

BBUUC Lending Library Policies

The BBUUC Library acquires and accepts the donation of print and audio visual materials that are in a format widely used for the past five years.

Donations that meet the following criteria are welcome:

- Foster active understanding of UU principles and purposes
- Reflect the diverse theological viewpoints within Unitarian Universalism
- Encourage understanding of Unitarian and Universalist origins, history, traditions and worship
- Represent many sources of spiritual insight and religious teaching on which Unitarian Universalism draws
- Focus on the lives, works and ideas of Unitarians and Universalists, past and present
- Include the works of UU authors and publishers
- Support and enrich BBUUC's religious education programs for youth and adults
- Serve BBUUC's staff and leaders, and the work of BBUUC's many committees, programs, projects and activities
- Support members and friends in their religious journeys within the UU tradition
- Encourage members and friends to serve wider communities and the world in ways that reflect and extend Unitarian Universalist values
- Uphold the vision and mission of the congregation

Donated materials will be evaluated for inclusion in the library on the basis of these criteria and physical condition. When donating books, we welcome the donor(s) their name(s) inside the front cover. Donated material not added to the library will be donated to other organizations that might use them, discarded, or offered as part of any book sale conducted by BBUUC. The BBUUC library cannot assess the value of a donation. It is the donor's responsibility to determine the value of the donation or use an independent appraiser to do it for them. If requested, a form acknowledging the donation can be created and sent to the donor.

Borrowing Policies

- The BBUUC Lending Library operates on the Honor System. All are asked to practice good stewardship as items are borrowed and returned. There will be a spreadsheet in the library for borrowers to complete when they check materials out.
- Borrowers are encouraged to return materials after three weeks.
- Returned materials are to be placed the container labeled RETURNED, not re-shelved in the collection until checked in by a member of the Library Task Force Team.
- Once a month, a member of the Library Task Force will review any items that have been checked out for over a month and contact the borrower.

Contact

Questions about the library may be directed to one of the following people:

Sandy Coffey, Erin Rogers and Madeline Sims, Volunteer Librarians

Stacy Asimos, Office Administrator

Approved by BBUUC's Board of Directors on April 5, 2016