

2011-2012

Fred J. Graham Library Handbook

“Be diligent to present yourself approved to God, a worker who does not need to be ashamed, rightly dividing the word of truth.”

II Timothy 2:15 NKJV

Library Mission Statement

The mission of the library is to provide services and assistance that will: support students in the development of skills necessary for their effective performance in and positive adjustment to the learning environment; and support faculty and staff in the improvement of classroom teaching and other instructional activities.

Library Objectives

Acquire Material. To acquire materials (print and non-print) that will support the curriculum of Trinity Bible College and contribute effectively to the instructional program

Provide Service. To provide appropriate and adequate service to all its users

Maintain Collection. To maintain the collection of materials so that it is readily accessible to members of the college community

Give Instruction. To stimulate, encourage or give instruction in the use of the library’s bibliographic tools so that the user may acquire and develop life-long patterns of learning to aid in future study and research

Open Door Policy

The Fred J. Graham Library is a private academic library that serves Trinity Bible College students, faculty and staff. It is also open to the general public. To ensure a pleasant and safe environment conducive to research and study, the library has established the following policies regarding the use of its facilities and collections.

Library Hours

Regular Hours

Monday/Tuesday.....	9:00 a.m. to 10:00 p.m.
Wednesday.....	9:00 a.m. to 5:00 p.m. & 8:30 p.m. to 10:00 p.m.
Thursday.....	9:00 a.m. to 10:00 p.m.
Friday.....	9:00 a.m. to 5:00 p.m.
Saturday.....	12:00 noon to 5:00 p.m.

Library Closures & Non-Regular Hours. Library hours vary during holidays, Xtreme Week, May and June terms, summer, and between semesters. Non-regular library hours are posted at the Graham Library website, www.trinitybiblecollege.edu/library, and at the library. The library is closed during *all-school* activities such as chapel and special and/or required attendance services.

Library Directory

Director.....	tbclibrary@trinitybiblecollege.edu	Ext. 2407
Office.....	tbclibrary@trinitybiblecollege.edu	Ext. 2430
Circulation Desk.....	fdesk@trinitybiblecollege.edu	Ext. 2430
Interlibrary Loan.....	ILL@trinitybiblecollege.edu	Ext. 2430
Course Reserves.....	coursereserves@trinitybiblecollege.edu	Ext. 2430

Online Resources

Library Website. The library maintains a web site devoted to providing access to the library's resources for research and entertainment for the students, faculty and staff of Trinity Bible College. We welcome all other lifelong learners to investigate and use this site for their perusal. The website may be accessed at:

www.trinitybiblecollege.edu/library .

ODIN. The Graham Library belongs to ODIN (Online Dakota Information Network) a statewide library consortium. Available on the World Wide Web, ODIN connects our library with over 50 library systems in North Dakota. Over 2.7 million records are available online from these libraries. ODIN is available online at www.odin.nodak.edu .

Licensed Databases. As part of the consortium, the library currently subscribes to 62 databases which include thousands of full text periodical and journal articles, state and national newspapers, reference material, an eBook database with over 11,800 public domain and copyrighted titles, and *WorldCat*, a worldwide library database with over 49 million searchable records.

eBooks. eBooks are part of our library collection and are accessible by searching ODIN or *netLibrary* online at www.netlibrary.com. When searching through ODIN, at the record page click on the long hyperlink following “Electronic Location”. A “Copyrights Information” box will open. After reading the copyright statement and agreeing to abide by its restrictions, “Click to View.” This provides a direct link to the eBook title. If the particular eBook is not immediately available a request can be made to be contacted via e-mail when it becomes available.

To access eBooks *only* from ODIN, type in “netlibrary” as a keyword when searching.

An account with *netLibrary* is required in order to check-out eBooks via ODIN. To set up a free personal account go to www.netLibrary.com and provide the required information. For additional assistance, please inquire at the circulation desk.

