

## FBC Library Donation Policy

We welcome and encourage donations of Christian books and other items to the FBC library. As a matter of fact, we LOVE them!

Library materials include books (fiction, non-fiction, references), audio-visual DVDs and CDs.

All donated items will be evaluated and must meet the same standards as any purchased item. The selection of all materials are decided by, but not limited to, the following guidelines:

1. Does the item have value for the spiritual edification of church members?
2. Does the item have specific usefulness for members of the church?
3. Is the physical condition of the item acceptable?

Donated materials...

1. are subject to the approval of the head librarian and/or church leadership.
2. should reflect Christian standards of conduct and should be free of non-Christian attitudes and actions.
3. for children and youth should build character and teach Christianity.
4. of equipment and furnishings are subject to approval by the head librarian and leadership as necessary.

Unfortunately we cannot utilize everything that is donated due to a variety of issues which include but are not limited to space limitations and the physical condition of the material.

If we are unable to utilize the donated items, we will either return them to the donor or pass them along to Christian Resources International (CRI); an organization that sends Christian books overseas to 3<sup>rd</sup> world countries.

In order for us to return any unused materials to the donor, the donated items must be placed in a bag or box with a note that includes the donor's name and phone number, so that we know where to return the items.

If there is no contact information attached to the donated items, we will simply pass the unused material on to CRI.

We also host a memorial program whereby you may place media in the church library in honor or memory of a friend or loved one either living or deceased. Please contact the librarian for this program.

NOTE:

\* Experience has shown that VHS tapes and cassette tapes are not well utilized; therefore FBC library no longer processes any VHS or cassette tapes for library use. Any VHS or cassette tapes will be passed along to CRI ministries.

\*In the rare instance that the donated materials are heretical in nature, this material will be immediately destroyed and disposed of.

\* Also, any temporary gift or loan will not be accepted.