



LIBRARY MANUAL



Alphin-Ellis Learning Center

**Heritage Bible College
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LIBRARY MANUAL



Established 1971



Heritage Bible College is a member of the Transnational Association of Christian Colleges and Schools (TRACS), [15935 Forest Road, Forest, VA 24551; Telephone: (434).525-9539; [e-mail: info@tracs.org](mailto:info@tracs.org)] having been awarded Reaffirmation II of its Accredited Status as a Category II institution by the TRACS Accreditation Commission on April 9, 2013. This status is effective for a period of ten years. TRACS is recognized by the United States Department of Education, the Council for Higher Education Accreditation and the International Network for Quality Assurance Agencies in Higher Education (INQAAHE).

**APPROVED BY
BOARD OF TRUSTEES**
April 17, 2014



Our priceless heritage
"Christ Centered"



Our endless effort
"Character Building"



Our timeless mission
"Committed to Ministry"

Our Mission

*The mission of Heritage Bible College is to develop **Christ-centered** men and women of Christian **character**, equipped at the college level with skills for **ministry** and committed to a life of Christian service.*

Our Symbols

*Both the **sundial** and the **hourglass** are ancient instruments of timekeeping, dating back to the time of Christ and before. Used properly, both can as accurately tell time in the 21st century AD as in the fourth century BC. At Heritage Bible College, we cherish our heritage of faith and are mindful of the need to "walk in wisdom....redeeming the time" (Colossians 4:5, KJV).*

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CHANGES AT A GLANCE

Changes	Reasons	Page(s)
Accreditation Standards	Updated from January 2013 TRACS Accreditation Manual	

LIBRARY MANUAL CHECKLIST

Requirements

Page Number

General:

Christian philosophy must be manifested

Information must be consistent, clear, factually accurate, current, and consistent with the institutional purpose and objectives

College logo	Cover
College symbols.....	Symbols page
Accreditation status as specified by TRACS	Title page
Date of Approval by Board of Trustees	Title page
Table of Contents	Yes
About the College (consistent in all publications).....	
Foundational Standards (consistent in all publications)	
Mission Statement.....	
Biblical Foundation Statement (Statement of Faith)	
Purpose and Institutional Objectives	
Policy on Non-Discrimination	

Specific:

The library must have a printed manual that is available and outlines its purpose, policies, and staff responsibilities.

Policies and procedures related to Library.....

Accreditation standards related to Library.....

Forms related to Library

Date Revised:

April 2013

Verified by: _____

Department Approval

Date

Approved by Board of Trustees:

April 18, 2013

INTRODUCTION

This Library Manual is for all who work in the Alphin-Ellis Learning Center at Heritage Bible College. It is intended to provide detailed information related to the library's personnel and the operation of the library. It also contains significant policies and procedures related to the day-to-day operation of the library. It is not intended for distribution to other departments of the college or to the public.

As you know, we are a small but important part of the College's mission and ministry. Our primary objective is to support the Academic Department of the college. We also serve the local Christian community and the community at large.

Your work here is vital and invaluable, because without your help we cannot serve our patrons with the excellent services that we have developed over the years. In many cases, you are the library to those who use it—they judge us by our attitudes, actions, and words. In a few cases, you are the College, for as I have noted many come to use our facilities as part of the HBC family.

The work you perform will be detail-oriented and time-intensive for the most part. You will be challenged to keep performing repetitive tasks in a quality manner. To be honest, that is what being a servant is about: faithfulness. Working here is a good place to learn that lesson and to become part of a close-knit group with a specific important mission.

I'm glad that you have joined our team!

Sincerely,

Janet Parker
Director of Library Services

ABOUT THE COLLEGE

Accreditation. Heritage Bible College is a member of the Transnational Association of Christian Colleges and Schools (TRACS), [15935 Forest Road, Forest, VA 24551; Telephone: (434).525-9539; e-mail: info@tracs.org] having been awarded Reaffirmation II of its Accredited Status as a Category II institution by the TRACS Accreditation Commission on April 9, 2013. This status is effective for a period of ten years. TRACS is recognized by the United States Department of Education, the Council for Higher Education Accreditation and the International Network for Quality Assurance Agencies in Higher Education (INQAAHE).

Alumni Association.

Purpose of the Association.

1. To maintain contact with the Alumni of Heritage Bible College, and to keep the Alumni informed of the activities of our Alma Mater.
2. To promote the general welfare of Heritage Bible College through such means as donation of books, monies, time or any other services that will be of beneficent effect to the college.

Membership. Membership in the Association shall be extended to those who have earned any recognized degree from Heritage Bible College.

Alumni Involvement. The Alumni Association funds annual scholarships and maintains liaison with the College and the student body. Alumni volunteers assist in recruitment and planning special events at the College.

Campus. Heritage Bible College is located at Exit 71 off I-95. The campus is situated four miles southeast of the All-American City of Dunn, which is located in the heart of North Carolina. Dunn is adjacent to I-95, a major thoroughfare that runs north and south. About six miles north of Dunn, I-95 intersects with I-40, another interstate road that links the east coast to the west coast of the United States. There are 30 or more churches representing all major faiths that play a vital role in the lives of Dunn's approximately 10,000 residents.

Faculty. Qualified faculty is available to students as instructors and advisors; the average faculty-student ratio is 1:7. This means that students receive personal attention and individual assistance to reach their full academic potential.

History. In 1971, Herbert Carter and Ned Sauls had a dream for a college to serve the Pentecostal Free Will Baptist Church (PFWB) as well as to be inter-denominationally extended. The General Superintendent, Herbert Carter, called a meeting of the Board of Directors of the PFWB to present the plan, strategies, and the name of the college. The name of the corporation would be Heritage Bible College. The name "Heritage" was chosen to portray the vision the founding fathers had for the school "contending for the historical faith of the church."

Rev. Carter had a conversation with a friend, Dr. O. T. Spence, about that idea and due to the circumstances in his life, Dr. Spence was available to serve as president. The denominational board of directors voted overwhelmingly to adopt the resolution related thereto on June 7, 1971.

The Articles of Incorporation were completed on June 25, 1971. Heritage Bible College opened for classes in the fall of 1971, with approximately 60 students in attendance.

Our intent was and is to maintain our position as a college of Pentecostal tradition and vision through educational integrity and biblical truth. The strength of Heritage Bible College is its commitment to prepare graduates to be effective workers for the kingdom of God. The College, its management, and the responsibility of financing it reveal the potential mental, moral, and spiritual resources of the institution's "Christ-Centered – Character Building – Committed to Ministry" philosophy.

Licensure Exemption. Degree programs of study offered by Heritage Bible College have been declared exempt from the requirements for licensure under provisions of North Carolina General Statutes (G.S.) Section 116-15-(d) for exemption from licensure with respect to religious education. Exemption from licensure is not based upon any assessment of program quality under established licensing standards.

Recognitions. The following agencies recognize and approve Heritage Bible College as described.

Heritage Bible College is approved for the training of veterans by the North Carolina State Approving Agency for Veterans.

The State of North Carolina, Department of Education, Division of Vocational Rehabilitation approves Heritage Bible College for the training of students with disabilities/handicaps.

Heritage Bible College is approved by the United States Office of Education for participation in the Federal Stafford Loan Program, Federal PELL Grants, Federal Supplemental Educational Opportunity Grants (FSEOG) and the Federal Work Study Program (FWS).

Heritage Bible College is listed in the Directory of Post-Secondary Institutions published by the U.S. Department of Education.

Heritage Bible College is chartered as a degree-granting institution by the State of North Carolina under the supervision of the University of North Carolina.

Heritage Bible College is a non-profit college recognized by the Internal Revenue Service (IRS) as a 501(c)3 organization.