Off-Campus Access. A library barcode (located on the front of a Trinity ID/library card) and password (patron’s last name) are required in order to access ODIN from outside the campus network.

Local Licensed Databases. Computer station #1 houses several local databases with single license access. It is located in the Reference Room. These databases include, but are not limited to: *Zondervan Image* archives, *Paraclete* (1967-1995), *The Theological Journal Library* (Vol. 1-10), *Art Source Clip Art*, *Youth Specialties Complete Ideas Library*, and *American Sign Language*. The computer is available for Internet searching only if no other computer is available.

Library Materials Use Policies

Library Card

Checking Out Material. A current TBC ID/library card must be presented to check out material or use reserve items. Use of a TBC ID/library card to check out material constitutes an agreement to comply with all policies and conditions in this library handbook. TBC ID/library cards are provided at registration each year and are valid until graduation or withdrawal from Trinity.

Extended Library Privileges. Extended library privileges are offered to Trinity graduates. Send requests to: tbclibrary@trinitybiblecollege.edu and provide a permanent mailing address, phone number and current e-mail address.

Lost Card Replacement. The Business Office charges \$20 for a lost Trinity ID/library card. Purchased cards can be picked up at the IT Office. Inquire at the circulation desk for a one time, seven day temporary library card.

Additional Library Cards. Trinity students may request additional library cards (on that account) for non-student family members. The student is responsible for any charges incurred by family members and student policies apply to them. As an option, the non-student family members may choose to purchase local individual or family cards.

Loan Periods, Renewals, Holds & Returns

Renewals. Patrons are encouraged to renew their material online before the due date. A 24-hour waiting period is required before returned overdue material can be checked out by the same patron. The material must be returned to the library and will be re-shelved.

Holds. Holds may be placed on material which is checked out by another patron or is still on the shelf. While signed into ODIN, locate the material to be placed on hold. At “Full View of Record” click “Availability”. Click “Request” at the bottom of the page. Enter additional information as necessary and click “Go”. An e-mail message is sent to the patron when the material is available for pick-up. Material placed on hold must be picked up within 24 hours of request.

Returns. Most material can be returned in the book drop near the library entrance or the drop box at the circulation desk; however, videos and overnight material *must* be returned to the circulation desk. Do not return library material through the Trinity post office.

Four (4) Week Loan. *Main collection (Stacks 1-3), cataloged cassette tapes, kits, curriculum lab material, juvenile collection, Interlibrary Loan material (unless otherwise noted)*

Four (4) week loan material may be renewed one time. The library reserves the right to recall material once the borrower has had an item at least two weeks.

One (1) Week Loan. *Videos, vertical files, CD's, college catalogs, current and archive periodicals (except for those in red binders which do not circulate)*

One (1) week loan material may not be renewed. A 24-hour waiting period is required before returned one week loan material can be checked out by the same patron. The material must be returned to the library and will be re-shelved.

In-Library Use Only. *Reference, rare, archive, microforms, current periodicals in red binders, large opaque projector, microfiche reader*

Reserve Material. *Determined by individual instructors*

Overnight. *Cassette players, headphones, overhead projector*

End of Semester Due Dates

Fall & Spring Terms. All material checked out during the final four weeks of the semester (*which would normally have a due date beyond the last day of finals*) is due by 5:00 p.m. the day before the last day of finals (usually the Wednesday of finals week).

X-treme Week. All material checked out during X-treme Week have regular due dates.

May and June Terms. All material checked out during May or June terms is due by 5:00 p.m. the last day of the term.

Overdue Notices

Notice Delivery. All library overdue notices are distributed through the campus mail boxes. Overdue notices are distributed the day following the due date, except during weekends, holidays and breaks when notices are sent the first business day following a weekend, holiday or break.

Library Account Blocks. A student's library account is blocked when one or more items go into overdue status. A block prevents the student from checking out material or generating an interlibrary loan. Outstanding material must be returned before additional material can be checked out.

