

# **Indian Bible College**

## **Library Handbook**

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## Welcome

Indian Bible College Library Services provides resources and services for the information needs of undergraduate students and faculty—on campus and online—through access to print collections as well as online and digital resources.

## Indian Bible College Mission Statement

Indian Bible College exists to disciple and educate indigenous Native Christians for lifetimes of biblical ministry and spiritual leadership to their people and the world. IBC is committed to students. Our goal is a “high standard with a unique application of grace.”

## Library Mission Statement

The Fraser Library of Indian Bible College exists to provide access to sufficient services and resources to meet the present and future informational and spiritual needs of the college community by encouraging users to develop a life-long habit of study and development spiritually, intellectually, professionally, and culturally. The library supports the general mission of the college by collecting and expanding access to resources that meet the curricular and spiritual need of IBC.

## Library Objectives

- ❖ To develop collections of materials that support, enrich and satisfy the curricular, research and spiritual needs of Indian Bible College.
- ❖ To maintain a balanced collection that will be responsive to the demands of curriculum and actual usage.
- ❖ To encourage use of the library and its facilities by the students and faculty of IBC.
- ❖ To investigate the changing educational needs of the college community and to provide access to information, programs and services to meet these needs.
- ❖ To provide informational, reference, and research services by a variety of means.

## Library Access Online

The Fraser Library collection is computerized and the library home page can be accessed from the IBC website.

## History

Indian Bible College (otherwise known as Southwestern School of Missions) was founded in 1958, by Dr. Gordon H. Fraser. The library was named the Fraser Library in dedication to the founder. The library collection consists primarily of donations made since inception by generous benefactors. The most noteworthy was Woodrow Kroll's personal library consisting of 4,000+ volumes. A migration of the catalog from print to computer began in 2010 and was completed in 2011.

## Library Hours and Use

The library will be open all hours that other campus buildings are from 7:00am – 10:00pm, unless library policy is violated.

Students and staff may use the library for research, study, and small group discussions. No food or open containers of liquid are allowed. Please be respectful of others.

## Circulation

Library materials are checked out at the student computer in the library from the self-check tab on the individual student's iLibrary page. The loan period for general circulating materials is 3 weeks. Reserve books can be checked out overnight between 9pm-10pm and must be returned the next morning no later than 8am. **Reference materials and periodicals are for in-library use only and cannot be checked out.** Library use and check out of materials occur on the honor system, since library staff is not always on duty during all the hours the library is open.

### Returns

Materials are returned to the library in the return bins either before or on the day of the due date. Materials used in the library but not checked out should also be placed in the return bins.

### Renewals

If you need to keep your general circulating materials longer than the loan period, they may be renewed by **letting the Librarian know.**

### Overdue Fines

There are currently no overdue fines charged for overdue materials. However, please be respectful of your fellow students' needs and return your materials on time.

### Payment for Lost or Damaged Materials

If you fail to return library materials, lose library materials, or materials are damaged beyond repair, the cost for replacing them will be added to your school bill and transcripts and grades will only be released upon full payment.

## Library Resources

Library materials are organized by the Dewey Decimal System in numerical order beginning with 001 and ending with 999. Each item has a specific number called a call number so that all the materials on a given topic will be organized together on the shelf. The library collection is arranged into different sections.

### General Circulating Collection

The majority of the library materials are contained in this section. These materials have a 3-week loan period.

### Native Americans Collection

These materials have a "Native Americans" label and an "A" located above the call number on the spine. These materials are located before the General Circulating Collection begins and have a 3-week loan period.

### Oversize Collection

Materials that are too large to fit on the regular shelves have an "Oversize" label and the word "Oversize" above the call number on the spine. They are located on the top shelves along the north wall and have a 3-week loan period.

## Reference Collection

These materials have a “Reference” label and “REF” located above the call number on the spine. These materials are located before the Native Americans Collection begins and are for **in-library use only**. If you need to make a photocopy from a reference book, ask the Librarian.

