

Directory of Services



Libraries and records



Information on how to access the resources and support available to Friends responsible for their meeting libraries and records.



Contribute to Quaker work

Contribute time – There are many opportunities to get involved with the work we do on behalf Quakers in Britain, including serving on committees, volunteering at events and joining the Quaker Life Network. Visit www.quaker.org.uk/quaker-service to find out more or email nominations@quaker.org.uk or phone 020 7663 1121.

Contribute money – You can contribute to Britain Yearly Meeting funds direct or via your local or area meeting. To find out more about making a financial contribution visit www.quaker.org.uk/contributions or email contributions@quaker.org.uk or phone 020 7663 1015.

Leave a legacy – Legacy giving helps sustain Quaker work for future generations. After taking care of family and friends, please consider leaving a gift for Quaker work in your in your will. Visit www.quaker.org.uk/legacy or email legacy@quaker.org.uk or phone 020 7663 1019 for more information.

Find out more and connect with us

Find out more – You can find out more about all of Britain Yearly Meeting's work by reading the Trustees' annual report. Copies are sent to every meeting in April or visit www.quaker.org.uk/annualreport. *Quaker News* is a free magazine about the work of Britain Yearly Meeting. It is distributed via local meetings. You can also subscribe by email, access electronic back issues and read it online at www.quaker.org.uk/qn.

Connect with us – Contact details for specific areas of work are provided throughout the Directory of Services. The general contact details for Friends House are:

Friends House, 173 Euston Road,
London NW1 2BJ
www.quaker.org.uk
Email: enquiries@quaker.org.uk
Switchboard: 020 7663 1000.

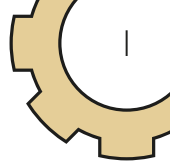
Quaker Centre Bookshop

You can order books, book boxes, resources and posters from the Quaker Centre Bookshop at Friends House, London.

Quaker Centre Bookshop, Friends House, 173 Euston Road, London NW1 2BJ

www.quaker.org.uk/shop
quakercentre@quaker.org.uk
020 7663 1030/1031.

Libraries and records



Introduction

“A well-stocked and organised library is a powerful aid to the life of the meeting and its outreach. The books can represent a resource for learning about the Religious Society of Friends, about Christianity, the Bible, other world faiths and the social issues of our day. New books can stimulate and challenge as we continue our religious education.”

Quaker faith & practice 13.42

Quakers have kept records faithfully since the very beginning of the Society. A meeting’s library can be an excellent resource for those wishing to find out more about Quakerism or to keep abreast of our faith and practice. Library staff at Friends House provide advice and guidance to Friends who are responsible for their own meeting libraries and records.

An outline of who is responsible for this work at a local and area meeting level and how it links to the work of the Library at Friends House in London is given in *Quaker faith & practice* 4.39–4.44 (records) and 13.41–13.42 (libraries). Although mention is made of the Library Committee, in practice our Library staff are the first port of call for Friends seeking assistance. This directory contains a separate booklet on *The Library* (booklet 18), which outlines all the resources it makes available to Friends.

Resources

The following printed or electronic materials support librarians and archivists.

Guidance for clerks and for custodians of records

The Library at Friends House can provide professional advice and guidance on the creation, custody and use of Quaker records. Visit www.quaker.org.uk/dos-records for guides providing information on the role of records custodian, the retention and disposal of records, and depositing records with appropriate repositories, among other topics.

Our Library staff are happy to send out printed guides if you are

unable to access them online, and can also advise on matters relating to meeting records and meeting libraries.

Guidance for meeting librarians

The Library at Friends House has produced a series of guides to help Friends run their meeting library, including an outline of the job, guidance on book selection, the cataloguing and disposal of unwanted books, equipment, caring for collections, and promoting their meeting library. The guides are available online at www.quaker.org.uk/meeting-librarians and include:

- 1 **Job of the meeting librarian**
- 2 **Selection and acquisition**
- 3 **Cataloguing and arranging the meeting library**
- 4 **Equipment for a meeting library**
- 5 **Disposing of unwanted books**
- 6 **Caring for your books**
- 7 **Promoting the meeting library**
- 8 **Web resources for meeting librarians.**

For printed copies, please contact the Library, specifying which guides you need (see page 3 for contact details).

Support

Friends House Library staff are on hand during normal office hours to advise on matters relating to meeting records and meeting libraries (see page 3 for contact details).

Training and events

Training at Woodbrooke Quaker Study Centre

‘Spirited librarianship: Using library resources to deepen the spiritual life of the meeting’ is a very useful course for Friends who have responsibility for their meeting’s library or who are interested in making the most of it. For more information, visit

www.woodbrooke.org.uk, email enquiries@woodbrooke.org.uk or phone 0121 472 5171.

