LIBRARY HANDBOOK

Seth Wilson Library

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Introduction

Why Does the Library Exist?

Library Mission & Objectives

Mission

The mission of the Seth Wilson Library is to provide quality resources and services to facilitate lifelong learning and research for students, faculty, staff, alumni, and the wider community.

In 1991, the Library was named after Ozark Christian College's founding Academic Dean, Seth Wilson (1914-2006).

Objectives

- Provide assistance to students, faculty, and public members in research.
- Provide physical and online resources for residential and distance students appropriate to the courses offered.
- Offer services through Library exchange systems.

Facility

The Library building was constructed in 1976. It provides approximately 29,000 square feet of area which includes the Library, the Audio-Visual Department, group study rooms, faculty offices, classrooms, the Academic Resource Commons, and the Don DeWelt 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 30 million requestable books through its Sierra catalog.

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 $5.00 allows others to borrow library items (however an additional $5.00 for replacing lost cards). Books may be checked out for two (2) weeks with two renewals. Audio-Visual (A-V) items may be checked out for one (1) week with two renewals; equipment for three (3) days. Public patrons have a limit of two (2) items on their first visit. Upon returning these items in good condition, they may borrow up to ten (10) general books, or up to five (5) CDs/DVDs, and excluding Reference, Reserve, or Periodicals.

How Do Patrons Find Library Materials?

The Library offers 24/7 public access to its materials through any Internet connection. Often called the OPAC, the Online Public Access Catalog is the starting point. You are able to login

and access your account information, and perform other functions such as renewing and placing "holds" on items. The web address is **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/.**
2. You may 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 can only offer limited help with this number; the web page gives some help also.
6. Click **"Submit Request."**

As a patron, you can renew up to two (2) 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 (417-626-1234, ext. 2700).

What Is the Lending Policy?

Faculty members may borrow materials from the general collection for the academic term, unless materials are needed by others and will be recalled. OCC students, faculty, and staff may check out overnight up to five (5) reference items, bound periodicals, and current periodicals. These items are due back by 9:00 a.m. the following morning.

1. All loaned items will be checked out at one of two circulation stations (the Circulation Desk or the A-V Desk) before they leave the Library.
2. All borrowers will have a completed Seth Wilson Library card.
3. Students must show a student ID to check out items. Other borrowers must show a library card.
4. Most books can be loaned for a two-week period.
5. Daily or hourly fines will be charged on overdue items. (See chart below.)
6. Once books are checked out, they can be renewed up to two (2) more times.
7. Some course Reserve items (behind the Circulation Desk) can be checked out per designated time periods and locations.
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 (fines, unauthorized usage fee, administration fee, etc.) Please treat all books and A-V items with care!
9. Non-payment of fines and fees will cause you to lose library privileges. Fines and fees can be paid at the Circulation Desk during the semester. Any unpaid student balances will be transferred to the Business Office at the end of each semester. In order to keep borrowing privileges as a student, you will keep your balance under $10.00 for students and $2.00 for patrons.

Description	Circulation period	Fines
Regular Books	2 weeks	$.20/day
Reserve Books	Varies	$.20/hour after 9 a.m.
Reference Books	Overnight Only	$.20/hour after 9 a.m.

Periodicals	Overnight Only	$1.00/day/item after 9 a.m.

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 a number of services such as:

- Transparency sheets are **50 cents** each.
- On-campus event messages may be checked out or purchased for $2.00 per message.
- Equipment (video projector, 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. Overdue fines are as follows:

Description	Circulation period	Fines
CDs/Audio Tapes	1 week	$.50/day
DVDs/Video Tapes	1 week	$.50/day
A-V Equipment	3 days	$1.00 per day

Rental Fees

These fees are good for three (3) business days. Additional days are $5.00/week. Rental fees are waived for students.

Projectors

- Video $100.00
- Slide $ 5.00
- Overhead $ 5.00

- Screens $ 5.00
- Projector Stands $ 5.00
- Tape Recorders $ 5.00
- Misc. Equipment $ 2.00

What Are the Library Expectations of Patrons?

1. Help us create a quiet, studious atmosphere for everyone.
2. Please only bring capped water bottles.
3. Leave Library items at your table or desk for Library staff to reshelve.
4. Help our Library staff by checking any items out 15 minutes before closing time.
5. The Library staff has authority to ask those who cause problems to leave the facility.

What Are Library Expectations for Children?

The Library is a resource for research and a refuge for OCC students needing a quiet atmosphere to concentrate on their studies. In many instances, students have no other respite from the noise of dorm life.

