

# **OZARK**

**CHRISTIAN COLLEGE**  
**SETH WILSON LIBRARY HANDBOOK**

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## Why Does the Library Exist?

### Mission & Objectives

The mission of Ozark Christian College is to train men and women for Christian service as a degree-granting institution of biblical higher education. The vision of Ozark Christian College is to glorify God by evangelizing the lost and edifying Christians worldwide. The Seth Wilson Library is named after Ozark Christian College's founding academic dean, Seth Wilson (1914-2006). It is an academic library committed to furthering the goals and objectives of Ozark Christian College. Our services and resources are designed to meet the educational, professional, and personal enrichment needs of students, faculty, staff, and the Four State community. At the heart of OCC is the teaching/learning process. The Library's role is to enhance that process in all ways possible.

### Seth Wilson Library Objectives

1. Develop a collection which meets the **educational needs of the students** as reflected in the Bible college curriculum.
2. Participate actively in the **instruction of students in bibliographic and locational access of Library resources.**
3. Provide resources for faculty use in **course preparation and research.**
4. Collect, organize, and maintain the **archival records** of the college.
5. Provide **research assistance and a study environment** to meet the academic needs of the OCC community.

### Facility

The Library building was constructed in 1976. It provides approximately 29,000 square feet which includes the Library, group study rooms, faculty offices, classrooms, the Academic Resource Commons, and the Don DeWalt Preaching Center.

### Holdings

The Library holds close to 80,000 bound volumes, subscribes to over 300 journals, *The Joplin Globe* daily newspaper, and additional electronic titles with full-text databases. The Library also holds over 23,000 video and audio items. As a member of the MOBIUS consortium, the Library shares some 60 million books through its Sierra catalog and has access to over 250,000 electronic titles via a collaboration between MOBIUS and OverDrive. Additionally, the Library is a member of OCLC.

## What Are the Library Services?

### Who Are the Patrons?

Registered members have borrowing privileges: affiliates of OCC (students, faculty, and staff), local ministers, and adults within a 60-mile radius (an hour) of the college. Alumni or ministers may receive a free Library card. A one-time, lifetime fee of \$5 allows others to borrow Library items with an additional \$5 fee for replacing lost cards). Books may be checked out for two weeks with two renewals.

Audio-Visual (A-V) items may be checked out for one week with two renewals, and equipment may be checked out for three days. Public patrons have a limit of two items on their first visit. Upon returning these items in good condition, they may borrow up to ten general books, or up to five CDs/DVDs, excluding Reference, Reserve, or Periodicals.

## How Do Patrons Find Library Materials?

The Library offers 24/7 public access to its materials through its OPAC (Online Public Access Catalog). Patrons can login and access account information, and perform other functions such as renewing and placing “holds” on items. The web address is [library.occ.edu/search~S13/](http://library.occ.edu/search~S13/). This is how to use it:

1. Type the catalog address in your browser window: [library.occ.edu/search~S13/](http://library.occ.edu/search~S13/).
2. Search for materials by author, title, keyword, or subject, or access your account.
3. Click **“My Library Account.”**
4. Enter the entire student or Library card number in the **Patron/Alternate ID number box**.
5. Enter your personally chosen **PIN**—the Library cannot help you with this number, but the webpage offers help.
6. Click **“Submit Request.”**

As a patron, you can renew up to two checkout periods. Be aware that “holds” placed by other patrons or fines will block renewals. If you have any problems, please contact the Circulation Desk (417.626.1302).

## What Is the Lending Policy?

Faculty members may borrow materials from the general collection for the academic term.

1. All loaned items are checked out at the Circulation Desk before they leave the Library.
2. All borrowers will have a current Seth Wilson Library card.
3. Students must show a student ID to check out items. Other borrowers must show a Library card.
4. Books are put on loan for two week circulating periods, unless noted otherwise.
5. Once books are checked out, they can be renewed up to two more times.
6. Some course Reserve items (behind the Circulation Desk) can be checked out per designated time periods and locations.
7. A copy of all required textbooks are placed behind the Circulation Desk and can be loaned out as a non-circulating item for in-house use only.
8. Borrowers will pay for lost or damaged items. Should you lose or damage Library items, you will be subject to a replacement cost plus other associated fees (e.g., processing fees).
9. Non-payment of lost items result in a suspension of Library privileges. Reimbursement charges are paid at the Circulation Desk during the semester. Any unpaid student balances will be transferred to the OCC Business Office at the end of each semester. In order to keep borrowing privileges as a student, you will keep your balance under \$10 for students and \$2 for patrons.
10. The Library does not fine patrons for overdue items.

