Library Handbook

William Broadhurst Library
Nazarene Theological Seminary
Fall/Spring 2011-2012

Welcome to the William Broadhurst Library

Nazarene Theological Seminary is pleased to provide access to the world of theological scholarship and Christian formation through its library collection and services. The library is more than a passive collection of materials; it is a forum for the adventure of discovery and encounter. Here one discovers the richness and diversity of Christianity and encounters the thought and experience of others. Some of what is discovered or encountered has immediate educational significance, other discoveries and encounters will enrich over time. This library is designed to encourage independent study and reading. It is into this forum that I and the library staff welcome you.

The William Broadhurst Library is a service organization. Its mission is to provide materials and services to facilitate your intellectual and spiritual development. It does this by maintaining a growing collection of print, nonprint, and electronic resources. In addition it provides access to the collections of other libraries and information providers. Services include reference assistance, interlibrary loan, photocopying, collection organization, bibliographic instruction, and circulation control.

This handbook was created to provide an overview of library services and policies. If you have any questions or concerns, please feel free to contact me or members of the library staff.

We are available to assist you in your theological education.

Debra L. Bradshaw
Director of Library Services

Library Staff

Prof. Debra Bradshaw	Director of Library Services	x5472
Jennifer Steinford	Technical Services & Electronic Resources Library	x5474

Policies and Regulations

All users of the seminary library are expected to abide by library policies and regulations. Failure to do so may adversely affect an individual's library privileges. The unauthorized taking of library materials or their mutilation is cause for severe punishment.

Library Hours

Traditional Semester
Monday*, Tuesday* 8:00am – 8:30pm
Wednesday, Thursday* 8:00am – 6:00pm
Saturday Noon – 4:00pm
Friday, Sunday Closed

Module Classes Week 1
Monday, Wednesday, Thursday* & Friday 7:45am–8:00pm
Tuesday 7:45am7:30pm
Saturday Noon-5pm
Sunday Closed

Module Classes Week 2
Monday, Wednesday, Thursday* 7:45am–8:00pm
Tuesday 7:45am-7:30pm
Friday 7:45am—6:00pm
Saturday Noon-4pm
Sunday Closed
Classes Not in Session
Monday – Thursday 8:00 a.m. – 6:00 p.m. Friday,
Saturday & Sunday Closed

*The library is closed during the chapel/forum hour and for special lecture series. The library will be closed on holidays and during certain school functions. Any change of hours will be publicized.

Behavior in the Library

The library is a place where people may comfortably study and engage in research. Occasionally library patrons create disturbances which are dealt with appropriately by staff. Police may be summoned if a patron causing a disturbance does not leave the building. Police will be summoned if a crime is in progress, has taken place, or if any person within the library is endangered by the actions of another person. In addition, the following activities are not tolerated:

1 Talking, singing, dancing or creating noise that disturbs others.
2 Physically disturbing others or their property.
3 Eating or drinking.
4 Misusing, destroying, or damaging the library building or its contents.
5 Smoking.
6 Solicitation.
7 Talking on cell phones anywhere in the library other than the breezeway.

Library Computer Use Policies

NTS Students**:** Computers are available on a first come, first served basis. However, a student may be asked to relinquish the computer if others have need of it and s/he has utilized the equipment for an excessive length of time. Request permission from library staff before printing more than 40 pages of material.

Guests: The four computers outside the computer lab are available for guest use with photo identification for up to 30 minutes a day. Please see the circulation assistant at the Front Desk to sign in for a time slot. No more than one person ns allowed at a computer station. Guests are welcome to use the computers but may be asked to give them up if NTS students need to use them.

Policies Concerning Different Types of Library Holdings

Each student is issued, upon entering the seminary, a library card which remains valid through the duration of his/her enrollment. No materials may be checked out without a library card.

Reference Materials: Materials in the reference collection do not circulate. Students are requested to reshelve any reference works they have finished with as soon as possible. All reference materials are listed in the online catalog.

Reserve Materials: Reserve items must be checked out whether used in the library or taken out of the library. No more than three reserve items may be charged out simultaneously. Reserve items cannot be renewed, nor can there be a hold placed on them.

Microforms: The library's holdings of microforms do not circulate. The library's microform collection consists of periodicals, dissertations, and books. The library has microform readerprinters which are available at 5 cents per exposure.

Circulating Books: All circulating books, except those on reserve, may be borrowed for a period of 21 days. No more than ten books may be charged out simultaneously. Renewals are permitted for another 21 days if no requests have been made for the book. Only two renewals are allowed. If circulating books are not available, a hold may be requested by notifying a library assistant.

To renew an item, students may request a loan extension at the circulation desk, or may renew online via the library website at: http://www/nts.edu/library . Click on "online catalog." You may manage your personal account at "My Account" with your library card barcode and PIN number. **Renewals will not be done over the telephone**.

