

## **SEMINAR AGENDA: BUILDING AND MANAGING YOUR FAITH LIBRARY**

- 9:00 a.m. Registration & coffee (folders with brochures to be supplied to each registrant)
- 9:30 a.m. Greetings and introductions (Susan King and Elisa Sherman) (15 minutes)
- 9:45 a.m. Purpose and benefits of a faith library (David Reid) (15 minutes)
- 10:00 a.m. Getting started (Eddy Hopkins) (45 minutes)
  - Definition of "faith literature"
  - Organizing the library committee
  - Determining how the library should reflect your congregation's needs and mission
  - Obtaining adequate space and funding
  - Building the collection
- 10:45 Break
- 11:00 a.m. Sustaining the library as a viable resource (Eddy Hopkins) (45 Minutes)
  - Promoting the library
  - Increasing circulation and readership
  - Providing resources, reading lists and study guides for classes, groups and book clubs
  - Constructing a library website and online catalog
  - Securing an adequate annual budget
- 11:45 a.m. Break for lunch: Box lunches to be served in the Parlor at \$10 each
- 12:15 to 12:45 p.m. Workstation demonstrations of selected online catalogs
- 12:45 p.m. Making optimum use of available library resources (45 minutes)
  - Northern Colorado Faith Library (including partner libraries) (Eddy Hopkins)
  - Prospector (Amy Hoseth)
  - Regional seminary libraries (Iliff, St. Thomas) (Bill McClellan)
  - Other database resources available through Poudre River Public Library (Library Staff)
- 1:30 p.m. Evaluating online options (Eddy Hopkins) (30 minutes)
  - Introduction to available options
  - Options for creating a library website
  - Options for creating an online catalog
- 2:00 p.m. Break
- 2:15 p.m. Dealing with operational issues (Eddy Hopkins with NCFL panel) (30 minutes)
  - Shelving
  - Acquisition and weeding policy
  - Circulation and checkout procedures
  - Handling renewals and overdue materials
- 2:45 p.m. Invitation to participate in Northern Colorado Faith Library (Rafael Ubico)(15 minutes)
  - As a library user
  - As a faith library partner
- 3:00 p.m. Wrap-up and adjournment (Susan King)