URSHAN LIBRARY HANDBOOK

Urshan College
Urshan Graduate School of Theology

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Urshan Library

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Faculty and students,

Christian greetings!

The *Urshan 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 Urshan Library.

Sincerely,

Gary D. Erickson, D. Min.
Director of Library Services/Theological Librarian

Urshan Library Mission Statement

The Urshan Library will support the faculty, staff and students of Urshan College and the Urshan Graduate School of Theology in achieving their respective missions for academic success and advancement. An implicit mission of the library is to provide resources and information for all types of Apostolic ministries worldwide.

Urshan College Mission Statement

The mission of Urshan College is to Educate, Equip, and Empower Apostolics for life and servant leadership in the church and the world.

Urshan Graduate School of Theology Mission Statement

The mission of the Urshan Graduate School of Theology is to provide training, development and advanced studies for men and women of the Apostolic faith to further them for Christian service.

CLASSIFICATION AND SHELF ORDER

There are two popular methods of cataloging books and resources in libraries—the Dewey Decimal system and the Library of Congress system. The Urshan Library uses the Library of Congress (LC) system since it is more flexible and suited to our needs. We have many books in the theology 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)
> **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 particular 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 that uses Follett Destiny 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." Type into the search block 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 upon request).

LIBRARY RESOURCES

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

Reference Books: Located at the north end of the first floor is the reference section of the library. These books cannot be removed from the library. When they are taken from the shelf, they should not be returned, but placed on a table in the reference area. A book's usage must be recorded for accreditation purposes. Reference books are labeled "Reference" on the spine of the book.

General Section Books: The majority of books in the library are in this section and can be checked out by students and staff. The drawing of each floor's layout can be helpful for finding the book you are looking for.

Periodicals and Journals: These materials can be found in the computer lab. 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 section is on the third floor and is to be used with respect and care. The books cannot be removed from the library. After being used, they should not be returned to the shelf, but place on a table. The staff will return them to the shelf.

Audio/Visual: This section is located on the third floor. Some of these materials have not yet been cataloged; therefore, they are not to leave the library. Only materials that have catalog labels can be checked out.

Photocopier: Students and staff have access to the copier/printer. Projects can be printed from the computer lab computers, or documents can be photocopied. Copies are ten cents each. Check with the circulation desk when the copier/printer is not turned on.

Computers for Student Use: The library serves patrons with five computers. When saving materials, save to a USB thumb drive and not to the computer's hard drive. If you use the hard drive, always delete. You can also save the material by emailing it to your address. With frequent use, the hard drives will fill up with old data.

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.

Other Resources:
The computer lab has a paper cutter, stapler, hole punch, and pencil sharpener. These tools are provided for students and faculty.

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 Urshan Library.

Online Databases and Resources:
The Urshan Library has access to several online databases. EBSCO*host* is the umbrella for all of the databases. Data bases can also be accessed through Morenet. One of the most frequently used databases is ATLA (aka "Atlas"). This is a religion and theological database. You will find a link for EBSCO*host* at the library's web page. When clicking on "Library Resources," you will find a list of websites and other resources for your research (18 databases).

Library Hours:
Sunday	9:00 p.m.	12:00 a.m.
Monday	8:00 a.m.	12:00 a.m.
Tuesday	8:00 a.m.	12:00 a.m.

Wednesday	8:00 a.m.	6:00 p.m.
	9:00 p.m.	12:00 a.m.
Thursday	8:00 a.m.	12:00 a.m.
Friday	8:00 a.m.	6:00 p.m.
Saturday	9:00 a.m.	5:00 p.m.

URSHAN LIBRARY RULES

Conduct:
- Maintain a quiet and respectful atmosphere.
- Silence mobile phone upon entering library (phone conversations are to be outside the library).
- Use headphones for listening to audio/visual media (circulation desk has earphones for check-out).
- The library is not responsible for any lost or stolen item.

Food and Beverages:
- Snack size food is allowed in the lounge.
- Drinks in containers with covered lids are allowed in the library.
- No food or drinks (without covers) are allowed in the computer lab.

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.

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 will be curtailed.

Never check out material in your name for someone else, 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 | 7 items |
| Graduate | 10 items |

- Students may check out no more than four books per subject matter.
- All items are renewable unless a hold has been placed on the item or it is on reserve.
- Reserve materials, reference, and rare and fragile materials do not leave the library.
- Reserve items and equipment signed out for library use are limited to two-hour use.

- Reserve item fines of $.25 per hour will be charged after two hours.
- Overdue items accrue a fine of $.25 per item per day.
- Students who have not paid their fines may not check out materials until fine has been paid.
- Students are responsible for damaging materials. 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, highlight, or underline passages in books, or dog ear pages.
- Do not cut pages out of periodicals.
- Do not try to repair the damage to a book. Let the library staff do repairs.
- Persons who mark, underline, or highlight in borrowed books will be fined. Amount depends on the damage done.