Periodicals: Periodicals may be used only in the library. There are two copiers in the library for photocopying of periodical items (5 cents per exposure). Serial titles and local holdings are entered into the online catalog, and can be accessed in the same manner as other library materials. A rotary file is also placed in the periodical index area containing an alphabetized listing of serial titles, noting the section in which they are filed.

The periodicals are arranged in two separate schemes. Current issues are arranged by major subject, and bound issues are arranged alphabetically by title. For assistance, contact the library staff.

As needed and as funds are made available the library will be adding to its holdings of past periodical issues by the purchase of microfiche copies. Microfiche copies are indicated under the serial title in the online catalog.

Cassettes, CD**s &** Tapes: The library holds a number of tapes of addresses given at NTS. These include chapel sermons, lecture series, seminary presentations, and special seminary activities. These tapes do not circulate. These resources are available at the circulation desk for use within the library.

Duplications of these addresses are also available for purchase. Contact a library staff member for price, availability, and ordering information.

Computer Software: As the library begins to build a collection of software, it will be treated as closed reserve material. The software is for use on the computers made available to students and is not allowed to leave the library, or to be copied.

Fines

Friday and Sunday is exempt from computing fines.

Daily reserve materials:

Fine per day overdue $1.50

Hourly Reserve Materials:

Fine per hour over due $0.60

Maximum fine for a reserve book is $100.00, plus the replacement cost of the book.

Circulating Books: If a book becomes more than one day overdue you will be charged a minimum fine of $0.25 a day.

The maximum fine for a circulating book is $50.00.

After a circulating book is 28 days overdue, you are responsible for the fine(s), the replacement cost of the book(s), plus a $20.00 per item processing fee. When the book is returned, your fine will be adjusted appropriately.

Students with library fines that exceed $5.00 will not be able to check out additional materials.

Periodically, the library sends borrowers notices for overdue items. These reminders are a courtesy to borrowers. Borrowers are responsible for the timely return of library materials.

Fines should be paid at the charge desk when the material is returned. Students with outstanding fines may be reported to the Business Office. Unpaid library fines will delay registration, receipt of grades, graduation, and transcript requests.

Any complaints about fines or mistakes in billing are handled on a casebycase basis by the Director of Library Services.

Returning Materials

Materials are to be returned prior to or on the date stamped on the date due card. A book return is located at the Circulation Desk, and should be used during operating hours. An outdoor book drop is located near the entrance to the library building. It is intended for depositing materials after hours, and is emptied once per day, upon the opening of the library. Borrowers are responsible for any fines accrued on materials left in the overnight drop while the library is open.

Lost Materials

The borrower of library materials is responsible for the materials charged to him/her.

Please report lost items as soon as possible to avoid additional late charges. If material is lost, the student will be assessed a fee covering the cost of replacement plus the library processing and fine, if any. Late fines are computed until the date which the lost book is reported to the librarian's office, or is declared lost by library policy. Inprint items will be charged at list retail price. Out of print items will be individually valued by the Director of Library Services.

In all cases, if the items are returned before they are actually replaced by the library, the replacement charges will be dropped; overdue fines will still be due and payable in full.

General Regulations

Only library staff is permitted behind the circulation desk.

Circulating materials not charged out are to be returned to the circulation desk.

The rear door of the library is not for student entrance or exit. The doors at the north and south ends of the library are fire exits and are not to be used except in an emergency.

Tables and study stations will be regularly cleared of library materials not charged out. The library will not honor notes to the contrary unless approved by the library circulation supervisor.

The phone at the circulation desk is reserved for staff use. The library staff will page students' incoming calls for emergency situations only.

Out of respect for others, please set all cell phones to vibrate only. Please take all calls outside the library.

Computers are available for student use on a firstcome, firstserved basis, however a student may be asked to relinquish the computer if others have need of it and he/she has utilized the equipment for an excessive length of time.

Printing off of the Internet and from CDROM products is to be kept to a minimum. Any individual who wishes to print over 40 pages of material outside of a thesis or course project should request permission from the library staff before proceeding. For assistance, or to report equipment problems, contact a member of the library staff. There is no charge for the use of this service.

Interlibrary Cooperation

Kansas City Library Consortium: The seminary belongs to KCLC, a library consortium consisting of 21 institutions – public, academic, school and special libraries. The Consortium supports an online database of member library holdings, as well as access

to additional electronic resources and research tools, all of which are available through the seminary library catalog terminals. Library holdings may be viewed offsite through the NTS website at: http://www.nts.edu/library.

ADDITIONAL NOTE: From the above website, you may also access the ATLA, Gale and Ebscohost databases from off campus using your library card number and PIN.

