

**Library Committee**

Membership: One affirmed Head Librarian and multiple volunteer helpers.

Term: Five (5) year term for Head Librarian

Selection Process: By the annual discernment and affirmation process conducted by the Leadership Commission. Library Committee members are added when interest is indicated, continuing as long as desired.

Function/Objective: To maintain and improve the Church Library.

Responsibilities:

- To buy new books and videos/DVDs.
- To inventory the books within the five year term of the Head Librarian.
- To assist in checking out videos/DVDs on Sunday mornings.
- To check in returned books and videos.
- To review donated books and videos/DVDs and place in library as appropriate.
- To repair books and discard as necessary.
- To write reports for the Mirror to give updates of items added to the library and other information.

Accountability: To the Church Council, Congregation.

Annual Report: Strongly recommended for historical purposes.

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Revision Process: By Approval Method B (per page iii)  
Revision Dates: Aug. 2006