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Church Library Project Trinity Baptist Church Benton, Arkansas

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CHURCH LIBRARY PROJECT
TRINITY BAPTIST CHURCH
BENTON, ARKANSAS

JOYCE ANN KAUFMAN
I.D. 05819

DECEMBER 10, 1975

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NOTE: Due to the nature of my honors project
this semester, it is necessary that
the paper be written in first person.
I realize that this is not standard
procedure, but in this particular
situation it seems unavoidable.

CHURCH LIBRARY PROJECT

Trinity Baptist Church Library was organized in 1968 as a project of the local Women's Missionary Union. It has been under the direction of several different people, thus the library has been subjected to several different systems of management. None of the aforementioned library directors had any training in library science, so not only were their procedures diversified but they were also sometimes incorrect.

It was my task to begin correcting the errors that had been made and to initiate some new programs that would be beneficial to the church library system.

The Dewey Decimal System of Classification is used to organize the collection according to the guidelines set up by the Church Library Department, The Sunday School Board of the Southern Baptist Convention.

The Church Library Department suggests and we have accepted the following methods of shelving the books. Adult and youth books are shelved together; juvenile nonfiction and juvenile fiction are shelved together, as are children's nonfiction and children's easy books.

The library houses five hundred fifty six accessioned books and seventy study course books or books of that nature.

Study course books and several cheap quality paperback books in the library have not been processed. These books are stamped with an ownership stamp and arranged alphabetically by the author's last name.

Only one copy of each study course book is kept in the library.

The accessioned adult and youth books may be further broken down into the following categories:

general works.....	22
philosophy.....	11
religion.....	201
social sciences.....	7
language.....	0
natural science.....	1
applied science & technology.....	6
the arts.....	3
literature.....	5
history & geography.....	8
biography.....	64
fiction.....	37

The accessioned children's books may be subdivided as follows:

juvenile nonfiction.....	14
juvenile fiction.....	75
children's easy nonfiction.....	33
children's easy.....	62

The library contains twenty eight filmstrips and the necessary hardware, a projector and screen. Also housed in the library, though not under the jurisdiction of the library staff, are fifty one boxes of religious tracts and all of the current church literature.

A two-drawer metal card catalog now holds title and author cards. It is in dictionary form. Subject cards and shelf list cards are presently being made for each book processed. It is planned that in the

future each book will have a full set of catalog cards. Three cataloging and classification aids are presently being used. These aids are: Sear's List of Subject Headings, Dewey Decimal Classification - Ninth Abridged Edition, and the Church Library Classification and Cataloging Guide. In processing newer books, Cataloging in Publication data has also proven very helpful.

The library maintains an accurate accession record. A vertical file is being developed, and book jackets are filed for promotional purposes.

Access to church bulletins and newsletters, as well as use of a bulletin board serves as the main promotional instruments of the library.

All of the processing of new books in the library is done by the library staff. The following steps serve as a guide to processing:

1. The books are collated. They are properly opened and the physical characteristics are checked.
2. Stamp the books with the library ownership stamp. The ownership mark is placed on the top end, the title page and page fifteen.
3. Make a work slip and place it inside the book.
4. Assign call numbers: Author letters
Classification number
Subject headings
(if needed)
5. Record the number in the accession record and put the accession number in the proper places in the book. The number is recorded on the title page and page fifteen.
6. Type the charge card and pocket.
7. Do inside lettering. The call number is placed on the front board--right top

and the page following the verso page--left top. Cut the blurb to be placed in the book later.

8. Type "unit card" set of catalog cards.
9. Technical processing is double checked.
10. Do outside lettering with stylus and transfer tape.
11. Blurb and pocket are pasted in the book, cards are filed, and the book is shelved.

Trinity Baptist Church has a Director of Library Services and three additional library staff members. The library serves a congregation with an average attendance of one hundred twenty five. Children are the primary patrons.

I have been Director of Library Services for approximately eight months. During this period of time there have been several significant changes in the library system.

The educational building of the church was completely remodeled in May and June of 1975. It was my responsibility to get the adjustable shelves in proper position and organize the physical placement of the library contents. All of the books that had been scattered about the church were brought to the library for the staff to either discard or incorporate into the collection. This in itself was a major project.

Once the library was organized, the staff, under my direction began checking the classification of each book and correcting any errors.

Previously the form of catalog cards was incorrect. We are now using recommended form and are also making subject and shelf list cards. Formerly only title and author cards had been made.

A vertical file is currently being compiled. Divisions being used are those recommended by the Church Library Department.

Acquisitions are made by the Director of Library Services. Money for the library comes solely from gifts. These gifts are usually designated for memorials or for books honoring someone. Donors are encouraged to give cash rather than books. This avoids duplication of materials and prevents unsuitable material from being placed in the library.

A project such as this one requires a great deal of time. I spent approximately eight hours in planning and fifty hours actually working in the library. The library staff also gave many hours of their time to this project.

Trinity Baptist Church Library is not yet in the best possible of conditions. However, it has improved a great deal in the past several months. If the library staff lives up to their plans the library is likely to continue to expand and improve.