



Library Manual

EARL K. OLDHAM LIBRARY MANUAL

MISSION OF THE EARL K. OLDHAM LIBRARY

The Earl K. Oldham Library is an academic library whose mission is to implement, enrich, and support the mission and goals of ABU by satisfying the needs of the students in their academic pursuits, to provide adequate resources for the students' preparation for Christian ministries, and to assist faculty members in their instruction and professional growth.

The Earl K. Oldham Library achieves its mission by...

- Offering a knowledge base of print, digital and other media using selection criteria that reflect the academic priorities of ABU and reflects significant research in all areas of study pursued at the university.
- Supporting innovative approaches to teaching, research, and creativity. Instructing faculty, staff, and students in the necessary skills to find, retrieve, analyze, and use these approaches effectively.
- Provide a learning environment with quality facilities that are well organized, with an inviting atmosphere that is conducive to research.
- Emphasizing the role of librarians/information professionals/archivists and consultants and participants in the instructional and research programs of the university.
- Increase opportunities for library staff development in order to stimulate professionalism, improve performance, and enhance service. Encourage faculty collaboration in the development of library pursuits.

Our Vision is...

To be our students' best and most sought-after resource for information, learning and discovery.

Our Purpose is...

The library/learning resources center exists to implement, enrich, and support the mission and goals of the university.

Our Objective is...

It is the responsibility and aim of the Earl K. Oldham library to select books, pamphlets, periodicals, software, and various audio-visual materials. Our purpose is to satisfy the needs of the students in their academic pursuits, to provide adequate resources for the students' preparation for Christian ministries, and to assist faculty members in their instruction and professional growth.

Our Function is...

Selection and acquisition of materials. Processing and care of these materials. Individual and group assistance in the use of materials. Encouragement of reading both in connection with courses and for additional personal knowledge or growth. Assistance to the faculty in their classroom instruction and professional growth.

To guide our work with each other and with the community, we value...

- Responsive customer service
- Learning opportunities for all ages
- Campus diversity
- Physical and virtual environments
- Teamwork and campus partnership
- Introducing children and adults to the joys and rewards of reading
- Patron confidentiality
- Technology that enhances our vision
- Bringing library resources to the students
- Integrity and accountability

I. GENERAL

A. Organization and Administration.

Final authority for operation lies with the Arlington Baptist University Board of Directors, who delegate authority to the university president. The library director shall be directly responsible to the vice-president of academic affairs.

A Library Advisory Committee shall meet regularly, and shall be composed of the library's director, other faculty members, and representation from the student body. Appointed by the vice-president of academic affairs, the committee shall function as an advisory group to the library's director, with respect to administration, policies, and rules. The over-all function of the committee shall be to serve as liaison between the library and the faculty or students. The chairperson shall be the director of the library. As liaison between the library and its users, the committee may make recommendations concerning the collection, needed equipment, and availability of outside resources used through the library.

B. Status of Professional Librarian in Charge.

The president of the university appoints the professional librarian in charge. The professional librarian has faculty status, with the benefits enjoyed by the teaching staff, including the same salary schedule used for the teaching faculty. The library director should be a member of any committee whose activities will affect the future of the library.

C. Duties of the Library Director.

The library director shall have the following powers and duties:

1. Supervision

To guide our work with each other and with the community, we value responsive customer service, learning opportunities for all ages, campus's diversity, physical and virtual environments, teamwork, and campus partnership, introducing children and adults to the joys and rewards of reading, patron confidentiality, technology that enhances our vision, bringing library resources into the students, integrity, and accountability.

2. Staffing

The library director shall make recommendation to the university president, through the vice-president of academic affairs, for the appointment of all professional members of the library, appropriate academic rank, reappointment, or promotion of all members of the library staff, or recommendation of dismissal of any member of the staff whose services are not required or acceptable by the library. Recommendation shall not be synonymous with powers, but only with duties. All library personnel, including professional staff, will be directly responsible to the library director.

