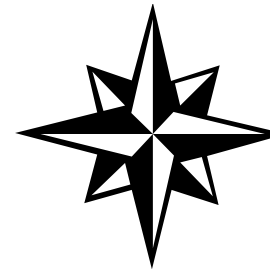


*LIBRARY
HANDBOOK*



Southwestern

Free Will Baptist College

2016 - 2017

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 the facility as a quiet environment for studying.

We realize that your first experience using your library may be a little overwhelming, so we want to assure you that our staff is available to assist you in your research and learning endeavors and to answer any questions that you might have.

We look forward to seeing you in the Southeastern Library.

*Mrs. Dunn
Librarian*

STAFF

Claudia Dunn Librarian
Student Workers Assistants

HOURS OF OPERATION

Monday, Tuesday, & Thursday

8:00 a.m. – 8:30 p.m.

Wednesday & Friday

8:00 a.m. – 4:00 p.m.

Closed for Lunch

Mon – Thurs 12:00 n – 12:30 pm

Fri — 11:45 – 1:15

Saturday

12:30 p.m. – 6:30 p.m.

Closed for Dinner

5:00 – 5:30 pm



Our Mission

The purpose of the library is to enhance the learning experience of our students and to support the faculty and programs of Southeastern by providing adequate and appropriate materials, services, and facilities.

Our Goals

- To consistently update materials and resources to support the academic and curricular needs of our institution
- To encourage students and faculty to use our materials, resources, and facility
- To provide a clean, quiet, and pleasant facility for study, reading, and research
- To have materials organized and labeled in a manner to be easily located and accessible to our patrons
- To display guidelines that would ensure every patron would be respectful of other's study needs
- To be Christ honoring as we seek to accomplish our mission and the mission of our institution

SERVICES AND PROCEDURES

1. **Entrance**
You must always enter the library on the south end, by the “Bob King” sign. 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 the 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. CD/DVDs vary in the number of days that they may be checked out. Items may be renewed for one (1) additional checkout period when necessary if no other patron is waiting for the material. Renewal can be done in the library or by emailing the request to cdunn@sfwbc.edu.
 - B. No student may check out more than four (4) books at a time.
 - C. A staff person will be glad to assist any patron who needs help in locating an item,
 - 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* just inside the library entrance.
4. **Reserved Books**
The *Reserved* section of the library contains books that have been reserved by the professors for the students’ 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 by 9:00 a.m. the next morning. **The fine for late reference books is \$1.00 per hour.**
6. **Magazines**
The 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 \$.50 per day (Monday through Saturday) for each late item. 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 by email of any overdue books they have and/or late fines they

have incurred. Late fines are not tallied until a book is 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 member will be on duty to assist patrons 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 topics of interest in the classroom. 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 materials in this area may be borrowed for use outside the library by simply signing a form provided at the librarian's station. Also, in this area

there is an Ellison Machine available along with ample dies to help in bulletin board preparation, etc.

12. **Audio/Visual**

There are many CDs and DVDs covering a wide range of topics available for checkout. Also, there is equipment in the library for patron's convenience in listening to and/or viewing these items.

13. **Copier**

Students may use the copier in the library for a charge of \$.10 per copy. **Copy Cards** are used for payment and must be purchased in the Business Office.

14. **Laminator**

For the student's convenience there is a laminating machine located in the 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.



6. **Any item taken from the library must be checked out or appropriately signed out depending on whether it is a barcoded item or an item taken from Teacher Resources Area.**

GUIDELINES

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 or read.
3. **No food or drinks will be permitted.**
4. When books or materials are taken from the shelves, students may return them to their proper location or leave them at the front desk for a staff member to reshelve.
5. Each patron should leave their work or study area as neat and clean as they found it.