

Building a Desk Book

By Sue Berthelot

Organization in the library is important for its efficient operation. How do we keep vital information easily accessible and up to date? One tool to help accomplish this goal is a Desk Book. It should contain all policies, procedures, and forms related to the operation of the library arranged in orderly manner.

The benefits of building a well-organized Desk Book will become apparent as it is assembled and used. With policies and procedures at your fingertips it will allow for consistency and take away the guess work. Referring to the Desk Book will also assist with future planning and help maintain efficient records.

Many of the reproducible forms in the resource [*Church Library Ministry Information Service*](#) can be copied and placed in the Desk Book for ease of use. On pages 29 – 30 of the manual is a suggested list of forms and information to include in your customized desk book. Secure the desired information and organize it in to a workable desk book to suit the needs of your library. As information becomes outdated remove it from the book. It will be confusing to team members if there are conflicting copies of a policy.

Other helpful information to add to the Desk Book might be a care and repair manual, a booklet showing how to prepare media for circulation, services of the library and a map of the church. The map should include the location of each age level class and be updated each year. As your Desk Book grows you may choose to move some of the information to separate a procedures manual, as discussed on Page 31 of the *Church Library Ministry Information Service* resource, to make it easier to access the information.

A Desk Book is not a resource that will be quickly put together. It is a tool that will evolve over time. As it is used team members will suggest other sections that need to be added. Customize your Desk Book to your specific needs to help your library function in the best possible way. In time everyone will wonder how the library ever functioned without this valuable tool.

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