

CHURCH LIBRARY MINISTRY CHECKPOINTS FOR MINISTRY: AN EVALUATION PROCESS



Checkpoints are steps along the equipping process, designed to act as guidelines in achieving ministry excellence in and through the Church Library. These steps are compiled from actions taken from the EQUIP Process available on The Church Librarians Network. The development, implementation, and results of these actions will enable each library team to set goals and evaluate progress in the EQUIP Process:

- Equipping people to become librarians
 - Equipping librarians to develop library skills
 - Equipping librarians to understand and apply library ministry actions

Congratulations for taking the time to evaluate your church library ministry. The following checkpoints are designed for that purpose—evaluation. You are encouraged to use these checkpoints with your team. Guidelines for development of each of the following can be found in either the resource [Church Library Ministry Information Service](#) or the [EQUIP](#) on the Church Librarian’s Network.

As you talk about each checkpoint, select the number on the following scale that best fits your church library ministry:

0	2	3	4	5
Not at all		In Progress		Completed

Administration

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| <ol style="list-style-type: none"> 1. ___ Affirm the Church Library Ministry by the church according to the church's policy. 2. ___ Use the resource <i>Church Library Ministry Information Service</i> as an operations and training guide. 3. ___ Use the “Equipping Church Librarians for Ministry Process” (EQUIP) to prepare the library team for ministry. 4. ___ Develop a ministry design for the church library. 5. ___ Develop the following policies and procedures and have approved according to the church's policies. (Recommended to do during first year of operation for a new Church Library Ministry.) <ol style="list-style-type: none"> A. ___ Church Library Ministry mission statement (10 Bonus Points) B. ___ Selection Policy (10 Bonus Points) C. ___ Policy and Procedure for Receiving Gifts (may be included in Selection Policy) | <p style="text-align: right;">(10 Bonus Points)</p> <ol style="list-style-type: none"> D. ___ Procedures for Circulation and Use of Materials
(10 Bonus Points) 6. ___ Submit an annual budget request according to the church's budget procedures. 7. ___ Develop a desk book using guidelines from the resource <i>Church Library Ministry Information Service</i>. 8. ___ Review and update the desk book contents annually as needed. 9. ___ Implement a training plan for each library team member, incorporating the EQUIP process. With new team members, use the Church Library Ministry Orientation Plan in the EQUIP process. 10. ___ Establish a plan to provide adequate space and furnishings AND periodically evaluate them for attractiveness and efficiency. |
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Collection Development

11. ___ Use an on-going list containing titles of media or other materials (furnishings, accessories, etc.) wanted or needed for the library when making purchases and developing budget needs.
12. ___ Follow procedures and use forms or the library software for reserving or requesting items, notifying customers of past-due items, and other specific needs. Keep copies of forms in the Desk Book.
13. ___ Establish guidelines for removing media and weed regularly or at least annually.
14. ___ Make available a repair manual and guidelines for preventive care and types of repairs to be made.
15. ___ Assemble a repair supply box or area with sufficient supplies for use and make repairs as needed.

Classification and Subject Cataloging

16. ___ Follow written procedures consistently in using a classification system in cataloging materials in the church library.
17. ___ Include established subject headings in the cataloging procedures.
18. ___ Make available a catalog, either a card catalog, a computer catalog, or a list of processed items, for customers or the library team to use while locating items.
19. ___ Prepare a processing procedures manual with detailed instructions for processing print and audiovisual media and update as needed.
20. ___ Use the procedures manual to train new team members and to review steps in processing.

21. ___ Automate the library by following a plan that includes researching library management software, hardware, financial and personnel needs, and procedures needed by the library to start the automation process.

Promotion

22. ___ Develop an annual calendar with potential monthly promotion ideas which include a mix of types of promotion.
23. ___ Organize and regularly update a promotion notebook, file folder or computer photo file to store ideas for promotion.
24. ___ Promote the church library regularly, using a variety of visual, print, or activity promotion types, such as bulletin boards, posters, displays, and print or digital formats.

Connecting the Church Library with the Church Family

25. ___ Implement plans for connecting with or providing services to at least two church ministries (Bible Study, Discipleship, mission organizations, etc.) per year.
26. ___ Provide a service (one-time or on-going) to at least one age group ministry each year.
27. ___ Furnish a spiritual growth plan through the library to help people on their journey with Jesus Christ.
28. ___ Make available through the library an on-going plan to help people learn how to read and study the Bible.

_____ **TOTAL POINTS**

Rate your church library according to the following scale:

- **0-45 Points = Just Getting Started**
- **46-90 Points = Effective Library**
- **91-135 Points = Outstanding Library**
- **136-180 Points = Excellent Library**