



DAVID K. BERNARD LIBRARY HANDBOOK

*The mission of Urshan is to prepare Apostolic men and women through higher education for service
in the church and to the world.*

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FROM THE DIRECTOR

Faculty and students,

Christian greetings!

The *David K. Bernard Library Handbook* is provided to assist you in your research. It is short and concise so that you can become familiar with the library quickly. Knowing the library's layout, cataloging system and procedures will give you the confidence needed to feel at home. This collection of resources and study space is yours to use frequently and confidently.

The library staff is here to help you with your research. Do not hesitate to seek assistance when it is needed. We are blessed to have a library that is larger than other schools' our size. This is due to many years of hard work and sacrifice of others who have collected and cataloged books and resources. The computer lab will be a great asset for searching the catalog for in-house materials and for accessing online databases. Many journal articles and eBooks are now available for downloading to your hard drive. The library databases can also be accessed from your personal computer or wherever you have Wi-Fi access.

Your educational journey will be greatly benefited by taking advantage of the resources at the David K. Bernard Library.

Sincerely,
Gary D. Erickson, MTS, MLIS, DMin
Director of Library Services/Theological Librarian

CLASSIFICATION AND SHELF ORDER

There are two popular methods of cataloging books and resources in libraries—the Dewey Decimal Classification System and the Library of Congress Classification System. We have many books in the theological and religion category, and this system works better for our needs.

EXPLANATION OF THE LIBRARY OF CONGRESS SYSTEM

The spines of books will have the following alphanumeric markings (example below).

LC classification number: BT 202, (*Jesus Christ: Fundamentals of Christology*)
Author's number: .K364, (Roch A. Kereszty)
Publication date: 1991
Volume number: (if multiple volumes)
Copy number: (if more than one copy)

Each field of knowledge and literature has its own letter prefix and its own set of numbers. The letter prefixes for some of the more important fields can be found on the LC website <http://www.loc.gov>.

LIBRARY CATALOG

The library has an electronic catalog integrated library system (ILS). The system uses an interface Online Patron Access Catalog (OPAC). Searches can be done in the computer lab or from a personal computer wherever there is a Wi-Fi connection.

To conduct a search, go to the UC or UGST website and click on “Academics,” and then on “Library.” Click on “Search Library.” (See DKBL.library.site.) Type into the search bar the title of the book, author's name, or subject. You have access to the library search from your computer anytime, day or night (there is a video tutorial available on each school's website at the library page).

LIBRARY RESOURCES

RESERVE BOOKS

Reserve textbooks that are being used in the classroom each semester are kept at the circulation station. These books can be checked out for two-hour periods. They cannot be taken out of the library.

Collectable books (i.e., books of great value) will also be kept at the circulation desk. These books cannot be removed from the library but can be checked out for two-hour periods. They will not have spine labels to preserve them from damage. A barcode label will be placed inside the back cover. An identity paper will be kept inside the cover with title, author and LC number. When they are checked out the circulation desk will retain the identity paper until it is returned.

REFERENCE BOOKS

Located at the north end of the library is the reference section. Since these books are expensive and used frequently, they cannot be removed from the library. When they are taken from the shelf, they should not be returned to the shelf, but placed on a table or cart in the reference area. A book's usage must be recorded by library staff for accumulating book-use data. Reference books are labeled "Reference" on the spine of the book.

SPECIAL COLLECTIONS

These books are collections of books that may address a particular subject or on loan from a friend of the library. They are managed the same as general circulation books—except that they are kept together as a collection in the library (e.g., The Jones' Lincoln Collection and Music Books). Most of these books can be checked out. Books cannot be removed from the library if they are not checked out.

MAIN CIRCULATION BOOKS

Most books in the library are in this section and can be checked out by students and staff. Books are not to be removed from the library unless they are checked out.

PERIODICALS AND JOURNALS

These materials can be found in the stacks on the south side of the library. They cannot leave the library. After use, they should be placed on a table in the library and the staff will return them to the shelf.

RARE AND FRAGILE

This collection of books is in the large revolving metal cases on the southwest side of the library. These books are to be used with respect and care and cannot be removed from the library. After being used, they should not be returned to the shelf, but placed on a table or cart. The staff will return them to the shelf.