## Are Audio-Visual (A-V) Materials Available?

The A-V Department provides check-out services for CDs, DVDs, and a limited supply of video and audio tapes. The Library abides by all copyright regulations. It also provides services such as:

- Lamination: 25 inches wide and \$0.50 per linear foot
- Transparency sheets: \$0.50 each
- On-campus event messages: may be checked out or purchased for \$2 per message or sent to the patron electronically at no cost (with the exception of Preaching-Teaching Convention sessions)
- Equipment: video projectors, screens, camera tripods, CD players, headphones, cassette tape player/recorders, white boards, and easels

## Checkout

Checking out items from the A-V Department works the same as for other Library items. Submit your Seth Wilson Library card/student ID at the Circulation Desk or A-V Department counter to check out items.

## Rental Fees

These fees are good for three business days. Additional days are \$5 per week. Rental fees are waived for students.

- Video projector: \$100
- 16 mm film projector: \$5
- Slide projector: \$5
- Overhead projector: \$5
- Screens: \$5
- Projector stands: \$5
- Tape recorders: \$5
- Miscellaneous equipment: \$2

## What Are the Library Expectations of Patrons?

1. Help us create a positive, inviting, and safe environment suitable for study and research.
2. Beverages and food *are* allowed in the Library.
3. Leave Library items at your table or desk for Library staff to reshelve, or place them on the book carts at the end of the aisles.
4. Respect other patrons by being cognizant of one's surroundings.
5. Return Library items on time.
6. Make use of Library personnel by asking for assistance when needed.

## What Are the Library Hours?

### OCC Spring and Fall Semesters

- Mon-Wed\*: 7:30 a.m.-10:30 p.m.
- Thu: 7:30 a.m.-9:30 p.m.
- Fri: 7:30 a.m.-6 p.m.
- Sat: 9 a.m.-6 p.m.
- Sun: 1:30-5 p.m.

\*Closed during OCC chapel services and life groups (9:30-10:30 a.m. on Tue and Thu)

### Holiday Hours

- Mon-Fri 8 a.m.-5 p.m.
- Closed on weekends

### Library Closure Policy

Outside of normal operating hours, the Library is closed when both the Casteel Administration Building and campus dormitories are closed.

## What Are the Searching Services?

If an item is hard to find (e.g., a book in the general stacks) and it does not appear to be checked out, please notify the Circulation Desk. It may be in use, misshelved, in process, or lost. Library staff can

search to locate and/or replace the missing item. Give any bibliographic details to the staff to begin the search. If it is still missing after a reasonable amount of time, the Library may purchase a replacement copy. You will be notified when items are found or replaced.

## **Indexes & Abstracts**

### **Print**

- Abridged Reader's Guide to Periodical Literature
- Christian Periodical Index (CPI)
- Index to Religious Periodical Literature
- Religion Index One: Periodicals
- Religious & Theological Abstracts (RTA)
- Old Testament Abstracts
- New Testament Abstracts
- Southern Baptist Periodicals Index
- Christian-Evangelist Index
- Restoration Serials Index
- Christian Standard Index
- Millennial Harbinger Index

### **EBSCOhost online Research Databases**

- Christian Periodical Index (CPI)
- American Theological Library Association (ATLA) with ATLAS (serials)
- Academic Search Premier
- American Doctoral Dissertations, 1933-1955
- European Views of the Americas: 1493-1750
- Library Information Science and Technology Abstracts
- Teaching Reference Center
- The GreenFILE (environmental concerns)

## **Does the Library Offer Internet Access?**

All Library computers are available for internet use. Wireless connections are also available throughout the Library.

1. Library computers are available for patron use during operating hours.
2. Travel queries and reservations may be made from Library computers.
3. Limited file saving, transferring, and downloading is available through EBSCOhost and through the upstairs copy machine.
4. Students are expected to abide by OCC policies when utilizing web-based resources.
5. Full-text printing of documents for class assignments is free to OCC students. Public patrons and those printing personal items are asked to pay \$.10 per page, payable at the Circulation Desk.

## **Can I Get Interlibrary Loans?**

If the Library does not own the items needed, if you are a student, faculty member, or staff, you may request the item through the Reference Desk or Library Director. It takes two to ten working days to receive some items through Interlibrary Loan (ILL). As the borrower, you are responsible for any fees or charges with these loans.

## **How Do I Make Copies?**

Photocopies cost \$.10 per page for 8.5x11 inch sheets. The copier is located across from the Circulation Desk at the front of the Library. The public computers print to this machine. The Lanier copier also scans to PDF for emailing or saving to a flash drive through a USB port. You can also print from the flash drive.

