



American Baptist College

Susie McClure Library Use & Policies Guide

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Table of Contents

- 1. Mission Statement**
- 2. Susie McClure Learning Commons**
- 3. Library Hours**
- 4. Classification System**
- 5. American Baptist College Catalog**
- 6. Databases**
- 7. Cell Phones & Food in the Library**
- 8. Circulation Policy**
- 9. Loan Periods**
- 10. Interlibrary Loan (ILL)**
- 11. Collection Development Policy**
- 12. Deselection Policy**
- 13. Computer Use, Internet & Wireless Policy**
- 14. Copyright & Photocopy Policy**
- 15. Lost & Damaged Items**
- 16. Patron Confidentiality**
- 17. Renewing Material**
- 18. Library Staff**
- 19. Library Diversity Statement**
- 20. Susie McClure Library Civility Statement**

Mission Statement

The mission of the library is to facilitate the leadership, service and social justice education of the American Baptist College community by providing access to quality resources that undergird the professional, academic, personal growth of its students and faculty. Through the use of technology and instruction, the library creates a collaborative and interactive learning center that inspires the community in all area of the lives and presents American Baptist College as a leader in academic research on black church and social justice.

Susie McClure Learning Commons

The ways in which students research and receive information has challenged the library community to take a deeper look into the services we provide. The Susie McClure Library is proud to adopt a learning commons model to undergird the community of American Baptist College.

The Susie McClure Library learning commons is more than just a library with a computer lab. It is specifically designed with versatile spaces for students to collaborate and create. The Reading Room provides students with collections from biblical scholars such as Dr. Renita J Weems to activist Harmon Wray. The building has wireless throughout and a seminar classroom that can hold up to thirty students. **The password for the wireless network is a1234567.**

The library is fitted with interactive panels on every floor that turns just about every space into an opportunity for classroom learning. Two monitors adorn the foyer area allowing students to receive campus announcements, as well as conduct research through documentaries and videos. To encourage dialogue among the campus community, student's works created through the use of digital media are featured. The chapel area is outfitted with a camera and a sound system that provides video and audio feed in other rooms of the library. Students can now participate and dialogue on current events in ways they could not before.

The library has always been a hub for students. The infusion of technology has led to a partnership with the department of Student Activity Affairs. Themed events are now coordinated with the library that not only increase student use of the facility but engage the surrounding community. Students are encouraged to use social media sites such as Facebook and Twitter to document their activities.

Library Hours

The library is open from 10am-10pm Monday thru Friday and Saturday from 9am-1pm unless otherwise noted. Holiday hours will be posted and are subject to change.

The library staff asks that all food be consumed in designated areas. Drinks in covered containers can be used throughout the library.

The learning commons model of the Susie McClure Library encourages creative dialogue. We ask that you are respectful of other patrons.

Classification System

The Susie McClure Library uses the Dewey Decimal System of classification. The system is divided into ten individual classes. The number located on the spine tells you classification of the book. It also gives you the first three letters of the author's name.

- 000 – Computer science, info & general works
- 100 – Philosophy and psychology
- 200 – Religion
- 300 – Social sciences
- 400 – Language
- 500 – Science (including mathematics)
- 600 – Technology
- 700 – Arts and recreation
- 800 – Literature
- 900 – History, geography, and biography

American Baptist College Catalog

The ABC Library Catalog is powered through Surpass, which also supports the Library Trek app for Android and IOS as well as the Library Sidekick Chrome extension. The Chrome extension can be downloaded for free from the Chrome App Store and used to supplement Google searches to show any holdings present in the library catalog.

Databases

The online catalog also offers links to several databases that can be used for research.

ATLA- American Theological Research Database: offers over 500,000 articles and book reviews

Tennessee Electronic Library – Free access to resources for Tennessee residents. We offer links to over 100 databases.

GALE – Offered through our partnership with the Tennessee Electronic Library. This gives you a wide range of disciplinary articles and peer review.

Google Scholar- Database of peer review articles, book reviews and abstracts on a variety of works

Cell Phones & Food in the Library

The Susie McClure Library is committed to providing a welcoming environment conducive to quiet study. Your help is needed to maintain this. Please observe the following:

- Cell phone ringers should be turned down while in the Library.
- Cell phone conversations should be kept short.
- Extended cell phone conversations should be taken outside of the Library. Use the North or South entryways. If you wish to report inappropriate cell phone use, please contact library staff.
- Food and drink are allowed in the Library reading room & lobby only. Patrons are asked to place empty containers in the trash or recycle bins to maintain a clean environment for others.

Circulation Policy for Students & Staff

The Purpose of Library Collections

The Susie McClure Library collects a variety of materials to better fulfill its mission of supporting and enhancing the academic programs of American Baptist College by providing the customized learning and teaching resources needed by the students, faculty, and staff. The Library Staff is dedicated to assisting its patrons in developing information literacy skills in order to locate, evaluate, and use information effectively.

