Librarian **reviewed June 2015**

Description: Bellingham Friends Meeting owns a collection of books, pamphlets, periodicals and audiovisuals, collected and available to meeting members and attenders.

Purpose: To maintain and care for library holdings of BFM and make these available for use by members/attenders.

Responsibilities:

1. Catalogue all holdings and store in an easily accessible way for use by members and attenders.
2. Create and maintain a catalog record of holdings and record the signing in and out of materials.
3. Coordinate with Meetinghouse liaison regarding care and storage of materials.
4. Encourage use of materials through various means of communication i.e. book reviews, information in newsletter about available resources, etc.
5. Encourage ways of utilizing resources through newcomer packets, focused reference materials, e.g. subject materials collected as appropriate for a 2nd Hour.

Policies/Practices/Guidelines

1. Provide a process for deciding which resources are appropriate for BFM library.
2. Provide information to meeting members/attenders about which books are available in the BFM library.
3. Accept donations from members/attenders and provide criteria of suitable resources in terms of condition, quality, age, usefulness.
4. Develop policies for disposal of outdated materials and/or books.
5. Store pamphlets in an accessible way.

Calendar

Review need for budget allocation annually during meeting budget process.