Heritage Bible College is exempt from the North Carolina Charitable Solicitations Licensure Requirements through the authority of N.C. G.S. 131F(1) and (4).

Staff. Heritage has a dedicated staff that provides excellent service to our students. One of our assets is the family atmosphere on campus. College personnel are happy to schedule a campus visit or arrange for a college representative to visit church, community or civic organizations to present information about Heritage Bible College to interested groups.

Students. Heritage Bible College students are diverse in age, ethnicity, gender, denominational affiliation, career aspirations, and life experiences. The shared experience of learning in a

Christian environment builds bridges that allow our students to connect with each other in a meaningful way despite their differences.

Traditional Students. Students who enroll in Heritage after graduation from high school often elect to live on campus, where they build strong bonds with each other and the faculty and staff. These young people bring an air of excitement to the campus and often develop personal ministries in area churches while completing their degrees.

Non-Traditional Students. Non-traditional students (adults aged 21 and up) also tend to do well at Heritage due to their commitment to pursuing higher education and their desire to learn. Most commute to class, while others take classes online due to personal or job commitments.

Online Students. Our online class enrollment continues to grow. Resident and commuter students often take both campus and online classes to accommodate their needs. Others take only online classes and may never appear on campus, but are able to earn their degrees through this method of distance learning.

Website. The College website provides information to current and prospective students, faculty, staff, college constituency, and the general public. Interested individuals may visit the website (www.heritagebiblecollege.edu) for information about the college, its programs and services, application materials, and contact telephone numbers and e-mail addresses to secure additional information.

FOUNDATIONAL STANDARDS OF THE COLLEGE

Accreditation. Heritage Bible College is a member of the Transnational Association of Christian Colleges and Schools (TRACS) [15935 Forest Road, Forest, VA 24551; Telephone 434.525.9539; e-mail: info@tracs.org] having been awarded Reaffirmed status as a Category II institution by TRACS' Accreditation Commission on November 5, 2003; this status is effective for a period of ten years.

Mission. *The mission of Heritage Bible College is to develop Christ-centered men and women of Christian character, equipped at the college level with skills for ministry and committed to a life of Christian service.*

Philosophy of Education. Heritage Bible College was established to provide systematic and comprehensive training in the Word of God from a Pentecostal perspective. The philosophy of Heritage Bible College is Christ centered and is rooted in the truths of the Word of God. All truth is regarded as originating and coming from God and is therefore to be fully pursued and internalized.

The College believes in the education of the whole person. The educational process is Christ centered and is aimed at the entire being: Body, Mind, and Spirit.

The Scriptures are the basis for the learning experience and are recognized as the source and the integrating force for all Biblical Christian Education. Personal Christian development is an aim of Heritage Bible College. The college stresses the enhancement of spiritual growth and promotes a wholesome Christian attitude in the life of the student.

Heritage Bible College integrates the Bible with all other areas of study. This process becomes a vehicle that leads the student into the knowledge of natural as well as revealed truth. In this process, the student must recognize the Holy Spirit as the ultimate teacher and the Bible as the supreme authority. It also provides the rubric for a right interaction with society and a right relationship with God. The commitment of Heritage Bible College is that it is, and shall always be, a Bible College.

There are no aspirations to be a liberal arts college but to be a Bible College fulfilling a basic need and unique purpose within the Pentecostal Free Will Baptist Church and the Kingdom of God.

PURPOSES AND OBJECTIVES

Purposes. The establishing of Heritage Bible College is for the purpose of providing a systematic and comprehensive training in the Word of God from a Pentecostal perspective. With this understanding, the student can become effective in his or her Christian service.

In order to accomplish this purpose, the College seeks to teach and exemplify the following goals:

- A. To enable students to come to an understanding of God's Word and be wise in applying these axioms to daily living. The College seeks to guide students in biblical analysis and synthesis; research into biblical, systematic, and historical theology.

- B. To direct students to commit themselves to the Lord and to be willing to minister in the area that God would choose. The College wants to help the students to see the vision of evangelizing the world for the Lord.
- C. To enhance and enrich the student's spiritual growth and maturity. The College desires to encourage advancement in the life of each student and to promote a wholesome Christian attitude within the framework of the student's personality.
- D. To direct students to high standards of Christian education and scholarship. The College wants to guide students in the practice of lifelong habits of serious study, including clarity of thought, impartial judgment, and the logical expression of ideas.
- E. To give the student the training that is necessary to effectively communicate the Gospel to the world. The College wants to help each student to become successful in presenting the message of the Bible in a variety of methods.

Institutional Objectives. Heritage Bible College seeks to train individuals at the college level with skills for ministry; therefore, we approach education from a basis of core values that form the foundation of a student's character combined with mastery of core competencies that enable him or her to be effective in ministry as an occupation or as a spiritual imperative. When a student graduates from Heritage Bible College, he or she should:

1. Exhibit evidence of being Christ centered through knowledge of the Bible, active and faithful involvement in church, personal testimony and lifestyle.
2. Exhibit evidence of Christian character by a discernible and demonstrated Christian walk.
3. Demonstrate commitment to ministry by faithful participation in ministry opportunities, active lay or professional ministry, service to Christian, secular, civic or community organizations seeking to meet the natural and spiritual needs of individuals and families and thorough college-level preparation for a particular ministry.
4. Demonstrate mastery of the *core competencies* and acquire knowledge common to college-educated people as measured by academic standards established by the College.

Policy of Nondiscrimination. Heritage Bible College does not discriminate on the basis of age, sex, national or ethnic origin, or physical handicap in the administration of its personnel and education policies. Applicants meeting admission requirements are accepted and accorded all rights, privileges, and services available to students. International students must possess the necessary student visa and meet all other requirements specified for non-citizens.

The College is dedicated to ensuring that hiring, promotion and transfer decisions are in accord with the principles of equal employment opportunity by imposing only valid position requirements. The College strives to ensure that all personnel actions such as hiring, promotions, training, and benefits are administered based on professional and personal qualifications not influenced by age, sex, national or ethnic origin, or physical handicap not affecting the job to be performed.

Veterans or individuals with physical limitations are afforded considerations required by law and/or reasonable accommodations in the pursuit of their employment or education.

It is recognized that, as a Bible college committed to training men and women for ministry, it is expected that trustees, students, faculty, and staff adhere to the college statement of faith and standards of conduct.

Recognitions. The United States Department of Education (USDE), the Council for Higher Education (CHEA), and the International Network for Quality Assurance Agencies in Higher Education (INQAAHE) recognize TRACS.

Heritage Bible College is approved for the training of veterans by the North Carolina State Approving Agency for Veterans.

The State of North Carolina, Department of Education, Division of Vocational Rehabilitation approves Heritage Bible College for the training of students with disabilities/handicaps.

Heritage Bible College is approved by the United States Office of Education for participation in the Federal Stafford Loan Program, Federal PELL Grants, Federal Supplemental Educational Opportunity Grants (FSEOG) and the Federal Work Study Program (FWS). Heritage Bible College is listed in the Directory of Post-Secondary Institutions published by the U.S. Department of Education.

Heritage Bible College is chartered as a degree-granting institution by the State of North Carolina under the supervision of the University of North Carolina.

Heritage Bible College is a non-profit college recognized by the Internal Revenue Service (IRS) as a 501(c)3 organization.

STATEMENT OF FAITH

I. The Scriptures Inspired

We believe in the verbal and plenary (full) inspiration of the Bible. The Bible is the inerrant Word of God, free from any error in its original form, and is the final authority in matters of faith and life (II Timothy 3:16-17).

II. The One True God

We believe that there is one God, eternally existing in three persons: Father, Son, and Holy Spirit (Jeremiah 10:10; 1 John 5:20; Matthew 3:16-17).