AUDIO/VISUAL

Some of these materials have not yet been cataloged; therefore, they are not to leave the library. Only materials that have barcode labels can be checked out. Earphones should be used when using any audio device in the library so as not to disturb others.

PHOTOCOPIER

Students and staff have access to the copier/printer located in the circulation station. Projects can be printed from the computer lab computers, or documents can be photocopied. Each page printed or copied is ten cents. Check with the circulation station for assistance.

COMPUTERS FOR STUDENT USE

The library has several computers to serve patrons. When saving materials, save to a USB thumb drive and do not save to the computer's hard drive. With frequent use, the hard drives will fill up with old useless data. If you do use the hard drive, always delete when you are done. You can also save the material by emailing it to yourself.

Remember that computers are vulnerable to liquids. Caution should be used not to endanger the computers by setting drinks near the keyboards. If a computer is damaged, the person responsible will be expected to pay for the loss. Only drinks with lids are allowed in the computer lab.

SCANNING

The circulation station has a book scanner that can be used to scan portions of books. Copyright laws do not permit the scanning of large portions of books (only a few pages). These pages can be emailed to students upon their request.

OTHER RESOURCES

The circulation station has a paper cutter, stapler, hole punch, and pencil sharpener. These tools are provided for students and faculty behind the circulation station.

COPYRIGHT POLICY

Always check the document you are using to make sure you are not violating copyright laws. The US Copyright Act (17 USC §§ 101-801) gives the owner of the copyright exclusive rights to reproduction, distribution, sales, performance, and public display to the copyrighted work. No illegal photocopies are allowed in the library.

ONLINE DATABASES AND RESOURCES

The library has access to several online databases. EBSCOhost is the umbrella for all of the databases. Databases can also be accessed through MOREnet. One of the most frequently used databases is ATLA. This is a religion and theological database. You will find a link for EBSCOhost on the library's web page. When clicking on "Library Resources," you will find a list of websites and other resources for your research (30 databases). The library also provides *Faithlife/Logos Basic 8 Online Biblical Database* memberships. Students interesting in having a membership should contact the library director.

LIBRARY HOURS

Sunday	5:30 p.m. – 11:30 p.m.
Monday	8:00 a.m. – 11:30 p.m.
Tuesday	8:00 a.m. – 11:30 p.m.
Wednesday	8:00 a.m. – 6:00 p.m. 9:00 p.m. – 11:30 p.m.
Thursday	8:00 a.m. – 11:30 p.m.
Friday	8:00 a.m. – 9:00 p.m.
Saturday	9:00 a.m. – 9:00 p.m.

Library hours are subject to change during the summer breaks, activity breaks and short terms.

LIBRARY RULES

CONDUCT

- Maintain a quiet and respectful atmosphere. Library staff are expected to enforce this rule.
- Silence mobile phones upon entering library (phone conversations are to be conducted outside the library).
- Use headphones for listening to audio/visual media (circulation station has headphones for check-out).
- The library is not responsible for any lost or stolen item.

FOOD AND BEVERAGES

- Snack food is allowed (e.g., chips, candy bars, nuts, packaged cookies, etc.).
- Only drinks in covered containers are allowed.
- No pizza or plates of food from the cafeteria are allowed.

CHECKING OUT LIBRARY MATERIALS

When you check out materials, go to the circulation desk and a staff member will assist you. Display your student ID and they will record your check-out materials. If no library attendant is at the desk, push the call button and wait for the worker to return or solicit help from other library personnel.

Books are not to be carried out of the library unless they have been properly checked out. Do not put library books into your briefcases, purses, or backpacks and take them home for study purposes without first having them properly checked out for our records. Violators will be severely fined, and their library privileges can be suspended.

Never check out materials for someone else in your name unless you are willing to be held liable. If material is lost, you will be held responsible. If material is checked out to you and loaned to another person, you are still responsible. Return the items to the library so that others will have access to them. The student is responsible for all materials checked out on his/her card.

