The item should be stamped "CANCELLED" and removed from the catalogue. It will then be disposed of by donation to a charity or put for sale at the QSA book sale. Culled material cannot be taken by the members of the Library Committee.

## 6. Loans

The library is an asset and resource belonging to the Canberra Regional Meeting. The Library Committee must ensure it is as accessible and appealing as possible, while ensuring the collection is protected from theft and damage and material is not held for extended periods by one borrower.

The standard loan period for periodicals is two weeks. For other items, the loan period is four weeks. The library holds a small collection of rare, early, fragile and reference materials that cannot be borrowed but maybe used within the library.

A folder containing loan forms is available in the library. A borrower should fill in a form with the title and author of the item, the name and contact details of the borrower, the date borrowed and the due date. The borrower should pay particular attention to the date the items are due to be returned. If the items cannot be returned by the due date, they should contact the Library Committee. Contact details are held within the loan folder.

The library will develop relations with Quaker libraries in Australia. Inter-library loans will be supported.

Meetings associated with the CRM can request a box of materials from the library. One person from associated meetings will be responsible for the maintenance and return of the materials. These materials may be held for a period of three months.

## 7. Returns

Borrowers should leave returned items in the black plastic bin marked Returns in the library.

A member of the Library Committee or helper will look through the loan forms to find the item. If it can be found, the item will be signed off and returned to the shelves. If the borrowing form cannot be found, a note will be made on the borrowing sheet before the item is returned to the shelves.

## **8. Overdues**

Once a month, the Library Committee will go through the loans folder and identify items that appear not to have been returned. If the item cannot be found on the shelves, a reminder phone call, text or email can be sent to the borrower.

## **9. Library Committee**

The Library Committee will meet once a month. Minutes of meetings are to be kept and given to the Canberra Regional Meeting Business Meeting. Standing agenda items will include

- Acquisitions
- Culling
- Overdues and reminders
- Budget