III. The Deity of Christ

We believe in the deity and the humanity of Jesus Christ. He is very man and perfect God, hence fully God and fully man; that Christ is the only begotten Son of God, and born of the virgin Mary; that Christ died for our sins, was buried, and raised from the dead and that He ascended to heaven and is today at the right hand of the Father as our intercessor (Luke 1:35a; John 1:31-34; Matthew 11:19; Luke 9:22).

IV. The Fall of Man

We believe that “all have sinned and come short of the glory of God”, and that repentance is necessary for the forgiveness of sins (Romans 3:23; Romans 5:12-19).

V. The Salvation of Man

We believe that justification is by faith alone, and that regeneration or the new birth through faith in the blood of Christ is absolutely essential (Psalms 51:3, 4, 17; Romans 4:25; 5:1-2; 10:9, 10; Ephesians 2:13; John 3:3).

VI. Sanctification

We believe that sanctification is subsequent to regeneration and is a second definite instantaneous work of grace, obtained by faith on the part of the fully justified believer. Sanctification in a word is the love of God made perfect in the heart of the believer. This is perfection in quality (initially and definitely), but not quantity. The latter comes by progressive growth (Romans 6:6; Hebrews 10:20; Ephesians 4:20-24; Titus 3:5-7).

VII. The Baptism of the Holy Spirit

We believe that the Pentecostal Baptism of the Holy Spirit is an enduement of power for those who have clean hearts, and the initial evidence of the reception of this experience is speaking with other tongues as the Spirit gives the utterance (Acts 2:1-8).

VIII. The Ordinances of the Church

Baptism in Water

We believe that the saved should receive water baptism, in the name of the Father, the Son, and the Holy Spirit as a testimony to the world that he has accepted Christ as Savior and Lord (Matthew 28:19; Colossians 2:12).

Holy Communion

We believe in the sacrament of the Lord's Supper as commemorating Christ's death and anticipating His second coming (Matthew 26:26-28).

Feet Washing

We believe feet washing is a sacred ordinance of humility, instituted by our Lord Jesus Christ and enjoined upon His Disciples as a duty to be observed by them. In this He set the example (Matthew 28:19, 20; John 13:1-17).

IX. Divine Healing

We believe that healing provided in the atonement is both spiritual and physical (Isaiah 53:4, 5; Matthew 8:16, 17). Sin is directly or indirectly responsible for sickness. The same Christ who can deliver from sin can, if it pleases Him, deliver from sickness. We do not believe that there is anything morally wrong with taking medicine or receiving human aid. Healing is God's promise to receive, rather than a command that must be obeyed (James 5:14, 15).

X. The Creation

We believe in the literal Genesis account of creation. We believe that the first eleven chapters of Genesis are the literal and historical accounts of God's creation of all things and that man was created by God in His image and not the product of some process of evolution (Genesis 1-11).

XI. The Second Coming of Christ

We believe in the personal premillennial, second coming of Jesus; first, to resurrect the righteous dead and to carry away the living saints to meet Him in the air; second, to reign with His saints on earth a thousand years followed by the eternal state of the righteous (Acts 1:11; I Thessalonians 4:16; Revelation 20:4-6).

XII. Satan

We believe in the existence of a personal devil who at one time was holy and honored in heaven, but through pride fell from his lofty estate and is now completely evil, unholy, anti-God and is now the power and the prince of the air (Isaiah 14:11-15). The devil, the fallen angels, and the unbelievers of all ages shall be banished to an eternity in hell (2 Peter 2:4).

XIII. Resurrection, Final Judgment, and Reward

We believe in the bodily resurrection of both the saved and the lost; the saved to life eternal and the lost to everlasting punishment (Acts 24:15, 17:31; II Corinthians 5:10; Luke 22:36).

ABOUT THE LIBRARY

General Information

The College Library consists of information, technical, and external services and these fulfill a distinct purpose in the overall structure of the library's services. The Director of Library Services is directly responsible to the Academic Dean.

Purpose

The purpose of the library is to provide efficient service and resources to meet the present and future informational needs of the college community and to encourage users to develop a life-long habit of study and professional development spiritually, intellectually, and culturally. The library supports the broader mission of the college by collecting various forms of recorded information in subject areas that support the college curriculum.

Library Objectives

- Identify, acquire, organize, and preserve materials and resources necessary for the support of the instructional program.
- Maintain materials for classroom research and technology to encourage self-motivated study for students and faculty.
- Systematically assess the collection for currency in order to maintain the collection's objectives.
- Coordinate academic activity that encourages meeting established learning objectives.
- Provide a pleasant, professional atmosphere conducive to study.
- Organize the library as an easily accessible facility.
- Orient new students regarding library services.
- Support the mission, objectives and curriculum of the college.

Library Committee

The Director of Library Services with the approval of the Academic Dean selects the Library Committee members. The Librarian is an ex-officio member of the Library Committee.

The purpose of the Library Committee is to advise the Director of Library Services and other staff members in regard to the policies of the library. Responsibilities of the Library Committee are as follows:

1. Provide liaison between the faculty and the library.
2. Meet regularly to review Library status and concerns.
3. Stimulate faculty and student use of the library.
4. Assist in establishing guidelines for allocated book funds.
5. Help formulate policy on purchase of books.
6. Suggest ideas on enlarging, remodeling, or planning library facilities.
7. Help formulate policy on accepting gifts.
8. Review and submit recommendations in regard to objectionable materials in library.
9. Encourage the library staff to achieve and develop professionally.
10. Help to establish rules and regulations regarding library functions.

11. Help evaluate selection policies for materials.
12. Help to evaluate the effectiveness of the library in consultation with the Academic Dean.
13. Help to formulate policy on library cooperation locally and nationally.

Statement of Collection Levels

Heritage Bible College serves an undergraduate college student clientele; therefore, materials that are purchased, or acquired through other means, will generally be within the comprehensive range of undergraduates. However, some materials specifically for research or of a higher difficulty level may be added for special reasons. These reasons may be to provide students with materials that deal specifically with Christian education and or Christian ministry.

INSTRUCTIONAL SUPPORT FOR FACULTY

Curriculum Committee

The Librarian serves as a member of the College Curriculum Committee in its ongoing review of curriculum offerings. The Committee also works to develop the academic program through standardization of syllabus formats, measurable learning outcomes, and grading rubrics.

Curriculum Support

The Director of Library Services works with faculty in the selection and acquisition of textbooks for courses taught within the various degree programs and in the provision of current and relevant reference materials or supplemental reading requirements.

Faculty Senate

The Librarian serves as a member of the Faculty Senate in its review of faculty and academic matters and liaison with part-time and adjunct faculty.

INSTRUCTIONAL SUPPORT FOR STUDENTS

Computer Availability

Computers are available in the Library for Internet research and preparation of homework assignments or research papers. A computer lab is also available in Heritage House for student use. Students must sign an Internet Agreement upon enrollment. Violations of this agreement may result in loss of computer privileges or harsher penalties depending upon the seriousness of the infraction.

Learning Lab

The purpose of the Learning Lab is to assist students who need help with their academic studies. Instructors may recommend students to attend the Learning Lab or students may come voluntarily for assistance. The librarian and three student assistants are available to tutor students. The Learning Lab is operated on a flexible schedule for student convenience.

Research Papers

Assistance is available to students for proofreading of papers, guidance in grammar, punctuation, spelling, sentence structure, and formatting of research papers, including references, footnotes, and bibliographies.

Textbooks and Supplemental Reading Requirements

The Librarian and/or his or her assistants provide guidance upon request in the procedures for purchase of textbooks or other supplemental reading requirements.

