

Church Library Processing Tools and Supplies

A complete explanation of processing media is available in the resource [Church Library Ministry Information Service](#), pages 103-117.

TOOLS

- ✓ Bone Folder
- ✓ Eraser (vinyl or other clean eraser)
- ✓ Markers (black and white, fine point, permanent)
- ✓ Pencils
- ✓ Pens
- ✓ Ruler
- ✓ Scissors

SUPPLIES USED BY MANUAL AND AUTOMATED LIBRARIES

- ✓ Book Plates: “Memorial” and “In Honor of” and “Given by”
- ✓ Book Pockets
- ✓ Label Protectors
- ✓ Label Sets
- ✓ Labels with Library ID information or Library ID stamp (ink pad or self-inking)

SUPPLIES FOR SPECIFIC TYPES OF MEDIA

Audiocassettes and Books-On-Tape

- Audiocassette Cases/Containers (single capacity or for multiples)
- Library Information Labels: “Be Kind, Rewind”

Books

- Book Covers (For hardbacks with dust jackets and for paperbacks)
- Tape
 - ½ - inch Reinforcing/Filament tape
 - 2 - inches such as Scotch Book Repair Tape, No. 845 (acid free)
- Tip-in pages (For explanation, go to page 109, *Church Library Ministry Information Service*)

CDs, DVDs, Kits and Videocassettes

- CD, DVD, and Videocassette Cases / Containers (single capacity or for multiples)
- Library Information Labels:
 - “Be Kind, Rewind” for videocassettes

“Home Use Only”; “Public Use Okay” (For information about copyright requirements for DVDs and Videos, go to page 101, *Church Library Ministry Information Service*)

Equipment, Games, Miscellaneous, and Objects

- Cases / Containers (if applicable)

ADDITIONAL SUPPLIES FOR MANUAL LIBRARIES

- ✓ Accession book and extra pages
- ✓ Book Cards or Charge Cards
- ✓ Catalog cards—continuous feed with pre-punched hole (white for books; green for other media)
- ✓ Date Due slips

ADDITIONAL SUPPLIES FOR AUTOMATED LIBRARIES

- ✓ Barcode Labels (for libraries using scanners)
- ✓ Date Due Labels if not using Date Due Receipts

CHURCH LIBRARY TOOLS AND SUPPLIES AVAILABLE FROM:

[Brodart](#)

[Demco Educational Corp.](#)

[The Highsmith Co.](#)

[LifeWay Christian Stores](#)

[The Library Store](#)

This tools and supplies list was prepared by Hope Winter Ferguson, church library team leader, First Baptist Church, Natchitoches, LA.

