



# URSHAN 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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# LIBRARY STAFF

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## FROM THE DIRECTOR

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

# 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. 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 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)  
**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 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. They will not be labeled outside in order 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. These books 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 in the reference area. A book's usage must be recorded 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 address a particular subject. 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 cataloged.

## **MAIN CIRCULATION BOOKS**

The majority of books in the library are in this section and can be checked out by students and staff.

## **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 south side of the library. These books are 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 placed on a table. 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.

## **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 seven computers to serve patrons. When saving materials, save to a USB thumb drive and not save to the computer's hard drive. If you do use the hard drive, always delete. You can also save the material by emailing it to yourself. 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 circulation station 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. 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 (aka "Atlas"). 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 has a number of Faithlife/Logos Basic 8 Online Biblical database membership. Students interesting in having a membership should contact the library director.

## **LIBRARY HOURS**

Sunday	5:00 p.m. – 11:30 a.m.
Monday	8:00 a.m. - 11:30 a.m.
Tuesday	8:00 a.m. - 11:30 a.m.



Wednesday 8:00 a.m. – 6:00 p.m.

9:00 p.m. – 11:30 a.m.

Thursday 8:00 a.m. – 11:30 a.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 and other school breaks.

# URSHAN LIBRARY RULES

## CONDUCT

- Maintain a quiet and respectful atmosphere.
- 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 size food is allowed.
- Drinks in covered containers are allowed.
- No drinks (without covers) 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.

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 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 items and equipment 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 \$.25 per item per day (a 24-hour grace period will be granted). 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 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.
- A person who marks, underlines, highlights, or defaces a borrowed book in any way will be fined. Amount depends on the damage done.

### **RETURNING PROCEDURES**

Return the checked out materials to the circulation station or drop box 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 sending an email to the circulation supervisor 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 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” should be requested at the circulation station. 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.

### **LIBRARY 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 in the main office.

## **BOOK LOANS (LIBRARY TO LIBRARY)**

Urshan Library is a member of the St. Louis Regional Library Network, along with around 75 other libraries in the area. The 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 3 books at a time; UGST students are allowed 6 books at a time using this service. If a patron wants to use the service, they should check with the library staff.

## **DISTANCE LEARNERS**

Distance learners can check out books from the Urshan Library's collection with the exception of 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 (\$.25 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 Urshan 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 Urshan 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 Urshan ID cards for identification purposes. This may require planning ahead. Some libraries will contact the Urshan 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](http://Atla.com).

## **STUDY ROOM POLICY**

The study areas in the Urshan Library provide students with meeting space for study and 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 conference room for private study. Groups 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.

Covered drinks and small snacks are allowed, but no eating meals in the library (meals and larger food items should be taken to the Cafeteria or the Student Life Center. 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. 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 desk.

## **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 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.

## **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 3 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 STAFF JOB DESCRIPTIONS**

## **DIRECTOR OF LIBRARY SERVICES/THEOLOGICAL LIBRARIAN**

### **SUPERVISOR**

UC/UGST Academic Deans

### **CLASSIFICATION**

Administration

### **PURPOSE**

The director of library services shall supervise all administrative functions and operations of the library. These include technical services, information literacy instruction, and collection development. The director shall formulate policy, prepare and execute budgets, provide strategic planning, and is a full faculty member.

### **DUTIES**

In order to insure the viability and vitality of an academic library that provides the curricular needs of the college and seminary, the director of library services will do the following: (1) develop and execute an annual assessment strategy; (2) provide data necessary for accrediting agencies reports; (3) provide reports and updates to the academic affairs committee twice a year; (4) prepare and execute an annual budget for resources and services required for library operations; (5) recruit, train, and supervise necessary personnel for library operations; (6) monitor and request facility repair, maintenance, and upkeep for the library premises; (7) request and monitor contracts for consortial services whenever needed; (8) administer information technology services and needs for library resources and the academic requirements of students; (9) seek academic and research resources for students (both resident and distance learners) in their curricular requirements necessary beyond the abilities of existing collection and resources; (10) attend faculty senates for both schools and be available to the academic deans for participation on committees and review boards; (11) maintain professional liaison with area academic libraries and librarians for collaboration and library advancement; (12) research necessary library services, software, and systems for all library functions and requirements; and (13) provide information literacy instruction as requested by faculty or academic dean.

### **ORGANIZATIONAL RELATIONSHIPS**

The director of library services will report to the academic dean. The director of library services will supervise all library workers. The director will pursue active professional library networking and involvement locally and nationally.

