

Library Patron Policies & Procedures



CENTRAL BAPTIST THEOLOGICAL SEMINARY

Service Hours

Mon.-Fri.: 8:00 AM - 4:30 PM

Sat.-Sun.: Closed

Please address inquiries to: library@centralseminary.edu

Or contact the Library Director, Adam Keim,

akeim@centralseminary.edu

763-417-8260

Updated October, 2017

STAFF ONLY AREAS: The circulation area is for library staff only.

AFTER HOURS ACCESS: Currently enrolled students may use the library after hours by using the keypad provided to permit entry. You must obtain the keypad code from the seminary office. Please do not compromise after-hours security by revealing the code to anyone else or allowing non-students to enter the library. Guests are permitted in the library during regular library hours.

CATALOG: Our online catalog (EOS) is the access point to the printed collection. The check-out computer at the circulation desk must be used to check out materials and to obtain accurate data about the status of your account and the status of library materials. Please request assistance for any non-checkout related procedure you may wish to perform at this station.

CHILDREN: Children must be supervised by their parents/guardians while in the library.

LIBRARY LAYOUT: A diagram of the library floor plan is included at the end of this document and is also posted on the pillar by the circulation counter.

CLASSIFICATION OF MATERIALS: Classification follows both Dewey Decimal System and Library of Congress (LC). The Library Layout in the back of this handbook shows where each system resides.

REFERENCE COMPUTER: A reference computer is available by the pillar at the circulation counter. This computer provides access to EOS.

REFERENCE BOOKS: Reference material includes commentary sets, encyclopedias, dictionaries, lexicons, concordances, and other materials. All items in this part of the collection are marked by the call number prefix "REF." These materials do not circulate.

PERIODICALS: Journals, magazines, etc. may be used in the library and are available for checkout. Current issues appear on the periodical display near the main library entrance. Recent back issues appear on the shelving beneath their respective titles, while older issues reside in the periodical stacks. All periodicals are arranged alphabetically by title. Please do not reshelve periodicals; instead, return them to the in-house use cart, located near the reference shelves.

PERIODICAL INDEXES: Hard copy periodical indexes are shelved on the west wall. Some indexes are also available via internet from any computer on or off campus. The Library Resources page on Student Central provides helpful links to these and other theological indexes.

RARE BOOK / DISCUSSION / QUIET ROOM: The library provides a combination rare book / discussion /quiet room in the southwest corner of the library. Patrons may use this room anytime it is unoccupied between 8am and 4pm by request; the room is otherwise locked. Please contact the librarian to reserve the room ahead of time. The rare book room contains books and other items that are out-of-print, difficult to obtain, or are unavailable anywhere else. These items, which do not circulate, are indicated by the call number prefix

RARE: Rare items may be obtained through the circulation counter and used during regular library hours only.

MICRO-FILM and MICRO-FICHE: These are available in separate storage cabinets. These items, which do not circulate, all appear in the card catalog, prefixed with the appropriate designator. The MFilm/ MFiche reader is located along the east wall of the library next to the MFilm/MFiche cabinets.

NEWSLETTERS: Current issues of many newsletters are on display shelving situated near the entrance of the library. Back issues reside in the green boxes located on the west wall of the library. A list of newsletter titles is available at the reference table. These do not circulate.

VERTICAL FILE: The vertical file contains material on various subjects, arranged according to the Dewey Decimal System. Books and vertical file materials on the same subject often appear under the same Dewey number. Index sheets placed on top of the file assist in subject location.

AUDIO VISUAL MATERIALS: These materials are identified by the prefix "CASSETTE," "CD," "DVD," or "VIDEO," and fall into two categories: circulating and non-circulating. Circulating materials may be borrowed for seven (7) days and are shelved on the stacks next to the circulation counter. Non-circulating materials may be accessed with special permission. Please ask the librarian any questions about this part of the library collection. Overdue fines accrue at \$1.00 per day.

AUDIO VISUAL EQUIPMENT: This is available for student use when reserved in advance through the circulation counter. A video projector and a cassette player are available for use. All AV equipment is available for on-site use only without exceptions.

