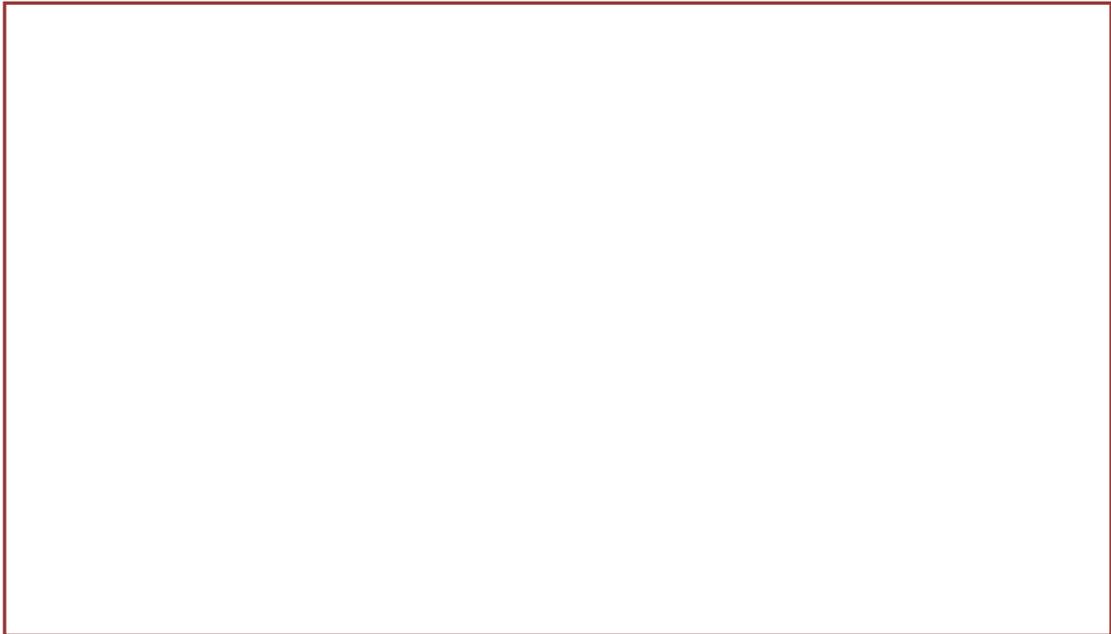


**ALPHIN-ELLIS LEARNING LIBRARY**

# **USER GUIDE**

**2014-2015**



*Christ Centered ~ Character Building ~ Committed to Ministry*



**HERITAGE  
BIBLE  
COLLEGE**

**Dunn, NC**

*[www.heritagebiblecollege.edu](http://www.heritagebiblecollege.edu)*





## *Alphin-Ellis Learning Library*

# *USER GUIDE*

## *2014-2015*



**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 21<sup>st</sup> 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).*

## CHANGES IN THIS UPDATE

<b>Change</b>	<b>Reason</b>
Foundational Standards	
Revised Accreditation Statement	TRACS Reaffirmation Status Letter
Added new TRACS logo	From the January 2013 TRACS Accreditation Manual

# TABLE OF CONTENTS

	<b>Page</b>
<b>ABOUT THE COLLEGE</b>	
ACCREDITATION .....	9
ALUMNI ASSOCIATION .....	9
CAMPUS .....	9
FACULTY .....	9
HISTORY .....	9
LICENSURE EXEMPTION .....	10
RECOGNITION .....	10
STAFF.....	10
STUDENTS .....	10
WEBSITE .....	11
<b>FOUNDATIONAL STANDARDS OF THE COLLEGE .....</b>	<b>13</b>
ACCREDITATION .....	13
MISSION .....	13
POLICY OF NONDISCRIMINATION .....	13
PHILOSOPHY OF EDUCATION.....	13
PURPOSES & OBJECTIVES .....	13
STATEMENT OF FAITH .....	15
<b>ALPHIN-ELLIS LEARNING CENTER LIBRARY.....</b>	<b>19</b>
PURPOSE STATEMENT .....	19
OBJECTIVES .....	19
<b>LIBRARY POLICIES AND PROCEDURES .....</b>	<b>20</b>
LIBRARY HOURS.....	20
BORROWING PRIVILEGES .....	20
CAMPBELL UNIVERSITY AGREEMENT .....	21
RETURN BOOKS .....	21
CARD CATALOG/OPAC.....	21
COMMUNITY .....	21
COMPUTERS/LIBRARY AND LAB.....	21
COPYRIGHT LAW .....	21
FAIR USE.....	24
DEWEY DECIMAL CLASSIFICATION.....	24
ELECTRONIC DATABASE .....	25
INTERLIBRARY LOAN (ILL).....	25
LIBRARY REGULATIONS .....	25
LOST OR DAMAGED BOOKS.....	25
NC LIVE.OR .....	26

