

“To the Lord, I cry aloud, and He answers me from His Holy Hill.”

The Susie McClure



Library Handbook

2022-2023

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Library Bill of Rights

The American Library Association affirms that all libraries are forums for information and ideas and that basic policies should guide their services.

I. Books and other library resources should be provided for the interest, information, and enlightenment of all people in the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.

II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

III. Libraries should challenge censorship to fulfill their responsibility to provide information and enlightenment.

IV. Libraries should cooperate with all persons and groups concerned with resisting the abridgment of free expression and free access to ideas.

V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.

VI. Libraries that make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

VII. All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate, and protect people's privacy, safeguarding all library use data, including personally identifiable information.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; January 29, 2019.

The inclusion of "age" was reaffirmed on January 23, 1996.

Institutional Foundations

Founding Philosophy

American Baptist College is an independent or denominational private institution of higher learning organized as a non-profit educational institution in Tennessee. American Baptist College's founding philosophy is to educate, graduate, and prepare diverse students for Christian leadership, service, and social justice. Its educational programs have integrated a biblical worldview to ensure that graduates adhere to the moral and spiritual values based on Christian Faith.

The college officially opened under the American Baptist Theological Seminary on September 14, 1924. In 1971, the school became accredited, and its official name changed to American Baptist College. The college was initially formed as a joint educational partnership between the Southern Baptist Convention and the National Baptist Convention, USA, Inc.

American Baptist College exists to educate students on how to become leaders in whatever profession of their choosing, instilling in them a passion for advancing God's mission of justice, compassion, and reconciliation. The horizon is bright, and the college is forging a path of excellence as it strives to continue in the legacy it has inherited: living up to the mission of training men and women for Christian leadership.

A Brief History of the University

American Baptist College (also known as American Baptist Theological Seminary or ABTS) is a small, predominantly African American liberal arts college founded in 1924 and located in Nashville, Tennessee. Primarily a school designed to train African American Baptist ministers, its student body was highly influential in the civil rights movement. On March 25, 2013, the college was named a Historically Black College and University.

The idea of a seminary for training Black Baptist ministers grew from a conversation between National Baptist leaders and Dr. O.L. Hailey, one of the college's founding fathers. At its annual meeting in 1913, the National Baptist Convention appointed a committee to investigate the possibility of establishing a seminary to educate its ministers. In a resolution presented by Dr.

E.Y. Mullin and adopted by the Southern Baptist Convention that same year, the convention pledged cooperation and appointed a similar committee. The committees of the two conventions met together and, the following year recommended to their respective bodies that the college be in Memphis, Tennessee. However, the committee later decided to establish the college in Nashville. In 1921, American Baptist college consisted roughly of 53 acres of land. The first building, Griggs Hall, was erected in 1923 and housed dormitory rooms, a dining hall, a library, and classrooms.

The college has educated Civil Rights champions, national leaders, and outstanding Christian ministers. The school's history during the 1960s and 1970s was lively in cultivating civil rights champions, national leaders, and exceptional Christian ministers. Students from American Baptist College, such as Julius Scruggs, Bernard Lafayette, Jim Bevels, William Barbee, and John Lewis, served on the front line of the Nashville Student Sit-In movement for justice and change. Under the tutelage of then Professor J.F. Grimmett, the late Rev. Kelly Miller Smith, and Rev. Dr. C.T. Vivian, many of our students dared to sit down at lunch counters, dramatically altering the quality of life for Americans living in the South. They sat, marched, and persevered through arrests and beatings before they were victorious in pursuing justice and human rights. The campus itself was a popular command post for organizing and training students for social justice causes throughout the city at the time. American Baptist College can boast that many students from that period have become prominent names in civil rights history and American politics (e.g., Congressman John Lewis, Dr. Bernard Lafayette, Dr. Julius Scruggs).

University Mission and Vision Statement

The mission of American Baptist College, a Historically Black College with a liberal arts emphasis, is to educate, graduate, and prepare diverse students for Christian leadership, service, and social justice in the world.