3. Planning

In consultation with the faculty-student Library Advisory Committee, the library director shall recommend to the vice-president of academic affairs, the university administration, and its faculty, the adoption of such measures as will promote the efficiency of operation and usefulness of the library. All rules necessary for the operation of the library, including specific provisions for the care of books, and manuscripts of usual value, for use of computers, and for the limitation upon the use of these resources, shall be made by the library director.

4. Acquisitions

Only the library director authorizes the acquisition of all supplies and equipment for the library that are acquired through library funds or gifts/exchange. All collection development is the ultimate responsibility of the library director, who operates within the framework of policies determined by the Board of Directors.

5. Budget

The library director shall have the responsibility to submit to the president an annual financial estimate of the expenses of the library for the following year.

6. Reporting

An annual report on the condition, operation, and needs of the library shall be prepared by the library director and submitted to the president.

II. COLLECTION DEVELOPMENT

A. Selection Objectives.

1. The collection should include standard reference works, adequate circulation materials for courses offered, material in peripheral areas and related fields, and appropriate non-book materials where needed. (For purpose of information, non-book materials include non-monograph works such as journals and other periodicals, maps and three-dimensional resources, software, and various other non-print materials.)
2. Selection will be based on the curriculum, but also take into consideration access to materials in other area libraries, such as subscriptions and backfiles of general periodicals. Periodicals usually cannot be circulated either out of the university library or other libraries, and use can be derived equally from either source, by making copies.
3. The race or nationality, or the social, political, or religious views of the author shall not be cause for the omission of material from the library. The contents the collection should present all points of view concerning the problems and issues of our times.
4. Devotional and inspirational literature shall be collected when needed as reference to classical literature in the field, or if necessary, for the development of Christian character.
5. Recreational material shall be added only as such material is in line with the total objectives of the college.

B. Responsibility for Selection.

The ultimate responsibility for selection and for collection development rests with the library director.

The library depends upon faculty members as subject specialists in their respective academic fields. The faculty is encouraged to be aware of the existing collection and to select materials for the permanent library collection, as well as for instructional purposes. In addition, faculty members are encouraged to suggest weeding of materials in their subject fields, as they note out-of-date materials.

C. General Factors Influencing Selection.

The unique character of Arlington Baptist University, with its emphasis on the study of the Bible, is the deciding factor in material selection. However, selection is based generally up certain criteria:

1. Potential usefulness.
2. Relation to existing holdings.
3. Whether or not students have ready access to the material from other libraries.
4. For periodicals, whether an index will be needed and is available, for ready access to the material.
5. Bibliographies of both current and classical scholarship for each field. These will include standard bibliographies and those used by the faculty.
6. Textbooks may be purchased, but the library may not always hold the current edition. No more copies of textbooks will be purchased than the number of copies of other materials. The responsibility of having sufficient copies of textbooks rests with the instructors and the college bookstore. Students will need to plan on getting their own copies of texts in most case. An exception to this is in the instance that a required text is out of print. In this case, the library will acquire as many copies as is feasible within available budget.

D. Duplicate Copies.

The purchase of duplicate copies shall depend upon the need for such material in the collection. Generally, the library shall not purchase more than one to three copies of a book or an edition.

E. Gifts.

Gifts to the library shall be judged upon the same basis as purchased materials and shall be accepted with the understanding that the library shall have the power to determine the disposition of the gift. Gifts that are deemed unsuitable for the library's collection will be sold and the proceeds used to purchase needed materials. In the instance that a gift is neither useable nor saleable the item will be donated to a local charity.

The library shall attempt to acquire proper and legal title to all gifts. A "Letter for Gift Receipts" shall be available for each donor who requires it.

Appraisal of gifts is the responsibility of the donor. The library shall not attempt to place a monetary value upon a gift. The library will provide the donor with a "Letter for Gift Receipts".