Four (4) Week Loan Notices. When material is not returned by the day after the due date, second, third, and final overdue notices are then sent over the course of the next 30 days or until the material is returned.

Seven (7) Day, Reserve and Overnight Loan Notices. When material is not returned by the day after the due date, a *final* overdue notice is sent the following morning.

ILL Loan Notices. When ILL material is not returned by the day after the due date, second and final overdue notices are then sent over the next two weeks or until the material is returned.

Fall & Spring Terms End of Semester Loan Notices. Courtesy loan notices are distributed via e-mail the first day of finals. Any material not returned by 5:00 p.m. on the last day of finals will be considered lost.

X-Treme Week Loan Notices. Courtesy loan notices are distributed via e-mail Friday morning of X-Treme Week. Any material checked out by students during X-Treme Week has regular checkout loan periods.

May & June Terms Loan Notices. Courtesy loan notices are distributed via e-mail the day before finals. Any material not returned by 5:00 p.m. on the day of finals will be considered lost.

Lost Material Policies

Lost Material. Overdue material not returned by 5:00pm the day a final notice is sent is considered lost, the Business Office is notified, and a bill for replacement costs is sent to the student the following morning.

Replacement Charges. When material is considered lost, a non-refundable \$5.00 *per item* penalty and no less than a \$50.00 *per item* replacement charge is placed on the student's account. If the material is returned or replaced with a copy of equal or greater value within 30 days of the billing notice, the replacement charges will be reversed.

Library Account Blocks. Blocks are removed from student library accounts after lost material is returned, replaced with a copy of equal or greater value or charges have been paid to Student Accounts. All charges must be paid at the Business Office.

Withholding of Grades. A student's grades, transcripts and/or diploma are held until overdue material is returned, replaced with a copy of equal or greater value or charges are paid to Student Accounts.

Interlibrary Loans (ILL)

Students must sign into their library account on ODIN to generate interlibrary loans. Direct any questions regarding ILL's to the library administrative assistant.

Searching for Material in Other ODIN Libraries. On any ODIN page choose "Libraries" from the menu at the top of the screen. Searches can be performed on any or all ODIN library catalogs chosen from this list. Locate material by using one of the search options. Select the record by choosing the corresponding "view" link on the left side of the screen. From the menu bar near the top of the screen, choose, "Interlibrary Loan Request". Enter any required information and choose "Go". If the request was successfully submitted, a message stating this will be displayed.

Searching for Material in WorldCat. [WorldCat \(OCLC FirstSearch\)](#) is a library catalog database containing over 49 million records for books, periodicals, scores, films, sound recordings, internet resources, manuscripts, and computer files. The records represent materials held by libraries in 45 countries including all ODIN libraries. This database can be accessed from the ODIN home page by choosing "All Databases" and clicking on the WorldCat link on the ODIN Licensed Resources page. Locate the material by using one of the search options. Choose the e-mail option near the top left of the screen. At the "to email address" type in: ILL@trinitybiblecollege.edu. "Sender e-mail address" and "your full name" must be filled in. In the "notes" box, provide date material is needed and click "send".

ILL Costs. Interlibrary loans are assessed a minimal fee to cover postage, plus any additional lending library charges. Patrons will always be consulted before accepting additional charges required by a lending library. Charges must be paid at the time material is picked up.

ILL Delivery Time. For requests made through ODIN, allow at least one week for material to arrive. Material found in *WorldCat* or requested from out-of-state may require a longer delivery time.

ILL Renewals. As a courtesy to the lending library, requests for renewal should be made *before* the material's due date. Requests after the due date may be denied. Contact the library administrative assistant to request an ILL renewal.

ILL Refusals. A non-refundable \$5.00 *per item* penalty plus the cost of the ILL is charged to the student's account for material not picked up before it must be returned to the lending library.