RESERVE MATERIALS: These are shelved next to the circulation counter. Overdue fines accrue at \$2.00 per item per day. Renewals, permitted once per item, must be made in person. All reserves are due by 4 p.m. of the due date. Materials are on reserve at the instructor's request, normally using these categories:

STANDARD RESERVE materials circulate for two (2) days. The red on yellow "reserve" sticker indicates items with this status. In EOS, the call number prefix FR2D (faculty reserve, two-day) indicates standard reserve.

STRICT RESERVE materials do not circulate. The "non-circulating" sticker with a "stop sign," in addition to the "reserve" sticker, indicates this status. In EOS, the call number prefix FRNC (faculty reserve, noncirculating) indicates strict reserve.

** Occasionally, an instructor will request a checkout period to be assigned to certain materials that is different from the above norms.

** Faculty reserve requests trump all other student uses of library materials.

MAIN STACKS: All items that do not fall into the above categories circulate for twenty-one (21) days. Fines for overdues accrue at \$.25 per item per day. The fine for a lost or irreparably damaged item will consist of the replacement cost of the item and a \$35.00 processing fee. Any overdue item for which the fine amount accrues to the replacement cost of the book will be considered lost.

THESES and DISSERTATIONS: These are identified by the call number prefix "qTHESIS" and circulate for twenty-one (21) days, are located on the west wall of the library. Theses that measure less than 11 inches are shelved in the regular stacks, not in a separate section. Additionally, one copy of each thesis or dissertation produced by Central faculty and graduates is archived in the Rare Book Room. Those copies do not circulate, but may be obtained through circulation staff for use in the library.

CHECKOUT: The library staff is available to assist with checkout, but patrons are also welcome to take advantage of self-service checkout. Please observe the following procedures for self-service.

Books and Videos:

1. Scan the bar code on your library card.
2. Scan the library bar code(s) on the front of item(s) being borrowed.
3. Click "done" on the screen (to preserve the integrity of your account).

NOTE: The patron is responsible for any activity occurring on his account.

NOTE: All books and videos should have a bar code label. If you find a book or video which lacks a bar code label, please bring it to the attention of the library staff.

NOTE: Reference books and periodicals cannot be checked out. Vertical File Materials: Please fill out a pink "Vertical File" slip, indicating title, author, call number (if available), and your name. The due date will be seven (7) days

from the day the item is checked out. Leave the slip on the circulation counter.

RENEWAL: Patrons may renew library materials either in person or by email or phone on or before that date items are due. Email or phone (including voicemail) renewals requested on the date an item is due must be received by 4 p.m. Currently, self-service renewal is not available.

FINES PROCEDURE: It is the responsibility of the patron to know when each item is due. Upon receipt of an overdue notice, the patron should immediately return the materials and pay all fines at the circulation counter. Near the end of each semester student will receive a list of overdues and fines owing in their mailbox. All other patron notifications will occur via email. Unpaid outstanding student balances will be cleared periodically from the library account and transferred instead to the seminary business office. The balance due will then appear as part of the student's monthly bill.

Checkout and renewal privileges will be automatically suspended by EOS for Central students when an outstanding fine amount reaches \$10.00. Patrons must pay any outstanding fines, regardless of the amount, to avoid suspension of privileges.

Fines are "per item, per day"

21-day \$.25

Reserved \$2.00

ILL books \$10.00

Cassette/CD \$.25

Video/DVD \$1.00

Page markers \$5.00

Book replacement fee \$35.00 + cost of book

REQUESTING A HOLD: To have an item held for you upon its return, complete a blue hold slip located at the circulation counter, and give it to a staff member or leave it on the counter.

INTERLIBRARY LOAN (ILL): If you have located a title necessary for your research that is not held in our collection, we encourage you to make use of your local library's interlibrary loan services, including MnLink Gateway. If the title you need is still not available, please fill out an ILL form. These forms are located in the tray stack at the circulation counter. If you can provide author, title, date, and publisher information, we may be able to acquire the title from another theological library. We do not ILL from local libraries, please visit them in person. Some libraries charge postage and other fees for ILL service. Patrons must pay these fees when they exceed \$5.00. Patrons must always pay any overdue fees incurred in conjunction with ILL transactions.

