

LIBRARY HANDBOOK

MURPHY MEMORIAL LIBRARY

Baptist Bible College & Seminary
Clarks Summit, Pennsylvania



LIBRARY HOURS ACADEMIC YEAR 2007-2008

Sunday ~ 2:00 pm – 4:00 pm; 8:30 pm - 10:00 pm
Monday ~ 8:00 am 10:00 am; 11:00 am - 10:00 pm
Tuesday ~ 8:00 am - 10:00 pm
Wednesday ~ 8:00 am - 5:00 pm; 8:30 pm - 10:00 pm
Thursday ~ 8:00 am - 10:00 pm
Friday ~ 8:00 am - 5:00 pm
Saturday ~ 11:00 am - 5:00 pm

Murphy Memorial Library
Library Staff

Josh Michael

Library Director

Email: jmichael@bbc.edu

Ext. 9220

Jeff Brodrick

Associate Library Director for Technology and Reference

Email: jbrodrick@bbc.edu

Ext. 9265

David McClain

Cataloging Librarian

Email: dmcclain@bbc.edu

Ext. 9280

Rachelle Bennett

Administrative Assistant

Email: rbennett@bbc.edu

Ext. 9281

Janet McClain

Acquisitions Assistant

Email: jmccclain@bbc.edu

Ext. 9363

Karen Davis

Periodicals Assistant

Email: karendavis@bbc.edu

Ext. 9286

Janis Steckiel

Circulation Assistant

Email: jsteckiel@bbc.edu

Ext. 9284

Sharon Gardoski

Inter-Library Loan/Distance Learning Assistant

Email: sgardoski@bbc.edu

Ext. 9282

General Information

The Library, named in honor of the first president of the college, Richard J. Murphy, provides students and faculty with resources for their intellectual, cultural, and spiritual development. Located in Jackson Hall, the academic center of the campus, the Library offers services for 71 hours each week during the academic year. Exceptions to the normal hours will be posted on the Library entrances. The Library can seat about 19% of the student body of the college and seminary.

The book and periodical collections reflect the quality of many years of planned growth and development in support of the institution's educational objectives. The Library specializes in the areas of biblical studies, theology, and Christian ministries, but also maintains strong collections in history, education, literature, music, and counseling. Careful attention is given to providing a diversity of viewpoints in keeping with the concept of the Library as an information center.

Currently the Library owns about 104,000 books and bound periodicals. Books are organized by the Dewey Decimal Classification System. Library holdings are accessed through the Public Access Catalog (PAC) on campus and around the world at the college website (www.bbc.edu/library).

In addition to books, the Library also maintains a large collection of scholarly journals and periodicals of practical and general interest in print, microform, and on-line versions. Approximately 356 print subscriptions are available on campus. The periodical collection is also accessed through on-line indexing, and 10,777 titles are available both on and off campus in full-text through the Library's Internet vendors.

The Library's AV/Curriculum area maintains curricular materials, juvenile literature, and a variety of other aids and services for education courses. Additional holdings include music resources and audio visual materials and equipment. Areas are provided for viewing or listening to audiovisuals, as well as for working on projects. Computers are available for searching the Internet and the Library's on-line databases. The Seminary Reference room computers have additional Bible study aids and databases for original language studies.

Through the Library's memberships in the Northeastern Pennsylvania Library Network (www.npln.org) and the Southeastern Pennsylvania Theological Library Association (www.atla.com/septla), students and faculty enjoy reciprocal borrowing privileges at several local and regional colleges and seminaries. A current list of cooperating colleges, their hours, and other information is available at the Library Office. Students are encouraged to take advantage of these additional resources which are available to them.

Collection Development

The Library attempts to acquire and maintain a well-balanced collection of books and other resources for curricular needs, intellectual and spiritual development, and leisure reading. This includes materials with doctrinal or philosophical viewpoints which might differ from those of individual Library users. The Library staff will be happy to give assistance in locating and using resources. While the process of developing the collection is a joint endeavor of the Librarians and faculty, students are also invited to recommend specific titles for purchase.

Library Catalog

The Public Access Catalog (PAC) is an on-line catalog to most of the Library's book and media resources.