Tutoring

Students needing additional assistance or who are on academic probation may establish a regular schedule for tutoring in the areas of English grammar, composition, or other communication skills. Instructors who identify students at risk or in need of these skills refer them to the Librarian for assistance.

LIBRARY ORGANIZATION

Components

The major departments of the library include Circulation, Acquisitions, Cataloging and Processing, and the Learning Lab. The Director of Library Services oversees these areas and is responsible for coordinating them into a cohesively working group for the benefit of the administration, faculty, staff, and students of the college.

The **Acquisitions Area** is responsible for purchasing and receiving new books, as well as accessing gift materials and supplies for the whole library. This area coordinates the expenditures of the library funds for the needs of the collection, while regarding the expenditures of funds within the parameters of the annual library budget. Acquisitions is concerned with verifying and searching for requests for materials, requisitioning, shipping, receiving, accessioning, and record keeping.

The **Cataloging Area** classifies and catalogs all materials and maintains Mandarin in concert with the IT department. Providing call numbers, subject headings, original cataloging and editing are some of the responsibilities of this area. Staff in this area must be trained in the Dewey Decimal System, MARC, AACR II, and the Mandarin system.

The **Circulation Area** includes shelving, shelf reading, and maintaining statistics and records related to circulation of resources. Workers in the circulation area are also responsible for answering directional and reference questions for library patrons and assisting library visitors. They are responsible for the periodical section, interlibrary loan, and reference services. These areas are public service oriented and require a staff person that is motivated to assist others in their quest for knowledge. Staff who work in this area are trained to have a working knowledge of OPAC and the general location of all materials.

The **Learning Lab** is operated on a flexible schedule. Eight computers are available for student use.

The **Media Area** includes audio and video cassettes, and videos. A television with a VCR and DVD is located in the reading area.

The **Periodicals Section** houses the library's magazines and journals.

The **Processing Area** is responsible for preparing materials that are received for replacement into the collection.

Reference Service is responsible for assisting library patrons in their search for library materials. Orientation programs are offered for all new students, and information lectures related to the use of specific materials are provided.

GENERAL LIBRARY PROCEDURES

HOURS OF OPERATION

Fall and Spring Semesters (August – April)

	A.M. – P.M.
MONDAY	9:00-9:00
TUESDAY	9:00-9:00
WEDNESDAY	9:00-5:00
THURSDAY	9:00-9:00
FRIDAY	9:00-5:00

These hours are subject to change at the discretion of the Director of Library Services. Changes in Library hours will be posted.

Summer (May – July)

MONDAY – THURSDAY	9:00-5:00
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TASKS AND PROCEDURES

Daily Duties

There are routine duties that must be performed each day by the Librarian and/or his or her assistants. Library workers must familiarize themselves with required duties and the proper procedures for carrying them out.

Opening the Library:

1. Be sure that lights are turned on.
2. Make sure that computers are turned on and ready to go.
3. Assist any patrons that come into the library.
4. Manage the circulation desk.
5. Shelve books as needed.

Closing the Library

- The circulation desk must be cleared and neat. Do not leave your personal belongings in that area as others will need to use this same area.
- All books should be checked in and shelved daily and not left on cart.
- Straighten through library by placing chairs under tables, clearing tables, and generally keep the library neat and ready for use the next day.
- Log off all computers.
- Turn off lights in the building, after you check to make sure that all patrons are gone.
- Check both entrances and lock the doors on your way out.
- Call J. Parker or A. Padilla if you need assistance. (Phone numbers are posted at Circulation Desk.)
- Call 911 if emergency assistance is needed.

- Take safety precautions—if you are alone in the library at night, lock the doors.

Keys

Keys are never to be copied or loaned to anyone. They are strictly for the use of one individual who will open and lock up if necessary. It is never okay to open or close the facilities without permission during off times.

Accessing the Online Catalog

The OPAC (Online Public Access Catalog) system is available to search for books and other materials. If you cannot find the items you are searching for, please check with the librarian or student assistant. For remote access from the college website (www.heritagebiblecollege.edu), choose “Academics” from the sidebar menu; then choose “Library” from the dropdown menu. Follow screen instructions to access the OPAC system.

Binding Manuals

Librarian will instruct assistants in the steps to follow to bind manuals. Manuals should be bound only when instructed so by the librarian or other staff or faculty member.

Cataloging and Shelving New Acquisitions

Librarian will instruct assistants in the process to follow to catalog new acquisitions. New acquisitions should be placed on the return cart and shelved daily.

Checking Books In and Reshelving

Choose “Return” on computer screen in Mandarin. As books are checked into the system, assistants should place the books on the return cart. Assistants are to shelve books on a daily basis.

Checking Books Out

On the computer screen in Mandarin, choose “Loan.” Follow prompts from there. Print out the due date for patrons. Reference books are for in-library use only.

InterLibrary Loan Agreement with Campbell University

Forms are available in file cabinet at librarian’s desk. Have the patron fill out the form. Librarian will request loan via Campbell library website.

Issuing Library Privileges to Community Patrons

On the computer screen, choose Patron, Add New Patron; follow prompts from there. The patron will not receive a card, but will be issued a barcode number. Check the notebook next to the computer at the Circulation Desk for the next available patron number. Record the patron’s name in the notebook beside the next available number.

Locating Books on the Shelves

After searching for the title, subject, or author in Mandarin, locate the book based on the Dewey Decimal System. Numbers are displayed prominently on ends of shelves where books are located.

Photocopier Use

The student code is posted on the copier. Students may make copies of school-related materials.
The copier is not for personal use.

Telephone Duties

Library assistants should answer the phone by saying “Heritage Bible College Library. How may I help you?” Library workers are to give prompt and courteous service to students, staff, faculty, and guests from the community whether by telephone or in person. College telephones are not to be used to make or receive personal calls.

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LIBRARY STAFF POSITIONS & JOB DESCRIPTIONS

NOTE: At the present time, there are no other filled staff positions except for the Director of Library Services, who also fulfills all other job requirements with assistance from work-study student helpers.

PROFESSIONAL STAFF

Library Faculty

Director of Library Services

The Director of Library Services reports directly to the Academic Dean, but has ready access to the President, budget and accounting officials, and to other administrative personnel as deemed necessary. He or she is a member of the faculty and curriculum committee and is a resource person regarding library materials, functions, and services.

ADMINISTRATIVE STAFF

Librarian

The rank of librarian is determined by scholarly and professional achievements beyond those required of the rank of circulation librarian. These achievements include the following:

1. An earned master's degree in Library Science from an accredited institution in a field relevant to the librarian's area of responsibility or evidence of outstanding professional contribution in the field of librarianship
2. Demonstrated excellence in librarianship in the area of organization and planning, knowledge of processes and functions, evaluations, problem-solving abilities, and managerial expertise
3. Evidence of leadership qualities
4. Participation in at least one of the national professional associations in one's field

Circulation Librarian

Promotion to the rank of circulation librarian is based upon professional achievements beyond those required for student library helpers. These include:

1. An earned bachelor's degree or equivalent education and library experience.
2. Demonstrated excellence in areas of librarianship such as organization and planning, knowledge of processes and functions, evaluations, problem-solving abilities and managerial experience
3. Evidence of leadership abilities

LIBRARY ASSISTANTS

Student Helpers

Heritage Bible College welcomes student workers to assist in the library and hopes that the experience will be of mutual benefit. Their duties are of utmost importance to library users as they are often the first contact a patron receives in the library. Therefore, it is essential for them to be pleasant and helpful at all times.

Any applicant must first be approved by the Director of Library Services. A copy of the application form and a class schedule must be in hand when appearing for the interview with the Director of Library Services. The Director will interview each applicant in regard to skills and abilities. At the time of the approval, job related duties, hours of work and working conditions will be arranged. A copy of the Alphin-Ellis Library General Handbook will be discussed with each library staff person and should be consulted when specific questions arise. A copy of this manual is available at the circulation desk.