NEWSPAPERS.....	26
OPEN STACKS .....	26
PERIODICALS/MAGAZINES.....	26
RESERVE BOOKS .....	26
SIGN-IN SHEET .....	26
SUPPLIES .....	26

## **LIBRARY FORMS**

BOOK REQUEST FORM.....	29
GUEST PATRON REGISTRATION FORM .....	30
INTERLIBRARY LOAN AGREEMENT .....	31
STUDENT INTERNET AGREEMENT .....	32

## 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](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).

### **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](http://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**

**Affiliation.** Heritage Bible College was founded and is sponsored by the Pentecostal Free Will Baptist Church, Inc. and has the endorsement of the Congregational Holiness Church and several other denominations. The College was established to provide systematic and comprehensive training in the Word of God from a Pentecostal perspective to enable students to fulfill their specific call to the ministry.

Heritage is a coeducational Bible College open to students from all denominations who wish to pursue the programs of the College.

**Mission Statement.** *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.*

### **Core Values<sup>1</sup>**

The college holds the following core values:

1.
  - a. Authority of the Scriptures
  - b. Triunity of God
  - c. Divinity of Jesus Christ
  - d. Salvation of Humanity
  - e. Pentecost
  - f. Integrity
  - g. Sanctity of Life
  - h. Sanctity of Marriage
  - i. Teamwork
  - j. Excellence in Education
  - k. Mutual Respect for One Another – We Value the Person
  - l. Accountability
  - m. Servant Leadership – Glorify Jesus Christ

### **Core Competencies**

- Writing
- Exegesis of scripture
- Public speaking
- Technology
- Critical thinking

---

<sup>1</sup> These core values are undergoing review; any revisions will be submitted to the Board of Trustees for approval at the April 18, 2013 meeting; Foundational Standards document must be updated and incorporated into all manuals submitted for approval to the board on April 18, 2013 and subsequently into manuals for approval at the October 2013 meeting.

**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.

**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.

### **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.

## 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).

**Vision Statement.** It is our vision that God will transform Heritage Bible College into a center for global spiritual renewal. This will be accomplished as the Holy Spirit ignites a fire in the hearts of our students, and they in turn take the flame of his truth to all the world as they minister in the name of Jesus Christ.

*Revised Institutional Objectives*

*BOT Approval 7/19/12*

*Added Core Competencies*

*Revised Core Values*

*BOT Approval 4/18/13 – PENDING*

# ALPHIN-ELLIS LEARNING CENTER LIBRARY

## PURPOSE STATEMENT

*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.*

## OBJECTIVES

### **The objectives of the library are to:**

- 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 easy accessible facility.
- Orient new students regarding library services.
- Support the mission, objectives and curriculum of the college.

# LIBRARY PROCEDURES

## LIBRARY HOURS

MONDAY	9:00 a.m.-9:00 p.m.
TUESDAY	9:00 a.m.-9:00 p.m.
WEDNESDAY	9:00 a.m.-5:00 p.m.
THURSDAY	9:00 a.m.-9:00 p.m.
FRIDAY	9:00 a.m.-5:00 p.m.

*Note: Closed on Fridays May through July.*

*Summer hours are 9:00 a.m.-5:00 p.m. Monday – Thursday.*

Library hours are subject to change without prior notice. All hours will be posted throughout the semester in the library. Student workers are available during certain hours of library operation; however, a staff member or student is always available to you.