Classification System

Murphy Memorial Library uses the Dewey Decimal Classification System, in which books are grouped by subject and shelved according to a numerical sequence. A summary of the Dewey Decimal System is as follows:

000 - 099	General Works (e.g. general encyclopedias)
100 - 199	Philosophy (including psychology and ethics)
200 - 299	Religion (Bible commentaries, theology, Christian education, church history, non-Christian religions, etc.)
300 - 399	Social Science (sociology, education, etc.)
400 - 499	Language (grammars, dictionaries, etc.)
500 - 599	Science (biology, astronomy, etc.)
600 - 699	Technology (applied sciences, e.g., medicine)
700 - 799	Fine Arts (painting, photography, music, etc.)
800 - 899	Literature (including speech)
900 - 999	History (including geography and some biography)

Reference Rooms

The library has two Reference Rooms, one intended primarily for use by Seminary students and the other for Graduate School students. Both rooms are located on the 1st floor of the library and each room contains resources, class reserves, and reference collections specific to the respective programs of study. Complete policies regarding use of these rooms are available at the library office.

General Policies

The Library is a multipurpose facility serving students, staff, faculty, and administration of Baptist Bible College, Graduate School and Seminary. Borrowing privileges are also extended to non-college persons at the discretion of the Library staff.

The members of the Library staff endeavor to make the Library an efficient and effective service organization. They will be happy to assist you in understanding and using our resources and services. Please cooperate with them by following the policies outlined in this handbook.

Those students who use the Library are asked to follow the student handbook dress code. Conduct within the Library should be in keeping with its purpose as a place for quiet, independent study. Students wishing to study in a group should check with a librarian regarding an appropriate place to study within the library. Unnecessary conversation is discouraged and patrons will not be permitted to disturb others. Users are asked to protect materials, equipment, and furniture from abuse. Food and beverages are not allowed in the Library. Students are not permitted to use the Library telephones for making or receiving calls. Please refrain from using cell phones inside the Library.

Borrowing Guidelines

Each floor of the Library has a Circulation Center where items may be borrowed and returned. Bar-coded ID cards are used for borrowing books. The normal loan period is 28 days for students, with a maximum of one renewal allowed unless another patron has placed a hold on an item. No renewals are permitted, however, until fines are paid. Exceptions to the loan period may apply at the end of each semester and during vacation periods. Periodicals and microforms do not circulate outside the Library. Some materials have shorter loan periods.

During Library hours, items must be returned inside the Library at the Circulation Centers. When the Library is closed, items must be placed in the book return boxes outside the Library.

For more information on Reserve books, see section marked "Reserve Books." Policies on borrowing of "Reserves" are described below.

Overnight Reserve: (Seminary: blue, Graduate: orange, Undergraduate: purple)

- ∞ Materials may be checked-out during Library hours. **These are always due back the next day by 5:00 pm, regardless of the time the material was checked out.** (Books checked-out on Friday, Saturday, or Sunday are due Monday by 5:00 pm.)
- ∞ An exception will be made for Graduate level students if the class meets only once a week.
- ∞ Students (regardless of classification/status) are limited to **two books per class**. Students of large classes may be limited to one item per class.
- ∞ Renewals are limited to two, unless the material has been placed on hold or requested by a faculty member or another student.
- ∞ For fine information, please see section on Fines and Replacement Costs.

Closed Reserve: (All closed reserves: yellow)

- ∞ Materials are for Library use only. During times of high demand, a one-hour limit will be applied per student per item. This will be in effect at the discretion of the Library staff.

Fines and Replacement Costs

Library users are expected to return all Library books on or before the due date or time. The current fine schedule will be posted at the Circulation Centers. The fines for all overdue materials should be paid at the 1st floor Circulation Center during Library hours. When any patron has 10 books overdue or total fines that exceed \$10.00, that person's book borrowing privileges will be blocked until the account is cleared.

If an item is lost, damaged, or excessively overdue, the patron will be charged for the current replacement cost plus processing fees. All charges must be paid before borrowing privileges will be restored. If lost materials are later found and returned to the Library after the replacement cost has been paid, the borrower may be entitled to a partial refund.

At the end of each semester all overdue materials must be returned and all fines paid before the Registrar's Office will issue transcripts or permit future registration.

Interlibrary Loans (ILL)

(1) *General:* Upon request, the Library will attempt to borrow materials or secure photocopies from other libraries outside the immediate area for faculty members, seminary students, graduate students, and college honors students engaged in research. Requests from other undergraduate students will be considered on an individual basis at the discretion of the Library staff. All requests should be submitted well in advance of anticipated need to allow time for locating and receiving interlibrary loan materials. Copies of the ILL policy and application forms are available at the Interlibrary Loan Office (Library 212).

(2) *Borrowing from Local Libraries:* Murphy Memorial Library is a member of the Northeastern Pennsylvania Library Network (www.npln.org). This membership has allowed the Library to arrange for reciprocal borrowing privileges with colleges and public libraries in Northeastern Pennsylvania. Students, faculty, and staff are encouraged to take advantage of these resources that are available to them.