Checkout Period:

Undergraduate 14 days

Graduate 21 days

Checkout Limit:

Undergraduate 10 items

Graduate 15 items

All checked out library items are renewable unless a hold has been placed on the item. One renewal is allowed, and a new due date will be given. After that due date, the material must be returned to the library.

Reserve resources signed out for in-library use are limited to two-hour use. Library materials not returned or renewed by their due date will accrue a fine of \$.50 per item per day. Students who have unpaid library fines may not check out new materials until those fines have been paid. Unpaid library fines will incur the same consequences as any other unpaid student balance. Students will be held responsible for library materials that are damaged upon return. A typical charge for lost or damaged item will be the replacement cost of item and a \$5.00 handling fee.

CARE OF BOOKS AND MATERIALS

- Handle library materials with care, as if they were your own. Some of our books are very old and will not hold together if treated harshly.
- Never break the back of a book or mutilate it in any way. You will be responsible for damaged materials.
- Do not write in books, highlight, underline passages, or dog-ear pages.
- Do not cut pages out of periodicals.
- Do not try to repair a damaged book. Let the library staff do repairs.
- A person who marks, underlines, highlights, or defaces a borrowed book in any way will be fined. Amount depends on the amount of damage done.

RETURNING PROCEDURES

Return the checked-out materials to the circulation station or drop box (located in south hallway) by the due date. After using materials in the library, leave them on a circulation desk or cart. Do not place them back in the stacks. Their use must be recorded by the library staff.

RENEWALS

To renew previously borrowed materials, renewal requests can be made at the circulation station or online (DKBL.library.site) before the overdue date. Books on hold cannot be renewed. Only a one-time renewal will be permitted.

BOOKS NOT FOUND IN THE STACKS

If a book listed in the catalog is not found in the stacks, the student should inquire at the circulation station. The book may be checked out, be on reserve, or it may be in use in the library. The staff will make a special search for it.

PUTTING MATERIALS ON HOLD

When a student desires a book that is already checked out, a "hold" can be requested at the circulation station or online (DKBL.library.site). When the item is returned, a notice will be sent to

the student of its availability. The book will be shelved in the circulation station so it will not be available for others to use. Items put on hold should be picked up within 48 hours of the student being notified that the material is available.

STUDENT ID CARDS

Faculty, staff members and students registered for classes are eligible to use library services. When administration issues a staff/student identification card, staff/students should use those cards for checkouts, returns, and renewals. If an identification card is lost, the staff/student must apply for a new card at Student Services.

BOOK LOANS (LIBRARY TO LIBRARY)

David K. Bernard Library is a member of the St. Louis Regional Library Network (SLRLN) giving our students access to approximately 75 member libraries in the area (Info-pass is a coupon that allows patrons to check out books from any other member library. A list of member libraries can be found on the SLRLN website (<http://www.slrln.org>). Books can be located in other libraries using such sites as <http://www.worldcat.org>. UC students are allowed to check out three books at a time; UGST students are allowed six books at a time using this service. If a patron wants to use the service, they should check with the library staff. Patrons are responsible for picking up and returning books at member libraries.

DISTANCE LEARNERS

Distance learners can check out books from the David K. Bernard Library's collection except for reference books, reserve books, rare and fragile books, and journals, which cannot leave the library. Since we do not charge for the service, distance learners will be responsible for shipping charges both ways. If the book is lost or damaged in shipment, the student is responsible for the book's replacement. Books can be checked out for 21 days (from the time it leaves the library until it is returned). Overdue fines will be charged at the same rate as local fines (\$.50 per day). Distance learners are encouraged to use the electronic databases provided (EBSCOhost), check for used books from online vendors, and use local libraries as the logistics and cost incurred checking out books from the library may not be practical. Distance learners may also request digital copies of book chapters, essays, or articles from the library's collection, unless excluded by copyright law.

The DKB Library is also an institutional member of ATLA Reciprocal Borrowing Program. This allows our students to have full-service access to all other institutional ATLA member libraries in North America (there are approximately 100 in North America). When visiting one of these participating libraries, students should show their ID cards for identification purposes. This may require planning ahead. Some libraries will contact the DKB Library for verification of student's validity before allowing their services to be used. This may take a day or two to complete. You can find a list of all ATLA institutional member libraries at Atla.com.

