

## **Library Working Group**

### **Purpose**

To maintain an overview of the library, its collection and set priorities.

### **Duties and Responsibilities:**

#### **Responsibilities**

1. Working with Program Staff, determine priorities for the library collection at CCS.
2. Develop a plan for acquisitions and library maintenance, ensuring the work of data entry, cataloguing and culling of books happens in a timely manner.
3. Support and assist any volunteer or staff librarians/library assistants in their work.
4. Recommend policies related to the library to the Council through the Program Committee.
5. Develop an annual budget for the library, submitting it to the Program Committee in time for its budget submission to the Finance Committee.
6. Work with the University of Winnipeg, re-negotiating the contract as needed, keeping abreast of changes to the University system that will affect CCS students and resolving issues emerging from joint usage.
7. Ensure borrowing practices are clear and effective for students and other patrons.
8. Develop protocols for accepting donations of used books and assist in their integration into the library or their appropriate disposal.
9. Work with staff to keep the library in usable state, engaging in such tasks as shelving books, mailing out books, tidying and filing materials in the vertical files.
10. Submit a written report to Program Committee quarterly, and provide representation to Program Committee or Central Council meetings if necessary.
11. Submit a written annual report to Central Council and assist Central Council in setting priorities for work related to CCS library.
12. Minute all meetings.

### **Composition and Qualifications**

#### **Membership**

2 members

1 student

1 staff person

1 library person (contract or volunteer if in place)

The Working Group shall appoint its own chair, who may be the staff person.

#### **Responsibilities of Staff**

The staff member will serve as a resource to the Working Group and assist it in knowing what work is needed at any given time. If a librarian is in place, she/he will provide primary staff support to the Working Group.

#### **Commitment**

##### **Meetings**

The committee will meet as often as needed, normally for 2 hours monthly.

Normally the membership will be based in Winnipeg in order to provide assistance in the library.

#### **Terms of Appointment**

- Two years, renewable twice

**Authority/Decision Making**

**Accountability**

- To Central Council through the Program Committee.
- To the Corporation annual meeting with a written annual report.
- Submit a copy of minutes to Administrative Assistant for official records.

**Skills among the membership**

- experience with library work
- understanding of the place of the library in the program of CCS
- willingness to assist in maintenance of the library

**Supporting Policies:**

Library Policy

**Add to File:**

Agreement with University of Winnipeg

## **The Centre of Christian Studies Library Policies**

### **Purpose**

The purposes of the Centre for Christian Studies Library are:

- to provide resources for the staff and students enrolled in CCS programs to enrich teaching and learning
- to make the resources of the collection available for students of other colleges and the wider community as a contribution to a broader context of theological education.

### **Policies and Procedures**

The CCS library is automated in co-operation with the University of Winnipeg Library. The Policies and Procedures will conform to those of the University of Winnipeg where that is required by agreement.

### **Library Access**

The Centre for Christian Studies Library serves the research, informational and educational needs of the CCS community, which is primarily students and staff. These individuals have priority in using the library's resources, facilities and services. Therefore, some library holdings may sometimes be unavailable for general circulation because they are on permanent or temporary reserve and checked-out items are subject to recall. To the extent that appropriate use of our resources permit, and consistent with supporting the needs of our primary user groups, the library is committed to assisting other students and researchers.

Circulation privileges are extended to members of U of W Partner Libraries. All those holding a valid University of Winnipeg or U of W Partner Library card may borrow from the CCS collection. CCS will extend loan privileges for the CCS collection to volunteers, alumni and other community members on a case by case basis.

CCS staff and students will be issued a library card by CCS. The card will automatically be renewed annually for students in good standing. Other patrons may request a library card from CCS in person or by mail. Cards are not transferable. Issuing of cards is at the discretion of CCS administration.

CCS staff may exercise the option of obtaining their library cards from the University of Winnipeg, which will entitle them to a greater range of library privileges.

### **Circulation**

Books can be checked out from CCS in person, by phone or by email. The library is not staffed full-time, and therefore arrangements must be made in advance to access the library materials.

Loan periods are as follows:

- For CCS students, 6 weeks unless recalled.
- For CCS staff, 20 weeks unless recalled.
- For University of Winnipeg Partner Library borrowers, 4 weeks unless recalled.
- All stack books are subject to recall after 14 days.

A limit may be imposed, at the discretion of CCS, on the number of books that may be borrowed on a particular topic.

When a patron has overdue items, all library borrowing privileges, including interlibrary lending services, will be suspended. All material must be returned before borrowing privileges will be reinstated. Overdue notices are automatically generated.