F. Material Challenges.

At any time, the library may be subject to challenged materials. The best defense is a definite materials selection policy. Therefore, a set procedure for handling complaints is essential. No policy may be applied to every case, but in general the following steps can serve as a framework for handling challenges:

1. All material challenges are to be referred to the library director. No question of material will be seriously considered until the complainant has conferred with the library director.
2. The library staff should receive the challenge with friendly interest without indicating that an error has been made.
3. Library employees need to remain calm, avoid stating opinions, and avoid argumentation.
4. The complainant must:
 - i. Fill out the standard form "Request for Reconsideration of Material" in its entirety.
 - ii. Be properly identified before the request is considered. The complainant should be a current library user, school administrator, employee, or involved in institution support.
5. The staff person receiving the challenge should indicate the need to investigate the facts or bring the challenge to the library director's attention immediately.
6. The library director should inform the vice-president of academic affairs of the nature of the challenge.
7. The library director should draft a statement, which reflects library policy, and submit it to the administration for approval.
8. Staff members must avoid making a statement until all facts are reviewed and a statement has been prepared.
9. In most cases, defense should be made for the principle of intellectual freedom and professional responsibility of teachers and librarians. Only rarely is it necessary to defend the individual item.

G. Weeding.

Periodic evaluation of materials will be facilitated by the library director. This process is necessary to determine the identifying unsuitable, outdated, and damaged and is accomplished with through a cooperative effort between the library director and faculty members. The library staff is responsible for removing multiple copies, multiple editions, outdate materials and worn or damaged materials. Weeded materials are placed for sale or are donated to a local charity.

Worn or damaged materials are evaluated for preservation, replacement, or removal. If the item is necessary to the collection, it is repaired or rebound if possible, or replaced.

III. GENERAL RULES OF CONDUCT

The university Library provides its users with an environment conducive to teaching, learning, research, and study. Library users are expected to act responsibly, appropriately, and courteously to preserve the Library's environment, facilities, and collections.

- A. All state laws and local ordinances regarding public behavior shall apply.
- B. All rules regarding student behavior as stated in the Arlington Baptist College Student Handbook shall apply.
- C. The following types of behavior are not acceptable:
 - 1. Talking loudly, whistling, singing, or using a cellular phone so that it disturbs other patrons.
 - 2. Abusive, threatening, or intimidating Library users or staff through language or action.
 - 3. Use of offensive or vulgar language.
 - 4. Abusing or vandalizing library materials or equipment.
 - 5. Use of audio device or other electronic device that creates excessive noise or in any other way disrupts the work of Library users.
 - 6. Entering areas designated as staff workspace.
 - 7. Inappropriate physical expressions of affection.
 - 8. Personal appearance that is not in compliance with the student handbook.
- D. Parents are expected to chaperone and supervise their children and must not leave children under the age of nine unattended in the library. Parents are responsible for their children's behavior while in the library.
- E. Patrons may not bring into the library the following:
 - 1. Bicycles.
 - 2. Contraband of any kind.

3. Bedrolls, blankets, large plastic bags, or large boxes.
4. Audio/Video devices without headphones.
5. Noise makers or sound effect devices.

F. Enforcement.

Patrons violating the general rules of conduct will be warned to stop by library staff. Those refusing to change their behavior will be directed to leave the facility. Failure to comply will result in administration involvement through the office of the vice-president of student affairs.

IV. RULES GOVERNING THE USE OF THE LIBRARY BY CHILDREN

A. Unsupervised Children.

Children under the age of twelve should never be left unsupervised in any area of the Library. If a parent cannot be located, staff will call 911 to report an abandoned child.

B. Disruptive Children.

Disruptive children will be asked to leave the library. If the child cannot safely leave the library to return home on his/her own, staff will permit the child to call a parent. If no parent can be contacted, library staff will either allow the child to remain at the library under close supervision until a parent can be contacted or call 911, depending upon the severity of the situation.