UC STUDY ROOM POLICY

The study areas in the library provide students with space for study and quiet discussion with their fellow students. These study areas are not intended as a meeting space for socializing, but for focused study. The library has a study room for group or private study. Groups or individuals wanting to use this room must make reservations at the circulation station. The library also has sixteen study carrels for private study. All study areas should be quiet spaces.

Students who are parents and are accompanied by young children should never leave their children alone. Children must remain with their parents at all times, and parents are responsible for their children's behavior while in the library.

No unattended belongings should be left in the study areas. Unattended items will be removed by library staff. The library is not responsible for lost or stolen items.

Students should tidy up the area before leaving by clearing tables of trash, erasing whiteboards, and returning chairs back under the table.

UGST STUDY ROOM

This room is for use by UGST students and staff. UC students are not permitted to use this room (no exceptions). It is primarily a UGST study room but can be used as a classroom or other uses on rare occasions when circumstance require it. In such cases, it must be reserved at the circulation station.

COMPUTER LAB POLICY

The computer lab is equipped with Internet access for student research. Internet access is limited to educational and research purposes that support classroom assignments. The Internet can also be used for communication by email.

The following activities are prohibited: chat rooms, pornographic sites, adult rated sites, material offensive to other patrons, and personal software of any kind. Records of searches and sites visited are recorded, and Internet activity can be retrieved for review.

Any audio listening in the library should be done using earphones (check earphones out at the circulation station).

Internet time may be limited to 30-minutes when other students are waiting to use the computers. When using a computer for writing a document, patrons should always delete the document before leaving the computer lab. Saving a document and leaving it on the desktop will clutter the desktop and hard drive.

WARNING REPORTS

Staff workers have the authority to issue an official warning report to students who, after repeated requests, continue to disturb others in the library. If a student receives three warning reports while a student, their library privileges will be taken away. A copy of all warning reports will be sent to the dean of students and the director of library services.

LIBRARY COMMITTEE

PURPOSE

The Library Committee will serve as an advisory board to the library.

MEMBERS

The committee shall be composed of two faculty members from each school appointed by the academic deans. All three academic deans are ex-officio members of this committee. The director of library service is the chairman of this committee.

DUTIES AND RESPONSIBILITIES

- Attend committee meetings when they are called upon by the director of library services.
- Provide guidance toward making major decisions for the operation of the library when called upon.
- Review library reports, policies, budgets, and any other pertinent materials and offer advice concerning the operation of the library.
- Assist in guiding the acquisition of new resources.
- Participate in the acquisition of new materials by analyzing needs and offering advice.

COLLECTION DEVELOPMENT POLICY

PURPOSE OF THE COLLECTION DEVELOPMENT POLICY (GOAL)

The purpose of the collection development policy is to provide guidance for the evaluation and selection of appropriate materials most suited to the needs of Urshan College and Urshan Graduate School of Theology. The policy will conform to the mission statements of both schools by defining the scope and standards of the various collections.

The policy will help the library reassess and adapt its collections to reflect the changing needs of the schools and to address its interests and concerns.

SCOPE OF THE COLLECTION

The responsibility of the library is to serve the staff and students of UC and UGST communities by providing a broad spectrum of materials to meet their educational and spiritual needs. Materials will be selected that support subjects taught and degrees offered.

The David K. Bernard Library supports the First Amendment to the Constitution of the United States—freedom of speech. That freedom includes the right to hear, view, and to read. The library's responsibility is to give full support to the freedom to listen, view, and read by providing materials that enrich the quality and diversity of thought and expression. We will make available to the schools a wide diversity of views and expressions, including those that may be controversial. The library will endeavor to avoid censorship of materials that are not in harmony with our denominational beliefs. The library does not endorse every idea or philosophy they make available but will leave that for the

reader to decide. The library will have budgetary and spatial limits to the materials they can purchase but will attempt to provide a diversity of materials suited to the school's needs.

