



Saskatoon Spiritist Society

Saskatoon Spiritist Society Library

CONCEPT AND FUNCTIONS

The Saskatoon Spiritist Society (SSS) library is a set of documents printed and unprinted arranged neatly for study, research and consultation. Its main functions are binded to the accumulation, organization and dissemination of information. In the accumulation process are the selection of activities, acquisition, registration and storage of documents. In the organization process are included the classification, cataloging and preparation of books for archiving on shelves. In the dissemination process, we highlight the consultation, research, loan, referral services and extension activities that go beyond the physical limits of library.

A well-organized library can provide relevant services to the Spiritist Society. Among the benefits, we highlight the dissemination of Spiritism, the development of reading habit in children and young people, and promotion of inner reform encouraged by the knowledge of the Doctrine.

The SSS Library mission is to provide material and services which fulfill spiritist education, information, and recreational needs of the entire community in a welcoming, respectful, and quality atmosphere

COLLECTION SELECTION

Because it is a spiritist library, the documents that will be part of its collection should be pre-selected based on the criteria described below:

1. are founded on the basic principles of the Doctrine;
2. are mediumship or written by scholars of Spiritualism;

3. address separately or simultaneously the scientific, philosophical and religious aspects of the Doctrine;
4. propitiate the knowledge of spiritual reality;
5. present Spiritist clarifications on various issues of concern to the man;
6. awaken the readers interest in the inner reform;
7. Record the history of the Spiritism movement in Brazil and the world.

The selection is not intended to establish a censorship, but adapt the documents to the specialty of the collection and the needs of the readers/users. The material provided must also be approved by the Federação Espirita Brasileira (FEB), *Brazilian Espiritism Federation*.

ORGANIZATION

To organize documents are necessary steps to facilitate the execution of the work.

1º - Identification Stamp

Stamp the book with the library stamp on the title page.

2º - Classification

Classify the files using the following information:

1. Library Code: author's initials, followed by book number and letters indicating the number of copies. The numbering must follow the order in which the book was obtained. Use lower case letter to identify each book, using 'a' to identify the first one, followed by 'b', and so on.
2. Title of the work: this should be initiated by the first word or article of the title.
3. Author;
4. Mediumship;
5. Language in which the work was written;
6. Classification 1 (details below);
7. Classification 2;
8. Classification 3;
9. Project / collection: identify if this book belongs to a project, collection or sequence of books;
10. Year of publication;

11. Publishing company;
12. Place of publication;
13. Number of pages;
14. Date when the book was acquired;
15. Book owner.

3° - Cataloging

Cataloguing a book or pamphlet is to make note (example: Excel spreadsheet) of some important data to the physical description of the document, such as those described above.

4° - Labeling

Before filing the book on the shelf, you need to label it, that is, paste at the bottom of the book cover of the SSS library label (envelope) with the loan card. Both IDs must contain the library code and the title of the book. On the loan card, you also must add the author, medium who dictated the work, language in which the work was written, year of publication, publisher, place of publication, and number of pages.

This label is the book address on the shelf, allowing its location and replacement in place after use.

5° - Archiving

The books, pamphlets and DVDs should be stored on the shelves according to the author and the numerical order of the work, observing the sequence established in the classification method.

CONSULTATION AND LOAN

Users can utilize the collection on site or borrow. In the case of borrowing, users should be aware of User Policy of the SSS Library and be registered in order to use the services offered by the library.

The loan should be limited to four weeks, with the possibility of extension with the approval of the library coordinator.

DIVULGATION

The library cannot and should not, even as a condition of its own survival, remain closed in their stronghold, isolated from other areas of the institution. It needs to "get out of its own environment," meeting the needs of users, and not be waiting for them.

Therefore, below are suggestions of activities and services that the library can offer:

- 1 *Selected reading*: Select books based on the weekly theme and leave them to public view.
- 2 *News!*: Disclosure of new acquisitions.
- 3 *PDFs*: providing books in PDF that can be downloaded from the SSS webpage.

CLASSIFICATION

The books' classification was based on the *Classificação Decimal Espírita* (CDE) promoted by FEB.

CLASSIFICATION 1	CLASSIFICATION 2	CLASSIFICATION 3
GENERALITY	REFERENCE	Almanac Atlas Bibliography Catalog Dictionary and glossary Encyclopedia Guide and manual Repertoire, inventory, and directory Index and vocabulary
PHILOSOPHY		
RELIGION	Life of Jesus Jesus and the Apostles Gospel studies Christianity	
SCIENCE	Survival, nature of the spiritual world and afterlife Reincarnation Mediumship	Specific psychic phenomenon

		Animism Fluid therapy and treatment Mediumship meetings
	Astral projection (out of body experience) Dreams and mysteries Metapsychics Parapsychology Hypnotism	
EVENTS	Congress Meetings Seminars Courses	
SPIRITIST MOVEMENT	Guidance and manuals Spiritist Library Campaign	Spiritist center Assistance and social promotion services Campaign <i>em Defesa da Vida</i> Campaign <i>Viver em Família</i> Campaign <i>Construamos a Paz,</i> <i>promovendo o Bem!</i>
INSTITUTIONAL ACTIVITIES	Statute Report Action plan and work project Project	
EDUCATION	Children and youth spiritist evangelization Systematic study of the spiritist doctrine Study and education of mediumship Thorough study of spiritist Support material	
ART and COMMUNICATION	Music Theatre Movie theatre TV Radio Press Internet	

LITERATURE Tale and chronicles

Romance

Message

Poem

CHILDRENS'

LITERATURE

YOUTH'S

LITERATURE

HISTORY and

History

BIOGRAPHY

Biography

INTERVIEW