Key contacts

The Library of the Society of Friends

- **The Library:** Friends House, 173 Euston Road, London NW1 2BJ
- **General enquiries:** email library@quaker.org.uk or phone 020 7663 1135/020 7663 1131.
- **Libraries:** email the Librarian (printed books) at library@quaker.org.uk or phone 020 7663 1133.

Woodbrooke Quaker Study Centre

- Woodbrooke is a major provider of learning for Quakers in Britain and Europe from its site in Birmingham, via its travelling teaching service and through online courses and learning materials. Visit www.woodbrooke.org.uk, email enquiries@woodbrooke.org.uk or phone 0121 472 5171.

Supporting information

Safeguarding – Safeguarding is protecting children, young people and vulnerable adults from harm. For more information visit www.quaker.org.uk/safeguarding. Here you will find a link to Meeting safety, which outlines the responsibilities for Quaker meetings in Britain. We recommend that area meetings join the Churches' Child Protection Advisory Service. Visit www.ccpas.co.uk or email info@ccpas.co.uk.

For general safeguarding advice, as well as Quaker advice on how specific safeguarding matters may affect the pastoral needs of individuals and the meeting community, contact our Safeguarding Coordinator at safe@quaker.org.uk or on 020 7663 1023.

General issues relating to a Quaker meeting

– If you have concerns about issues in your Quaker meeting that you would like to talk over, contact our Support for Meetings Officer at supportmeetings@quaker.org.uk or on 020 7663 1023. Alternatively, contact the Recording Clerk's Office at recordingclerk@quaker.org.uk or on 020 7663 1161.

Information updates – Please keep us informed of changes to the key role-holders in your local and area meetings: clerk, treasurer, safeguarding coordinator, registering officer, clerk of (area meeting) trustees. To let us know of any such changes please contact our Database Administrator at updates@quaker.org.uk or on 020 7663 1119.

Data safety – Quaker meetings in Britain need to store information on their members and attenders in accordance with the Data Protection Act 1998, which protects individuals from the unauthorised use of their personal information. Friends House Data Safety Group can offer meetings general advice on data safety. For more information visit www.quaker.org.uk/data-safety. Here you will find a link to Data Safety and Information Security, which offers guidance to meetings. You can also contact our Data Safety Officer at datasafety@quaker.org.uk or on 020 7663 1161.

Complaints and feedback –

Britain Yearly Meeting's complaints and feedback procedure enables anyone to let us know about problems or to give feedback on service received from staff at Friends House. To find out more visit www.quaker.org.uk/contact-us. Complaints can be made in writing to the Recording Clerk's Office at Friends House. Alternatively, email feedback@quaker.org.uk or phone 020 7663 1161.

Quaker faith & practice – *Quaker faith & practice* is the book of Christian discipline of Quakers in Britain. It expresses the breadth of Quaker theology through the experience of Friends and describes our corporate structures. Copies can be purchased from the Quaker Centre Bookshop. It is also available at <http://qfp.quaker.org.uk>.

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Introduction




Information on how to access the resources and support available from Britain Yearly Meeting




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Clerks




Information on how to access the resources and support available to local and area meeting clerks.




Directory of Services

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Treasurers



Information on how to access the resources and support available to local and area meeting treasurers and those managing financial contributions.



Directory of Services

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Elders and overseers




Information on how to access the resources and support available to Friends entrusted with the spiritual and pastoral needs of their worshipping community.




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Trustees



Information on how to access the resources and support available to Friends responsible for the governance of Quaker area meetings.




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Registering officers




Information on how to access the resources and support available to registering officers and those responsible for the right holding of Quaker marriages.




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Chaplains




Information on how to access the resources and support available from the Library at Friends House.




Directory of Services

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Wardens



Information on how to access the resources and support available to wardens and meeting staff employed to care for meeting house premises.



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Libraries and records



Information on how to access the resources and support available to Friends responsible for their meeting libraries and records.



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0 to 18 Year olds



Information on how to access the resources and support available to those working with or responsible for children and young people.



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Outreach



Information on how to access the resources and support available to Friends running outreach events and sharing the Quaker experience.



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Property




Information on how to access the resources and support available to those entrusted with the care of Quaker property.




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Peace



Information on how to access the resources and support available to those working with peace and nonviolent social change.



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Social justice



Information on how to access the resources and support available to those taking action for social justice and a more inclusive society.



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Economic justice



Information on how to access the resources and support available to those challenging inequality and working for a fairer society.



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Sustainability



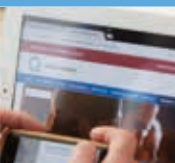
Information on how to access the resources and support available to those working locally and globally to build sustainable communities.




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Speaking out




Information on how to access the resources and support available to Friends engaging with politics and the media to call for positive change.




Directory of Services

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The library



Information on how to access the resources, support and advice available from the Library at Friends House.



www.quaker.org.uk

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or see our Facebook page at
www.facebook.com/QuakersinBritain

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