



HOW TO START A CHURCH

LIBRARY AND BOOKSTORE

Website Manual

St. John the Baptist Greek Orthodox Church Library

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By

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**An Overview of Setting up Your Orthodox Church
Library and Bookstore – 2009**

The following in capsule form, will serve as an overview on:
“How to Start a Church Library and Bookstore.”

Mission:

A “Proposed Library/Bookstore Outline” for Priest and Parish Council approval should be prepared defining the mission for the present and future objectives and goals.

Begin with a purpose. Determine what media the library will provide: books, magazines, audiocassettes, compact discs, CD-ROM, digital-video-discs (DVD), videos, slides, for Greek and English speaking adult, children, and youth.

Budget:

Determine whether you wish to begin with a budget or with donated books, to supply the library.

A church budget allocation for such expenditures ranging from \$50.00 to \$1,000.00 or more, annually or perhaps semi-annually, will serve as a start.

Location:

It is very important that the library and bookstore are centrally located, made attractive and accessible, and ideally placed near a classroom or busy corridor. This area should be made as attractive as possible with special lighting, posters, and displays of materials.

Committee:

Organize a committee to support and enhance the goals and objectives of the library/bookstore. Recruit the assistance of active individuals who will make things happen.

When possible, gather any material that may be used as a resource for the library or bookstore from key areas as classrooms, church or organization meetings, or just lying about. Coordinate this effort with the staff responsible for clearance.

Advertising:

Develop an advertising campaign for the library/bookstore by using the church bulletin board, Sunday Bulletin, monthly newsletter, church mailings, and/or distribute a flyer. This flyer will list your needs by subject: Bibles, The Sacraments, etc., with appropriate titles, and prices for each item listed. The material may be donated in appreciation of/ or in commemoration of an event as a lasting remembrance. Distribute bulletins immediately after Divine Liturgy or at a

major main event of the church. It is very important to stress how spiritually rewarding and uplifting this is for everyone, young, and adult alike.

Earthly Mission:

It will enable the congregation to work together and be part of the one mission we are all here on earth for: to serve our Father by bringing spiritually/faith/hope/love to every gender and age. It is also very important that the church Priest and Parish Council members promote and support these efforts.

Resources:

A complete and helpful resource: The Church Librarian's Handbook. Third Edition. Betty McMichael. 1998. Baker Books, Grand Rapids, MI, BakerPublishingGroup.com

This book is very detailed and a complete guide for the library.

Suggested resource: You Can Have a Church Library. Start, Enhance, and Expand Your Religious Learning Center – A Step-by-Step Guide for Church Leaders. Maryann J. Dotts, 1988. Abingdon Press, Nashville, TN, abingdonpress.com

Preferred Classification:

The Dewey Decimal System is generally recommended for church libraries. You will need the three reference books listed below:

1. Sears List of Subject Headings, 19th Edition. Joseph Miller, Editor and Barbara A. Bristow, Associate Editor. 2007. H. W. Wilson Company, New York. Available from publisher at hwwilson.com
2. Dewey Decimal Classification. 200 Religion Class. Melvil Dewey, etal. 2004. OCLC Online Computer Library Center, Dublin, OH
Available: 3.oclc.org/dewey
3. A less expensive tool but very helpful: A Classification System for Church Libraries Based on the Dewey Decimal Classification System. Southern Baptist Convention. 2004. Life Way Press, Nashville, TN, lifeway.com

Dewey and Library of Congress classification may be added to the description of the collection in case it is required later by the church library.

These classification systems are retrieved from World Cat (catalog) found at most public libraries. World Cat is an online database of books and other material in libraries in the United States and throughout the world.

The International Standard Book Number (ISBN) is another source to retrieve these classifications; however, the collection is rather outdated

in some church material. Additionally, the ISBN was not available prior to 1970.

Alternative Classifications:

Basic “Accession Number and Acronym” Classification:

Each book and media collection may be arranged by a number-sequence: books may start with #1, #2, etc.; media may start with #101, 102, etc.

In order to identify the library collection, e.g., prepare an Acronym-Subject-Heading List from the table of contents of the catalogs most used.

B for Bible,

BC&A for Bible Commentaries & Aids, etc.

The entire library collection will be arranged first by a number sequence followed by its identifying subject matter.

A card catalog or a computer printout, using Access/Excel, may be arranged alphabetically by title and identify where material will be found by its number and assigned acronym.

