

**Union Gospel Mission
Youth Reach Out Center Library**

Master Plan



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1. Introduction



The purpose of this Master Plan is to serve as the foundation for the creation, development, and implementation for the Union Gospel Mission Youth Reach Out Center Library, hereafter YROC Library or The Library. This Master Plan was developed based on the formal and informal information collected about the information needs of the YROC community as well as statistical census data and collected knowledge of creation and administration of libraries in general. This plan will provide all participants in the development of the YROC Library a clear understanding of the mission, goals, objectives and policies of The Library for all current and future situations.

2. Overview

2.1. Mission

The YROC Library will support, enhance and extend the YROC mission of transforming the lives of youth and families in greater Seattle's urban neighborhoods with the Gospel of Jesus Christ. The YROC Library will serve the information needs of all YROC users by providing access to quality resources, teaching information literacy courses and developing reading enhancement programs.

2.2. Goals

The goals of the YROC Library are:

1. To provide access to quality religious resources to transform lives through the Gospel of Jesus Christ
2. To serve the information and developmental needs of all YROC users in order to aid in the expansion of a multi-faceted youth services center.
3. To support and provide programs that strengthen communication between children and families
4. To foster and develop partnerships with YROC affiliates by providing information services that encourage collaboration.

2.3. Objectives

2.3.1. Youth Programming

The Library will develop programming that promotes:

1. Devotional reading of the Gospel of Jesus Christ
2. Love of reading in general
3. Information literacy skills and increasing reading proficiency

These will be implemented in the form of summer reading programs, storytelling times, family workshops or any other appropriate types of programs.

2.3.2. Educational Support and Academic Enrichment

The Library will serve the general educational needs of all YROC users by providing access to resources and services that extend and enhance general school curricula.

2.3.3. Technology

The Library will provide a safe atmosphere for all YROC users to explore resources on the internet by:

1. Installing filtering software on the LAN to provide a first layer of protection

2. Selecting and promoting quality online information resources and producing an effective web portal to manage these resources
3. Developing information literacy courses which discuss evaluation of online resources and general internet safety

2.4. Community Analysis

The people the library will serve are the driving force behind its development at the Youth Reach Out Center. The Center is located in the Rainier Valley area of Seattle. Although the majority of users come from the neighborhoods near the Center, it is not exclusive to only those who live in the area. Below is a look at the population of the city as a whole, the immediate neighborhoods surrounding YROC and a general analysis of the YROC community.

2.4.1. The City of Seattle

According to the 2000 US Census, approximately 563,374 people live within Seattle's city limits. 17% of the population is under 18 years. The highest concentrations of people under 18 live towards the perimeters of the city, particularly in the Rainier Valley and Lake City areas.

2.4.1.1. Racial and Ethnic Diversity:

The youth of Seattle are more diverse than the total population: where nearly 17% of the total population is white, only about 48% of the young adults are.

2.4.1.2. Economic Condition:

As with most major urban areas, Seattle's population includes a large number of the working poor and homeless. In 2000, 11% of the population lives in poverty. 15% of related children under 18 are below the poverty level. 12% of the households in Seattle city received means-tested public assistance or non-cash benefits. The Rainier Valley includes the City's lowest-income communities.

2.4.2. The Neighborhood (Census Tract 110):

The population of the immediate area around the *Youth Reach Out Center* is 6,260. About 33% of the total population is 18 years old and younger.

2.4.2.1. Racial and Ethnic Diversity:

The neighborhood's young people are about 55% Asian, 23% percent Black or African American, 10% White, 6% Hispanic or Latino, 1% American Indian and Alaska Native, 2.5% Native Hawaiian and other Pacific Islander. (The remaining amount reported two or more races or *other*.)

2.4.3. The YROC Community

YROC itself serves approximately 300 youth and young adults (under 18) from various neighborhoods in Greater Seattle. Approximately 54% of the population served is below 10 years old, 25% 10-14, 21% 15-up. The racial and ethnic background is approximately 90% African American and 10% other.