MODULAR STUDENT LOANS: Items may be mailed directly to remote modular students where circumstances warrant. The modular student will bear the entire cost of postage when it exceeds \$5.00. Otherwise, the library will cover the costs of mailing the items to the student. The student must bear all return postage costs.

LOST or DAMAGED ITEMS: Students are liable for any damage beyond ordinary wear and tear. This includes (but is not limited to) damage by pets, small children, food and beverage, water damage, and any writing you do in the book, including notes and/or underlining, regardless of whether it is done in ink or pencil. Students must replace any books damaged while in their possession or books damaged while checked out to them. You will be required to pay replacement cost plus an additional \$35.00 processing fee. Do not attempt to repair any library books. Speak with the librarian if you discover that an item needs repair.

COMPUTERS: The seminary provides computers, laptop stations, and a printer/scanner for student use. These, except for the default printer, are located along the north wall of the library. Library staff provides operating system and hardware support only. Please approach the circulation counter first for any computer issues. Library computers will be standardized periodically, resulting in the permanent destruction of any user data residing on the workstation hard drives.

Please do not add, delete, or reconfigure any software or hardware on the student computers. Also, computer workstations are to be cleared of your materials whenever you leave the workstation. Workstations left unattended are subject to logoff and your materials are subject to reshelving or relocation.

WIRELESS INTERNET ACCESS: On-site wireless internet access, in and near the seminary library main room, is available to currently enrolled students. Request setup instructions and user policy at the circulation counter.

PRINTING: The default printer is the copier beside the main library doors. In the event of congestion or malfunction, you may print to the alternate printer, located in the northwest corner of the library, by selecting it from within your software application. Student printing and copying are tracked electronically; billing (five [5] cents per page) appears on the student's monthly statement.

CHAPEL: The library is closed to students during chapel (Tuesdays, Wednesdays, Thursdays 9:40am–10:15am) as students are required to participate in the chapel activities.

DISTANCE EDUCATION STUDENTS: Electronic resources are available to all students and can be accessed remotely. Distance students wishing to check out physical monographs and media must arrange it with the librarian. If the item is mailed, the distance education student is responsible for any damage or loss of item while in their care.

STUDENT CENTRAL and POPULI: The seminary website contains a password protected area entitled which gives students access to "Student Central" and Populi. If you are able to log in to the site but are unable to access any particular page or link, please contact the instructor or administrator responsible for the item you cannot access. If you are unable to log in to the site because your password/username is rejected, click the "Forgot your password?" link so that new password may be emailed to your seminary email account. For all other issues, you must email the registrar at registrar@centralseminary.edu.

A COPIER is available for student use. Students must obtain a code at the seminary office; library personnel do not know or supply student codes. There is no other recourse for student use of the copier. The cost of all copies made will appear on the student's monthly bill. The circulation staff will provide assistance with operation of the copier. Visitors may use the copier on a pay-per-use basis (\$.10 per copy) at the circulation counter.

FACULTY PRIVILEGES: Faculty may check out reference materials overnight, periodicals for 1-week, and 21-day books for 90 days. A/V equipment should be reserved in advance and returned ready for the next patron. All checkouts are through the circulation counter.

REPLACEMENT PATRON CARDS: All patrons must present their cards to check out materials. If a card is lost or stolen, please approach the circulation staff for a replacement. The new card fee must be paid for this service.

READING AREA: A reading area has been provided near the north windows. Please maintain a research atmosphere when using these facilities.

RE-SHELVING: Please do not re-shelve any materials. Place them on the cart located near the study carrels. Only checked-out materials should be placed in the bin by the circulation counter.

THEFT: Removal of any library materials apart from provisions set forth in this policy manual constitutes theft of library property. Theft is grounds for immediate revocation of library privileges and possible dismissal from Central Seminary.

EMERGENCY EXITS: The north wall of the library has two emergency exits. These exits are never to be used except to avoid a clear and present danger.

Please feel free to approach the library staff with questions or concerns regarding library service.