If you require further clarification regarding library policies or have questions please inquire at the circulation desk in person or by phone (816.268.5471) or email: library@nts.edu .

Interlibrary Loan: The seminary library is one point in an informal international network of libraries and information centers. Through this network materials from other institutions are available, either on loan or in reduplicated form. Arrangements can be made through the library office for this service. There is usually a small cost for reduplication and/or postage. The users pay any such cost.

Users may also request holdings from another KCLC member directly using the seminary online catalog. Seek assistance from a library staff member for detailed directions.

Courtesy Card System: The seminary library has cooperative arrangements providing student access, and borrowing privileges with a number of local libraries. A list of library members and contact information is included on the following page.

Please remember that borrowing from Consortium sites and Courtesy Card participants is a privilege granted to NTS students, not a right. Those who have library fines with NTS or with other cooperative libraries will not be issued a Courtesy Card until all fines are paid. Courtesy Card privileges will be revoked for the academic year if fines are accrued at participating institutions more than two times in one term.

Avila College
HooleyBundschu Library 11901 Wornall Road Kansas City, MO 64145 Library Phone: (816) 9428400 x2221

Calvary Bible College
Hilda Kroeker Library 15800 Calvary Road Kansas City, MO 641471341 Library Phone: (816) 3220110 x 1206

Central Baptist Theological Seminary
741 North 31st St. Kansas City, KS 66102 Library Phone: (913) 3715313 x136

Johnson County Community College
Educational Media Center 12345 College Boulevard Overland Park, KS 662101299 Library Phone: (913) 469-8500 x4151

Longview Community College (MCC)
500 SW Longview Road Lee's Summit, MO 64081 Library Phone: (816) 6722266

Maple Woods Community College (MCC)
2601 NE Barry Road Kansas City, MO 64156 Library Phone: (816) 4373081

Midwestern Baptist Theological Seminary
5001 North Oak Trafficway Kansas City, MO 64118 Library Phone: (816) 4534600

Park College
8700 NW Riverpark Drive Parkville, MO 64152 Library Phone: (816) 7412000

Penn Valley Community College (MCC)
3201 Southwest Trafficway Kansas City, MO 64111 Library Phone: (816) 7594080

Community of Christ Library (formerly RLDS)
1001 West Walnut Independence, MO 64050 Library Phone: (816) 8331000 x2399

Rockhurst College
Greenlease Library 1100 Rockhurst Road Kansas City, MO 64110 Library Phone: (816) 5014142

Saint Paul School of Theology
5123 East Truman Road Kansas City, MO 64127 Library Phone: (816) 483-9604 ext 323

University of Kansas Watson and Regents Center Library
University of Kansas Libraries
Lawrence, KS 660352800
Library Phone: (785) 8643956
Regents Center Library
12600 Quivira Road Overland Park, KS 66213 Library Phone: (913) 8978419

University of MissouriKansas City
University Libraries 5100 Rockhill Road Kansas City, MO 641102499

William Jewell College
Charles F. Curry Library 500 College Hill Liberty, MO 64068 Library Phone: (816) 7817700 x5468

Internet Resources

The following sites may be helpful in your studies:

http://wesley.nnu.edu – the Wesley Center for Applied Theology, located at Northwest Nazarene College. This site provides information concerning the life and works of John Wesley, as well as materials related to Biblical, theological and pastoral studies.

www.kclibrary.org – the home site of the Kansas City (Missouri) Public Library. Through this site, you may access the online catalog, which includes listings of the seminary's and other consortium members' holdings.

www.nazarene.org – site of the Church of the Nazarene.

CDROM Resources

These works, in CDROM format, may be valuable tools to your studies. Please inquire at the circulation desk about where they may be accessed.

Bible Works 4

Christian Latin Texts

Logos
Bible Works 4

Greek Tutor

The Master Christian Library, ver. 5

The Works of Wesley
Greek Tutor

Wesley Special Collections Room

Through the generosity of alumni and other donors the seminary library has begun special collections of material relating to the Wesleys, Methodism, and the Holiness Movement. At present the majority of items are not cataloged, but they are available for scholarly use. For access to the special collections contact the Library Director.

Acceptable Use Policy for Public Wireless Network AND Student PC Workstations

The use of personal computers or the public wireless network, provided by Nazarene Theological Seminary (NTS) for word processing, research, personal communication or expression is a privilege, not a right. By using this technological resource, you are agreeing to abide by the acceptable use policy as defined by the institution. Acceptable use implies the appropriate use of hardware, software applications, and Internet.