3. Policies and Practices

3.1. Budgeting

The budget for Library will be unique to The Library itself, and all grant monies obtained directly for The Library will only be used to support The Library and any auxiliary functions of The Library. The Library will try to operate on as simplified and small a budget as possible.

3.1.1. Allocation of Funds

The Library budget will be divided into

1. Long term costs
 - a. Items purchased for an extended duration including: the purchase of furniture, shelving, cabinets, machinery (computers, printers), etc.
2. Acquisitions costs
 - a. Items purchased for the collection including: print and electronic resources for the collection
3. Operating costs
 - a. Recurring costs including: General office supplies, Labels, Paper, toner, etc.

3.1.2. Capital Investment Plan

Further details regarding the cost of actual items for this collection can be found in the YROC Library Capital Investment Plan (attached).

3.2. Acquisitions

Acquisition encompasses the systematic collection of resources for the library. The following are the guidelines that acquisitions persons should follow when selecting resources for The Library.

3.2.1. Acquisitions Budget

Acquisitions will try to operate on as small a budget as possible to conserve limited financial resources, only purchasing materials when necessary to develop the collection.

3.2.2. Hierarchy of Acquisition

Given the statement of financing above, The Library will use the following hierarchy to select among different resources.

1. Free online resources
2. Free hardback books
3. Free paperback books and serials
4. Purchased paperback books and serials
5. Purchased hardcover books
6. Purchased online resources

This hierarchy may be overridden in the event that the selector is presented with a lower cost and longer lasting alternative.

Overall free online resources will be preferred over paid printed resources. The Library will prefer books acquired by gifts, donations and/or exchanges over new purchases. Where gaps occur due to currency lapses or where gifts and exchanges can not meet collection needs The Library will purchase new materials. For preservation purposes hardcover editions will be preferred for gifts and exchanges. For economic purposes paperback editions will be preferred for purchased materials.

3.2.3. Duplication

For budgeting economy and physical scale of the collection, duplication of titles will be kept to a minimum, except to acquire multiple copies of items for reading groups, book clubs or in the event of a required course of study. To prevent duplication of titles all Acquisitions staff must consult the Library Catalog prior to acquiring any new material.

3.2.4. Requests

Any party may request a book be added to the collection by submitting an acquisition request form, Form 4.1.

3.3. Collection Development

This section provides the guidelines and focus for which particular material types and subject areas are to be acquired for the collection and with what priority.

3.3.1. Priority of subject matter

Materials will be acquired with the following levels of priority. The Library will strive to acquire materials in all areas. In the event that a selector is presented with the choice of acquiring one subject over another we will choose first based on this order of priority and second on the additional factors outlined in section 3.2.2.

1. Religious Materials
 - a. Bibles, Concordances, Christian histories
2. General Reference
 - a. Encyclopedias, Dictionaries, Opposing Viewpoints © graded readers and reading series
3. General Humanities Works
 - a. Literature, Drama, Poetry
4. History
 - a. General history texts, biographies, multiple viewpoints, original sources
5. Sports
 - a. Boxing, Basketball, Weight Training, Sports Biographies
6. Arts and Crafts
 - a. Pottery, Fine Arts (painting), Art History
7. Science and Nature
 - a. General science works, class experiments, science projects

3.3.2. Other Factors Affecting Collection Development

Items which include any of the following factors will be given higher priority than items with more general characteristics as outlined in section 3.2.1.

- Promotes Christian values
- Reflects YROC user community, as defined in section 2.4.3.
- Promotes cultural heritage of user community, *ibid.*
- Increases depth in a subject area, thus providing balance in the collection
- Supports YROC programming
- Supports YROC affiliate programming

3.4. Cataloging and Classification

Cataloging is the process of creating a unique record for each item in the collection so that each item may be indexed and retrievable at a later date. Classification is the process of creating a unique call number for an item to give a unique address in the shelf arrangement. The information contained in this section will give a general overview of cataloging functions.