RESPONSIBILITY FOR SELECTION AND MANAGEMENT

Selection of materials for the library's collection will be based on needs and the demands of the library patrons. These needs include informational, educational, and spiritual pursuits of library users.

The director of library services will be responsible for material selection and the collection development of the library. The director will work under the guidance of the Library Committee and any policies they may implement.

SELECTION CRITERIA

The selection of materials, purchased and donated, will be evaluated based upon the criteria listed below. This is a complex process, considering the vast world of options. Items selected for the collection will not necessarily meet all these standards in order to be added to the collection.

- Creative, literary and technical quality
- Popular demands of patrons
- Particular local interest
- Permanent significance
- Currency of information that is time sensitive
- Accuracy of facts
- Format and ease of use
- Ease of reading or ability to sustain reader's interest
- Reputation of author, publisher, producer or illustrator
- Critical assessments in a variety of journals
- Harmony with existing materials in collection
- Cost and availability

The library's book budget is used to purchase textbooks and other books related to the degrees offered at both schools. Overtures are made to professors for their recommended book purchases related to the classes they teach. We also consult with our degree descriptions, course descriptions, course recommended books, course outcomes, book vendor's descriptions, and book reader's comments to determine the best books of choice.

Book curation is also guided by the Library Committee's recommendations.

TYPES OF MATERIALS

FICTION

The library's collection will include a selection of classic and contemporary works of fiction representing important novels. The library will make every effort to acquire fiction that is representative of the cultural and spiritual objectives of the UC and UGST.

NON-FICTION

The library will acquire materials that provide a foundation of basic knowledge. The objective will be to make accessible, and promote the use of, materials that meet the following criteria:

- Facilitates continuing education
- Addresses historical and contemporary issues
- Provides a diversity of self-help information
- Provides career-related knowledge and skills development
- Provides information about the affairs of the country and the world
- Assists students
- Presents different viewpoints on issues
- Nourishes intellectual, aesthetic, creative and spiritual growth

ELECTRONIC DATABASES

Having access to online databases will expand the collection by providing an increased access to information in electronic format. Databases contain specialized information beyond the boundaries of the library's print collections. Helpful information will be found in databases that does not exist in print format. Sometimes databases will duplicate printed resources. This will improve ease of access. The library will decide what vendor-produced databases are most suited to the needs of the schools.

PERIODICAL COLLECTION

The library's periodical collection will provide current and retrospective information aimed at meeting the research and spiritual reading needs of the Urshan community. The collection will contain magazines and journals that serve the needs of the schools. Back issues of some periodicals will be accessible in electronic format for reasons of preservation and space conservation.

REFERENCE COLLECTION

The library will maintain a reference collection that will assist patrons doing research. Reference sources provide information, summarize, condense, and sometimes give a comprehensive overview of a topic. These materials are always accessible to patrons, but remain in the library. The criteria for collecting reference materials are the following: accuracy, arrangement, ease-of-use, uniqueness of information, authority, documentation, and indexing.

Reference resources will include the following: bibliographies, indexes, directories, dictionaries, catalogs, yearbooks and annuals, atlases, biographical dictionaries, and almanacs. In addition, reference materials that describe, condense, and summarize information will include encyclopedias, histories, handbooks, abstracts, and special reports with difficult-to-find information.

AUDIO/VISUAL

The library will collect audio/visual materials of music and spoken recordings. Current purchases are only in compact disc (CD and DVD) formats because of their availability and popularity. The music collection will consist of works by various gospel artists. Spoken recording collection will contain teaching and preaching on various subjects.

THESIS AND DISSERTATION DIGITAL REPOSITORY

Although paper copies of graduates' theses and dissertations are a part of the library collection, they cannot leave the building. The library catalog makes digital copies accessible.

LEVEL OF DIFFICULTY

Since the David K. Bernard Library is an academic library, the education level of the materials will be on a college and post-graduate level.

MULTIPLE COPIES

The library will provide multiple copies of materials in response to user demand as evidenced by the number of reserves, anticipated popularity, repeated requests from patrons, and monitoring of the collection.

