

### **Guideline: NPSP Resource Center**

#### **NPSP Resource Center Mission Statement**

The resource center will provide a wide selection of resources (print, audio, video and equipment) for all congregational members and leaders within the Presbytery. Resource material will support denominational beliefs and interests.

#### **NPSP Resource Center Selection**

##### **1. Purchasing Guidelines**

The resource center director may make purchases in accordance with the mission statement for resources up to \$75 within budget parameters.. The purchase of higher cost items must be approved by the Executive Presbyter, the Council, or Council's appropriate sub-committee.

##### **2. Material Selection**

- a. Resources should reflect the center's mission statement, and the ministry and purpose of the presbytery.
- b. All selections aim for quality in content and format. Price alone is not a determining factor.
- c. Selections may be made from companies with whom there is a current subscription. Other religious or commercial sources may be used with approval from the Executive Presbyter.
- d. Content Considerations
  - i. What is the major focus of the material? Is there clarity of message? Is there a user guide? If so, is it clear and helpful?
  - ii. Examine the material for sensitivity to cultures and people.
  - iii. Is the material aesthetically appealing?
- e. Degree of Need
  - i. Requests from Resource Center users
  - ii. Flexibility of use (is the material appropriate for only one age/group)?
  - iii. Timeliness and relevance for today's world
  - iv. Will the material in question help balance out materials already contained in the center?
- f. Educational Approach & Format:
  - i. Will the material encourage further investigation and study?
  - ii. Who is the intended audience?
- g. Fiction:
  - i. Fictional material may be purchased if it lends support or encouragement to denominational beliefs and interests.
  - ii. The material should not duplicate what can commonly be accessed through public libraries.
- h. Quality & Shelf-life
  - i. Evaluate the durability and attractiveness of the resource.
  - ii. Evaluate the print, type and binding of print material for usefulness and durability.
  - iii. Determine the shelf-life in regard to content, techniques and technology and dress, style and language. Will it be appropriate for three to five years?
  - iv. Use of Resource: Where might this resource be used?

### **Types of Material & Equipment**

The resource center will provide printed, audio and visual materials as well as a small selection of electronic equipment. Equipment will be available for loan outside the center.

### **Weeding**

- Does the publication conform to the mission statement?
- Date considerations:
  - a. Books: Has it ever been checked out? If so keep unless the copyright date is more than 10 years older than the current year. If not and the copyright date is five or more years older than the current year, pull it.
  - b. Booklets & Pamphlets: keep current issues; topics that resurface after 2-5 years can be kept in archive.
  - c. Videos: Pull videos if the copyright date is more than five years older than the current year.
  - d. GA promotional materials not used after one year may be discarded.
  - e. Magazines: Keep one year on the shelf; one year of popular magazines in archives. If there are Indexes, keep them with the magazines.
  - f. Is the material dated in content, language, relevancy, etc?
  - g. Are there duplicates? Is more than one necessary?
  - h. Is the publication in good condition?

Use care in considering resource or historical materials.

### **Authorization to Weed**

The Resource Center Director has authorization to weed the Resource Center according to the above guidelines.

The Resource Center Director may recommend additional materials for weeding, but authorization must be granted from the Council, its appropriate subcommittee or the Executive Presbyter.

### **Disposal Recommendations**

Pulled items should be taken to Presbytery to give away. Videos can be recycled to the Synod office.