Expectations for Student Library Workers

1. Dependability

All workers contribute to the flow of library services. Workers must be dependable and follow these guidelines:

- A. Make an effort to be on time, or a few minutes early.
- B. If you are going to be late, notify the Director of Library Services before your time begins.
- C. If you are absent due to illness, call the Director of Library Services as soon as possible.
- D. In case of emergency, please notify the Director of Library Services and explain the circumstances. If the Director is not available, please notify the front office.
- E. You are required to attend all meetings that will be held to solve problems, give instructions or for training.

2. Communication

Serving patrons in the most effective way possible requires that the library staff and student workers function as a team. Team work depends on communication.

If you are in doubt about any procedure or policy, ask for help. Assumptions can be dangerous.

Never leave a task in progress without writing an explanatory note.

Some patron requests are simple and direct, while others require more effort; If you cannot help, refer them to the Director.

If you encounter a problem, please inform the Director promptly.

Occasionally, a patron might become disagreeable or make unreasonable demands. When this occurs, reply courteously even though it might be difficult, and inform the Director, who can assist in this area.

When you are faced with a situation that requires an immediate decision, take the time to think it through. If you are still uncertain about what to do, consult the Director.

3. Quality

In every department of the library—circulation, computer labs, audio visual, reference, it is our mission and goal to provide excellent service in an organized and conscientious manner. It is important that you gain and maintain competence in your job. In order to provide excellent service, we expect you to perform your duties in ways that are:

- Accurate and Complete—both of these characteristics help keep the library organized and all materials accessible.
- Efficient—performing tasks in the quickest way possible without sacrificing quality is important. Some tasks require planning to complete on time.
- Helpful—be of assistance to patrons when you know the answer and ask for help when you do not.
- Informed—learn where the various departments in the library are and where the resources are kept. Being informed helps improve the quality of service.
- Cooperative—a cooperative attitude makes you an asset to your department. Others may need your help, a demanding patron may try your patience, or the Director may need you to help or fill in without notice.

4. Conduct

- Dress—Maintain a clean and neat appearance.
- Food and drink—Not allowed in computer areas.
- Time off--please clear with the Director.
- Visitors—discourage visitors from visiting during your work hours.
- Library phone—it is for business only.

5. Time Sheets

You must have your time sheet approved and signed by the Director of Library Services on the 5th and 20th of each month in order to be paid. You then take it to the business office. If you are a work study worker, you will need to take yours to the financial aid director after the Director signs the time sheet.

6. Grounds for Dismissal

You are responsible for your behavior. Occasionally the behavior of a worker will require the Director to refer to the statement on “Grounds for Dismissal.”

The following are grounds for immediate dismissal:

- Unauthorized after-hours use of library or computer room facilities
- Theft or vandalism
- Serious violations of library rules as determined by the Director

You may be dismissed for any of the following reasons:

- Frequent tardiness or absences from work without proper notification
- Consistently poor job performance
- Failure to maintain a positive, service-minded attitude toward patrons
- Behavior that is incompatible with the goals and operation of the library and HBC

In dismissing a worker, the Director will generally follow these procedures:

- Verbal warning
- Written warning
- Dismissal

If circumstances warrant, the Director may by-pass step one and proceed immediately to step two. The student will not receive any more warnings after a written warning. The next step is dismissal.

Job Descriptions

Job descriptions for all staff positions and student helpers appear on the following pages.

POSITION TITLE: Director of Library Services (Librarian)

NUMBER: 2101

DEPARTMENT: Library

IMMEDIATE SUPERVISOR: Academic Dean

PURPOSE OF POSITION: Provide efficient service and resources to meet the present and future informational needs of Heritage Bible College and to encourage users to develop a life-long habit of study and professional development spiritually, intellectually, and culturally. Provide various formats of recorded information in subject areas to support the college curriculum.

EDUCATION, EXPERIENCE, AND SKILLS REQUIREMENTS:

- Master's degree in Library Science
- Ability to manage a library budget
- Knowledge of information literacy
- Ability to manage library programs
- General knowledge of operating system
- Ability to work with students, faculty, staff, and community
- Ability to multi-task
- Must have faculty status
- Must be willing to work in a Christian environment and honor Christian faith, practices, and values.

PHYSICAL REQUIREMENTS:

- Mobile
- Extensive use of computer
- Multi-tasking

DESCRIPTION OF DUTIES:

- To oversee and manage the total library development and function
- To secure, classify, catalog and display materials and equipment in the library
- To manage the library budget
- To prepare and submit reports
- To keep and manage a complete system for the circulation of books, audiovisual materials, magazines, periodicals, and equipment
- To develop ways for increasing library effectiveness for student use
- To provide a user-friendly, safe learning environment
- To provide hours for library accessibility according to the College academic schedule
- To catalog and classify all books and equipment
- To maintain acquisition lists for students and faculty
- To control spending within the parameters of an established and approved library budget
- To screen gifts for relevancy to the curriculum
- To assist students in locating materials
- To control collection of library fines and disbursement of petty cash
- To inform faculty members of the availability of new materials
- To attend faculty and staff meetings

- To support and attend chapel
- To support faculty and students by teaching information literacy skills
- To have faculty status
- To oversee the Learning Lab
- To perform other duties as may be assigned by the Academic Dean
- To supervise and assist students with tutors, assignments, etc.

SUPERVISORY RESPONSIBILITY:

- Student assistants
- Circulation librarian

POSITION ESTABLISHED: 1971

POSITION TITLE: Circulation Librarian

NUMBER: 2102

DEPARTMENT: Library

IMMEDIATE SUPERVISOR: Director of Library Services

PURPOSE OF POSITION: To assist the Director of Library Services with administrative, teaching, and clerical duties

EDUCATION, EXPERIENCE, AND SKILLS REQUIREMENTS:

- Bachelor's degree or equivalent education and library experience
- Demonstrated excellence in areas of librarianship, such as organization, planning, knowledge of processes and functions, evaluations, problem-solving abilities, and managerial experience
- Evidence of leadership ability

PHYSICAL REQUIREMENTS:

- Mobile
- Extensive use of computer
- Multi-tasking

DESCRIPTION OF DUTIES:

- Be sure that lights are turned on.
- Make sure that computers are turned on and ready to go.
- Assist any patrons that come into the library.
- Manage the circulation desk.
- Shelve books as needed.
- Answer phone
- Respond to directional questions
- Assist online students with information needs
- Other duties as assigned by the Director of Library Services
- Generate library reports
- Teach information literacy skills

SUPERVISORY RESPONSIBILITY:

- Student assistants

POSITION ESTABLISHED: 1970

POSITION TITLE: Library Student Helper

NUMBER: 2103

DEPARTMENT: Library

IMMEDIATE SUPERVISOR: Director of Library Services

PURPOSE OF POSITION: To assist the Director of Library Services, Circulation Librarian, faculty, and students in the duties of the library

EDUCATION, EXPERIENCE, AND SKILLS REQUIREMENTS:

- To be a student at Heritage Bible College seeking a degree
- To possess and demonstrate commitment to the Christian faith and life manifested in daily lifestyle
- Ability to work effectively and personably with students, faculty, staff, and community
- Ability to use the computer and library-related software

PHYSICAL REQUIREMENTS:

- Mobile
- Extensive use of computer
- Multi-tasking

DESCRIPTION OF DUTIES:

- Perform all duties associated with helping students and other library patrons to obtain library materials and conduct Internet research
- Shelve books as needed
- Dust and read shelves on a weekly basis
- Assist with the processing of books and other materials
- Assist students and faculty with copying needs
- Perform other duties as assigned by the Director of Library Services or Circulation Librarian.
- Serve as tutor/assistant in the Learning Lab

SUPERVISORY RESPONSIBILITY:

- Monitor student use of the library

POSITION ESTABLISHED: 1970

LIBRARY POLICIES¹

Library policies and procedures are based on accreditation standards, College administrative policies, and general practices of college libraries. Policies are reviewed annually and updated as needed.