C. Children Dropped Off.

Children who have not been picked up at closing time will be given the opportunity to call a parent. Two library staff members or one library staff member and a security guard, if one is available, will be assigned to wait with the child or children until the situation is resolved and the children are picked up.

D. After Closing

Thirty minutes after closing, if children are still waiting at the library, and staff has been unable to contact parents or a responsible adult, library staff will call 911 to report an abandoned child.

E. Child Protective Services.

Library Administration has the option of reporting the incident to Child Protective Services.

V. COMPUTER USE

A. Introduction.

The Earl K. Oldham Library offers access to information resources in electronic format as part of the Library's reference service and in accordance with the Library's Mission Statement. To ensure that users can access information offered in electronic format, the Library actively promotes computer literacy.

B. Services Available.

Electronic information services will vary at each library computer workstation regarding applications offered. Typical services will include: Internet access, business applications such as word processing or spreadsheets, database access, children's educational software applications, and tutorials.

The library's electronic services are not intended to provide access to every software or hardware application or to every source of information available. The Library does not offer email accounts but allows access to free email providers on the Internet.

Because the Internet makes accessible a rapidly changing array of resources, it is not possible for the Library to control or monitor content on a regular basis. The Library utilizes software that blocks sources on the Internet that are obviously inconsistent with the Library's mission. This does not fully guarantee that individual users are protected from accessing information they personally may deem undesirable or disturbing.

C. Registration & Time Limits.

All users of computer workstations must be registered with the Library.

All computer workstations are available on a first-come, first-serve basis. Users shall abide by queue management procedures implemented by the Library. Time limits will be imposed on all computer workstation use. Time limits may vary by location and by type of workstation and will be posted.

D. Use by Children.

Children twelve and under are required to have the permission of a parent and guardian to access the Internet. Library staff is not responsible for assuring the appropriateness of information accessed by children. The parent or guardian must be present in the library for a child to access the Internet.

E. Printing & Downloading.

Printing is available in the library from all our computer workstations. All printing related to school is free; all other printing is 10 cents a page.

Use of media and downloading: All media used for saving work or downloading from Internet sources will be scanned for viruses before insertion in any disk drive. This scanning process will delete any file found to contain a virus. Users should be aware of this and should back up their files accordingly. The library is not responsible for loss or damage to any media used in the library.

F. User Responsibilities.

Users shall:

1. Abide by state and federal laws regarding the transmission of obscene, threatening, or harassing materials and messages.
2. Observe the legal protections provided by copyright and license law, and computer abuse laws.
3. Close all programs and leave the workstation immediately at end of their allotted time.
4. Be aware that the Internet is not a secure medium and that third parties may be able to obtain information regarding their activities. The Library will only release information on the use of specific resources by members of the public when required to do so by laws or as may be necessary for the proper operation of the library.
5. Do not download and/or install on the hard drive any software applications from the Internet or from CD, DVD or Flash drive.
6. Refrain from updating/upkeep of personal web pages on any computer located in the library.
7. Do not change the configuration files of any hardware or software on the Library's workstations.
8. Assume full responsible for online financial transactions and the payment of fees for access to any fee-based services.
9. Assume full responsible for filing electronic forms.
10. Report equipment problems promptly to Library staff.

11. Be aware that the validity and reliability of the content found on the Internet rests with the author and/or publisher. It is the user's responsibility to ascertain the reliability of information found on the Internet.

Remember that the Library is public environment frequented by people of all ages. Computer workstations are in full view of Library staff and other Library users. All users have the right to expect that other users sharing the space to do so with respect for others and, furthermore, to expect the quality of cooperation that is desirable and fitting in a community facility.

G. Electronic Communications Privacy

Arlington Baptist College, Earl K. Oldham Library is the provider of communications service and, as such, owns all electronic communications transmitted through its technology.