## **Does the Library Have Services with Other Libraries?**

The Seth Wilson Library has cooperative agreements with the Joplin Public Library and the Spiva Library at Missouri Southern State University (MSSU). Student IDs are required and may require additional fees. Check with the respective library. The Library is also a member of MOBIUS, a consortium of over 80 regional libraries. All patrons have borrowing privileges via requesting materials available on the wider catalog. SWAN is the Southwest Missouri grouping of libraries. MOBIUS is a wider network of several million items.

## **Does the Library Offer Orientation, Training, and Instruction?**

Library orientation is given personally to incoming students at the beginning of each semester upon request or through a designated course. For some, this is an introduction to Information Literacy and how the Library will serve as a key resource for lifelong learning and critical thinking about information. Brief Library guides, regulations, and other helpful tips are available on the OCC website. Special presentations are periodically made in the Library or at other locations by the Library staff.

## **What about Reference Services?**

The Library Director and Library staff are available to assist with reference questions, bibliographic assistance, research issues, and to counsel on papers and course assignments. Librarians cannot do the work for a student, but can help with research strategies. Also, librarians are not able to interpret what a professor intends or expects on a particular assignment. The OCC Academic Resource Commons offers additional help upon request.

## **How Do I Use the Reserve Collections?**

Items may be temporarily placed on course reserve (Reserve Shelf behind the Circulation Desk) so that a class will have access to items required for assignments. Such a collection will be built for one semester and then dismantled. The course reserve collection should not be confused with a more permanent Reference collection. If a course is taught over two consecutive academic terms, the professor should consult with the Circulation Supervisor with regard to leaving items on reserve.

A reserve collection is a collection of required readings. A reserve collection is not intended to be a display of all possible books that a student might want to be aware of for a particular subject. Rather, the collection should contain only those items that will be used by several students during the same period. By requesting an item to be placed on course reserve, a professor is also requesting that it be taken out of general circulation. This should be applied only to high-demand items needed for class assignments. The course reserve collection is not to be used as a substitute for students purchasing or acquiring textbooks. If a professor has chosen a textbook that turns out to be inordinately expensive, it is not the responsibility of the Library to buy multiple copies because students refuse to purchase the text.

Faculty can request items for a course reserve collection by contacting the Circulation Supervisor prior to the start of the semester. If there are items a faculty member requests the Library to purchase, the

purchase request should be made several weeks prior to the start of class. Course reserve forms are available online or at the circulation counter.

Faculty can also place their own personal items on course reserve. This does involve a small risk of loss (e.g., theft or misplacement) for which the Library cannot take responsibility. The Circulation Supervisor dismantles the course reserve collection after final exams. Faculty who have placed their own personal items on the course reserve collection should make arrangements for retrieval.

The Library keeps print copies of faculty course reserve lists for several years.

### **Who Serves on the Library Committee?**

The Library committee is involved in planning, evaluation, policy, and other areas of decisions. Members of the committee include the Library Director, Access Services Librarian, faculty, a student representative, and/or OCC staff members. Generally, the committee meets two to three times per year.

### **How Does the Library Operate?**

#### **How Is the Library Promoted?**

To promote use, our staff assists both students and faculty. Assisting students includes user assistance, training, guidance materials, new student orientation, information on the website, and displaying new books.

#### **How Is the Library Secured?**

The Library staff strives to make the Library a safe place for patrons, as well as for valuable resources. Report any suspicious persons or activities to the Library staff so that they can call for any needed assistance. Keep personal belongings, electronic devices, and laptops in sight at all times in the Library. The Library assumes no responsibility for any personal property that is lost or stolen.

The Library collection is guarded against “unauthorized borrowing” or suspicious activity by the presence of an electronic surveillance system. All attempts to bypass the system will be treated as disciplinary matters. Inadvertent infractions will result in a request to return to the Circulation Desk where the necessary checkout procedures will be followed. The Library reserves the right to examine the contents of book bags, briefcases, or other carriers.

#### **How Is the Collection Developed?**

The planned development of a library collection requires the consistent application of a stated selection policy. The Collection Development Policy of the Seth Wilson Library at Ozark Christian College provides the selection standards for the acquisition of Library items. The purpose of this statement is to communicate these standards to the college community as well as to those with an interest in the Library’s collection.

The mission of the Library is subordinate to the mission of the college. The philosophy of the Seth Wilson Library reflects and supports the mission and educational goals of the college it serves.

The Seth Wilson Library’s first commitment is to the faculty, staff, and students currently enrolled at the college. However, at the same time, our Library also extends borrowing privileges to alumni, local residents, area college students/faculty, and others.