Basic “Accession Number” Classification:

Simply use a number-sequence for each book and/or media beginning with,”1,” etc. to identify where material is placed on the shelf.

Prepare the card catalog and/or computer printout by title identifying where the item is located on the shelf by its assigned number.

Arrange material by number on the shelf, and expand on this method by using a “1, 2, etc.” or “100, 200 etc.” sequence.

Basic “Alphabetical” Classification:

Arrange subject headings with individual alphabetical classification of your choice. As an example, the “A” classification may be used for Reference tools on the shelf,

“B” The Orthodox Church, History, Faith, and Life, “C” Theology, and Philosophy,

“D” Spiritual Life, “E” Worship Service and Prayer, Holy Scriptures, “F” Church Fathers and Saints, “G” Church Music, “H” Religious Art, “I” Ethics, “J”

Literature, “K” Miscellaneous, “L” Other Religions, etc.

Shelf arrangement may be alphabetically by title, author, etc.

Basic “Acronym” Classification:

A basic classification to follow for library material, without using the Dewey or Library of Congress Classification System may be:

The library material in your selection can be arranged by simply using an Orthodox publishing catalog as a guideline for subject headings.

Look up the title in the index, go to that page, and use the subject heading listed on that page to process the book cards, book spine and shelf labels.

As an example, in the Light & Life Publishing catalog, the index directs us to the title:

The Epistle to the Hebrews: A Commentary. On that page, the subject heading of “Bible Commentaries & Aids” is shown. Accordingly, the book jacket, spine, and shelves labels, including the holdings printout, may be arranged with that subject listing also.

A computer program printout (Access/Excel, etc. of your choice) of library holdings may also be arranged with complete information to serve as an inventory listing.

Example for book card:

BIBLE COMMENTARIES & AIDS
Epistle to the Hebrews: A Commentary, The.
Royster, Archbishop Dimitri.
Publisher.
City.
Copyright date.

Spine arrangement by acronym:

BC&A
Alphabetically.

Shelf arrangement

Bible Commentaries & Aids (BC&A)

Continue with other titles:

CL for Christian Living

The shelf arrangement may follow alphabetically by title of material, author, etc.

Reference Tools:

A selection of Orthodox reference tools should be included and not allowed to circulate. Most public and school libraries do not allow reference books to leave the library. Reference books are usually expensive, may be part of a multi-volume set, and cannot be easily replaced. Most importantly, they should be available at all times for anyone to use.

Church libraries are unique, however, and present a different set of circumstances.

The Orthodox reference tools can include:

- Bible Atlases and Historical Geography Books
- Bible Concordances
- Bible Commentaries
- Bible Dictionaries and Encyclopedias
- Bible Handbooks
- Bible Harmonies
- Bible Histories and Background Studies
- Bible Surveys and Introductions
- Bible: Topical
- Bible: Versions and Paraphrases
- Bible Word Studies
- Church History
- Comparative Religions

- Denominations
- Music
- The Orthodox Study Bible
- Various Who's Who in the Bible
- Worship and Preaching

Greek Books/Media:

In processing the Greek material, you may use the “demotic” (Modern Greek) alphabet for phonetics in transcribing the Greek text into English. Use the Divvy's Modern English-Greek and Greek-English Desk Dictionary for complete alphabetical translation.

Another source is the Learning Greek through Conversion, Forty Bilingual Dialogues,
by Theodore C. Papaloizos, Ph. D.

Inventory System:

Taking inventory annually of all holdings and equipment is essential. A shelf-list, and/or card file, including one card for each title with complete information is needed. The cards are arranged in the order the holdings are placed on the shelf.

Using a database of your choice, such as Access/Excel, create a printout of library holdings and complete information to serve as an inventory listing.

LIBRARY SALE GUIDELINES

In an effort to keep the entire library collection up to date, a library sale may be scheduled periodically to weed out outdated material. This sale can be conducted for one day, several days, or Sundays.

Advertise for donations of books and media in both English and Greek languages. Adult, Youth, Fiction, Non-Fiction, and Orthodox material should be requested for the library sale. Create signs and flyers for the office bulletin board, a standing easel, and use a book drop off box. Distribute advertising materials to the congregation and display them in community store windows two-weeks prior to the event.

Display items on tables covered with plastic tablecloths. Create appropriate subject heading signs for the displays Adult, Youth, English, Greek, Fiction, Non-Fiction, Art, Christianity, Crafts, Cooking, History, Languages, Miscellaneous, Music, Religion, Travel, etc.

