

# LIBRARY MINISTRY



## MINISTRY DESCRIPTION/OVERVIEW:

The Library Ministry works to maintain a collection of books, videos, audio tapes, Cd's and DVD's which can be used to support the faith life of the people of Our Lady of Mercy. Committee members work closely with the religious education teachers, Confirmation students and their parents, by helping to locate items pertaining to their topic of interest. The Library serves all members of the parish and anyone else who may benefit from its resources.

## ACTIVITIES OF MINISTRY:

- Catalog new items
- Organize references
- Maintain collection of books, videos, audiotapes, CD's and DVD's
- Work with Religious Education Program to locate resources as needed

## EXPECTATIONS OF MINISTRY

- Reshelf items which are returned (approximately 15 minutes weekly)
- Check magazines and other resources then "tidy up" as needed
- Set up seasonally appropriate displays
- Once per year perform inventory/update (requires two people for 2 – 5 days)
- Process new items as they arrive (about half hour)

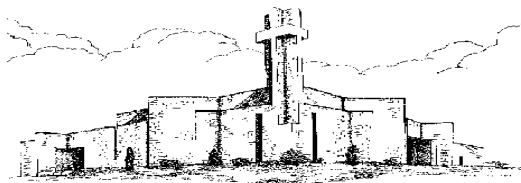
### Witness Statement 1:

*I hope the reorganization makes it easier for people to find what they need, or to just browse.*

*Theresa*

### Witness Statement 2:

*If this works correctly, just a pile of check-out cards or returned items will tell who we helped.*



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