## **Responsibility for Selection of Library Items**

The ultimate responsibility for the selection of materials rests with the Director of Library Services. It is the responsibility of the Director to see that the information needs of the college are met equitably within the framework of the budget.

## **Criteria for Selection**

The priority for materials to be purchased by the Library will be given to those items which support the college's curriculum. After these needs have been met, consideration will be given to other items to balance the collection or to meet special needs and interests of the college community. All materials selected shall meet high standards of quality in factual content and presentation based on the following:

- Importance of the subject matter to the collection
- Timeliness or permanence of the item
- Authoritativeness
- Accuracy of information
- Technical excellence, durability, and reliability of the format
- Author's reputation and significance as a writer
- Inclusion of the title in recognized bibliographies
- Price

### **A. Selecting Serials/Periodicals**

The rationale for purchasing a periodical is to:

- a. Supplement the book collection, especially in the curriculum areas.
- b. Keep the Library's collection up-to-date with current thinking beyond monographs.

### **B. Vertical File**

The vertical file on the first floor archives pamphlets, booklets, manuscripts, and other resources organized by subject, maintained to supplement the main collection.

### **C. Non-print Items**

Non-print materials include:

- a. Records
- b. Audio and video tapes
- c. DVDs and CDs
- d. Maps and artwork
- e. World globe

An ordering of priorities based on well-defined goals is important if the college's non-print collection is to be significantly useful both now and in the future. Considering the addition of individual non-print items:

1. The different types of non-print media available and their potential use in the Library and in the classroom
2. The cost of the media in terms of initial purchase, replacement needs, and collection growth
3. The kind, cost, and quality of the equipment required to use the media
4. Staff supervision or assistance required to use the media
5. Problems with circulation control, space requirements, and storage needs

Evaluating individual non-print items:

1. Overall purpose, scope, and audience
2. Timeliness or permanence
3. Importance of subject matter

4. Quality of the production
5. Total value, impact, or intent of the author/artist/producer
6. Authoritativeness
7. Reputation of the publisher/producer
8. Format and price
9. Convenience of use

### **Electronically Retrieved Information**

Regarding electronic retrieval of information, the Seth Wilson Library primarily provides bibliographic resources. Coincidental with that would be the provision of full-text documents tied to bibliographic resources and references. These electronic resources are provided to meet the research needs of students, faculty, and staff. Users of these materials are subject to U.S. copyright laws and are responsible for compliance. The Library has posted the following copyright notices at both the public photocopying machine located on the main floor and the staff machine located in the Audio-Visual Department.

*Notice: The copyright law of the United States (title 17, U.S. Code) governs the making of photocopies or other reproductions of copyrighted materials. The person using the equipment is liable for any infringement.*

### **Collection Maintenance**

The collection will be continually assessed by the librarians to identify and correct weaknesses in the collection through the use of:

1. Weeding (Withdrawal): a systematic program of weeding will continually take the place of those items which are:
  - a. Out-of-date
  - b. Superseded by more relevant items
  - c. And/or are in poor physical condition
2. Replacements: the Library will not automatically replace materials that have been withdrawn due to loss, damage, or wear. The need for replacement is determined by the following factors:
  - a. Number of duplicate copies
  - b. Existence of adequate coverage in an area
  - c. Existence of other similar materials
  - d. Demand for a particular title or subject
  - e. Value of the material
3. Binding: the librarians will determine which books will be bound or rebound based on their physical condition and value to the college. Serials and periodicals will be bound based on their use and value to the collection. Those most in demand, as determined by the librarians, will be bound first.

### **Gifts**

The Seth Wilson Library encourages gifts and donations of useful material or money provided there are no restrictions attached. Gifts will be considered for inclusion in the collection according to the same selection criteria used for decisions to purchase. Everything donated to the Library becomes Library property to be used as the librarians deem appropriate. Unneeded items will be returned to the donor at his or her request, sold, exchanged, or discarded. All gifts should be acknowledged in writing.

**Multiple Copies**

In order to ensure that a broad range of curriculum items are maintained, the Library will not normally purchase multiple copies. Exceptions may be made for reserve, reference, and heavily used items.

**Censorship**

In an effort to support the obligation of the college to be a forum for the free exchange of ideas in its pursuit of knowledge and truth, the Library will make available to students and faculty, items offering a broader range of ideas than just those representing the faith and purpose of OCC.

Criticism of items or attempts at censorship will be reviewed by the Library Director, who may refer it to the Faculty Library Committee.

**Policy Revision**

This Collection Development Policy shall be reviewed periodically and revised by the librarians. [Revised December 20, 2019]