Graham Library Building Use Policies

Bulletin Boards. The bulletin board near the entrance of the library is available for posting Trinity related announcements. Organizations engaged in educational, cultural, intellectual, or charitable activities may also post items on this bulletin board. It is not intended for solicitation purposes. All announcements on this board must be dated and approved by the Library Director or Library Administrative Assistant. The Graham Library does not advocate or endorse the viewpoints of exhibits or exhibitors. Display material may not exceed 11" X 17" in size. Dated material will be removed the day following the event. Undated material will be removed after 30 days.

The bulletin board at the top of the stairs on the main level provides current library information. Check this board for library hours, basic library policies, staff information and library projects. Comments, suggestions, compliments, complaints and ideas may be left in the Comment Box on this board.

Cell Phone/Pager Use. Upon entering the library, cell phones, pagers and similar electronic devices should be set to non-audible signals. Patrons are asked to conduct cell phone conversations *outside* the library. There is no restriction on text messaging and is suggested as an alternative to voice messages. Inappropriate cell phone use can be reported to library personnel at the circulation desk. The library reserves the right to ask anyone to leave the library if he/she is using a cell phone, pager or disturbing others in the library. Signs conveying this policy are posted throughout the library.

Children in the Library. All children under 8 years of age must be accompanied by an adult or responsible caregiver at all times. Unattended children 8 years of age and over are free to utilize the library, provided their behavior is not disruptive to other patrons or staff members. Parents will be contacted when a child is disruptive, uses library resources inappropriately, or damages library materials or equipment. The computer lab on the lower level is off-limits to children. Adult students, faculty or staff may not log children in to use these computers.

Code of Conduct. The dress code and code of conduct outlined in the Student Life Handbook apply to the library.

Computer Use. The guidelines provided in the *Campus Computer and Internet Access Contract* are considered library policy. Violation of these guidelines will be subject to sanction, including possible expulsion from the Library, disciplinary action and/or loss of library privileges. Disciplinary action may involve the Dean of Students and/or the Vice President for Academic Affairs. This policy is posted near the computer stations.

Disruptive Behavior. Behavior that interferes with the appropriate use of the library is not permitted. This includes excessive noise, altercations, theft, vandalism, inappropriate sexual behavior, and harassment of any kind. All such activities should be reported immediately to library personnel at the circulation desk. Patrons identified as disruptive will be subject to sanction, including possible expulsion from the Library, disciplinary action and/or loss of library privileges. Disciplinary action may involve the Dean of Students and/or the Vice President for Academic Affairs.

Food and Drink. No food and only drinks with spill-proof lids are allowed in the library.

Gifts and Donations. The library welcomes donations with the understanding that such materials become property of the library to use as it deems appropriate.

Handicap Accessibility. Although the library and its collection are not considered handicapped accessible, an effort has been made to assist the handicapped patron in accessing library resources. A motorized chair lift provides access to the lower level. Restrooms are located on this level. Internet access to the library catalog and licensed databases is also available on this level.

Lost and Found. Items left in the library can be claimed at the Lost and Found in the Post Office.

Public Accessible Computers. The library provides three Internet access computers for searching the online catalog, using licensed resources, e-mail and surfing the web. These computers are located in the Reference Room and are available for public use. Academic work has priority and use is limited to one hour if others are waiting.

Licensed Databases Computer. A computer with single license access to several local databases is available in the Reference Room. (See Local Licensed Databases section on page 3 for more details.) The computer is available for Internet searching *only* if no other computer is available.

Student Computer Lab. A computer lab is located in the lower level of the library in the Esther Zink Room. These computers are for the use of Trinity students, faculty, staff and handicapped patrons *only*. A valid logon username and password is required to access these computers. Academic work has priority and use is limited to one hour if others are waiting.

Telephone Use. The library office phones are not available for personal calls. In the case of an emergency, please inquire at the circulation desk.

Study Areas

Excessive noise will not be tolerated in the study areas. Students will be warned once and on further notice will be asked to leave the library. Head phones must be used when listening to videos or music and must be kept at a level so that the sound cannot be heard by those nearby.

