

**First Unitarian Church of St. Louis
John Learned Library
Mission Statement**

The John Learned Library seeks to support the spiritual quest, religious education, and other church-related activities of members and friends of First Unitarian Church by providing materials on Unitarian Universalism specifically, religious matters generally, and appropriate related areas.

Approved May 25, 2009

**First Unitarian Church Of St. Louis
John Learned Library**

Circulation Policy

Members and friends of First Unitarian Church may check out books from the library.

Visitors may use the materials in the library, but they may not check out books. An exception can be made for regularly attending visitors, at the discretion of a member of the Library Committee.

Books may be checked out for a period of 4 weeks. Reference materials do not circulate.

A book may be renewed for a 4-week period unless it has been requested by another borrower.

Borrowers must provide full contact information on the circulation card: name, address, and phone number. An e-mail address should be provided if available.

Borrowers are responsible for properly checking out books and returning them on time in usable condition.

Borrowers who do not return library books or materials on time, lose them, or return them in a condition that renders them unusable are subject to the library's policy on overdue, lost, and damaged materials.

Check-out Policy for Audiovisual Materials

Audiovisual materials (CDs and DVDs) are not available for self check-out. Patron must see the Library Committee member on duty in order to check out audiovisual materials.

Audiovisual materials are available for check-out to Members and Friends only.

Each library patron may check out no more than one audiovisual item at a time.

Audiovisual materials circulate for 7 days.

Overdue, Lost, and Damaged Material Policy

A borrower who does not return a book on time will be sent an overdue notice by mail or e-mail after an item is two weeks overdue. Multiple notices will be sent in an effort to get the item returned. If possible, the committee member responsible for circulation will also contact the borrower by telephone to request the return of the overdue book.

If all such efforts are unsuccessful, the book will be considered lost.

If a borrower loses any item belonging to the library or returns it in a condition that renders it unusable, the borrower may replace the item with a duplicate book or may pay the cost of replacing the item, or risk suspension of library borrowing privileges.

**First Unitarian Church of St. Louis
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Gifts Policy**

Scope of gifts accepted

The John Learned Library warmly welcomes and appreciates gifts of books and audiovisuals that meet one of the two following criteria:

- 1) The items donated are appropriate to the library's collection as determined by the library's mission statement; or
- 2) The donor agrees to permit the library to dispose of any donated titles which are not appropriate to the collection, usually by donation to the John Learned Bookstore.

Method of donation

Donors may make donations either by placing materials in the library committee's mail box outside the church office, together with the donor's name and address, or by contacting the library committee chairperson directly.

Acceptance of donations

The John Learned Library Committee will evaluate each donation. The library committee has final authority to accept donations.

Acknowledgment of donations

The library will send written acknowledgment of accepted donations to the donor. The acknowledgment will indicate the number of titles/volumes donated and the year of the donation. The library committee will not supply a list of items donated. However, if the donor includes such a list with the donations, a library committee member will sign and date the list. The library is unable to make evaluation of gifts for tax purposes.

All donations accepted for the collection will have a donor bookplate attached to the inside of the cover of the item.