EQUIPMENT AND MATERIALS POLICY

The library oversees equipment and materials for faculty, staff, and student use. Equipment and materials may be reserved for use by faculty, staff, or students by submitting a request to the Director of Library Services prior to the date it is needed. A minimum advance notice of 24-48 hours is needed. Problems regarding the use of equipment and/or materials should be reported immediately to the Director of Library Services.

Students have access to computers for research and assignments in the library and in the computer lab. Problems regarding the use of computer hardware and software should be reported to the Technology Coordinator.

It is the responsibility of the user to return the equipment and materials on time and in the same condition as before use.

Equipment & Materials

Academics

Library

Technology

REVISED

BOT Approval - 4/19/12

Policies Replaced

Prior policy of same name

Related Policies - NA

Required Forms - NA

Publications

Library Manual

Library User Guide

Administrative Policy & Procedure Manual

Change: Revised to remove references to specific audiovisual equipment since this information changes as new equipment is added and old equipment is discarded. Added references to computer access and referral of computer problems to technology coordinator.

¹ These policies are reproduced from the 2012 Administrative Policy & Procedure Manual; please refer to that manual for policies in other areas that may impact the operations of the library.

LIBRARY COLLECTION MANAGEMENT POLICY

The collection management policy is designed to accomplish three distinct purposes for the Alphin-Ellis Learning Center:

1. It is designed to serve as a planning tool for assisting library and college administrators in the allocation of funds for library materials.
2. It is to serve as a management tool for providing a greater degree of consistency and continuity in the selection policies and practices of the library.
3. It is to serve as a communication tool for informing the college community of the library's guidelines for selecting materials that are to be added to the collection as well as the criteria for withdrawing materials from the collection.

Guiding Principles

In selecting materials for the library, the curriculum, individual learning styles, and the existing collection will be considered. Materials considered for purchase are judged on the basis of:

- Reputation and significance of the author/artist/composer/editor
- Educational soundness
- Overall purpose and its direct relationship to instructional objectives
- Timeliness and permanence
- Quality of production/manufacturing
- Quality of writing/presentation, format and price

Collection Acquisitions

Evaluation of library holdings take place periodically and acquisitions will be made as deemed necessary. The faculty and staff are consulted in the acquisition process.

Collection Maintenance

- a. When books are lost, worn out, or damaged beyond repair, they are not replaced automatically. An evaluation is made to determine if replacement is needed.
- b. Professional rebinding is done when it is necessary to retain utility and appearance of book collection.
- c. Paperbacks that are judged to have frequent circulation will be reinforced with a form of spine reinforcement.
- d. The collection is inventoried annually to see that the following ratios are maintained (based on the Dewey classification system):

000s	1%	600s	1%
100s	2%	700s	1%
200s	75%	800s	3%
300s	7%	900s	5%
400s	1%	Fic	1%
500s	1%	AVs	1%

Gifts

1. No commitments to accept gift materials will be made except by the Director of Library Services or his or her designated individual.
2. The Director of Library Services may refuse to accept materials that contribute little to the mission and purpose of the library. When necessary, the decisions made by the Director of Library Services will be subject to review by the Academic Dean.
3. When gifts are accepted, it should be made clear to the donor that the Director of Library Services will provide, upon request, a list of materials received. Since the donor benefits from this tax deduction, it is his/her responsibility to appraise the value of the gifts.
4. The Director of Library Services will determine classification, housing, and circulation policies of gift items.
5. The Director of Library Services has the right to discard duplicated or unneeded materials as deemed necessary.

Non-Book Materials

Audio and non-visual, non-print materials will be acquired as needed to support curricula and needs of the faculty. Selection criteria for these materials will be the same as for printed materials and acceptance of gift materials.

Paperback Books

When a book is available in both paper and cloth binding, the library staff will exercise judgment of economy, selecting a format based on projected use and time before material will be added.

Periodicals

Suggestions for new periodicals from faculty and students will be taken once a year. The following criteria will be used to evaluate additions to the periodical holdings:

- Importance of title to curricula of the college
- Number of titles currently received in the subject area
- Accessibility

Selection and Maintenance of Materials

In coordinating the selection of the materials, the Director of Library Services, assisted by the Library Committee, shall:

- A. Use professionally prepared selected aids that are reputable and unbiased.
- B. Evaluate gift items by standard selection criteria and, upon acceptance of such items, reserve the right to incorporate into the collection only those meeting these specified criteria.
- C. Weed continuously from the collection worn, obsolete, inoperable media.

- D. Purchase replacements for worn, damaged, or missing material basic to the collection.
- E. Evaluate carefully and purchase only to fill a specific need any expensive sets of materials and items procured by subscription.

Selection of Vendors or Jobbers

The Director of Library Services will select the sources for the purchase of library materials.

Special Materials

Generally speaking, books and materials printed in languages other than English will not be acquired unless Director of Library Services determines it is necessary for collection development.

Library Collection Management

Library

REVISED

BOT Approval - 4/21/11

Policies Replaced

Combination of several small policies as represented by italicized headings

Related Policies - NA

Required Forms

Internal Library Forms

Publications

Library Handbook

Change: Several small policies (italicized headings) were combined and the policy renamed from Collection Development to Collection Management. This is part of our effort to streamline policies.

POLICY DEVELOPMENT AND APPROVAL POLICY

Policy reviews and revisions are an ongoing process, with new policies created as the need arises and existing policies revised or revoked as appropriate. All policies developed by and for the college must be approved by the Department Head, President, and Board of Trustees before distribution and implementation. No new or revised policy may be implemented prior to approval by the Board of Trustees.

All policies and procedures shall be reviewed on a regular basis to ensure that policies are up to date and accurate and that procedures are being observed and are effective. The institutional effectiveness timeline schedules policy reviews as a recurring task.

All policies must comply with federal, state, accreditation, and college requirements.

Policy Development and Approval

Administration

Board of Trustees

NEW

BOT Approval - 4/15/10

REVISED

BOT Approval - 4/19/12

Policies Replaced

Prior policy of same name

Related Policies

Board Approvals

Required Forms - NA

Publications

Administrative Policy and Procedure Manual

Board of Trustees Manual

Faculty Handbook

Financial Aid Manual

Library Manual

Change: Revised to delete “approval at the departmental and administrative levels of the College, with final” from the last sentence of the first paragraph. The beginning of the sentence is revised from “No policy change” to “No new or revised policy.” Change suggested by the IE Self-Study Committee to improve clarity of meaning. (*Reference: TRACS Standards 5.10; 9.1-9.4*)

PRESERVATION OF LIBRARY MATERIALS POLICY

One concern of the college library is the preservation of library resources in the event of a disaster or other major calamity. This would include damage caused by fires, water, or structural calamity. Such disasters may be natural, such as flood or tornado, or man-made, such as a fire.

A survey of the library facility indicated that the greatest damage to the collection would probably be the result of fire (including smoke and water damage), and flooding, in the case of substantial water working its way through the roof, or in the instance of a partial or total roof collapse due to some sort of calamity. The collection is housed in an open space. Fire extinguishers are available at appropriate intervals and staff is trained in evacuation procedures and notification of emergency services.

