

Tennessee Valley Unitarian Universalist Church	Policy/Procedure: TVUUC Linda Lee Kraeger Library Primary Author – April Burt	Document No: PP-005-00 Page 1 of 3
Procedure Approved by: Rev. Chris Buice, Sr. Minister		Signature/Date Signed

A. Purpose of this Policy/Procedure

1. The Linda Kraeger Library has been established to provide library materials for the use of TVUUC members and friends. These library materials may include, but is not limited to, books, videos, CDs and other materials.
2. The library also maintains a small children’s library.

B. Scope

Categories of Books and other materials shall pertain to one of the seven Unitarian Universalist Principles and was designed as a special collection to reflect the interests, principles, history and values of TVUUC.

C. Responsibility

Anyone directly engaged in maintaining and managing the Linda Kraeger Library has the responsibility to help insure compliance with this policy and procedures document.

D. Policy Statement

Use of the Linda Kraeger Library is made available to all TVUUC members and friends in accordance with the procedures set forth in this document.

The above Policy Statement has been reviewed and approved by the Board of Directors. Board approval is reflected in the minutes of the Board and formalized below by signature of the President of the Congregation. Authority to approve any associated procedure(s) is conferred to the Executive;	
Yes <input type="checkbox"/> No <input type="checkbox"/> If “No”, the Board retains authority to approve associated procedures.	
Approved by: Linda Randolph, President	Signature/Date Signed

E. Procedure

1. Glossary of terms
 - a. **Library** – For purposes of this specific policy, “Library” refers to the Linda Lee Kraeger Library established to honor her life as an author and teacher.
 - b. **Books** – Books are those housed in the Kraeger Library. Books may be donated and or purchased by TVUUC members and friends, committees, and librarians, that meet the criteria and scope established in this policy and procedure.
 - c. **Librarian** – Appointed or volunteer member(s) of TVUUC will be responsible for the day to day monitoring of the Library and any other matter pertaining to said Library.
2. **Books – Selection and Distribution**

<p>Tennessee Valley Unitarian Universalist Church</p>	<p>Policy/Procedure: TVUUC Linda Lee Kraeger Library</p>	<p>Document No: PP-005-00 Page 2 of 3</p>
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- a. Categories of books will be designated by subject on each shelf. New categories may be added depending upon receipt of new materials that are not currently categorized and that apply to the seven UU principles. Refer to the Library Appendix for a complete list of Subject Categories.
- b. Books from the UUA bookstore, Beacon Press or Skinner Press are acceptable.
- c. While donated books may be accepted and integrated into the collection, those donated items deemed not in accordance with the scope of this specialized collection will either be returned to the donor and/or donated to the annual church book sale.
- d. The Library also contains books specifically authored by members of TVUUC and will appear on a specifically designated shelf: TVUUC Authors.
- e. A portion of the private book collection of Linda Lee Kraeger, in whose honor the Library is named, is also included in a designated area. These books are not for circulation and to be enjoyed within the confines of the Library.
- f. Books are to be checked out using the circulation card located in the back of each book. Name, month, day, and year should be filled in completely, and placed in the container provided. Books are due back within six weeks. Written instructions for using and checking out library materials shall be posted in the library.

3. Librarian

- a. Responsibilities of the Librarian include, but are not limited to:
 1. Select books appropriate for the guidelines established.
 2. Process library materials prior to shelving.
 3. Add each new book to the Excel program Data Base, which is located on the TVUUC Web Site. A “hard” copy will be available in the Library and marked accordingly. Refer to Library Appendix for the copy of **Library Catalog Data Base** contents
 4. Process returned books and return to shelves.
 5. Notify and remind patrons of overdue books, either by mail, phone call, or email.

Tennessee Valley Unitarian Universalist Church	Policy/Procedure: TVUUC Linda Lee Kraeger Library	Document No: PP-005-00 Page 3 of 3
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6. Tidy and straighten Library once a week. Maintain comfortable chairs, lamps and tables in an appropriate, aesthetic manner for use by members and friends.
 7. Post Library rules, instructions and helpful hints.
 8. Generate and maintain interest in the library through the TVUUC Newsletter. Articles may include new additions to the collection, photographs of members using the library, and special interest photographs depicting donations to the library by TVUUC members and authors.
 9. Request budget expenditures that are deemed necessary to maintain the quality of upkeep for day to day supplies for the library.
 10. Make available, notice of “Library Hours” that has already been established or revised by the church. Refer to Library Appendix for copy of **Library Hours**.
4. The Library facility is also made available to “small groups” and TVUUC Committees. Reservations should be established through the church secretary.