

**Congregation Kol Ami
Jay B. Fink Memorial Library
Collection Policy**

Approved by the Library Committee July 28, 2003
Revised October 18, 2006

Mission Statement

The mission of the Congregation Kol Ami Jay Fink Memorial Library is to provide materials and programming for the congregation, Kol Yeladim Religious School and the community. The library collection will consist of a variety of materials that will enable members to enhance their experience of Jewish life in a relevant Jewish library. The library committee/staff is committed to excellence in its service to all users.

Definition of Library Users

Primary users of the Congregation Kol Ami Jay Fink Memorial Library include:

1. Congregants
2. Students and Faculty of Kol Yeladim Religious School
3. Clergy
4. Staff
5. Users outside of the Congregation Kol Ami community with the permission of the Library Committee.

Collection Formats

Hardcover and paperback books, newspapers, periodicals, archival material pertaining to the history of Kol Ami, videos, audiocassettes, compact discs and DVDs.

Selection Process

The scope of the collection will focus on materials of Jewish relevance and content, keeping in mind the needs of this congregation. The collection will include appropriate popular fiction and critically acclaimed work as well as Jewish theology and liturgy, Jewish History, and Israel and Zionism as well as subjects relevant to daily Jewish life and life cycles in America and throughout the world. The library will continually concentrate on strengthening all areas of the collection.

All selections must be consistent with the library mission and collection policy and will be purchased at the discretion of the Library Committee with an approved budget. Congregation Kol Ami members, clergy and staff may submit a written request for the acquisition of new materials. (See attachment)

Selection criteria may include, but is not limited to:

1. Items that meet the needs of the congregation
2. Items of Jewish content and relevance to our congregation
3. Items useful to the primary users of the library
4. Items presenting a variety of points of view on a controversial subject
5. Items of lasting literary or social value
6. Fiction of Jewish content or relevancy

The library will not purchase materials that are more appropriately held by another

institution. Financial and space limitations will be considered in selection.

Deselection Process

With the approval of the Library Committee the library will deselect materials in order to conserve space and to make room for new materials. Deselection will also improve access to the collection and conserve money. In processing, an attempt will be made to donate the materials to other Jewish institutions. The library may sell deselected books for fundraising and will attempt to recycle all discarded material.

Deselection criteria may include but is not limited to:

1. Material inconsistent with the mission statement and collection policy
2. Duplicates
3. Unsolicited or unwanted gifts and donations
4. Obsolete books
5. Superseded editions
6. Material that is worn out, damaged and too expensive to repair
7. Periodicals will be held for one year
8. Newspapers will be held for one month
9. Congregants of Kol Ami may make written request to remove an item from the library. Final decisions rest with the Library Committee in consultation with the Congregation president and clergy.

Gifts and Donations

The Library Committee is appreciative of gifts of books and library materials with the understanding that inclusion in the library collection is dependent upon agreement with the mission statement and collection policy. Donations must be made with prior agreement with the Library Committee. If the donation is accepted the donor must sign the donor agreement. (See attachment) The library maintains the unconditional ownership of gifts and reserves the right to sell or dispose of all materials at a later date. Anonymous donations are unconditionally owned by the library and are subject to library policies.

The library welcomes gifts of funds and will honor recommendations from the donor as long as they are in accord with the mission statement and collection policy.

Revision of Policy

This policy may be revised upon the recommendation of the Library Committee with approval of the President.

**Congregation Kol Ami
Jay B. Fink Memorial Library
Patron Suggestion Form**

The Jay Fink Memorial Library welcomes suggestions for additions to the collection. All selections must be consistent with the library mission statement and collection policy and will be purchased at the discretion of the Library Committee.

Please fill out as much information on this form as possible. You will be notified as to the status of your suggestion.

Name: _____

Address: _____

Phone Numbers:

Home _____

Fax _____

Cell _____

Email _____

Affiliation with Congregation Kol Ami:

Member

Religious School Teacher

Clergy

Staff

Other _____

Format:

Book

Periodical

Newspaper

Video Recording

Audio Recording

Other _____

Author: _____

Title: _____

Publisher: _____ **ISBN/ISSN:** _____

Why do you feel this material should be added to the library collection?

Pleasure/Recreation

Educational

Reference

Well Reviewed – Source _____

Other Comments:

**Congregation Kol Ami
Jay B. Fink Memorial Library
Donor Agreement**

Name _____

Address _____

Phone Number _____

Format of Donated Material

Please list the titles and authors (if applicable) of all material to be donated on the reverse of this form.

The material listed on the reverse of this form is a donation to the Jay B. Fink Memorial Library of Congregation Kol Ami. I understand that the library reserves the unconditional ownership of this material and reserves the right to sell or dispose of the material at a later date.

Signature _____

Date _____