Ina Graham Conference Room. The Ina Graham Conference Room is available for small classes, meetings and group study. A study group consists of no less than three (3) people. This room is not available for use by less than three people. A schedule is posted on the wall. To make arrangements for using this room, inquire at the circulation desk.

Juvenile Library & Esther Zink Room. Small group study is allowed in the Juvenile Library and Esther Zink Room. Both are located on the lower level of the library. The Esther Zink Room also houses the Academic Success Center, providing assistance with writing papers, studying for all academic areas, and organizational skills.

Reading Room. The Reading Room, located on the main level of the library, contains five booths and several chairs and tables for additional seating. This room is intended to be a more casual study area.

Reference Room. The Reference Room, located on the main level of the library, is intended for quiet reading and study. Group study is *not* allowed in this area.

Library Services

Archived Audio/Visual Material. Archived audiocassettes and videos of Trinity events from 1973 to 2004 are available for listening and viewing in the library. Archived chapel audio cassettes are being digitized and current chapel services are available on Trinity's website at: www.trinitybiblecollege.edu. Inquire at the circulation desk to borrow a cassette player and/or headsets.

Book Repair and Laminating. Basic book repairs, laminating and spiral binding services are available through the library. Charges are \$5.00 per hour with a minimum of \$1.25 plus supplies for book repairs, spiral binding and laminating. Laminating is \$.25 per sheet for rolled film and \$.50 per sheet for pre-cut sleeves. Materials are not for sale to individuals. Work must be performed by library personnel. Twenty-four (24) hour notice is appreciated for more than 10 sheets; large orders require at least one week.

Copier/Printer. The Business Office provides students with a Department ID and password for charging copies to the student account. For questions regarding student copies, please contact the Business Department.

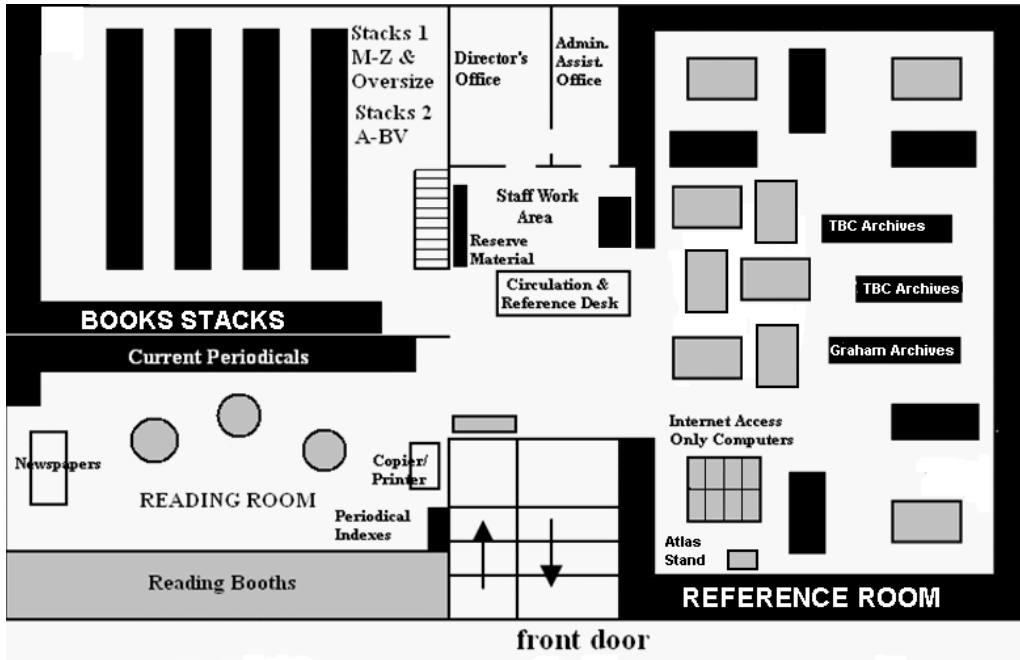
WARNING CONCERNING COPYRIGHT RESTRICTIONS

The Copyright Law of the United States (Title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted material. Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specified conditions is that the photocopy or reproduction is not to be “used for any purpose other than private study, scholarship, or research.” If user makes a request for, or later uses, a photocopy or reproduction for purposes in excess of “fair use,” that user may be liable for copyright infringement.