Orthodox Catalogs:

Request catalogs from the approximately 40 or so Orthodox publishers. Religiously oriented material may be purchased from Christian stores listed below. As church libraries and bookstores, we are entitled to a certain discount, i.e., 10%, 20%, 40%, and we are “tax-exempt,” and claim as an income-tax deduction. Material may also be obtained at church workshops, and book fairs,

etc.

The following Orthodox publishers can be contacted for current catalogs, and additional publishers may be found by attending various church workshops, and book fairs, etc.:

American Bible Society, P. O. Box 2854, Tulsa, OK 74101, 1.800.322.4253, FAX: 1.866.570.2077, bibles.org

Chrysostom Press, 3774 Gravois Road, House Springs, MO 63051, 1.636.677.4333, FAX: 1.636.376.3223, chrysostompress.org

Conciliar Press, P. O. Box 76, Ben Lomond, CA 95005-0076, 1.800.967.7377, FAX: 1.831.336.8882, conciliarpress.com

Concordia Publishing House, 3558 South Jefferson Avenue, Saint Louis, MO 63118-3968, 1.800.325.3040, FAX: 1.800.490.9889, cph.org

Department of Religious Education, Greek Orthodox Archdiocese, 50 Goddard Avenue, Brookline, MA 02445, 1.800.566.1088, FAX: 1.617.850.1489, religious.goarch.org

Eighth Day Books, 2838 East Douglas Avenue, Wichita, KS 67214, 1.800.841.2541, or 316.683.9446, FAX: 1.316.683.9537, eighthdaybooks.com

Ellinas Multimedia, 9570 Research Drive, Irvine, CA 92618, 1.800.410.8388, FAX: 1.949.788.1436, ellinasmultimedia.com

GOTelcom, 8 East 79th Street, New York, NY 10075, 1.800.888.6835, FAX: 1.212.774.0223, goarch.org

Hermitage of the Holy Cross, RR 2 Box 2343, Wayne, WV 25570, 1.304.849.4726, FAX: 1.304.849.4727, holycross-hermitage.com

Holy Apostles Convent, P. O. Box 3118, Buena Vista, CO 81211-3118, 1.719.395.8898 (9:00 am until midnight), FAX: 1.719.395.9422 (anytime), Mother Mariam, HolyApostlesConvent.org

Holy Cross Bookstore, 50 Goddard Avenue, Brookline, MA 02445, 1.800.245.0599, FAX: 1.617.850.1430, holycrossbookstore.com

Holy Transfiguration Greek Orthodox Monastery, 17906 IL Route 173, Harvard, IL 60033, 1.815.943.3588, FAX: 1.815.943.3878, holytransfigurationmonastery.com

Holy Transfiguration Monastery, 278 Warren Street, Brookline, MA 02445, 1.800.227.1629, FAX: 1.617.730.5783, frisaac@thehtm.org

**Institute for Byzantine and Modern Greek Studies, 115 Gilbert Road,
Belmont, MA 02178-2200, 1.617.484.6595, FAX 1.617.876.3600,
orthodoxinfo.com/ibmgs**

**The Life-Giving Spring Orthodox Bookstore, 800 North Glendale Avenue,
Glendale, CA 91206, 1.818.551.0544, FAX: 1.808.551.9297, lifegivingspring.com**

**Light & Life Publishing Company, 4808 Park Glen Road, Minneapolis, MN,
55416, 1.952.925.3888, FAX: 1.888.925.3918, light-n-life.com**

**Oxford University Press, 2001 Evans Road, Cary, NC 27513, 1.800.451.7556,
FAX: 1.919.677.1303, oup.com/us**

**Regina Orthodox Press, P. O. Box 5288, Salisbury, MA 01952, 1.800.636.2470,
Outside US 1.978.463.0730, FAX: 1.978.462.5079, reginaorthodoxpress.com**

**St. Anthony's G. O. Monastery Bookstore, 4784 North St. Joseph's Way,
Florence, AZ 85232-9399, 1.520.868.2393, FAX: 1.520.868.5238,
bookstore@samail.org**

**St. Athanasius Academy of Orthodox Theology, 10519 East Stockton Boulevard,
Suite 170, Elk Grove, CA 95624, Phone/Fax: 1.916.686.6230, osbpress.com**

