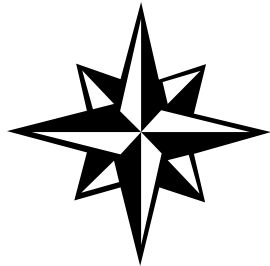


LIBRARY HANDBOOK



Southeastern

Free Will Baptist College

2011 - 2012

To the Student:

Southeastern Free Will Baptist College Library exists to be a vital part of your education. Our staff wants to encourage you to use the materials that are available here as well as using the facility as a quiet environment for studying.

Many have worked very hard to make Southeastern's library as resourceful as can be for you, the student. Our library is always growing and it is because of gracious donors that many of our books are here. It is you that we depend upon to help our staff keep the library at its best as we strive to serve the student body.

*Mrs. Dunn
Librarian*

STAFF

Claudia Dunn Librarian
Student Workers Assistants

HOURS OF OPERATION

Monday, Tuesday, & Thursday

8:00 a.m. – 8:30 p.m.

*(Closed from 12:00 n – 12:30 pm
& 5:00 p.m. – 6:00 p.m.)*

Wednesday & Friday

8:00 a.m. – 4:00 p.m.

Saturday

12:30 p.m. – 6:30 p.m.

(Closed from 5:00 – 5:30 pm)



BASIC GUIDELINES AND PROCEDURES

1. **Entrance**
You must always enter the building on the south end, where the “Bob King” sign is located. All other exterior doors are for emergency use only.
2. **Patron Identification Cards**
Each student will be issued a *patron identification card*. On the back of your card will be a barcode with your library patron number which will be used when checking out an item.
3. **Checking Out Materials**
 - A. Books may be checked out for two weeks.
 - B. No student may check out more than four (4) books at a time.
 - C. If you need any help in locating an item, a staff person will be glad to assist you.
 - D. **The person to whom the book is checked out will be held responsible for paying any late fines or for the cost of any book that is lost or damaged.**
 - E. Returned books should be placed in the **Book Drop** at the library entrance.

4. **Reserved Books**
The *Reserved* section of the library contains books that have been reserved by the professors for your research and are used **in the library only**.
5. **Reference Books**
Reference books are also used **only in the library**. If it is absolutely necessary, a reference book may be checked out during the last hour of the evening and returned promptly the next morning. **The fine for late reference books is \$1.00 per hour.**
6. **Magazines**
Our library subscribes to a number of magazines and periodicals. These items are **not** to be removed from the library, but articles may be copied as needed. Magazines from past years are archived and select articles are recorded in our database for easy access.
7. **Overdue Fines**
 - A. Overdue fines are \$.10 per day Monday through Friday. We do not include Sunday, holidays, or days that the library is closed.
 - B. Reference book overdue fines are \$1.00 per hour.
 - C. Students will be notified weekly of any overdue books they have and/or late fines they have incurred. Overdue fines are not tallied until books are returned.
8. **Card Catalog**
All cataloged items are listed in our computer and may be easily searched by title, author, subject, etc. A library staff person will be on duty to assist you in locating items.
9. **Vertical File**
This file consisting of magazine articles, pamphlets, and booklets is indexed by subject. The subjects chosen are those on controversial issues, current events, or often used materials at Southeastern. These topics are listed just above the file area. The files are **not** to be taken from the library. When a student uses a file, the needed information may be copied and the file returned to its proper place.
10. **Teacher Education Vertical File**
Designed to help our *teacher education* students, this vertical file contains articles that pertain specifically to education topics.
11. **Teacher Resource Area**
The library has a *Teacher Resource Area* that consists of a variety of curriculums for different grade levels in various subjects, children's books, and other teaching aids. Any books in this area may be borrowed for use outside the library by simply signing a sheet provided at the librarian's station. Also, in this area there is an Ellison Machine available to help in bulletin board preparation, etc.

12. **Audio/Visual**
There are many CDs, DVDs, and videos covering a wide range of topics available for check out. Also, there is equipment in the library for your convenience in listening to and/or viewing these items.
13. **Copier**
There is a copier in the library for your use for a charge of \$.10 per copy. **Copy Cards** are used for payment and may be purchased in the Campus Corner or business office.
14. **Laminator**
For your convenience there is a laminating machine located in our library. For a small charge a staff member will be glad to laminate an item for you. We ask that only library staff use this machine.

To promote a peaceful and pleasant library atmosphere:

1. Tables are designated **LADIES** or **GENTLEMEN**. Students are required to sit at an appropriate table.
2. Quiet please. Be courteous to others trying to study.
3. **No food or drinks will be permitted.**
4. When books or materials are taken from the shelves, please replace them in order. If you

5. have forgotten where you found an item, please just leave it at the front desk.
Always leave a work or study area as neat and clean as you found it.