In the event that any of the above mentioned disasters occur, it is important that the following procedures be followed:

- Evacuate the building
- Emergency services should be notified at once, when everyone is clear of the building
- Everyone must stay clear of the facilities until Emergency Services has declared the facility safe to re-enter.

The President, Academic Dean and the Director of Library Services should be notified in a timely manner.

Preservation Procedures

1. Determine what needs to be done to prevent the spread of further damage. This may mean moving materials which have received little or no damage to a new location.
2. Begin assessing the remaining materials determining those that are beyond saving, those that will need significant repair, and those which will survive with little attention. Books and paper materials which have suffered significant damage will be declared unsalvageable.
3. The College's insurance company should be contacted as to their preference.
4. Computer terminals and equipment will be evaluated by the Institutional Technology (IT) department to determine the extent of damage. All equipment and materials determined salvageable should be secured in a safe location.

Preservation of Library Materials

Library

Source: Library Manual

Policies Replaced – NA

Related Policies

Library Collection Management

Required Forms

Written documentation of assessment and losses

Publications

Administrative Policy and Procedure Manual

Library Manual

RECONSIDERATION OF LIBRARY MATERIALS POLICY

Occasional objections to some materials may be voiced by library users despite the care taken in the selection process and despite the qualification of personnel selecting the materials. In such cases, the following procedures apply:

- Invite the complainant to file his/her objections in writing
- The written document will be presented to the Library Committee for review

The Library Committee will:

- Re-examine the challenged material
- Determine the extent the material supports the curriculum
- Weigh merits against alleged faults to form opinions based on the material that is available and not based on passages stated in the context and prepare a written recommendation to the Academic Dean and to the Board of Trustees, if needed

The decision of the Academic Dean and or Board of Trustees will be delivered in writing to the complainant and affected staff members will be notified of the decision.

Reconsideration of Library Materials

Library

Source: Library Manual, 2009

Policies Replaced – NA

Related Policies

Library Collection Management

Required Forms – NA

Publications

Administrative Policy & Procedure Manual

Library Manual

TEXTBOOKS POLICY

Faculty members are expected to keep abreast of the published works available in their field. Textbooks required for classes should be current and easily available to students through online vendors. The cost to students should also be considered when choosing textbooks.

Instructor copies of required textbooks are provided free of charge to the faculty member. Requests for instructor copies should be made through the academic dean or his/her designee, who will forward the approved request to the librarian for acquisition. The librarian will notify the instructor concerning delivery.

At least three (3) weeks before the start of a semester, the title, author, edition and ISBN number for required textbooks must be posted at the course site in Populi. This will give adequate time for students to purchase and receive books before the class begins. If no textbook is posted by two (2) weeks before a class is scheduled to begin, the textbook(s) last used for that course will be posted on the Populi course site and the instructor will be required to use those books. **STUDENTS MUST HAVE REASONABLE TIME TO OBTAIN THEIR BOOKS.**

Instructors are responsible for identifying questionable material in textbooks for the courses they teach, particularly as it relates to moral or doctrinal issues. Minor doctrinal differences from the Heritage Statement of Faith should be explained to students, with emphasis on the Heritage doctrinal position. Major differences should be brought to the attention of academic administration, which will make a decision on whether to retain the textbook or to seek a suitable replacement.

Textbooks

Academics

REVISED

BOT Approval - 4/19/12

Policies Replaced

Prior policy of same name

Related Policies – NA

Required Forms – NA

Publications

Administrative Policy and Procedure Manual

Faculty Handbook

Library Manual

Change: Revised to incorporate revised procedures related to current technology and to clarify responsibilities and processes. Approved by Associate Dean for Academic Programs and Librarian.

WITHDRAWAL OF LIBRARY MATERIALS POLICY

Weeding of library materials will take place periodically incorporating a systematic approach which will include materials that are out-dated and worn. Before materials are finally discarded, concerned faculty members should be involved in the process. Final disposal of materials is the responsibility of the Director of Library Services.

Weeding Guidelines and Schedule

000	Encyclopedias Bibliographies Books/reading Guides, etc.	New edition is needed at least every five years Electronic versions now available. Value determined by use
100	Ethics	Value depends on use; most unscholarly works useless after 5-8 years
200	Religion	Value determined by use Collection should contain as much information as possible about different sects and religions.
300	Social Sciences	Controversial issues should be well represented and current.
310	Almanacs/yearbooks.	Superseded by each new volume; seldom of much use after five years. Now available in electronic format.
320	Politics/Economics	Books that deal with historical aspects, determined by use. Timely or topical material discarded after ten years. Replace with new editions.
340	Government	Replace after ten years. Look for new material.
360	Social Welfare	Weeding depends on use. Discard after 10 years.
370-380	Education	Keep historical materials; replace others after 10 years.
390	Folkways	Keep basic material, depending on use.
400	Language	Keep basic material, depending on use.
500	Pure Science	Except for botany & natural history, science books are out of date after five years.
600	Applied Science	Keep up-to-date materials five to ten years.
700	Art/Music	Keep basic material.

800	Literature	Keep basic material.
900	History	World War II material and up.
910	Travel/Geography	Discard travel books after two years.
B	Biography	Keep up-to-date.

Taken from: <http://www.lib.az.us/cdt/weeding.aspx> (last updated 2011).

Library

Source: Library Manual, 2009

REVISED

BOT Approval 4/20/11

Policies Replaced – NA

Related Policies

Library Collection Management

Required Forms – NA

Publications

Administrative Policy & Procedure Manual

Library Manual

ACCREDITATION STANDARDS RELATED TO THE LIBRARY FROM THE JANUARY 2013 TRACS ACCREDITATION MANUAL

Professionally Qualified Librarian: An individual who has earned a master's degree in library science, or its equivalent, from an accredited institution and who is capable of leading library development and operations, including reference, collection development, information services, bibliographic control of materials, on-line resources, and administration. (Page 27 of the TRACS Accreditation Manual)

J. Library and Learning Resources

Libraries and learning resources are central to the educational process in institutions of higher learning. Convenience to users is a primary concern. Facilities, equipment, supplies and services adequately support the mission of the institution, the academic programs, and encourage faculty members and students to develop spiritually, intellectually, and culturally.

TRACS member schools vary in the number of students, programs and degree levels and these variations are directly reflected in the needs of the library and learning resources for each member institution. Member institutions are to include appropriate technology as a part of their libraries and learning resources.

Adequate resources for accreditation purposes are those owned by the institution and supplemented by those available to faculty and students by contracts with third parties.

Institutions document that the resources are utilized.

Standards and Evaluative Criteria

The institution provides sufficient and appropriate library and information resources. The institution provides adequate access to these resources and demonstrates their effectiveness in fulfilling its mission. The institution provides instructional and information technology sufficient to support its teaching and learning environment.

- 21.1 Furnishes information resources and services and instructional and information technology appropriate to support the institution's mission, academic programs, and administrative functions, through strategic, operational, and financial planning.
- 21.2 Provides sufficient and consistent financial support for the library/LRC and the effective maintenance and improvement of the institution's information resources and instructional and information technology. (Sufficient Physical Resources)
- 21.3 Utilizes instructional technology appropriate to its academic mission and the modes of delivery of its academic programs.
- 21.4 Employs an adequate number of professionally qualified staff who administer the institution's library, information resources/services, and instructional and information technology support functions.
- 21.5 Makes available, through ownership or formal arrangements or agreements, library and information resources necessary to fulfill the institution's mission and objectives which support the academic and research programs and the intellectual development of students, faculty, and staff.

