

## Faculty Guide to the Library 2009-10

### *Library Facts*

Books Held: 95,000  
A/V items: 6,000  
Print Periodical Subscriptions: 330  
On-line, Full-text Periodical Titles: 15,000  
2008-09 Library Attendance: up 5%  
2008-09 Student Print Circulation: up 12%  
2008-09 Online usage: up 50-100%

### *Library Academic Hours*

Monday to Thursday: 8 AM - 10 PM  
Friday: 8 AM - 5 PM  
Saturday: 11 AM - 5 PM  
Sunday: 2 PM - 5 PM & 8 PM - 10 PM

### *Staff*

Josh Michael

*Library Director*

David McClain

*Cataloging Librarian*

Sarah Nippert

*Library Secretary*

Janet McClain

*Acquisitions Assistant*

Karen Davis

*Periodicals Assistant*

Janis Steckiel

*Circulation & Interlibrary Loans Assistant*

Sharon Gardoski

*Cataloging Assistant*

### *Faculty use of books*

Faculty members may check out items in-person at the library. Generally, books may be borrowed for 90 days and A/V materials for 14 days. Reserve items cannot be checked out longer than overnight.

Items can be renewed in person, by phone (9285 or 9281), by email ([jmichael@bbc.edu](mailto:jmichael@bbc.edu)) or online ([www.bbc.edu/library](http://www.bbc.edu/library)) for the same length (90 days for books and 14 days for A/V items). Faculty will receive email notification when items are overdue.

### *Course Reserves*

The library does place items on reserve for courses. Materials are placed on reserve on the basis of inclusion within a course syllabus. Required texts, most recommended texts, and collateral reading texts listed in syllabi will be put on reserve. So, as long as it is listing in a syllabus, it will (in most cases) automatically be put on reserve in the library. If a faculty member wishes to place additional materials on reserve in the library, he or she should contact the library directly.

Items are typically placed on overnight reserve. High-demand or other considerations may result in items being placed on closed (in-library use only) reserve. Faculty members can provide personal copies of items for reserve, but the library assumes no responsibility for student use or misuse of such materials.

### *After-hours Reference Rooms*

Current students of the Graduate School and Seminary are eligible for use of the specialized reference rooms outside of normal library operating hours. They must apply at the library for such privileges. College students may not use the library after hours, though they can use such rooms during normal operating hours.

### *Recommending Books for Purchase*

Faculty members are encouraged to recommend items for purchase. Notated catalogs, web links, or title and author requests are appropriate means of recommending items. Please send such to Josh Michael by intercampus mail or [jmichael@bbc.edu](mailto:jmichael@bbc.edu). Faculty members are reminded to check the catalog before requesting items.

### *Interlibrary Loan (ILL)*

The library may be able to acquire items for study or research which it does not own from another library. This includes both books and journal articles. Janis Steckiel is the contact person for ILLs ([jsteckiel@bbc.edu](mailto:jsteckiel@bbc.edu)). ILL procedures and parameters are fully spelled out in the Interlibrary Loan Policy on the library website ([www.bbc.edu/library/policies/](http://www.bbc.edu/library/policies/)).

### *Journal Articles*

The library has journal articles in print, microform, and electronic formats. The collection of electronic journal articles dwarfs the others in size, but many of the print journals are not available in electronic format. Faculty members can access electronic journals through the library's database collection on the library web page.

Faculty members may request library assistance to search for an article. The library can identify whether the library owns that journal and in what format and, if it is a print journal, verify that it is present in the journal backfiles in the library. If the article is determined to be available electronically, faculty are requested to conduct their own searches in the library's databases (rather than asking the library staff to search for them).

The link to EBSCO A-to-Z on the library's database page allows faculty members to determine if a journal is available electronically through one of the library's databases.

### *Electronic Resources (Databases) for Faculty*

The library's electronic holdings constitute a substantial portion of the library's holdings. Some are exclusively journals, others offer diverse types of materials including e-books, dissertations, websites, videos, papers, etc. In total, these databases include nearly 15,000 full-text titles and 10,000 indexed titles across all disciplines with the total number of accessible full-text articles exceeding several million.

Students have access to all databases on campus from any internet connection and have access off-campus to most databases, comprising over 99% of available electronic content, though password access. These passwords are provided through e-Learn or can be received by contacting the library.

### *Library Collections*

The library's collections include CDs, videos and DVDs, reference materials, journals (print and electronic), and, of course, books. The book collection is strongest in the areas of Biblical Studies and theology, but also has reasonable holdings in the areas of history, education, music, and counseling.

### *Information Literacy*

The library has a major role to play in ensuring the development of information-literate students. The library can assist faculty members in working toward this goal by providing in-class instruction in information use (finding relevant books for sources, accessing and using databases for research, etc.), hosting classes in the library to interact with print or electronic resources, or offering research assistance to individual students. The library is also glad to offer individual or group instruction in database use to faculty, as well as identifying relevant library resources which best support particular classes or programs.