Returning Procedures:
Return the checked out materials to the circulation desk by the due date. After using materials in the library, leave them on a desk or table. Do not place them back in the stacks. Their use must be recorded by the library staff.

Renewals:
In order to renew previously borrowed materials, you must make a renewal request either in person or by email (kloyd@ugst.edu) before the due date. 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 desk. 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" should be requested at the circulation desk. When the item is returned, a notice will be sent to the student of its availability. The book will be shelved behind the circulation desk so it will be available for others to use in the library (like a reserve book). Items put on hold should be picked up within 48 hours after being notified that the material is available.

Library Cards:
Faculty members and students registered for classes are eligible to use library services. They will be issued a faculty/student identification card. Faculty/students should use the cards for check outs, returns, and renewals. If an identification card is lost, the student/faculty must apply for a new card at the college main office.

Distance Learners:
Distance learners can check out books from the Urshan Library's collection, but reference books, reserve books, rare and fragile books, and journals 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 ($.25 per day). Distance learners are encouraged to use the electronic databases provided (EBSCO*host*), check for used books from online vendors, and use local libraries. The logistics and cost incurred checking out books 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.

Study Room Policy:
The study rooms at Urshan Library provide students with meeting space for study and discussion with their fellow students. There are two study rooms in the library—both on the third floor. The large room at the end of the hallway can be used for study and discussion, presentation, speech preparation, and collaboration. This study room is not intended as meeting spaces for socializing, but study. The smaller room with three work stations is for private study. The smaller study areas should be quiet places.

Student parents, 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 rooms. Unattended items will be removed by library staff. The library is not responsible for lost or stolen items.

Covered drinks are allowed, but no eating is allowed in the library (except for the lounge area).

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

Computer Lab Policy:
The computer lab is provided 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.

For any audio listening, the patron should use earphones (can be checked out at the circulation desk).

Internet time will 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.

URSHAN LIBRARY COMMITTEE

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

Members: The committee shall be composed of seven members—three faculty members from the Urshan Graduate School of Theology, three faculty members from the Urshan College, and one student from either school. Committee members shall be appointed by the vice president of the institutions.

Duties and Responsibilities
- Attend committee meetings when they are called by the director of library services.
- Review library reports, policies, budgets, and any other pertinent materials and offer advice concerning the operation of the library.
- 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 Urshan Library is to serve the staff and students 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 that are class related and degree focused.

The Urshan 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 not be popular. 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 budget 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 need and the demands of the library patrons. These needs include informational, educational, and spiritual pursuits of library users.

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

Types of Materials
Fiction: The library's collection will include a limited 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 Urshan schools.

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 digital repository will make the papers accessible electronically.

Level of difficulty: Since the Urshan 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 Urshan 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 public access to Internet electronic media. The Urshan 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.

Gift Books: The Urshan Library will accept gifts (including publisher's gift copies) for the library's collection, but the gifts must meet the needed subject categories determined by the library director and staff. Gifts should meet the same selection criteria as purchased materials. Gifts will be subject to the following limitations: the library must retain unconditional ownership of the gift; the library will make the final decisions on the use or other disposition of the gift; and the library reserves the right to decide the arrangements of display, housing and access to the materials. Monetary gifts 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 gifts may suggest subjects or titles to be acquired with their donation, but the library reserves the right of final decision. All gifts must be in good condition.

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.

Acquisition Policy
The library will conduct an analysis of the collection by subject. This data will be made available to all of those involved in the acquisition process in some readable format.

The college and seminary's catalogs will be evaluated and a list will be compiled of classes being offered. Secondly, it must be determined how many students are actually taking the classes each school term. The more students taking the classes, the more important they become.

Once the data has been collected, the library director will select faculty members most knowledgeable about each degree category and its curriculum (can seek the academic dean's

input) and get their recommendations. These individuals do not have to be members of the library committee. These selected experts will evaluate the collected data and then visit the library in order to do a sight evaluation of their subject area. It is recommended that these evaluators consult with book vendor catalogs, bibliographies of papers written by students, and lists prepared by professional associations. The acquisition list, compiled by the expert faculty members, will then be presented to the library committee. The list will be prioritized with the more desirable books listed at the top of the list. This will be a specially called meeting, since we do not have a regular meeting schedule.

The budget is always a major factor in library acquisitions. The approved budget will provide the collection allocation amount for the year. The library committee will evaluate the data collected, the recommended acquisition lists, and budget parameters. This committee will not determine what specific books to add to the collection, but they will provide the library director with a percentage structure for spending the acquisition funds. Priority will be given to new degrees being offered by the college. The mission statement of both schools will be visited frequently to make sure we are staying true to the purpose of the institutions.

The library committee will also evaluate the current online databases the library is using to determine the best resources the budget can provide. The library director will provide the committee with information about annual fees and the current databases accessible to patrons.