FORMS

BOOK REQUEST FORM
Alphin-Ellis Learning Library

If you have been unable to find the resources that you needed today, please complete the following request form:

NAME _____

ADDRESS _____

PHONE _____

Please list below the resources you would like to request and the dates that you need these by:

BOOK AUTHOR: _____

TITLE _____

DATE NEEDED: _____

BOOK AUTHOR: _____

TITLE: _____

DATE NEEDED: _____

BOOK AUTHOR: _____

TITLE: _____

DATE NEEDED: _____

Thank you for using the Alphin-Ellis Learning Center located on the campus of Heritage Bible College. It is a wonderful privilege to offer you the full use of this facility and hope that you will become a regular patron of the library.

COMMUNITY ACCESS REGISTRATION FORM
Alphin-Ellis Learning Library

PERSONAL INFORMATION

Name (Required) _____

Telephone (Required) _____ (Cell) _____

E-mail _____

Address (Required) _____

Patron Status (Check One) Alumnus Visitor (Community) Visitor (Church)

Thank you for using the Alphin-Ellis Learning Center located on the campus of Heritage Bible College. It is a wonderful privilege to offer the full use of our library facility and hope that you will be a regular patron of the library.

CHECK OUT A BOOK:

The following are a few rules that you must agree to in order to check out a book:

- Books may be checked out for three weeks.
- Overdue books are subject to a \$.10 a day charge (no other books may be checked out until all books are returned).
- Damaged or lost books are subject to a cost of replacement plus \$5.00 processing fee that you must pay before your privileges can be reinstated.
- Do not lend these books to others--they are your responsibility.
- Only three books may be checked out at a time.
- Picture identification is necessary.
(A copy can be made in the library by a staff member)
- This privilege is good for one year from date of signing.

Our other resources (i.e., tapes, reference books, magazines) can be used while in the library facility; however, these are not for circulation and cannot be checked out.

Please sign below your agreement to abide by the above stated rules and regulations.

SIGNATURE: _____

DATE: _____

INTERLIBRARY LOAN FORM
ALPHIN-ELLIS LEARNING CENTER AND CAMPBELL UNIVERSITY

Interlibrary loan (ILL) is available to Heritage Bible College faculty, staff, and students as an aid to research and study. Resources not available in the library can be borrowed from Campbell University through our interlibrary loan agreement with them. The following should be noted:

- Materials usually arrive within 7—10 days
- There is no charge for book requests
- Students are charged a \$1.00 fee per article for photocopies
- Notification is made by e-mail or in your mailbox
- Your account will be charged for overdue fines and or loss items
- Questions should be referred to the Director of Library Services only

COPYRIGHT RESTRICTIONS

The copyright law of the United States (Title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted materials. Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of the specific conditions is that the photocopy or reproduction is not to be “used for any purpose other than private, study, scholarship, or research.” If a 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.

PERSONAL INFORMATION

Name (Required) _____
Telephone (Required) _____
E-mail _____
Address (Required) _____

Patron Status (Circle One) Faculty Student Staff Administration

CITATION INFORMATION

Complete below or attach a printout of citation. Please print. Use separate form for each item.

Book/Journal Title: _____
Author: _____
Title of Article: _____
ISBN or ISSN #: _____ Volume or Issue # _____ Pages _____
Source of above information: _____
Date needed by: _____

**INTERNET AGREEMENT
HERITAGE BIBLE COLLEGE**

By signing this Internet Agreement: “I affirm that I have read and understand and will abide by the following guidelines while on HBC campus:”

INTRODUCTION

- Acceptable uses include activities in support of credit and non-credit curriculum courses of an educational nature in pursuit of life-long learning.
- Use of Internet for entertainment purposes is not allowed.

ACTIVITIES NOT ALLOWED:

- Students may NOT transport or consume food and/or drink while in lab.
- Activities NOT allowed include use of internet for illegal, illicit, or commercial purposes; or to alter system files, utilities, and features.
- Chat-room visits, etc. are not permitted.
- Attempting to disrupt network users, service, or equipment.
- You may not download movies, music or listen to Internet radio during business hours.
- You may not attempt to copy information belonging to another user without permission.
- Violating any copyright laws, intellectual property laws, licensing agreements, and or contractual agreements.
- Violating the legal rights of others.
- Misrepresenting or falsely using one’s identity or any other individual’s identity.
- Performing any academic cheating.
- Transmitting profane, harassing, threatening, intimating, offensive, or defamatory communication.
- Creating, introducing, installing, transmitting, uploading, or propagating viruses.
- Involved in any types of Internet pornography.

RESPONSIBILITIES:

- Users of HBC Internet resources are advised that the range of content available via Internet is very broad and uncensored.
- Each Internet user must sign up for use of the Internet.
- Heritage Bible College makes no guarantee as to the validity or reliability of information via Internet sites.
- The College does not provide a guarantee as to the confidentiality of any Internet files.
- The College does not accept any responsibility for any damage to or loss of data arising directly or indirectly from the use of these facilities.
- Willful violation of this agreement will be treated as misconduct and may result in disciplinary action and loss of computing privileges.
- This agreement does not preclude enforcement under the laws and regulations of the State of North Carolina and the United States of America.

SIGNATURE: _____ DATE: _____

*LIB-103
1/4/2008*

LIBRARY SURVEY
Alphin-Ellis Learning Center
YEAR _____

Please take a few moments and check all the boxes that apply to your use of the library resources and give us your input. Your responses to these questions will help us greatly.

- Check out books
- Computers for word processing Times a week _____
- Computers for Internet Times a week _____
- Assistance with research needs
- Help at circulation/reference desk
- Reserve reading
- Periodicals
- Study
- Video/Tapes

What kind of resources would you like the library to acquire for its collection? Please list the type and titles that you would recommend.

HERITAGE HOUSE COMPUTER LAB

	EX	GD	PR	NEEDS IMPROVEMENT
The lab provides adequate internet access.				
The lab is organized & equipped adequately.				
The lab maintains adequate hours for use.				
The lab has adequate number of computers.				
The lighting is adequate.				

*EX=Excellent, GD=Good, PR=Poor. Needs Improvement

(Continued on next page)

LIBRARY LEARNING CENTER COMPUTER LAB

	EX	GD	PR	NEEDS IMPROVEMENT
The lab provides adequate internet access.				
The lab is organized & equipped adequately.				
The lab maintains adequate hours for use.				
The lab has adequate number of computers.				
The lighting is adequate.				

*EX=Excellent, GD=Good, PR=Poor. Needs Improvement

The library environment, facilities, equipment, and staff.

	EXCELLENT	GOOD	POOR	NEEDS IMPROVEMENT
Hours of Operation				
Space for Study/Research				
Library Orientation				
Lighting in Library				
OPAC(On-Line catalog)				
Copy machine				
Staff Assistance/Knowledge				
Classroom/Meeting Room				
Tutoring is available when needed.				

• **GENERAL COMMENTS:**

HERITAGE BIBLE COLLEGE

P.O. Box 1628
1747 Bud Hawkins Road
Dunn NC 28334
(910) 892-3178
Director of Library Services
(Ext. #227)

STUDENT HELPER CONTRACT (LIBRARY)

You must complete and return this contract to the Director of Library Services before you can begin working.

Name: _____

Home telephone number: _____ Cell: _____

I have received a copy of my job description: _____ (please initial).

By signing below I agree to read and abide by responsibilities as listed in the Library Handbook.

Student Helper: _____

Date: _____



FOR LIBRARY USE ONLY:

The student above is employed to work as a library assistant as described below:

Semester: Fall 20 Spring 20 Start Date: _____

Hourly pay rate: \$ _____ _____ Hours per week

Work Schedule (Day/Hours):

Monday: _____

Tuesday: _____

Wednesday: _____

Thursday: _____

Friday: _____

Approved:

Director of Library Services: _____

Date: _____

*LIB-100
Revised 4/2011*

*Original: Business Office
Copy: Director of Library Services
Copy: Student*