## Reserve Collection

These materials have a “Reserve” label on the spine and are located on the shelves to the left of the workroom door. Each term or semester, an instructor may request that certain materials from the General Circulating Collection be pulled and placed on the reserve shelves so all students taking their course have immediate access to those materials for the duration of the term or semester. Reserve books can be checked out overnight between 9pm-10pm and must be returned the next morning no later than 8am. Otherwise, **these materials are for in-library use only until the end of the term or semester**. If you need to make a photocopy from a Reserve book, ask the Librarian.

## Periodicals Collection

Periodicals are located on the shelves to the left of the workroom door and are for **in-library use only**. If you need to make a photocopy from a Periodical, ask the Librarian.

## Audio/Visual Collection

DVDs and Audio CDs are located on the south wall bookcase just inside the front door and have a 2-week loan period.

## Charts, Posters, and Maps

Charts, posters, and maps are available for use as teaching aids upon request.

## Fiction and Children’s Collection

Some fiction and children’s materials will be included in the collection within the corresponding Dewey Decimal Classification as it relates to curriculum.

## Additional Resources

### Flagstaff City-Coconino County Public Library

The Flagstaff City-Coconino County Public Library has print collections and digital resources and databases that are available to anyone with a valid library card who resides in Coconino County. There

is no charge for the library card. A picture ID such as a Driver’s License or Student ID and proof of your local address is required to register for a card which is done in person at either the Main Library or the East Flagstaff Community Library. With a library card and PIN number, digital resources and databases can be accessed remotely. As a registered library card holder, you can also request materials that the library does not own through the public library Interlibrary Loan.

### Northern Arizona University Cline Library

The Northern Arizona University Cline Library also has print and audio/visual collections to check out and digital resources and databases that are available for in-library use. Each fall, the IBC Librarian will contact Cline Library staff to get IBC students registered for use of the library and its resources.

## **RightNow Media**

*RightNow Media* provides access to an 8,000 video streaming collection through the web for students, staff, and alumni.

# **COLLECTION DEVELOPMENT POLICY**

## **Purpose Statement**

Collection development and materials management includes selection of materials and electronic resources, both current and retrospective, as well as the organization, storage, maintenance, preservation and replacement as well as the deselection of obsolete, dated, worn and superseded materials.

The purpose of this policy is to document the guidelines by which the collections of the Indian Bible College are selected and managed. The goal of this statement is to ensure that the library's collection development activities are congruent with the college's educational mission, planning, and programs of study.

## **Responsibility for Collection Development**

Materials are acquired through annual budget allocations and donations. The selection process is a cooperative and interactive effort between the Librarian and faculty members. The Librarian has the primary and ultimate responsibility for building and maintaining the library's collections, and bears particular responsibility to balance acquisitions so that the collection grows in all relevant subject areas.

Many types of resources are utilized for the purchase of print and electronic resources for the collection. These resources include reviews in periodical literature, publishers' catalogues, and published bibliographies. Faculty recommendations are encouraged and solicited, especially as new courses are developed. New faculty members are encouraged to submit bibliographies and recommendations in order to build the collection in their areas of research and expertise. Book requests and suggestions about the library can be made by students and staff. Multiple copies of titles are purchased when requested by faculty for reserve usage, when a title is needed in both reference and general collections, or when the topic is deemed to be of high interest.

## **Criteria for Materials Acquired**

Criteria for acquiring library materials both print and non-print include the following:

- ❖ Attainment of educational objectives and support for courses offered
- ❖ Accurate and authoritative including author's scholarship and publisher's reputation
- ❖ Anticipated use
- ❖ Appropriate in format and content to the mission of the college
- ❖ A balance of viewpoints, especially on controversial issues

## **Format of Materials Acquired**

Library resources consist of print and non-print instructional materials including books, periodicals, sound and visual recordings, and computer software and databases that support the curriculum and programs of the college which include basic theology, church history, commentaries, Christian living, and missions.

## **Books**

The library acquires books, both circulating and reference. The library does not acquire fiction or children's materials. However, students and staff have free access to the nearby public library for those type of materials.

Generally only one copy of an item will be purchased. However, additional copies of materials may be purchased for reserve use and when the need for such copies can be demonstrated by use.