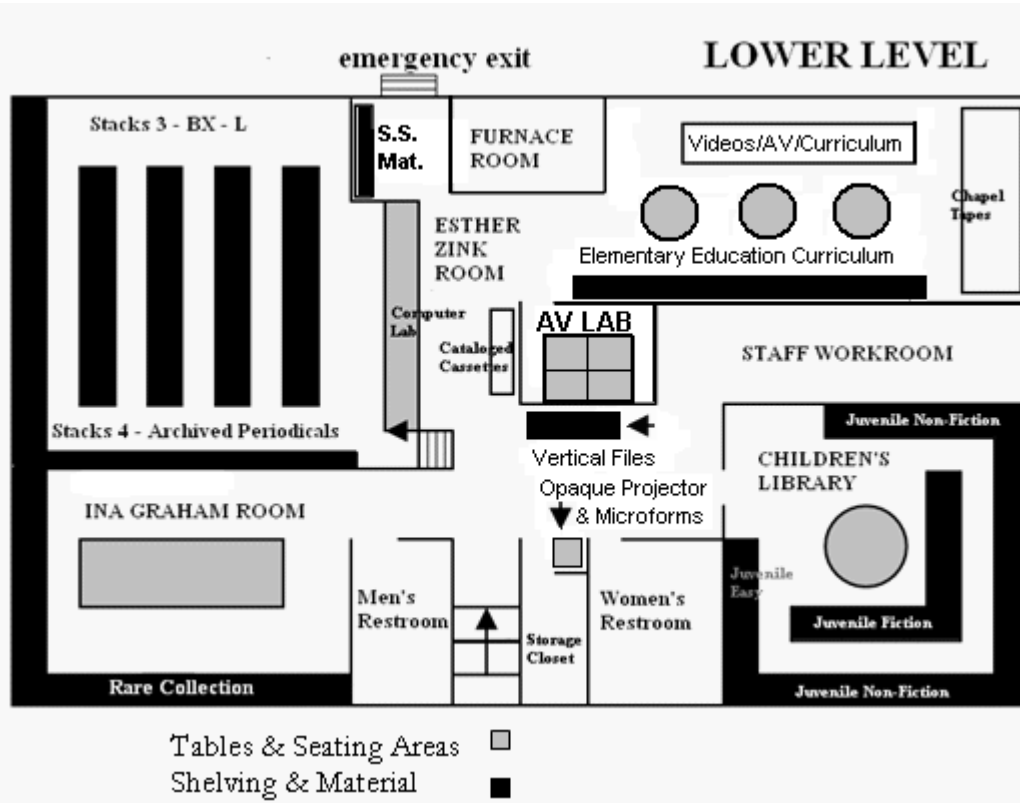
This institution reserves the right to refuse to accept a copying order if, in its judgment, fulfillment of the order would involve violation of the copyright law.

Graham Library Floor Plan

MAIN LEVEL



- Reserves. (*Circulation Desk*)
- Reference Room. (*main floor-east*)
 - Reference material
 - "Internet Access only" computers
 - Local Databases computer
 - Trinity Archives & Graham Collection
- Reading Room. (*main floor-west*)
 - Current periodicals
 - Current Periodical Indexes
 - Newspapers
 - Photocopier/Printer
- Stacks 1 ~ Periodical Archives. (*upstairs*)
- Stacks 2 ~ Main Collection. (*main floor*)
 - A – General Works
 - B-BV – Philosophy . Psychology . Christianity . Bible . Practical Theology
 - BX – Christian Denominations
- Stacks 3 ~ Main Collection. (*middle floor*)
 - C – Auxiliary Sciences.
 - History (General)
 - D – History (General).
 - Europe (General)
 - E-F – History: America
 - G – Geography . Anthropology.
 - Recreation
 - H – Social Sciences
 - HF5001-6182 - Business
 - J – Political Science
 - K – Law
 - L – Education