### **QUALIFICATIONS**

The director of library services must have the following: an ALA accredited, graduate level, library degree (MLS or MLIS, etc.); a degree at the graduate level in theology or religion; a minimum of five-years of experience in academic library work (with administrative responsibilities); a knowledge of Library of Congress classification and cataloging; instructional abilities for information literacy; and personnel supervisory abilities. In addition, the director must be a capable writer, instructor, and speaker.

## TRAINING

The director must keep current with standards of academic libraries as defined by the Association of College and Research Libraries (ACRL), maintain institutional membership (and individual membership) with the American Theological Library Association (ATLA), the Missouri Library Network Corporation (MLNC), the Missouri Library Association (MLA), the St Louis Library Regional Network (SLRLN), and maintain informal collegial collaboration with St Louis area theological schools and seminaries by attending conferences, colloquium, and seminars. The director will insure all library personnel attend at least one annual training event related to their duties.

## **CIRCULATION SUPERVISOR**

### **SUPERVISOR**

Director of Library Services

### **CLASSIFICATION**

Staff

### **ABOUT THE POSITION**

The Urshan Library supports both Urshan College and Urshan Graduate School of Theology with various research needs and study environments. Under the direction of the library director, the circulation supervisor operates the circulation desk. This entails the circulation of materials to students, monitoring and collecting charges for all printing and copying operations, monitoring and assisting with the operation of the computer lab, providing reference assistance to all patrons as needed, and opening and closing the library as required. The circulation station supervisor manages circulation desk clerks.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Circulate materials to library patrons; including checking materials in and out, adding newly enrolled students, renewing books, creating book evaluation lists, editing patron profiles, and performing inventory as needed, using Destiny library management system.
- Re-shelve books in strict Library of Congress order and log each book's usage.
- Scan shelves for accuracy (verifying books are shelved in strict call number order).
- Shift books in the stacks to adjust for the growth of the collection as needed.
- Collect payment for fines, lost book fees, and copying services.
- Explain and enforce the library rules.
- Assist in managing the library's reserve books, rare and fragile collection, and the audio/visual equipment.
- Provide patrons with library information and assistance in locating materials.
- Maintain a log of copies made and books sold.
- Assist the library director with any projects they may have related to library work.
- Train, schedule, and supervise circulation desk clerks.
- Make monthly deposits of collected funds at the Urshan College main office.
- Make sure the circulation desk is always available for patrons, by physical presence or by an electronic paging system.
- Coordinate with the cataloguer, making sure donated books are evaluated and handled properly (entered into the library system, sold, or discarded) and that duplicates are processed properly (removed or kept in the library system).
- Be persistent in helping the cataloguer to remove all books from storage, putting them into the library system, or removing them from the campus.
- Notify patrons by email when books are coming due. Send out email reminders each month for unpaid fines.
- Coordinate with administrative office about unpaid fines at the end of each semester.
- Make sure every book has a due date sheet on the inside of the back cover. When books are checked out, stamp the due date in the due date sheet.
- Issue warning reports to students who, after repeated requests, continue to disturb others in the library. If a student receives 3 warning reports, their library privileges will be taken away. A copy of all warning reports will be sent to the dean of students.



## QUALIFICATIONS

Circulation supervisors must have experience with computers, including Microsoft Office software and the use of library systems, or experience with the use of other management systems. They shall have familiarity with the Library of Congress classification system. They must be able to supervise others, work with peers, and respect the chain of command. It is preferred that they have a bachelor's degree. They must also demonstrate a willingness to support the mission of Urshan College and Urshan Graduate School of Theology: "The mission of the Urshan Graduate School of Theology shall be to provide training, development, advanced studies, and a research center for men and women of the Apostolic faith worldwide to further them for Christian service."

## **CATALOGER**

### **SUPERVISOR**

Director of Library Services

### **CLASSIFICATION**

Staff

### **ABOUT THE POSITION**

The cataloger will work within the technical services division of a library. Catalogers are responsible for inputting details about new materials into a library's electronic catalog. Their work makes it possible for library users to find materials quickly.

### **DUTIES**

The cataloger assigns subject headings to books and other library materials; verifies or establishes the standard form of names of authors and institutions; and classifies materials to establish their shelving location. While adhering to cataloging rules and styles, catalogers must also be creative when needed, and able to adjust the rules when a new type of material or cataloging situation presents itself. Cataloging librarians often deal with large backlogs of materials needing processing, so it is important for them to communicate with other library staff members to find out what materials are the highest priority and need cataloging first. The cataloger shall provide a monthly report of all books cataloged.