Library Account Access

Library patrons may access their account records online by logging into My Account.

Notifications

The Susie McClure Library sends overdue notices as a courtesy to its patrons. The Library holds all of its patrons ultimately responsible for being aware of the due dates of loaned items and for their prompt return.

The Library utilizes email as its official form of communication. As such, courtesy notifications will be emailed to the official American Baptist College email addresses of Staff, Student, and Faculty Patrons. Bills for lost items may be sent via USPS mail.

Non-Circulating Items

All materials that are marked as Reference or Special Collection, whether found in the general stacks or in the Reading Room, may not be checked out or removed from the library premises. Please return any materials used in the library to the circulation desk or place upon a library cart for reshelving.

Overdue Fines

While items from the main collection do not incur overdue fines, other collections enumerated in the

Loan Periods chart below may have overdue fines associated with them. Please refer to the chart below to determine which items may incur overdue fines. The maximum fine is \$10.00 per item. When the fine reaches the maximum, the item is declared lost and will be billed through the Business Office.

Lost & Damaged Items and Past Due Accounts

The Library will bill patrons who have lost or damaged materials beyond repair at the standard replacement charge or the cost of the item (whichever is greater). In addition, each item will incur a non-refundable \$10 handling fee.

Any unpaid handling/replacement costs will result in a restriction being placed on a user's account with the College. Items that have been declared lost and for which the replacement cost and handling fee have been paid will not receive a refund if returned to the library at a later date unless arrangements are made with the Library Director.

Fines at the End of the Semester

Patrons with outstanding fines will receive a courtesy notice concerning fines owing at least two weeks prior to the end of the semester. If the fines are not paid within one week of receiving the courtesy notice, outstanding fines and fees will be submitted to the American Baptist Business Office at the close of the semester. A \$10 handling fee will be added to any outstanding charges to recover the costs of staff hours and processing time. All borrowed items not returned by the close of the semester will be declared lost, and the borrower will be billed the replacement fee for the item as well as a \$10 processing fee. The patron will be unable to check out Library items until the account is settled.

Loss of Circulation Privileges

A student's failure to pay for books declared lost after submission to the American Baptist Business Office for collection will result in the loss of circulation privileges until the account is settled. Community patrons will be billed directly by the Library.

Please see the Loan Periods Chart below for Item Type Loans, Length of Check-Out, the Notification Process and Fees; this policy applies to users of all types—student, faculty, staff and community.

Loan Periods

Item: Patron Type	Length of Check-Out	Overdue Fines
Books: Students/Community	4 weeks	Non-refundable \$10 handling fee after 4th overdue notice

Interlibrary Loan (ILL)

The Susie McClure Library is proud to have partnered with Tenn-Share and Firefly Courier Services to provide a statewide interlibrary loan system to provide American Baptist College students and faculty to have access to books held in other academic libraries. Those eligible to place an ILL request at the Library are current and retired affiliated and adjunct faculty, and staff as well as all currently enrolled undergraduate students. The conditions of this service are set by the Interlibrary Loan Code of the American Library Association and by the regulations of individual lending libraries. All guidelines reflect these conditions and encourage cooperation from everyone for the most effective service.

Materials That May Be Requested

Interlibrary loan requests will be limited to research materials that are not owned by ABC and are necessary to meet the study, instructional, and research needs of ABC faculty, staff, and students. A loan or a copy may be requested from another library, although the lending library decides in each case whether or not it will provide a particular item. Users who require extensive use of materials from other institutions will be encouraged to work with a subject specialist for assistance in arranging access to needed materials.

Materials That Generally May Not Be Requested

Most libraries will not ordinarily lend the following types of materials:

- Basic reference material
- Rare or valuable material, including manuscripts
- Bulky or fragile items that are difficult or expensive to ship
- Material in high demand at the lending library
- Material with local circulation restrictions
- Unique material that would be difficult or impossible to replace
- U.S. books published within the present calendar year
- Audio tapes, maps, software, CD ROM, videos, and sound recordings
- Many libraries will not lend theses or dissertations if they are readily available on microfilm. If the owning library will not lend, the user will be provided with instructions on how to purchase a microfilm copy.
- Materials for class reserves

Number of ILL Requests Allowed

In cases where one patron submits an extremely large number of requests at one time, it may be necessary to pace the processing of these requests in proportion to other incoming requests. For

that reason, bulk requests may take somewhat longer. The Susie McClure Library reserves the right to limit the number of items processed for any individual ABC student, faculty, or staff member.

Length of Time for Processing ILL Requests

Turnaround time may be as short as a few hours for articles. Books and some articles may take up to two weeks depending on availability. Turnaround time may be affected by scarcity of sources, distance of sources, holidays and weekends, or incomplete information about the requested item. Requests that must be sent internationally usually take considerably longer.