DIVERSITY

The primary responsibility of the David K. Bernard Library is to serve the students and staff of UC and UGST. Materials are selected to aid students to attain practical solutions to daily problems, and to enrich the quality of life for all the schools' community members.

ELECTRONIC RESOURCES

Provisions will be made for access to online electronic media. The library will not monitor patrons' use of the Internet, has no control over the information accessed, and cannot be held responsible for the content. Patrons are forbidden to access sites that are unwholesome and do not meet the standards of good Christian character. The accuracy or quality of the information retrieved is not the responsibility of the library. This resource will offer unprecedented opportunities to expand the scope of information available to patrons.

CRITERIA FOR WEEDING

Library materials will be periodically weeded for one or more of the following reasons: subject matter is no longer timely, accurate, or relevant; damaged or in poor condition; space limitations; and insufficient use. Weeding will provide more space for more useful materials.

COLLECTION EVALUATION AND MAINTENANCE

When there is only one copy of a work in the library, before it is discarded, it will be evaluated in terms of its value to the schools. Some materials become obsolete, damaged, or become unworthy due to a lack of use and will need to be removed from the shelf. The following considerations will be reviewed to determine the material's value: replacement or rebinding cost; local interest value; number of copies in the collection; author's reputation, publisher, producer, and illustrator; significance as identified in standard bibliographies; quality of graphics; and uniqueness of information for research.

Donated Books

The library accepts donations (including publisher's donated copies) for the library's collection, but the gifts must meet the needed subject categories determined by the library director and staff. Donations should meet the same selection criteria as purchased materials. Donations will be subject to the following limitations: the library must retain unconditional ownership of the donation; the library will make the final decisions on the use or other disposition of the donation; and the library reserves the right to decide the arrangements of display, housing and access to the materials. Monetary donations to the collection are also welcomed and may be designated as memorials. When donations designated for periodicals and newspapers are offered, the library prefers monetary gifts instead of subscriptions. Donors of monetary donations may suggest subjects or titles to be acquired with their donation, but the library reserves the right to make the final decision. All donations should be in good condition.

Procedures for Sorting Donations to the Library

1. Donations should be inventoried, and a report given to the library director designating all hardbacks, paperbacks, journals, magazines, DVDs, CDs, and audio cassettes. This information is for sending the donor a letter of appreciation and for tax deduction purpose.
2. The books and other materials should be organized in the storage room using some method agreed upon by director and library personnel (i.e., donated books marked by donor's name and books to be sold to book marketer).
3. The donated books should be sorted into the following categories:
 - **Books of value for our library:**
 - Books to be cataloged should be shelved in the shelves with doors at the south end of the library (i.e., next to the Student Success Center).
 - Before keeping a book, it should be determined if it is already in our inventory. If not, it should be catalog and put in the stacks (if it's a reference book, it should be placed in the reference section).
 - If we already have the book and it has high academic value, it should be kept as a second copy. If it's a reference book, the second copy of lower quality should be kept in the stacks.
 - If a book is frequently used, multiple copies should be kept and cataloged (e.g., textbooks and books by popular authors).
 - **Unwanted books:**
 - Books of value to students should be kept for marketing (check Amazon.com's used book prices).
 - If the book is not useful to our library nor students, it should be donated to Goodwill.
 - If a book is severely damaged and is not of value to our library or students, it should be thrown away.

RECONSIDERATION OF LIBRARY MATERIALS

Library patrons may request reconsideration and removal of items in the collection by submitting a Request for Reconsideration of Library Material form, which is available at the library. Library staff will review the request in relation to the Library's mission and selection criteria. The library director will also review the request and will reply within thirty days of receipt of the request. During the reconsideration process, the item in question will not be removed from the shelf.

REVIEW OF COLLECTION DEVELOPMENT POLICY

The collection development policy will be periodically evaluated to determine if revisions are necessary to meet the needs of the community of patrons.

ACQUISITION POLICY

Each semester an evaluation will be made determining what textbooks we do not have. Any textbook not in our inventory will be purchased.

A solicitation will be made each semester to professors for recommended books. From these recommendations an effort will be made to purchase these books as the budget permits. The library also has the option to make purchases that seem appropriate to the needs of the schools within the budget limits.