



# Student Library Handbook

## **Introduction:**

Hello, and welcome to the Earl K. Oldham Library at the Arlington Baptist University. We are happy to have you here, and we are willing to offer any assistance that you might need while in the library. Please feel free to approach the library staff with any questions ~~that~~ you might have. We are here to serve you!

## **Earl K. Oldham Mission Statement:**

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, teaching, working in the business world, working in the counseling field, 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, as well as by instructing faculty, staff, and students in the necessary skills to find, retrieve, analyze, and use these approaches effectively.
- Providing 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.

- Increasing opportunities for library staff development to stimulate professionalism, improve performance, and enhance service.
- Encouraging 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

## **LIBRARY HOURS**

### **Fall and Spring Semesters**

Monday, Tuesday, and Thursday	7:00 a.m.-9:30 p.m.
Wednesday	7: 00 a.m. – 4:00 p.m.
Friday	7:00 a.m.-2:00 p.m.
Saturday	11:00 a.m. – 3:00 p.m.

### **Summer**

Monday, Tuesday, and Wednesday	8:00 am – 4:00 pm
Thursday	8:00 am – 12:00 noon

## **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.

## **I. SECURING MATERIALS**

### **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 3<sup>rd</sup> renewal for inspection of material.

## **E. Interlibrary Loan (ILL)**

If the library does not have the item or items that you are looking for, we can request them through OCLC, the Arlington Public Library, or Southwestern Baptist Theological Seminary.

Please let us know several weeks in advance if you need materials in this way. It can take 1-2 weeks to procure them in this manner.

## **II. COMPUTER USE**

### **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.

### **A. In-house usage.**

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.

### **1. 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.

### **2. 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.

### **3. Printing and 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.

## **B. Checked 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.

### **C. Common 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.

#### **D. 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.

#### **E. 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.



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. 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.

### **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. ONLINE RESOURCES (See Library page on ABU website)**

[How to Access and Use ABU's Library Catalog](#)

[ProQuest Education](#)

[ATLA Tutorial](#)

[Business Collection](#)

[Business Insights - Global](#)

[Business Economics and Theory Collection](#)

[Small Business Collection](#)

[Small Business Resource Center](#)