No person utilizing Arlington Baptist University, Earl K. Oldham Library equipment to send or receive electronic communications has an expectation of privacy in those communications.

Arlington Baptist University, Earl K. Oldham Library may monitor use of any technology resource to ensure compliance with federal and state statute or college policy.

H. Violation of Acceptable Use

Violation of any part of the Computer Use Policy or failure to use computer stations appropriately and responsibly may result in the revocation of all computer privileges as determined by the Library Director.

VI. PATRON INFORMATION

A. Students.

The primary source for the contact information will come from the patron's school admittance application located in the registrar office. The name and address provided shall be considered true and current. Additional information will be attained on a need basis. The student is responsible to report any change in his/her information.

B. Non-Students.

The name and address provided by a borrower upon application for a library borrower's card would be considered true and current. Additional information will be attained as needed. The Non-Student is responsible to report any change in his/her information.

C. Student ID

"Student ID" shall mean a card, plate, ID number issued by a library facility for purposes of identifying the person to whom the library card was issued as authorized to borrow materials subject to all limitations and conditions imposed on such borrowing by the library facility issuing such a card. .

D. Borrower Confidentiality

As required by law, the library protects the confidentiality of each patron. The library staff will not disclose information regarding any patron's circulation record.

VII. CIRCULATION REQUIREMENTS

A. Check-out Procedure.

1. An item must be brought to the circulation desk for check out.
2. Reference materials may not be removed from the library, unless requested by faculty members.
3. Items may not be removed from the library unless it has been properly processed through the staff.

B. Check-in Procedure.

1. An item must be placed in an authorized book-return receptacle to be considered returned.
2. Library staff must be notified if you have placed an item in other than the authorized book-return receptacle.
3. Items are not guaranteed returned if returned to library/school personnel outside of the library facilities.

C. Number of Items

The number of items allowed to be on loan to any single borrower is limited to 25 items, which may be a combination of any library materials in the circulating collection. Limitations on borrowing may also be set by the Librarian on specific portions of the collection to insure equitable access to resources in high demand.

D. Renewal

1. Renewals will only be limited to demand. If there is no request for the item to be renewed it may continue to be renewed.
2. The patron must initiate renewals. Staff is not allowed to renew an item unless the borrowing patron requests it.
3. Items must be returned on the 3rd renewal for inspection of material.

E. Interlibrary Loan (ILL)

Interlibrary loan (ILL) services allow patrons to obtain materials from participating libraries throughout the United States. The library can request many types of materials from these libraries, which can be checked out for use at home. In rare cases materials provided through Interlibrary Loan will be restricted to in-library use only. Users of the Interlibrary Loan service

must be enrolled or employed at Arlington Baptist University. See the Interlibrary Loan Policy for more information.

VIII. LIBRARY NOTIFICATION

A. Overdue, Fines, and/or Fees.

As a courtesy, when items checked out to a borrower become 3 or more days overdue the library will attempt to notify them by email and/or phone. A final written notice will be mailed to the address listed in the borrower's account after materials become 14 days overdue. In the event a borrower's library account exceeds \$30.00 in unpaid Library charges or materials exceeding \$30.00 in value are still overdue forty-five (45) days after the due date, the borrower's library account shall be referred to the business office. The borrower involved shall be informed in writing by a collection agency that any fines for overdue items must be paid in full, any overdue library materials being retained by the borrower thereof must be returned to the library, or that payment be made to the library in the amount of the cost of replacing all such items including the standard replacement cost, the cost of cataloging and processing the replacement item or items, and the collection fee.

The following notifications are only a guideline to help staff notify a patron of his or her account at the library. It is not intended to replace the responsibility of the patron to keep his/her account at the library clear and/or current in fines, fees, or overdue materials. It is not intended to harass or embarrass the patron in anyway. The library strives to ensure that the patron does not bring upon themselves any undue hardship due to the accumulation of charges in the library.

*Response to notifications means a patron rectifies their account within one week.