How To Submit ILL Requests

Interlibrary Loan requests may be submitted in conjunction with the Library Director or by filling out the Interlibrary Loan Form. ABC Students, Faculty and Staff may use this form to request materials **not** owned by the Susie McClure Library. Complete one ILL request form for each item needed. Each form must be as complete as possible in order to facilitate handling by other libraries and to ensure prompt and accurate completion of the request.

Required and helpful information about the requested item include the following elements:

Media	Instructions
Books	Book title, author(s)/editor(s), ISBN, publisher and date.
Journal, Magazine, or Newspaper Articles	Unabbreviated periodical title, ISSN, author, title of article, volume, issue, date and pages.
Theses or Dissertations	Include author and title of the work, the university granting the degree and the date of the degree.

Checking the Status of ILL Requests

Interlibrary Loan requests are posted within a day of submission. To check on your request, please contact the Library Director.

Notification When ILL Materials Are Received

Notification that material has arrived will be communicated by e-mail or phone. Interlibrary Loan materials should be picked up at the Circulation Desk within 10 days to avoid charges. Articles will be delivered to the library user's email account. Interlibrary loan materials are not mailed to library users.

Loan Periods, Renewals, and Returns

The loan time for borrowed material is generally three weeks, but exact dates are indicated on an insert clipped to the material. Renewals may be requested but they are at the discretion of the lending institution. The patron should contact a Library staff member at (615) 687-6899 between 10am and 6pm Monday through Friday with any questions.

In the interest of maintaining good relations with the lending libraries, due dates must be honored. If a borrower disregards due dates, it may be necessary to place a hold on their patron record and refuse further services. Materials received as photocopies need not be returned. Return books to the Circulation Desk. Books must have the Interlibrary Loan inserts clipped inside when returned.

Costs and Fines

Interlibrary loan is provided free of charge to ABC faculty, staff and students.

Lost, Stolen, and Damaged ILL Materials

Failure to return overdue interlibrary loan items may result in the suspension of both interlibrary borrowing privileges and ABC library borrowing privileges and a bill for replacement of the item. Replacement charges are at the discretion of the lending library and may include both the cost of the material and a processing fee.

Collection Development Policy

The primary objective of collection development is to support the educational curriculum of American Baptist College. When selecting material for acquisition the following criteria are considered. Faculty are encouraged to contact the Library Director at (615) 687-6918 for information about requesting material for purchase. As a general rule the Library does not purchase textbooks.

Collection development criteria:

- How does the material support the educational curriculum?
- How does the existing library collection cover the subject matter of the requested material?
- Is the intended audience for the material consistent with academic library users?
- What is the price of the material?
- Is the price of the material consistent with the expected usage of the material?
- Does the material represent the subject matter in an accurate fashion?
- Is the material available in a format that will meet distance and on-campus patron needs?
- How much demand is there for this material?

Deselection Policy

Materials deselection (also known as "weeding") is an important part of collection development, helping to ensure that library resources stay current and meet the information needs of the College's students, faculty, and staff. The deselection process is consultative, usually involving the Library

Director and faculty. However, the Susie McClure Libraries may deselect materials at its own professional discretion and based on collective librarian input.

It is in everyone's best interest for the Susie McClure Libraries to notify relevant academic units that a deselection project is underway involving particular area(s) of the collection.

The following criteria inform all deselection decisions. These criteria are used in combination and no single criterion has priority over the others.

- (1) Item has not circulated in past ten years.
- (2) Item is in poor physical condition -- (Answer question: Should item be rebound or replaced?).
- (3) Item appears to be out of date.
- (4) The Library has a newer edition.
- (5) Collection contains a number of more recent books on the same subject.
- (6) Author/creator is not recognized as a "major star" in the field.
- (7) Item is not relevant to the curriculum, not likely to be used for course research.

Items pulled from the shelves are moved to a temporary holding area for additional review by the library director and faculty prior to deselection. Once the review process has occurred, deselected items may be recycled, donated, sold, or otherwise handled at the discretion of the Susie McClure Library.

Computer Use, Internet & Wireless Access

The Library has a dedicated computer lab with Internet enabled workstations with a variety of in-house software programs (including Microsoft Office) and print capability. Assistance is available during regular library hours.

Guest Wireless Internet accounts are available. Ask at the Information Desk for current login information.

Computer Use: The following are considered tampering and nuisance acts and are subject to disciplinary action as stated in the American Baptist College student conduct code and listed in the American Baptist College handbook.

- Installing and/or running unauthorized software.
- Changing the operating parameters of the operating system and/or application software.
- Copying or sharing student data files.
- Unauthorized copying of any software.
- Any other inappropriate behavior described in the Student Conduct Code.