3.4.1. OPAC

The Library will use the Librarycom.com OPAC (Online Public Access Catalog) system for its cataloging needs. If in the future The Library can afford to migrate to a better cataloging system we will consider migration.

3.4.2. Copy Cataloging

When possible the cataloger will download previously created MARC (Machine Readable Cataloging) records from the Library of Congress in order to save time and money. However, every record that is copy cataloged must be verified and updated to correct errors and enhance functionality.

3.4.3. Subject Headings

The Library will use Library of Congress Subject Headings (LCSH) for all books, including fiction. When applicable the cataloger will add fiction headings as applied by the Hennepin County Public Library. Also, when applicable the cataloger will add LC Subject Headings for Children.

3.4.4. Classification and shelf arrangement

The Library will use Dewey Decimal Classification to mark physical volumes for shelf arrangement. There will be two main divisions in shelf arrangement:

1. Children's Collection
2. General Collection

Children's books will be shelved no higher than 3.5 feet to provide easier physical access.

3.4.5. Manuals

Detailed instruction manuals for cataloging practice will be kept in physical format and online to allow institutional memory and to provide inter-cataloger consistency.

3.5. Circulation

Circulation is the ability to take materials out of the library. This includes the ability to access library materials through The Library's web portal.

3.5.1. Non-Circulation Policy

The Library will not allow physical resources to circulate. The Librarian may grant special permission for projects or class work outside the library. When this section is edited in the future to allow for circulation this portion will include information on patron records and information privacy.

3.5.2. Security

The Library will maintain an alarm gate to alert library staff to theft of physical resources. Also, The Library will provide off-site password protection to any online resources that require restricted access due to any licensing agreements.

3.6. Collection Maintenance

Whereas The Library is a continually growing and changing entity collection maintenance, including de-accessioning of materials, etc., must be performed continually. This section will outline the policies for removal of materials from the library collection.

3.6.1. De-accession

All materials will undergo a continual review process. Items may be removed from the collection for the following reasons:

1. Lack of currency
2. Lack of relevance to scope of collection
3. Loss of a Challenge (See section 3.5.2.)

3.6.2. Challenges

Anyone may challenge a book for any reason. A challenge will consist of

1. Submission of a challenged book form, Form 4.2.
2. A review of the book and the challenge by a panel of three people, including one current library staff member
3. A vote of the panel to accept/reject the challenge
4. A written statement of the position of the panel regarding the challenge to the person who challenged the material

3.6.3. Gifts and Donations

The preferred method of removal for any item will first be to send it to a gift or donation program at another library.

3.6.4. Recycling

For items that are in a condition beyond which donation would be acceptable or prudent, those items will be recycled if and when possible.

3.7. Corrections to this Master Plan

Any corrections to this Master Plan must undergo the following steps.

1. Completion of a Master Plan Update Form, Form 4.3.
2. Approval of the Draft by current Library personnel
3. Approval of the Draft by YROC staff
4. Entry and update of the physical and online copies of the Master Plan

4. Forms



The following pages contain all pertinent forms for general use in conjunction with the use of this Master Plan.

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Form 4.1. – Acquisition Request Form

Requestor's Name: _____ Date: _____

Contact Information:

Address: _____ Phone: _____

Title/URL Requested to add: _____

Author of item requested: _____

Where did you hear about this item?

Why should the Library add this item?

You will be contacted by a Librarian regarding the status of your request as soon as possible.

Form 4.2. – Challenge Form

Your Name: _____ Date: _____

Contact Information:

Address: _____ Phone: _____

Title/URL being Challenged: _____

Author of challenged item: _____

Have you read this book through in its entirety? (Circle one) Yes No

Why should The Library remove this item from the collection?

You will be contacted by a Librarian regarding the status of your request as soon as possible.

Form 4.3. – Master Plan Update Form

Your Name: _____ Date: _____

Contact Information:

Address: _____ Phone: _____

Section being updated/added: _____

Please attach a draft of your update or addition to the Master Plan below.