

Library Refresh 2026

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Current Plan

Library Layout & Wall Designations

To ensure everyone is on the same page, here is [the organizational map for the room](#):

- **East Wall- Legacy & History** MUUF History archives, Partner Church items.
- **South Wall - The Curated Library** 20 shelves of non-fiction and fiction; Endowment Binders and other "Important Binders."
 1. Children's Books
 2. YA Books
 3. Family
 4. OWL
 5. Team Build/Group Facilitation
 6. Historic RE Books
 7. Environmental
 8. LGBTQ+
 9. Immigration
 10. Black Activism
 11. Indigenous Peoples
 12. Activism/Organizing
 13. UU History
 14. Spirituality
 15. Meditation
 16. UU Theology
 17. World Religions
 18. Poetry
 19. Fiction (extremely curated)
 - 20.
- **West Wall - Current Ministries** Banned Books, Book Club Selections, and the Common Read.
- **North Wall - History and Curated Artifacts** Specially curated items (Shelves) and Worship Arts supplies (Closets).

Furniture & Atmosphere Updates

- ☒ The table will be "right-sized" by removing some leaves, maintaining seating for 12 people to preserve functionality for meetings and research.
- ☒ A couch from the 3rd floor will be integrated with the two existing chairs to create a dedicated soft seating area for comfortable reading.
- ☐ Worship Arts Closets located on the North Wall; the next step here is a deep-clean and organizational overhaul to maximize the space.
- ☐ Potential Signage templates:
 - [Library signage 8.5 x 11 template](#) (hyperlinked)
 - [Library signage 5 x 7 template](#) (hyperlinked)

Item Curation Curation

1. Identification: Every item must have a clear description including:
 - What the item is.
 - Who made or donated it.
 - Its original purpose.
 - Why is it significant to the Fellowship?
2. Any item without this documentation will be considered expendable.
3. We will maintain a [digital version of these descriptions](#), while physical tags/signs will be displayed with the items. [Here is a form for congregants to add items](#).
4. While Endowment Binders are set for the South Wall, all other binders need to be audited and curated.

Tech, Design & Team Assignments

Clear roles have been established to move the project forward:

- Lighting Solutions: Nick, Alex, and Tim.
- Unified Signage Design: Tim and Nick (ensuring a professional, cohesive look for all descriptions).
- [Digital Inventory](#) & [Checkout](#): Nick is setting up a tablet system to modernize how members interact with the collection.
- Item Curation: NEEDED Someone to hunt down the "who, what, and why" behind our mystery artifacts and binders by chatting with long-term members and digging for details.
- NEEDED Groups Responsible for Each Shelf
- Need people to scan books and put them in the online database

Library Book Donation Procedure

1. Purpose & Philosophy

The Fellowship Library is a curated "Living History" and resource space. To maintain the intentionality of our collection, we do not accept general donations. We only accept "Gifts of Significance"—books or items that have deeply impacted a donor and hold clear value for our community.

2. Criteria for Acceptance

To be considered for the collection, every donated book must be accompanied by a statement from the donor answering:

- Why is this book or item important to you?
- Why do you believe members of this Fellowship should engage with it?

3. Compliance with Fellowship Policy ([PO-3.4.3](#))

All book and item donations are classified as "Tangible Personal Property" and are subject to the following Fellowship-wide mandates:

- **Absolute Ownership:** Once accepted, the gift is absolute and irrevocable. The Fellowship obtains full title to the book or item free and clear of any other interests.
- **No Restrictions:** The Fellowship will not agree to any conditions or controls regarding how the book or item is used, displayed, or kept.
- **Right of Disposition:** The Fellowship reserves the sole discretion to use, display, sell, or remove the book or item from the collection at any time.
- **Staff Approval:** All proposed gifts are subject to approval by Staff (or their designated team), who will consider utility, suitability, and space limitations.

4. Documentation

By submitting a book or item for donation to the Fellowship Library, the donor implicitly acknowledges and agrees to the terms of the **Tangible Property Deed and Release**. This act of donation serves as a formal transfer of title, confirming that the gift is absolute and that the donor waives all future rights to have the book returned.

Ongoing Library Team Roles

Can be groups of people

1. Librarian(s)

This person(s) manages the 20 shelves on the South Wall and the Current Ministries on the West Wall.

- Enforce the new "Gifts of Significance" policy.
- Tasks
 - Review all potential book donations against the Gift Acceptance Policy.
 - Ensure every new book has its "Why" story attached before it hits the shelf.
 - Perform an annual "weed" of the collection (One-In, One-Out rule) to keep the 32 shelves from becoming overcrowded.
- Best for: Someone organized who isn't afraid to politely say "no" to donations that don't fit the criteria.

2. Historian(s)

This person(s) curates the East Wall (MUUF & Partner Church History).

- Ensure our story continues to be told as the Fellowship grows.
- Tasks:
 - Collect and "ID" new items from major Fellowship milestones (anniversaries, social justice marches, etc.).
 - Maintain the physical and digital inventory sheet Nick created.
 - Ensure the Endowment Binders are kept up to date and in their designated spot.
- Best for: A long-time member or someone passionate about archival work.

3. Visual Steward(s)

This person(s) maintains the physical "Sanctuary" feel of the room.

- The Mission: Keep the room from looking like a storage unit or a messy lounge.
- Tasks: * Weekly Check: A 10-minute "reset" after Sunday service (straighten the 12 chairs, fluff the couch cushions, remove stray coffee mugs).
 - Closet Audit: Ensure the Worship Arts closets on the North Wall stay organized and don't spill out into the main room.
 - Signage Maintenance: Replace any damaged signs or update outdated signage.
- Best for: Someone with an eye for detail and a love for tidy spaces.

4. Technician(s)

This person(s) maintains the installed technology.

- The Mission: Ensure the tech and lighting remain seamless and "invisible."
- Tasks: * Update the tablet software for book checkouts and monitor the battery/charging station.
 - Replace specialized light bulbs in the new fixtures to maintain the "warm" lighting design.

- Audit the digital inventory links to ensure photos and "Deed of Gift" forms are accessible.
- Best for: Someone tech-savvy who enjoys behind-the-scenes maintenance.

The Library Covenant

Mission Statement:

Our Library seeks to provide a warm and inviting sanctuary that honors the roots of our faith, resources the work of our present ministries, and seeds the ideas that will shape our future.

Covenant

1. **Identify Everything:** No item stays in the library without a "Story Card" that identifies what it is, who donated it, and why it is significant to the Fellowship. Items without this documentation are considered expendable.
2. **Stewardship of Space:**
 - The East Wall is reserved for Fellowship and Partner Church History.
 - The South Wall houses curated shelves of fiction and non-fiction.
 - The West Wall features current ministries (Banned Books, Common Read, etc.).
 - The North Wall closets are strictly for organized Worship Arts storage.
3. **Donations:** We only accept "Gifts of Significance." Donors must provide a written statement on why the book is important to them and its value to the Fellowship. All gifts are subject to the [Gift Acceptance & Oversight Policy](#).
4. **Curation:** To maintain the curated nature of our 32 shelves, the addition of new materials should generally result in the retirement of older, less relevant materials.
5. **Respect for the Space:** This is a space for both connection and quiet study. Please maintain the "Sanctuary" vibe by resetting furniture and clearing clutter after use.