- Stacks 4 ~ Main Collection (*sub-basement*)
 - M – Music
 - N – Fine Arts
 - P – Language and Literature
 - Q – Science
 - R – Medicine
 - S – Agriculture
 - T – Technology
 - U – Military Science
 - V – Naval Science
 - Z – Bibliography . Information Sciences
 - Oversize Books
- Juvenile Library. (*lower level-east*)
 - Juvenile Non-Fiction
 - Juvenile Fiction
 - Juvenile Easy
- Vertical Files. (*lower level-center*)
 - Vertical Files
 - College Catalogs
 - District Newsletters
- Esther Zink Room. (*lower level-north*)
 - Computer Lab
 - Videos
 - Archived & Cataloged Audio Cassettes
 - Curriculum Material
 - Audio/Visual Material
 - Audio/Visual Lab
- Ina Graham Room. (*lower level-west*)
 - Rare Collection
 - TV/VCR/DVD/Video Projection

Exceptions to the Handbook

All policies within this handbook apply to faculty, administrators, staff, students and local patrons with the following exceptions:

Library Cards

Faculty and Administrator Library Cards. Faculty and administrators are issued TBC ID/library cards upon employment by Trinity Bible College. Upon departure (in good standing) from the college, faculty or administrators may request to have their library privileges extended.

Staff Library Card. Trinity Staff are issued TBC ID/library cards upon employment by Trinity Bible College. Staff members must present their cards when checking out material. Upon departure (in good standing) from the college, staff members may request to have their library privileges extended.

Family Member Library Cards. Any faculty, administrator or staff may request additional library cards for immediate family members. The faculty, administrator or staff is responsible for any charges incurred with the use of these cards. These cards are valid only as long as the faculty, administrator or staff is employed by Trinity Bible College.

Local Patron Individual Library Cards. Local patrons may purchase an individual library card for \$5.00. A current e-mail address must be provided when obtaining a card. The card is good for one year from issue date.

Local Patron Family Library Cards. Local patrons may purchase a family library card for \$10.00. A current e-mail address must be provided when obtaining a card. The card is good for one year from issue date. Additional library cards may be requested for family members. The adult who purchases the card is responsible for any charges incurred with the use of these additional cards.

Loan Periods

Faculty and Administrator Loan Periods. Material with a four week loan period will be automatically loaned until the end of the spring semester. All other material has regular loan periods. Courtesy loan notices will be distributed at the end of each semester listing material that is currently checked out. All material must be returned to the library at least once per year, preferably at the end of the spring semester. Once the material is checked and verified in good condition and/or necessary repairs are made, the material may be checked out again.

Staff and Local Patron Loan Periods. The end of semester due dates do not apply to staff and family members and local patrons. Regular check out periods will be enforced.

Library Services

Photo Copies. A pin code for non-student use of the copier/printer is available from library personnel at the circulation desk. Copies are \$0.10 per single copy and \$0.15 per duplex copy (for black & white copies) and \$0.25 per page for color copies. Charges are paid at the circulation desk.

Interlibrary Loans for Faculty Classroom Use. Interlibrary loans ordered by faculty for classroom use are charged to the postage account of the appropriate department.

Book Repair and Laminating. Basic book repairs, laminating and spiral binding jobs for a department for classroom related use will be charged to that department. The department will be charged for supplies only. When requests are made, a budget account must be provided for charging these services. Laminating and spiral binding do not have to be performed by library personnel; however, equipment cannot be taken from the building.