

Selection Policy for St. Matthew's Lutheran Church

1. **Selection Policies:** To meet the stated purposes of the Library, the selection of all materials will be made by the Volunteer Librarian of the Library (or a designee) including, but not limited to the following guidelines:
 - (1) Is the physical makeup of the material satisfactory? Free of mildew and markings?
 - (2) Does the material seem to be controversial subject matter? The church library avoids adding books that are controversial since the unity of the body of St. Matthew's Lutheran Church is of utmost importance.
 - (3) Does the author seem to be controversial?
 - (4) Does the material support the statement that the library is totally dedicated to sharing God's message through print, audio and visual format?
 - (5) Is the material not easily/usually found in the local public libraries?
 - (6) Is the material a duplication of something already in the library?
 - (7) Is the library already saturated with materials on this topic?
 - (8) Is the material covered factual, accurate, reliable, authoritative and up-to-date?
 - (9) Is the subject matter handled fairly as opposed to being maliciously biased?
 - (10) Do the originator and distributor have good reputations for material in the field?
 - (11) Books in question may be routed to the full Library Committee or the Sr. Pastor for evaluation and recommendation for inclusion.

2. **Slightly Used Donation Policies:** Materials donated to the St. Matthew's Lutheran Church Library must be evaluated and approved by the Volunteer Librarian, the full Library Committee, or the Sr. Pastor on the same basis as new materials being considered for purchase. Those materials not appropriate and approved shall be disposed of by the Volunteer Librarian in any manner deemed appropriate.