**St. Herman Press, P. O. Box 70, Platina, CA 96076, 1.530.352.4430,
FAX: 1.530.352.4432, saintherman.com**

**St. Innocent Religious (Monastic) Community, 9628 Hazelton, Redford, MI 48239-
1480, Phone/Fax: 1.313.535.9080 (call before faxing), Sister Ioanna,
firebirdvideos.com**

**St. Isaac of Syria Skete, 25266 Pilgrims Way, Boscobel, WI 53805, 1.800.814.2667,
FAX: 1.888.375.5554, skete.com**

**Saint John Chrysostomos Greek Orthodox Monastery, 4600 93rd Street,
Pleasant Prairie (Kenosha) WI 53158, 1.262.694.9850, FAX: 1.262.697.1581.**

**The Saint John of Kronstadt Press, 1180 Orthodox Way, Liberty, TN 37095-4366,
1.615.539.8539, FAX: 1.615.536.5945. sjkp.org**

**St. Nectarios Press, 10300 Ashworth Avenue North, Seattle, WA 98133-9410,
1.800.643.4233, FAX: 1.206.523.0550, stnectariospress.com**

**St. Nicholas Greek Orthodox Church, 1607 West Union Boulevard,
Bethlehem, PA 18018, 1.610.867.1327, FAX: 1.610.867.9487, stnicholas.org**

St Nicodemos Publications, 1433 West Union Boulevard, Bethlehem, PA 18018,
Phone/Fax: 1.610.866.0667, saintnicodemos.org

Saint Tikhon's, P. O. Box B, South Canaan, PA 18459, 1.888.454.6678,
FAX: 1.570.937.9070, stspress.com

St. Vladimir's Seminary Press, 575 Scarsdale Road, Crestwood, NY 10707-1699,
1.800.204.2665, FAX: 1.914.961.5456 (24 hours), svspress.com

Library Supplies:

Demco, Inc., P. O. Box 7488, Madison, WI 53707, 1.800.279.1586,
FAX: 1.800.245.1329, demco.com

Gaylord Bros, P. O. Box 4901, Syracuse, NY 13221-4901, 1.800.634.6307,
FAX: 1.800.272.3412, gaylord.com

The Library Store, P. O. Box 0964, Tremont, IL 61568-0964, 1.800.548.7204,
FAX: 1.800.320.7706, thelibrarystore.com

Bookstore:

The Bookstore is a very important and reliable church resource, offering adult, and youth material on our Orthodox Faith. Additionally, it provides revenue, which can be very substantial, particularly during the Holidays.

The duties of the Bookstore Manager are to:

- Order material from Orthodox sources for bookstore;
- Solicit donations of books, media, and bookcases in good condition;
- Acquire appropriate shelving facilities (bookcases/bookmobile carts);
- Attractively display merchandise to be easily accessible.
- Maintain all financial accounts related to purchases and sales within the allocated budget.

The selection of material to be sold may be Bibles, adult/youth books, pamphlets, icons, and media (videos, compact discs, digital video discs (DVD), audiocassettes, slides, etc.), including various seasonal holiday cards and other religious items shown in catalogs.

The arrangement of material in the bookcases and/or glass cases may have labels highlighting each section of material, with titles of main subject headings above

each individual selection of material for sale, e.g.:

- Bible Related Material
- Church Fathers and Saints
- Divine Liturgy and Worship Service Books
- Miscellaneous
- Orthodox Church, History, Faith and Life
- Religious Art
- Spiritual Life
- Theology, and Philosophy
- Worship Service and Prayer, and so on.

Church bookstores are entitled to certain discounts, from 10% to 40%, and are “tax-exempt.” The purchases of these sale items qualify for a sales tax exemption. In order to cover the delivery expense and gain a profit for the church, the selling price of material can be increased by about 10% to 20% of the book price.

It is important for the Bookstore Manager to promote a continuous advertising program especially during Holidays, in church bulletins, newsletters, flyers, and more. Inform church members of the arrival of current and forthcoming material and offer a discount for all the Holidays, Easter, Christmas, etc.

To Summarize:

The above: *How to Start a Church Library and Bookstore* was presented here in summary form.

One can and should creatively build upon this format, taking into consideration individual staff capabilities and parish needs.

Do as much as you can for His vineyard, and may our Lord guide you in fulfilling your mission in this world while we are able to do so – because...

“The Harvest is plentiful, but the laborers are few; (Mt. 9:37)

Pray therefore the Lord of the harvest to send out laborers into his harvest.” (Mt. 9-38)

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