Since this is an academic library, young children, no matter how well behaved, can be an innocent distraction to those who are studying, simply due to their energy and nature. Our Library is not designed for young children. Therefore, because of our sincere desire to provide a quiet atmosphere for our students and a safe environment for children, we ask for cooperation in following these guidelines during visits:

1. Children under 13 should be closely supervised by an adult at all times. We ask that adults escort noisy and fussy children outside the Library. Specifically, disruptive actions are running, loud talking, playing with computers, security gates, and general misbehavior. The Library attendant may respectfully ask for the adult to lead the misbehaving child outside of the building.
2. We are sorry, but babysitting by parents or others cannot be carried out in the Library at any time. For example, a student cannot come into the Library for the purpose of study and bring his/her child along at the same time.
3. We request that children under 13 not be brought to the Library after 7:00 p.m. on weekday evenings or Saturday/Sunday afternoons, as we would like these times to be set aside as quieter times for our students.

We appreciate patrons' cooperation and understanding of these guidelines. Any questions may be directed to the Library Director or the Circulation Supervisor.

What Are the Library Hours?

Spring/Fall Semesters

Monday	8:00 a.m. - 10:30 p.m.
Tuesday-Wednesday	6:50 a.m. - 10:30 p.m.
Thursday	6:50 a.m. - 9:30 p.m.
Friday	6:50 a.m. - 6:00 p.m.
Saturday	9:00 a.m. - 6:00 p.m.
Sunday	2:00 p.m. - 5:00 p.m.

*Closed during chapel/life groups times: 10:00 a.m. - 11:15 a.m. on Tuesdays and Thursdays

Summer

Monday – Friday, 8:00 a.m. - 5:00 p.m.
Closed on holidays, Saturdays, and Sundays

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)

Is There Internet Access?

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

1. The Library computers are for research purposes only.
2. Travel queries and reservations may be made from Library computers.
3. Only Library staff can add bookmarks or shortcuts. Suggestions for additional links are welcome.
4. Limited file saving/transferring/downloading is available through EBSCOhost and through the upstairs copy machine.
5. Any inadvertent appearance on the screen of anything approximating pornography is to be immediately removed. Any deliberate attempt to access sexually explicit locations will result in a banning from use of the system. For students it will also mean an appearance before the Dean of Students for disciplinary action. The on-duty librarian's perception of what is acceptable will prevail.
6. Full-text printing of documents for class assignments is free to OCC students. Public patrons and those printing personal items are asked to pay **ten (10) cents PER PAGE,** payable at the Circulation Desk.

Can I Get Interlibrary Loans?

If the Library does not own the items needed, and you are a student, faculty member, or staff, you may request the item through the union Sierra catalog or the 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 ten (10) cents 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 74 regional libraries. Students, faculty, staff, and area ministers have borrowing privileges through requesting materials available on the wider catalog. SWAN is the Southwest Missouri grouping of libraries. MOBIUS is a wider network of several million items.

Is There 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 and at the front of the Reference Desk. 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 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 in 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 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 Part-time Coordinator of Acquisitions and Electronic Resources (chair), Library Director, faculty, a student representative, and/or 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, announcements through Facebook, email notifications, announcements through Faculty Meetings/Minutes, and displaying new resources.

How Is It 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, brief cases, or other carriers.

How Is the Collection Developed?

Introduction

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. At the same time, though, our Library also extends borrowing privileges to alumni, local residents, area college students/faculty, and others.

I.RESPONSIBILITY FOR SELECTION OF LIBRARY ITEMS

The ultimate responsibility for the selection of materials rests with the Library Director. 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. The Library Committee is tasked with overseeing resource selection, acquisitions, otherwise known as collection development.

II.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:

1. Supplement the book collection, especially, in the curriculum areas.
2. Keep the Library's collection up-to-date with current thinking not yet available in books.

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 material includes

1. Records
2. Audio & Video Tapes
3. DVDs & CDs
4. Maps and Artwork
5. 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

III.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.

IV.COLLECTION MAINTENANCE

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

A. Weeding (Withdrawal)

A systematic program of weeding will continually take the place of those items which are:

1. Out-of-date
2. Superseded by more relevant items
3. And/or are in poor physical condition

B. 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:

1. Number of duplicate copies
2. Existence of adequate coverage in an area
3. Existence of other similar materials
4. Demand for a particular title or subject
5. Value of the material

C. Binding

The librarians will determine which books will be bound or rebound based on their physical condition and value to the college. Serials/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.

V.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.

VI.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.

VII.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.

VIII.POLICY REVISION

The librarian(s) shall review the collection development policy periodically and the Library Committee will revise it as needed.