### BORROWING PRIVILEGES

If you wish to borrow a book from the stack area:

- Bring the book to the circulation desk or to the librarian's office.
- We will then scan the book

Books from regular collection.....Four weeks

Cassette/Videos/DVD.....Four weeks

Reserve Books.....Use in library only or weekend

**Reference books and periodicals may not be taken from the library.**

**Please do not re-shelve books or magazines.**

There is a limit to checking out five books on one subject at a time. Only the Librarian can make an exception to this rule.

### CAMPBELL UNIVERSITY AGREEMENT

As a student of Heritage, you are entitled to borrow from the Wiggins Memorial Library at Campbell University.

**Instructions:** Go to the Campbell circulation desk and they will issue you a Campbell Library card for a charge. You may use the facilities at Campbell University for free; but you must have a card to check-out books.

## **RETURN BOOKS**

You are urged to return your books on time, so fellow students may have access to them. Do not lend books you have checked out to others. You are the one responsible for payment of fines or lost books. It is your responsibility to know when a book is due and to return it.

Overdue notices for outstanding resources checked out will be put into your college mailbox. After one month, if the books are not returned, the cost of the book will be placed on your account unless other arrangements are made between the student and the librarian. You may renew your books for an additional four weeks.

The fines are as follows:

Books.....10 cents a day

You will not be fined for days when the library is closed. If books are not returned on time, a student may not check out any other books until the past due books are returned.

Failure to settle your library account will result in your grade report and/or transcript being withheld until your account is settled with the business office, and a release is sent to the Librarian to clear your account.

## **CARD CATALOG/OPAC**

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](http://www.heritagebiblecollege.edu)), choose "Academics" from the sidebar menu; then choose "Library" from the dropdown menu. Follow screen instructions to access the OPAC system.

## **COMMUNITY**

People from the community are allowed to use the library facilities without charge. They may also check-out books. They must complete a guest privileges form and a copy of their driver's license must be made and attached. They are subject to the same borrowing privileges and rules as the students.

## **COMPUTERS/LIBRARY AND LAB**

There is a computer lab located in Heritage House for the use of the students. Internet access is available. The hours for the lab are posted. Please see Internet Agreement for specific rules. All users must sign this agreement before using any computers.

There are additional computers available in the library area equipped with Internet access for the use of students and guests. The Internet agreement applies for both the computer lab in Heritage House as well as the computers in the library area.

## **COPYRIGHT LAW**

The United States Constitution, Article I, Section 8 gives the U.S. Congress power to make laws regarding copyright and patent. *"The Congress shall have power...to promote the progress of science and useful arts, by securing for limited times to authors and inventors the exclusive right to their respective writings and discoveries."* (Copyright Act of October 19, 1976-Title 17 of the U.S. Code,

Public Law 94-553, 90 Statute 2541) states that items of expression can include literary, dramatic, and musical works; pantomimes and choreography; pictorial, graphic and sculptural works; audio visual works; sound recordings; and architectural works. An original expression is eligible for copyright protection as soon as it is fixed and tangible form.

### **FAIR USE**

Fair use is a term associated with copyright and is the right to reproduce materials for purposes such as criticism, comment, news reporting, teaching, scholarship, or research. There are four criteria by which to determine fair use:

- Purpose and character of work and nature of work
- Amount and substantiality of the portion to be copied
- Effect of the use upon the potential market for, or value of, the work

Information on copyright and fair use can be found on the internet at the following sites:

- <http://www.libertynet.org/education/schools/lion/ericdigest-video.html>
- <http://www.music.indiana.edu/tech-s/mla/legcom/guidebks.htm>

Copying by libraries is authorized by Sections 107 and 108 of the Copyright Act.

The library is not responsible for any copyright violations made by the patrons. Faculty is responsible for the compliance of any materials they place into the library for use.

### **DEWEY DECIMAL CLASSIFICATION**

The books in the library are classified according to the Dewey Decimal Classification System. Books can be accessed through the OPAC system listing by author, subject, or title of book. Since this is a specialized library, most of the collection is classified in the 200 section. The main divisions of the 200 classification are listed below.