Photocopying

Coin-operated photocopiers are located on both floors of the Library and instructions for operating the copiers are posted. Photocopier users are urged to comply with the U.S. copyright law. The Library assumes no responsibility for materials copied on its machines. Color copies are available through the BBC bookstore.

Miscellaneous Services

Lamination, construction paper and other bulletin board supplies are also available.

Book Collections

Circulating Collection..... (28 day loan period)

Dewey Decimal numbers 000 - 199 are shelved on the 2nd Floor; 200 - 999 are shelved on the 1st Floor. For books on "Reserve," please see below. Any books used within the Library, without being signed out, should be returned to the browsing shelves at designated sites throughout the Library. Please do not re-shelve any books; shelving will be done by the Library staff.

Reserve Books

Library materials for which heavy classroom demand is anticipated are placed on "Reserve" in the Library by request of the faculty. The reserves for the College (undergraduate and graduate) are located near the 1st floor Circulation Center. The Seminary reserves are located in the Seminary Reference Room. Graduate School reserves are located in the Graduate Reference Room. All materials should be returned to the proper floor.

Reference Collection (Ref)..... (Non-circulating)

The Reference Collection of books with Dewey numbers 001-999 is located at the side and rear of the 2nd Floor Reading Room. This collection contains encyclopedias, dictionaries, atlases, and other books which are designed primarily for easy location of specific information. These books are to be used within the Library.

Seminary Reference Collection (SemRef)..... (Non-circulating)

Selected reference books for seminarians are shelved in the Seminary Reference Room on the 1st Floor. Due to limitations of space and purpose, college students are asked not to use this room without special permission.

Graduate Reference Collection (GradRef)..... (Non-circulating)

Selected reference books for graduate school students are shelved in the Graduate Reference Room on the 1st Floor. Due to limitations of space and purpose, college students are asked not to use this room without special permission.

Restricted Book Collection (RBC)..... (Non-circulating)

This small archival collection is available for use within the Library upon approval of a librarian.

Fiction Collection (Fic)..... (28-day loan period)

While the major part of the fiction is classified as literature in the DDC 800s, a small collection of other fiction is housed separately on the 1st Floor. These books may be signed out just as any other circulating books and are subject to the same regulations.

Juvenile Literature Collection..... (7-day loan period)

Nonfiction and fiction children's literature, including the Caldecott and Newbery award titles and Easy Reader books, is shelved in the AV/Curriculum area on the 1st floor.

Curriculum Resources..... (Overnight loan period)

Curriculum guides, aids, and textbooks for education in public and Christian schools are shelved in the AV/Curriculum area on the 1st floor. Because of purchasing agreements some of these resources are for examination purposes only and are not to be used for classroom teaching.

Church Curriculum Resources..... (14-day loan period)

Curriculum guides, aids, and textbooks for education in local churches are shelved in the AV/Curriculum area on the 1st floor. Because of purchasing agreements some of these resources are for examination purposes only and are not to be used for classroom teaching.

Other Collections

Current Periodicals..... (Non-circulating)

The Library subscribes to a variety of periodicals, with heavy emphasis on the religious field. The most recent issue of each subscription is kept in an alphabetical arrangement in the Periodical Reading Room on the 2nd Floor. Current issues of each newspaper subscription are also located in this room. Under no circumstances may pages or articles be torn from periodicals or newspapers since they are kept for future reference purposes.

Backfile Periodicals..... (Non-circulating)

Back issues of print periodicals and newspapers are kept in the Periodical Storage rooms on the 1st floor. So that the Library staff may record periodical usage for statistical purposes and re-file issues correctly, patrons are asked not to shelve periodicals that they use in the Library.

On-line Periodicals and References

The Library offers its users a broad range of full text and bibliographic databases designed to meet their needs, plus the linking technology to integrate resources. These services are available through the Library Services link on the Baptist Bible College & Seminary web site (www.bbc.edu).

Periodical Indexes..... (Non-circulating)

Printed indexes to periodicals are shelved in the Periodical Storage area and the Seminary Reference Room. Printed lists of periodical holding are located throughout the library and on-line.

Microform Collection..... (Non-circulating)

Microfilms and microfiches are located on the 1st floor. This collection consists mainly of theses and periodical backfiles. Viewing equipment includes a coin-operated reader-printer.

Audio-Visual Materials..... (7-day loan period)

Audio and video cassette tapes, DVDs, CDs, records, transparencies, maps, and other similar materials are located on the 1st Floor in the AV/Curriculum area.

Music Resources..... (7-day loan period)

Music scores, piano pedagogy materials, and CDs are located on the 1st Floor in the AV/Curriculum area.