It is a violation of the Student Conduct Code to access, view, download, transmit, or otherwise interact with any social media including websites, chatrooms, bulletin boards, messages, or any other forms of communication that harass an individual or group because of their gender, race, age, religious beliefs, national origin, sex, color, ancestry, marital status, veteran's status, citizenship status, physical or cognitive attributes, sexual preferences or other protected group as defined by law. This includes any forms of communication that contain obscene or inflammatory material.

To ensure that the use of electronic and telephonic communications systems and business

equipment is consistent with the College's legitimate business and educational interests, authorized representatives of the College may monitor the use of such equipment from time to time to the extent permitted by applicable state and federal law. Users should not have any expectation of privacy with respect to any materials and information created or stored on these systems.

Copyright, Photocopies, Scans & Faxes

There is one photocopy machine available for patron use in the Library. It has fax and scan-to-email capabilities.

The photocopier in the reading room offers the option of scanning documents to email, and comes equipped with a 11.7" x 17" scan bed and a letter-sized top-loading scanner. As per federal regulations, the person using the equipment is liable for any copyright infringement.

The Susie McClure Library complies with all state and federal copyright restrictions as they apply to photocopies, reserve materials, and digital copies of all Library materials. If you have any questions as to what constitutes a copyright infringement, please ask Library staff.

Lost & Damaged Items and Past Due Accounts

Patrons with materials that are lost or damaged beyond repair will be assessed the replacement cost for each lost or damaged item plus a non-refundable \$10 handling fee for each item.

Any unpaid handling/replacement costs will result in a restriction being placed on a user's account with the college. All official documents, including transcripts, as well as the ability to register for classes, will not be available until all accounts have been paid.

Patron Confidentiality

The Library Records Confidentiality Act (75 ILCS 70/2) prohibits the release of any registration or circulation records of Library patrons except pursuant to a court order.

Renewing Material

There are three options for renewing items. For on-line renewals, items must be renewed before their due date or an on-line renewal will not work.

- Patrons may renew their own items by accessing their library account.
- Items may be renewed at the Library Information Desk.
- Patrons may call the Library at (615) 687-6899

Library Staff

Library staff are available to assist you with information needs. Specialized reference assistance and information literacy training is available M-F from 10:00 am to 6:00 pm. Faculty may fill out our form to request an information literacy or library instruction session for their class.

Library Diversity Statement

Central to learning and knowledge creation, the College's library services, collections, and hiring practices aim to serve the needs of the American Baptist College community across all ranges of race/ethnicity, sexual orientation, gender identity, gender expression, religion, nationality, age, disability, socioeconomic background, and other identity categories. This commitment ensures the libraries provide a rich academic, intellectual, and cultural environment for everyone by:

- Identifying initiatives and designing programs that showcase the benefits of Inclusive Excellence
- Building collections that represent the diversity of the human experience
- Providing equitable access to library collections, spaces, and services
- Creating opportunities for faculty, staff, and students to develop diversity, inclusion, and cultural competencies
- Collaborating both within the library and across campus to promote wider understanding and application of Inclusive Excellence
- Developing outreach initiatives to engage both the ABC and greater Nashville community

Susie McClure Library Civility Statement and Guidelines

Within the Library, civility comprises a conscious demonstration of mutual respect – for people, for their roles, for their knowledge and expertise. Civility requires cooperation, mindfulness, kindness, engagement, tolerance, inclusiveness, and acceptance and promotion of individual differences. It is expressed not only in the words we choose, but in our tone, demeanor, and actions. All members of the Library community are responsible for, and expected to, exemplify and promote civility.

The Library community is committed to civil behavior but we encourage members to go beyond civility—to inspire each other, and be a compassionate and caring community. Our goal is to heighten our level of compassion, enhance our level of empathy, and encourage positive affirmation.

The Susie McClure Library is also committed to creating and maintaining a positive and respectful learning and working environment. While it is understood that disagreement will, and should, occur in a collegiate setting, open communication, intellectual integrity, mutual respect for differing viewpoints, freedom from unnecessary disruption and a climate of civility are important values that we embrace. We encourage the selection of mindful words, meaningful listening and a search for understanding and thoughtful solutions.

Examples of civility include:

- Respect and courtesy in language, demeanor, and actions, be a positive influence
- Respectful acknowledgement and positive promotion of individual differences

- Being empathetic and patient
- Refraining from insulting, disrespectful, dismissive, or humiliating language and/or actions

All employees deserve to be treated with dignity and respect at their place of work. They deserve to work in an environment free from incivility, harassment, or bullying. Actions must be evaluated not only in light of what the actor intended, but also by what the recipient felt, i.e., impact as well as intent is important.

Library management is ultimately responsible for creating a positive work climate, and will deal with civility concerns in a timely manner