

# LGBTQ Center Library Policies Manual

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## **Mission of the LGBTQ Center and the LGBTQ Center Library**

The Lesbian, Gay, Bisexual, Transgender, and Queer (LGBTQ) Center works to foster a welcoming and inclusive environment for UNC-Chapel Hill community members of all sexual orientations, gender identities and gender expressions.

In keeping with the official [UNC Chapel Hill Policy on Non-Discrimination](#), the LGBTQ Center is committed in policy, practice, environmental design, and staff/volunteer behavior to providing an inclusive and welcoming environment to community members of all sexual orientations, gender identities, gender expressions, socio-economic or educational backgrounds, racial or ethnic backgrounds, ability/disability statuses, religious/spiritual affiliations or non-affiliations, creed, genetic information, and veteran's status. Our staff engages in ongoing diversity education, training, and self-reflection to ensure that our programs, services, materials, and policies are broadly inclusive of all forms of diversity.

The LGBTQ Center maintains a resource library with approximately 2000 holdings (books, audio, videos, and brochures). Anyone with a PID number can check out these holdings (brochures are available for free and do not have to be returned). Research has indicated that people who are early in the 'coming out' process are more likely to utilize and check out books/materials when they are available through a facility that is known to be welcoming and affirming of LGBTQ persons and in which their confidentiality from non-LGBTQ people is protected.

## **Scope of Collection**

We collect materials in English and Spanish on sexual orientation, gender identity, and gender expression, as well as materials on LGBTQ people and issues in health, media, literature, education, and other areas.

Resources are also available on alcohol use and cessation, relationship violence, healthy relationships, LGBTQ community organizations, welcoming and affirming religious/spiritual organizations, and safer sex practices. Finally, we also maintain a healthy fiction collection (many of which contain LGBTQ-identified characters) for recreational reading.

## **Lending Rules**

Books are available to students, staff, and faculty with a UNC PID number for a two week check out period. Videos (DVDs and VHSs) must be viewed in-house at the Center (DVD player and VCR available for use). Non-UNC affiliates may use resources in-house only. Patrons can search the library holdings via the [UNC Catalog](#) or our website (see the Resource Library Catalog to the right), but must come into the LGBTQ Center in order to check out materials. Materials may be renewed depending on availability and requests for use by other patrons.

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## **Purchasing**

LGBTQ Center staff makes all purchasing decisions. Purchasing is usually done each spring semester, budget allowing. Staff particularly focuses on the following subjects: intersecting identities, coming out stories, intersex issues, transgender issues, and healthy relationships. Other suggestions will be considered if submitted to [email removed for privacy] before purchasing decisions are made each year.

Evaluation criteria for considering materials for purchase:

- Popular demand
- Established authority of author or publisher
- Current or long-term significance
- Accuracy, timeliness, and respectfulness towards LGBTQ people and concerns
- Relationship to existing collection
- Price, format, condition, and ease of use
- Language of material

## **Gifts**

The LGBTQ Center Library welcomes monetary donations and donations of materials that fit within the scope of the collection. When monetary donations are received, purchases are made in accordance with the purchasing guidelines listed above.

The Library will consider all donations of materials, including works by local authors, as additions to its collections. The Library reserves the right to use any donation as it sees fit. Upon receipt, all donations become the property of the Library. The Library does not return, nor does it track the status of, donations. The Library may choose to not add materials to the collection that do not meet its evaluation criteria, as listed in the Purchasing section.

## **Deselection**

Materials will be removed from the collection if they are deemed too worn, obsolete, or unused. Books in languages other than English or Spanish will also be removed from the collection, if applicable. It is the responsibility of the Director to assess the need for replacing materials that are damaged, destroyed, or lost. Items are not automatically replaced. Decisions are based on need, demand, and budget.

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## **Confidentiality**

When checking out materials, our staff will collect personal information in a locked spreadsheet viewable only to staff members. We collect this information to be able to contact patrons if materials are overdue. This information is only accessed when checking materials in/out and to contact overdue book holders or when tracking circulation information for materials. PID numbers are removed after one year for added protection and privacy.

## **Staffing**

The library is maintained entirely by LGBTQ Center staff and volunteers. If you would like to volunteer to help, please contact the Center at [phone number and email removed for privacy]. We would love to have you!