Borrowed items may be renewed online through the University of Winnipeg catalogue prior to the due date. Renewals may also be made by e-mail or phone. The period for renewal is 4 weeks. Renewals will not be granted for items requested by another patron. Items may be renewed once.

Materials will be mailed to CCS students, and, on a case by case basis, to alumni and other CCS affiliates only. Other patrons holding a valid University of Winnipeg Partner library card may check materials out at CCS in person or use Inter-library loan through their home institution. CCS will provide return postage for materials that are mailed.

### **Fines**

CCS will assess patrons a per diem fine at the rate used by University of Winnipeg library for overdue books. CCS may withhold transcripts, certificates and opportunity for enrolment from students who have overdue materials. CCS may waive fines, depending on individual circumstances. When a book is overdue that has been borrowed by a patron, the home institution of that patron will be notified automatically.

Lost or damaged items are the responsibility of the borrower. We discourage borrowers from lending library materials to other people. A processing fee and a replacement charge at the rate used by University of Winnipeg library will be charged on lost items or items damaged beyond repair. CCS students have the option of paying the administration fee plus the replacement fee or the administration fee and actually replacing the lost book. In the case of damaged materials, borrowers will be invoiced individually based on the processing fee plus repair cost.

### **Non-Circulating Materials**

Some items do not circulate outside of the CCS building except as required by staff. They include:

Reference Materials	Curriculum Materials
Periodicals	Audio/Visual Resources
Archival Collections	Music

### **Inter Library Loan (ILL)**

ILL service is available to CCS students and staff as an aid to research and study. Patrons are expected to access resources available at CCS before requesting material via ILL. University of Winnipeg and its Partner Libraries may request CCS material via ILL.

### **Confidentiality**

Library patron records are considered confidential and will not be disclosed without permission of the patron, except as outlined in this policy.

When a CCS library card holder receives their library card at CCS, certain personal information is added to the library system. This information is accessible by the library administrators of each of our partners in the systems. This information includes:

- name
- address provided
- phone numbers provided
- email address
- patron's library bar code number
- any books currently checked out of the system.

### Acquisitions

The program staff and CCS library volunteers share the responsibility for collection development. Materials will be chosen balancing consideration of program needs, strengths and weaknesses of the collection, and budgetary limits. The availability of the items from other sources, especially partner libraries, will also be considered.

### Focus of Collection

CCS will focus its collection on print (books, journals, periodicals) and audio visual resources primarily in the main curriculum areas:

Curriculum Area	Examples of Area of Focus	
1 Education	Learning Theory Theology Pedagogy Faith Development	Congregational Models Liturgy/Preaching Sacraments Doctrine and Polity (ACC/UCC)
2 Leadership	Learning Theory Theology Pedagogy Faith Development	Conflict and Mediation Communication Program Design/Evaluation
3 Pastoral Care	Counselling Ethics Abuse Violence Addictions	Family and Partnership Advocacy Sexuality Theology Passages Liturgy
4 Social Justice	Mission Social Analysis Gender Global Perspectives	Economic Theory Social Reconciliation Marginalization Racism
5 Diakonia	History Theological Perspectives materials written by CCS graduates regardless of the genre	Ecumenical and International

## **Gifts and Donations**

The Centre for Christian Studies Library encourages and appreciates gifts and donations. Potential donors are encouraged to communicate with CCS staff about the suitability of the potential donation before delivering books to the library.

All potential donors will be notified of the following policy guidelines.

1. Valuation for income tax receipts will be assessed on market value and is subject to legal limitation. It should be noted that while some used books could be invaluable to CCS, they may have little or no market value.
2. The library staff in consultation with program staff will make a final decision on whether or not the item should be added to the collection.
3. If the item is not added to the collection, it may be returned to the donor, sold, given away or otherwise discarded.
4. Once the gift item is added, it takes on the same status as any other item in the collection, and may be weeded, discarded, sold, etc.
5. All gifts will be acknowledged by insertion of a book plate in the book, unless specified otherwise by the donor.

Memorial gifts of books or money are also accepted, subject to the acceptance policy guidelines above, and a suitable bookplate will be placed in the book to acknowledge the memorial. Specific memorial books can be ordered for the library on request of a donor if the request meets the collection goals of CCS. Donors should consult with staff prior to purchasing a memorial book to ensure it is suitable for the collection. CCS can recommend titles to the donor.

## **Culling**

Shelf space in the library is limited, so periodic culling will be required. Materials may be culled, for example, when they are out of date, in poor condition, duplicate copies, seldom used, or irrelevant to the curriculum. Books to be culled will be reviewed by the library volunteer(s) and program staff. No material will be discarded without consultation.