## **Textbooks**

The library does not acquire copies of textbooks which students are expected to purchase for classroom use. However, textbooks that will enhance the library collection may be acquired.

## **Periodicals**

The library subscribes to journals that pertain to evangelical views and missions. These materials are not bound and generally retained for 5 years. Exceptions are made for certain titles.

Subscriptions are reviewed annually to determine continuation of subscription and/or addition of new subscriptions. Criteria includes availability through an electronic database or elsewhere and the reputation and scholarship of editors, editorial board, and publisher.

## **Audio-Visual Materials**

The library acquires media including DVD's and Audio CD's that include sermons, instruction, and Christian view on various topics. As new technologies create new formats and make others obsolete, the library will purchase materials in a format for which we have the equipment for use.

## **Electronic Databases**

The library recognizes that the emergence of new information technologies is reshaping the way both classroom instruction and research take place. Therefore, in keeping with the library's service commitment and the changing environment of learning it will seek to provide resources and services in the newer electronic formats where these are deemed to be most appropriate. Materials in electronic formats will be acquired according to demonstrated or projected usage, importance of the material for the support of the curriculum, availability of equipment and space for the use of the material, availability of the material in other libraries, and availability of funds.

## **Gifts and Donations**

Gifts of appropriate materials or funds for the purchase of materials will be accepted. Donated materials are expected to meet the same standards of quality and relevance to the collection as new titles. They should support the curriculum and the mission of the library as well as meet the collection development guidelines and policies.

Final decisions on the retention and disposition of gifts are the responsibility of the Librarian and Academic Dean. The library reserves the right to make decisions about the acceptance, disposition or location of gifts of materials or funds. The Librarian will review all proposed donations and may require presentation of a list of materials in order to determine acceptability for addition to the library collection. The library also reserves the right to dispose of any gift materials that do not meet the library's collection needs and policy guidelines.

The library does not appraise or attach monetary value to any gift title or collection for donor tax purposes. An appraisal, if desired by the donor, should be done prior to the presentation of this material to the library. Donors will receive an acknowledgment letter with the number of titles donated.

An internal assessment of the monetary value of donations acquired will be calculated for budget and accreditation purposes.

## **Evaluation and Retention / Withdrawal**

The Librarian assesses the collection on an ongoing basis, analyzing circulation data, whether the collection is reflecting curricular needs, and the condition of the collection. Materials judged to be superseded, outdated, or no longer within the scope of the collection are weeded, as are duplicate copies that are no longer needed. Books in poor physical condition are evaluated on the basis of uniqueness, extent of availability in other libraries, and availability of replacement. Based on that evaluation, a decision is then made for replacement, repair, or withdrawal. Replacement copies will be acquired based on availability of funds.

## **Request for Reconsideration of Library Material**

Library respects the opinion of any member of the college community toward library materials and any comments, whether positive or negative, will be reviewed. Should any material in the library be challenged, there is a form available to express the complaint. The complaint will then be reviewed by a library committee and Academic Dean. The review committee will summarize its conclusions in writing to the individual making the complaint and to the President, recommending the material either be retained or removed. The President will then review the recommendation and make the final decision.

## Request for Reconsideration of Library Material Form

Requestor \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Are you a current IBC student/faculty/staff? \_\_\_\_\_

Title of item in question \_\_\_\_\_

Author \_\_\_\_\_ Copyright date \_\_\_\_\_

Call number \_\_\_\_\_ Publisher \_\_\_\_\_

Type of material: Book \_\_\_\_\_ DVD \_\_\_\_\_ Audio \_\_\_\_\_

Have you read/viewed/heard the material in its entirety? If not, explain. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

What do you believe are the main ideas of the material? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

What do you think was the author/creators purpose in creating this work? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

What are your concerns about this material? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

What value/harm do you feel might be the result of reading/viewing/hearing this material? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Have you read any professional reviews of the item in question? \_\_\_\_\_ If so, please list names of

reviewers and sources of reviews. \_\_\_\_\_

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What is your recommendation regarding the material in question? \_\_\_\_\_

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What currently available material with a similar purpose or theme would you recommend for purchase?

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