- 200 Religion (General)
- 210 Natural Religion
- 220 Bible
- 230 Theology
- 240 Moral and Devotional Theology
- 250 Local Christian Church Works
- 260 Social & Ecclesiastical Theology
- 270 Church History
- 290 Other Religions, Comparative Studies

The outline of the main divisions of the entire Dewey Decimal System is as follows:

- 000 Generalities
- 100 Philosophy
- 200 Religion
- 300 Social Sciences
- 400 Language

- 500 Pure Sciences
- 600 Applied Sciences
- 700 Arts
- 800 Literature
- 900 Geography and History
- B Biography
- F Fiction

Some of the main sections of the 200 classification may include:

220.5	Bible Concordances and Indexes	235	Spiritual Beings
220.3	Bible Dictionaries and Encyclopedias	236	Eschatology
221-224	Bible--Old Testament	239	Apologetics
225-229	Bible-New Testament	251	Sermons
232	Christology	266	Missions
233	Man	268	Christian education

#### ELECTRONIC DATABASES

HBC now has access to the World Religions Online Database through Infobase Learning. This includes unlimited usage--onsite and remote access.

<http://online.infobaselearning.com/Direct.aspx?aid=107153&pid=WE30>

Username:hbcdatabase

Password: religion

#### INTERLIBRARY LOAN (ILL)

Interlibrary loan (ILL) is available for faculty, staff, and students as an aid to research and study. Resources not available in the library can be borrowed from Campbell University through interlibrary loan. Check with the librarian for details and forms.

#### LIBRARY REGULATIONS

In the interest of maintaining an atmosphere conducive to serious study and maintaining a smooth-running operation, your cooperation is requested in the following areas:

- Please keep conversation in the library low.
- You must be very careful if you bring food or drink into the library.
- Please take your personal books with you when you go.
- **Do not re-shelve any books or periodicals.**
- Place all books being returned on the return book cart.
- Do not use the library phone without permission.
- Do not remove any materials from the library without checking them out.

#### LOST OR DAMAGED BOOKS

If a book is lost, the student or faculty is charged the price of the book, plus \$5.00 for reordering and cataloging.

If a book is returned in damaged condition, or if one is found on the shelves in a damaged condition, please give this book to the Librarian or assistant.

## **NCLIVE.ORG**

NCLive.org is available for your use. NC Live is North Carolina's statewide online library service that offers access to over 16,000 newspapers, journals, media, and other online materials. You will need a public library card to access NC Live.

## **NEWSPAPERS**

The Daily Record is available in the library. Back issues are kept for one week only. No newspapers are to be taken out of the library area.

## **OPEN STACKS**

The library shelves are set up as open stacks. You are free to browse in the stacks and select books. OPAC is available on all computers in the library and computer lab, as well as through the Heritage website.

The reference area is located in front of the circulation desk.

There is also a quiet reading/conference area behind the reference area.

## **PERIODICALS/MAGAZINE**

The current issues of the periodicals and magazines are displayed in the literature rack located near the front of the building. The back issues are organized and placed on bookshelves in the rear of the library.

## **RESERVE BOOKS**

Faculty members may request that certain books in heavy demand for their classes be subject to a limited circulation policy. These books may only be used in the library with the exception of weekends when they may be checked out from Friday until Monday morning when they must be returned. Reserve books are located at the desk of the Librarian. There is also a Special Collection (Academic Dean's) that is reserved for use in the library only. These are also located at the desk of the librarian.

## **SIGN-IN SHEET**

There is a sign-in sheet located at the circulation/reception area of the library. It is important that you sign in each and every time you visit the library. This information is used for statistical purposes only.

## **SUPPLIES**

Supplies that may be borrowed from the main area of the library include: stapler, tape, hole-punch, scissors, etc. These must be returned to the proper location before leaving the library.

# **LIBRARY 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.

**GUEST PATRON 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 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: \_\_\_\_\_

**STUDENT 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 or library.
- 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: \_\_\_\_\_