1. In-House

If the patron incurs a fine/fee while in the library a receipt of the transaction will be given to the patron and/or an email receipt will be sent at that time.

2. Email

With-in the first 5 business days of the Overdue an email notice will be sent.

3. Telephone

If an email notice is not possible, the patron will be contacted by telephone. A telephone-answering device will be sufficient in notifying the patron.

4. Mail

If no *response has been given to the email or telephone notifications within 5 business days, then a letter will be sent to the patron's residence.

5. Vice-president of academic affairs

In no *response to notifications by email, telephone, and/or mail the vice-president of academic affairs will be notified.

Failure to rectify library accounts may suspend student's ability to receive grades and/or transcripts.

IX.

LIBRARY CHARGES

The patron is responsible for all fines and fees he/she has incurred at the library. The patron will be notified of their library account as stated in Section VIII – Library Notifications. The patron is responsible to return or renew items by the date requested as stated by the receipt given, staff, and or email. The charge amounts of fines/fees are posted at the library. These charges are subject to change without prior notice. The patron is ultimately responsible for the items he/she has requested to borrow from the library. The patron is responsible for all fees and/or fines accumulated in the library.

A. Charges for Library Services

1. Laminating
2. Printing (non-school related)
3. Copies

Patrons are responsible for payment of all items printed or copied regardless; of whether that material is used or discarded. (They are only charged for non-school printing).

B. Charges for Overdue Items

Fines for overdue materials will accumulate at the daily rate, Sundays and holidays excluded. There are different classifications of types of materials, which may be borrowed, from the library. Each type of material has its own standard replacement cost. The standard replacement cost represents the average cost of the type of item borrowed. No borrower or class of borrowers shall be exempt from fine or fee payment. Library borrowers with accumulated fines of \$1.00 or more shall be denied all privileges at the library.

1. An item borrowed from the Arlington Baptist University library becomes overdue on the first day of library service following the due date of the item as recorded in the circulation transaction when the item was borrowed. A daily fine will be incurred on all overdue items.
2. A library item placed in an authorized book-return receptacle during hours when the library building not open will be considered returned to the library on the first day of library service following the return.

3. A library item returned to the library after closing time of that day will be recorded returned on the next business day.
4. Charges are not incurred on Saturdays and Sundays.
5. Charges are not incurred on days the library is closed for holidays.
6. Any item recorded in a circulation transaction will be considered borrowed by the person whose name is used in the transaction.
7. Responsibility for all library fines or charges resulting from such transactions shall be the responsibility of the borrower whose name appears on the transaction.

C. Charges for Lost or Damaged Items

The charge for lost or damaged materials is the actual price paid by the Library for the item from the library's chosen book source, which includes shipping and handling charges plus a processing fee. If an item is out of print or unobtainable, the "standard replacement cost" described in Section X will be charged for the item. Borrowers of library materials may provide replacement copies for lost or damaged items. Replace items must be in new or like new condition. Library staff will inspect replaced items. The borrower will still be responsible for the late fines and re-shelving fees due. Refunds on books lost and paid for will be made if the item is returned in good condition and within three (3) weeks of the date of payment. The borrower must present the item to qualify for a refund. There will be no refund service and processing charges. Payment of replacement charges does not transfer ownership of the material to the borrower paying the charges. Lost or damaged items remain the property of the Library.

D. Policies and Procedures for Checking Out Laptops

Laptops will be available for checkout by students.

1. The laptops will be checked out under students' names in the library's cataloging software.
2. Laptops will be checked out for a week at a time. At the end of that time, students must bring in the laptops for inspection.
3. Overdue charges for laptops will be \$10 a day.
4. Students will be charged \$600 for lost laptops.
5. Students will be charged the cost of repair for damaged laptops, up to \$600.