- When a book or other item arrives at the library, the cataloger must manage the entry into the collection.
- In the case of donated items, the cataloger must determine whether or not it is suitable for the library's collection. If so, they check to see if the library is already in possession of the item and compare the condition, the edition, type of cover, printing date, and, in the case of duplicates, determine if extra items are needed.
- Determine the correct name of the author or authors.
- Determine the correct description of the item (including author, title, publisher, publication date, series to which the item may belong, and so forth).
- Determine which Library of Congress subject headings best describe the contents of the item. There are many kinds of subheadings that break down subjects into more specific aspects.
- Determine the classification number that will determine where the book will be shelved.

### **ESSENTIAL FUNCTIONS**

- Perform customized copy cataloging for library materials.
- Create original catalog records for self-published materials or those for which no records are available.
- Analyze, improve and expand pre-existing bibliographic records in the library database to assure that these records will fully and accurately represent the library materials in the library's catalog.
- Classify or reclassify items as necessary.
- Assure that the records will be accessible through a variety of automated search techniques.
- Keep abreast of continuing developments within the field of cataloging.
- Utilize Internet cataloging resources as reference materials.

- Work on catalog maintenance projects as assigned, such as reclassifying materials, changing call numbers, or correcting and enhancing pre-existing records in the library's catalog.
- Delete items/records from database when instructed by director.
- Provide bibliographic clarification and problem solving to staff members.
- Provide overall maintenance and repair of library materials.
- Assist other staff members and students in whatever area help is needed.
- Perform other related duties as assigned.

#### KNOWLEDGE, SKILLS, AND ABILITIES

- Proficient in computer use.
- A working knowledge of library catalog records and online cataloging systems.
- Excellent reading skills and ability to characterize what a book is about.
- Mastery of complex classification systems.
- Ability to work without much contact with the public.
- Careful attention to detail, getting spellings and dates and punctuation exactly right.
- Have a high level of organizational skills.
- Have good communication skills.
- Ability to travel to attend workshops or seminars to receive further training or continued education.

#### OTHER REQUIREMENTS

- Must be willing to perform additional responsibilities, tasks, and duties as assigned.
- Issue warning reports to students who, after repeated requests, continue to disturb others in the library. If a student receives 3 warning reports, their library privileges will be taken away. A copy of all warning reports will be sent to the dean of students.

## **CIRCULATION CLERK**

### **SUPERVISOR**

Circulation Supervisor

### **CLASSIFICATION**

Staff

### **ABOUT THE POSITION**

The Urshan Library supports both Urshan College and Urshan Graduate School of Theology with various research needs and study environments. Under the direction of the library director and circulation desk supervisor (CDS) the circulation clerk operates the circulation station. This entails the circulation of materials to students, monitoring and collecting charges for all printing and copying operations, monitoring and assisting with the operation of the computer lab, providing reference assistance to all patrons as needed, and closing the library in the evenings. Circulation clerks assist the library director and the circulation desk supervisor.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Circulate materials to library patrons; including checking materials in and out, adding newly enrolled students, renewing books, creating book evaluation lists, editing patron profiles, and performing inventory as needed, using Destiny library management system.
- Re-shelve books in strict Library of Congress order and log each book's usage.
- Scan shelves for accuracy (verifying books are shelved in strict call number order).
- Shift books in the stacks to adjust for the growth of the collection as needed.
- Collect payment for fines, lost book fees, and copying services.
- Explain and enforce the library rules.
- Assist in managing the library's reserve books, rare and fragile collection, and the audio/visual equipment.
- Provide patrons with library information and assistance in locating materials.
- Maintain a log of copies made and books sold.
- Assist the library director and circulation desk supervisor with any projects they may have related to library work.
- Issue warning reports to students who, after repeated requests, continue to disturb others in the library. If a student receives 3 warning reports, their library privileges will be taken away. A copy of all warning reports will be sent to the dean of students.

### **QUALIFICATIONS**

Circulation clerks must have experience with computers, including Microsoft Office software and the use of library systems, or experience with the use of other management systems. They shall have familiarity with the Library of Congress classification system. They must also demonstrate a willingness to support the mission of Urshan College and Urshan Graduate School of Theology: "The mission of the Urshan Graduate School of Theology shall be to provide training, development, advanced studies, and a research center for men and women of the Apostolic faith worldwide to further them for Christian service."

# **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 EVP.

## **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 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.