

CONTINUING RESOLUTION

CR12.04.E02. LIBRARY & ARCHIVES COMMITTEE

WHEREAS, this congregation is committed to the ministry of Jesus Christ through all possible means, including the printed and recorded word; and

WHEREAS, this congregation has substantial investments, from acquisitions, memorials, gifts, and bequests, in books, periodicals, historical and biblical maps and atlases, audio cassettes, videotapes, CD-ROMs, and DVDs; and

WHEREAS, the Congregation Council is responsible for maintaining and making available this congregation's resources for the use and spiritual growth of our members; and

WHEREAS, it is the responsibility of the Congregation Council to see that this congregation's historical photographs, artifacts, and records are organized, safeguarded and preserved for our future generations; and

WHEREAS, this congregation has made its library and archives an area of concern for the Christian Education Committee, which committee is a standing committee of the Congregation Council (B12.15.02.a.);

THEREFORE, BE IT RESOLVED that Trinity Evangelical Lutheran Church, Latrobe, PA (hereafter church) shall maintain a Library & Archives Committee, which committee shall operate as a subcommittee (B12.15.03.b.) to the Christian Education Committee (B12.15.02.a.) of the Congregation Council. The Library & Archives Committee shall function and operate as described below.

I. FUNCTION

1. Recommend, as appropriate, needed enhancements to the resources, furnishings or housing of this congregation's Paul Tosh Memorial Library and archives for consideration by either the Memorial Fund Committee [(most recent CR12.05.D.) for consideration of placement onto the Memorial Fund list (most recent CR12.05.D.)], Special Gifts Committee [(C13.05.) for consideration of appropriate endowment fund(s) usage], or, dependent upon approved budget authority, the Christian Education Committee or the Congregation Council.
2. Consider requests from any member(s) of this congregation, either referred or not referred to the committee by the Congregation Council, concerning any proposed addition(s) to this congregation's library resources.
3. Organize, inventory and catalog this congregation's library resources. Establish checkout procedures and maintain a card catalog/shelving system that easily allows library users to locate resources. Maintain a neat and pleasant library environment.
4. Work with the church staff in the organization, safeguarding and preservation of this congregation's archives of historical photographs, artifacts and records. Inspect, at least annually, this congregation's archives for integrity of preservation. Organize the showing of this church's historical photographs and artifacts during anniversary celebrations or as requested by the Congregation Council.
5. Maintain any "time capsules" of this congregation and advise the Congregation Council well in advance, such that appropriate preparations can be made, of any pre-determined opening dates.

II. OPERATION

1. The Library & Archives Committee should include at least four (4) voting members of this congregation (*C8.02.c.), including, as ex-officio members, the secretary of this congregation (B11.01.04.) and the ministry staff member who relates to the Christian Education Committee (B12.15.02.a.). Members of the Library & Archives Committee should be approved annually by the Christian Education Committee. There is no limitation on length of continuous service on the Library & Archives Committee.

2. The chairperson of the Library & Archives Committee may be elected annually by the committee and approved (B12.15.03.b.) by the Christian Education Committee (B12.15.02.a.) or shall be appointed annually by the Christian Education Committee. There is no limitation on consecutive terms as chairperson of the Library & Archives Committee.
3. The Library & Archives Committee should strive to meet at least semi-annually and shall meet at the request of the chairperson of the Library & Archives Committee (II.2.), the Christian Education Committee (B12.15.02.a.), the Congregation Council, an ELCA rostered ministry staff member of this congregation, or officer (C11.01.) of this congregation.