E. Suspension of Privileges

If a library borrower retains any book, periodical, newspaper, magazine, pamphlet, manuscript, audiovisual property, software property or other property owned by or subject to the control of the Arlington Baptist University Library for more than seven (7) calendar days after the return due date on any such item, or has accumulated fines of \$1.00 or more, then such person shall be denied the privilege of borrowing any items

from the Arlington Baptist University Library pending the return of all overdue library materials and payment of all library charges to such borrower's library account. Borrowers with any outstanding charges or overdue items on their account shall be denied printing, copying, or laminating or may have other existing privileges in the library revoked.

X. FINES AND FEES

Library fines and fees are subject to change without notice. This list was last updated April 3, 2019.

Items Overdue, Daily Charge Per Item

Books	\$1.00
Magazines, Periodicals	\$1.00
Audio/Video Recordings (DVD, CD, VHS, Cassette Tapes)	\$1.00
Interlibrary Loan	\$5.00
Reserved Materials	\$5.00
Audio/Video Equipment	\$5.00

Replacement Item Charges

Repairable Book Damage	\$5.00
Barcode	\$1.00
Spine Label	\$1.00
Rebinding	\$10.00
CD/DVD Case	\$3.00
Cassette Case	\$1.50
Processing Fee for Patron Replaced Items	\$5.00
Items Replaced by Library	Current Market Price + \$5.00 processing
Unattainable Lost Materials	Minimum \$50.00

Operations and Service Charges

Materials Processing Fee	\$5.00
Microfiche Paper Copies	\$0.25
Interlibrary Loan Fee (If required by loaning library)	Amount designated by loaning library

Library Fees

Computer Printouts (used & discarded)	\$0.10
Laminating	\$0.50 per foot (rounded to the nearest foot)
Photocopies (used & discarded)	\$0.10
CD's & DVD's	\$1.00

XI. SUPPLEMENTAL MATERIALS

Organization Chart

Letter of Receipt for Gifts Form

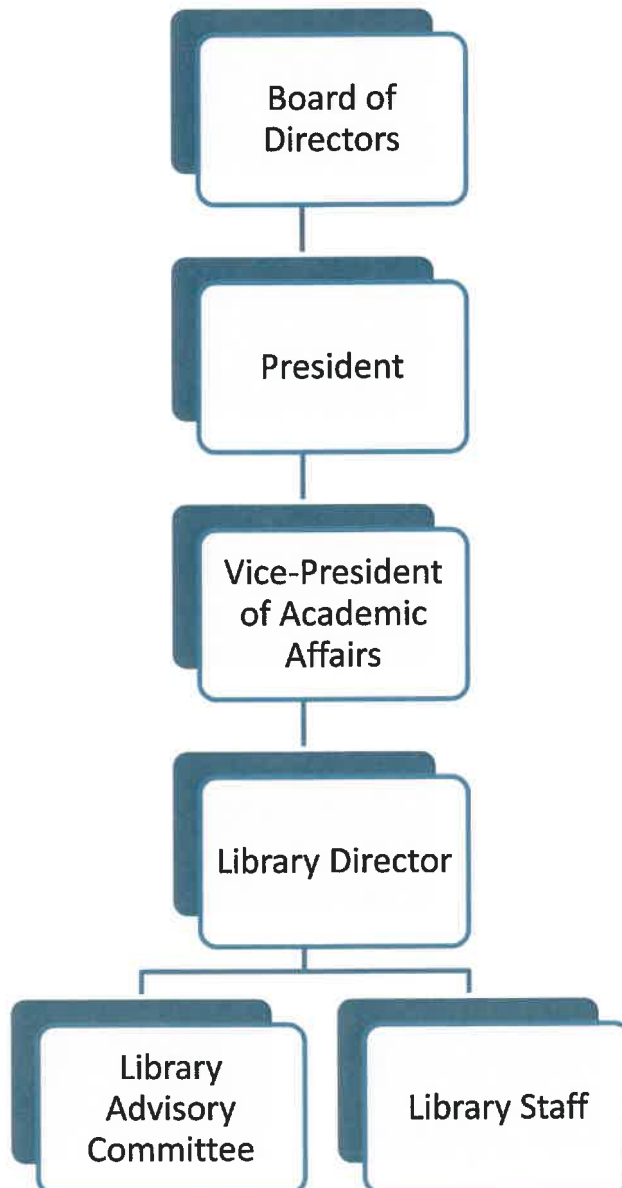
Request for Reconsideration of Material Form