Public Wireless Network and Library Student PC Workstations

1 All use of seminary equipment is expected to uphold the standards as defined by NTS and the Church of the Nazarene. Vandalism, violation of system security, plagiarism, copyright or patent infringement (through peer to peer networks or other means), obscenity, abusive language, and the viewing or obtaining pornographic or sexually explicit graphics or text will not be tolerated. NTS reserves the right to enforce this policy through technical means and restrictions and discipline violators of this policy.
2 Students are expected to behave courteously to ensure equal access to all members of the seminary community. Academic research is given first priority in PC and public wireless use.

Library Student PC Workstations

1 Personal computers have been provided specifically for the student population of Nazarene Theological Seminary. Members of the community at large are permitted access to this resource, but must give priority to seminary students and relinquish workstations as necessary. Students involved in nonacademic activities, or students occupying a public workstation for an extensive length of time may be asked to relinquish the computer during peak times of use. Likewise, workstations will not be held for any student who must leave for class, a meal, etc.
2 NTS is not responsible for the content of information provided through Internet sources. A careful review of the source of information to ensure validity is the duty of the student. Professional librarians are available to assist the student in evaluating Internet information.
3 Resources are to be used wisely. Permission is required if a student wishes to print over 40 pages of material to be used for purposes outside academic research or projects.

FAILURE TO COMPLY WITH THESE GENERAL REGULATIONS WILL RESULT IN THE LOSS OF COMPUTER PRIVILEGES OR ACCESS TO THE PUBLIC WIRELESS NETWORK. REPEATED OR SERIOUS MISUSE OF LIBRARY WORKSTATIONS OR PUBLIC WIRELESS NETWORK WILL BE REFERRED TO THE APPROPRIATE CAMPUS OR LEGAL AUTHORITY .

Shelf Arrangement

The books in Nazarene Theological Seminary Library are cataloged according to the Library of Congress (L.C.) System of Classification. The entire combination of letters and numbers on a label of a book is called the “call number”.

Books are arranged first by the letters in the top line. For example, books with call numbers starting with BD come before those starting with BV. Within a given letter group, books are arranged by the number (digits) following the letters. Consider the class numbers BR143, BR145, and BR377.5.

When two or more books have the same class number, the author number determines the order in which they are placed on the shelf. For example, books with call numbers:

Bible Works 4	**Greek Tutor**
Christian Latin Texts	**The Master Christian Library, ver. 5**

Since both have the same class number, the author number (.E76 and .E8) determines the shelf location. Unlike the class number, the author number are treated decimally; that is, the 76 and 8 are treated as if each had a decimal point immediately preceding it (.76 and .8). Since .76 is less than .8, the volume with an author number of .E8 would follow the volume with .E76.

Further, some volumes have a date or volume number as part of the call number:

B	BT
24	765
.A5	.G34
v.1	1989
	v.9

In such cases the works are ordered by volume or date. 1988 comes before 1989, and v.1 is shelved before v.2

Reference works have a prefix of “R” or “Ref”:

R	Ref
BV	LB
435	1025
.E4	.L34
1989	

Attached is a brief outline of the Library of Congress System, with greater detail in the B section than in others, since a large portion of our collection falls into that class.

Library of Congress Classification Schedule

A	**General works**
B	**Philosophy and religion**
BBD	**Philosophy and Logic**
BF	**Psychology**
BH	**Aesthetics**
BJ	**Ethics**
BL	**Religion, Mythology, Rationalism**
BM	**Judaism**
BP	**Islam, Bahaism, Theosophy, etc.**
BQ	**Buddhism**
BR	**Christianity; Church history**
BS	**Bible**
BS 1BS 680	Whole Bible
BS 701BS 1830	OT Texts and works about OT
BS 1901BS 2970	NT Texts and works about NT
BT	**Doctrinal Theology, Apologetics**
BV	**Practical Theology**
BV 1BV 1450	Worship, ministry, sacraments, etc.
BV 1460BV 1650	Religious education
BV 2000BV 3799	Missions and Evangelism
BV 4000BV 4470	Pastoral Theology
BV 4485BV 5099	Practical Religion
BX	**Denominations and Sects**
BX 1BX 40	Church unity, Ecumenical movement
BX 100BX 189	Eastern churches, Oriental churches
BX 200BX 759	Orthodox Eastern Church
BX 801BX 4795	Roman Catholic Church
BX 4800BX 9999	Protestantism
BX 8200	Methodism
BX 8699	Church of the Nazarene
CD	**History: General and Old World**
EF	**History: American**
G	**Geography, Anthropology, Folklore, etc.**
H	**Social Sciences**
J	**Political Science**
L	**Education**
M	**Music**
N	**Fine Arts**
P	**Philology and Literature**
PBPH	**European language and literature**
PJPL	**Oriental language and literature**
PM	**American (Indian) and artificial languages**
PNPZ	**Literature**
Q	**Science**
R	**Medicine**
Z	**Bibliography and Library Science**