(Please Note: This manual was updated in the spring of 2021)



Earl K. Oldham Library

ADMINISTRATIVE ORGANIZATION CHART





Earl K. Oldham Library

3001 W. Division Street
Arlington, Texas 76012
(817) 461.8741 Ext 127
helpdesk@abconline.org

LETTER OF RECEIPT FOR GIFTS

Thank you for your generous donation of the item(s) listed below.

Date: _____

Donor: _____

Address: _____

Items Donated: _____

The above-named person or organization has given the above material to the Earl K. Oldham Library. The materials' full title and ownership passes to the library. Such portion as is useful for the library's collection will be added and shelved so that the material can be accessed by students and faculty. The library reserves the right to transfer to a more suitable depository material not suited to its collection, this includes the practice of selling materials to fund more desirable acquisitions and the donation of materials to other libraries and charitable organizations. It is not possible for the library to maintain records of the disposition of gift materials after donation.

It is understood that gift materials accepted for the collection will be given the same care and protection that is bestowed on purchased materials. The library assumes no responsibility or liability of any kind for any loss or injury, which may occur despite such care and protection.

Appraisal of gifts is the responsibility of the donor. The library shall not attempt to place a monetary value upon a gift.

Donor/Representative Signature

I would like to thank you for the generous donation to the Earl K. Oldham Library. Your donation will help provide added resources to our student, staff, and faculty. Feel free to contact the library if you have any questions, or need further assistance, or if you have another donation.

Library Staff Member on Duty



Earl K. Oldham Library

3001 W. Division Street
Arlington, Texas 76012
(817) 461.8741 Ext 127
helpdesk@abconline.org

REQUEST FOR RECONSIDERATION OF MATERIAL

It is the goal of the Earl K. Oldham Library to maintain a collection that supports the course objectives of the college and contributes towards the greater goal of equipping students for Christian ministries. From time to time some materials in our library may need to be re-evaluated. All objections about questionable material will be heard and considered on an individual basis, and in some cases, may be submitted to the Library Advisory Committee for re-evaluation. Every effort will be made to resolve the issue at hand; however, with the support of the Vice-President of Academic Affairs and other Administration, the ultimate decision on acquiring or removing any materials lies with the Library Director

Title: _____

Author: _____

Publisher: _____

Your Name: _____

Address: _____

Telephone: _____

In completing this form, you are representing (check one):

Yourself _____

A group or organization _____

What is the name of your organization? _____

Request for Reconsideration of Material Cont.

Are you a current student, school administrator, or employee of ABC?

Yes _____

No _____

If no, what is your relationship to the library?

Please help us assist you by answering the following questions about this material:

1. What do you believe is the theme of this material?
2. To what in this material do you object? (If applicable please cite pages or scenes)
3. What do you believe might be the result of students accessing this material?
4. Is there anything positive or constructive about this material?
5. If this material were to remain in the library, is there material that presents an opposing or different view that you would like to see added to our collection?
6. Did you review the material in its entirety?
7. Are you aware of the judgment of this book by literary critics?
8. Other comments:

Date: _____ Signature: _____

By signing this form, I understand that the item in question will be placed under review by the librarian and/or Library Advisory Committee but does not guarantee removal from Earl K. Oldham library's collection. Once a decision has been reached, I will be notified and given the opportunity to respond.

***This form is adapted from: The Students' Right to Read (National Council of Teachers of English, 1963).**