Institutional Core Values and Goals

The College's Institutional Goals align with the College's Mission Statement and College's SEAL vision. The College promotes SEAL as a theologically grounded vision for civic engagement and learning opportunities for students to connect understandings of the justice of God to transformation of community social problems and quality of public life. It inextricably connects academics, Christian leadership, ministry and preaching to the core meaning of the justice of God in the world. Its goal is to teach individuals how to become advocates for justice in society through collaborative leadership and civic learning and social justice projects for the well-being of vulnerable communities.

1. Academic and Scholarship: Excellence in Education

Maintain a high quality collegial, supportive, and educational environment to motivate and engage faculty, administration, staff, and students to achieve their personal and professional goals and the expected institutional outcomes.

2. Student Engagement and Success: Excellence in Christian and Ethical Leadership

Developing practices to support a student-centered and justice-oriented culture of Christian vocation rooted in leadership, service, and ethical living.

3. Institutional Advancement: Excellence in Data and Resource Management

Utilize best practices in resource management and allocation to support American Baptist College's commitment to sound stewardship. (Includes continuous institutional strategic planning)

4. Strategic Partnerships and Alliances: Excellence in Community Partnerships

Pursue alignments with business, industry, government, religious and civic organizations to create experiential education to facilitate a pathway to economic, social, and educational success for our students and the advancement of the College.

5. Institutional Sustainability: Excellence in Organizational Rightsizing and Leadership Responsibility

Incorporate sustainability into business models and institutional decisions by developing an institutional sustainability matrix to monitor and improve institutional performance, and leadership alignment for institutional effectiveness and success.

6. Cyberspace Infrastructure for Digital Humanities: Excellence in digital technologies for archives and disciplines of the humanities.

Prepare students to hone their content knowledge in particular fields of study and to use and design digital tools in areas of history, theology, philosophy, and English.

7. Justice Education: Excellence in Student Civic engagement

Develop an interdisciplinary program to weave applied scholarship, biblical liberation ethics and theology for student's civic engagement, leadership, and Christian service.

Core Values

In accordance with the mission of American Baptist College, the Board of Trustees has approved a set of institutional core values. The following list of core institutional values guides the administration, faculty, staff and students at American Baptist College in fulfilling the mission of American Baptist College.

Caring

Maintaining an ethic of care that is committed to treating all people with compassion, dignity, sensitivity, empathy, and justice.

Nurturing

We are committed to an educational and academic environment that furthers the professional, spiritual, and personal development of students, faculty, and staff.

Stewardship

We recognize our obligation to safeguard the integrity of our mission by managing the resources of the College in a fiscally responsible and highly accountable manner.

Excellence

We are committed to achieving the highest level of performance in all we do, at all levels of the organization. The College recognizes and rewards excellence in teaching, other scholarly pursuits, and service.

Integrity

We are committed to maintaining the highest standards of justice, ethical, religious, and professional conduct.

Respect

We encourage mutual respect among faculty, staff and students recognizing that each person is a distinct individual with specific needs and concerns.

Teamwork

We work together as a team, recognizing that the whole is greater than the sum of its parts. We encourage active participation in collaborative efforts to enhance the quality and effectiveness of our teaching, outreach, service, and management functions.

Accountability

Accountability permeates every aspect of our organization, with each member of the College accepting responsibility for the consequences of his or her actions. Furthermore, we collectively share responsibility to ensure that all activities are aligned with the College's mission and values.

Quality

We believe in meeting, or exceeding, the expectations for our internal and external constituencies.

Institutional Teaching Philosophy

The teaching philosophy at American Baptist College will help students develop a rigorous spirit of curiosity that connects theory to praxis, promotes community and inclusion, and cultivates lifelong learning habits through continuous self-reflection and self-evaluation. To accomplish these aims, we will teach our students to grow ethically and spiritually by expanding their vision to include the principles of social justice, equity, advocacy, and leadership to build their analytical and interpretative skills in faith communities and the broader society.

Educational Objectives

Based on our mission statement, American Baptist College establishes a set of specific learning objectives through experiential methods of education. Depending upon a student's academic concentration and chosen field of study, upon completion of their education at American Baptist College, we expect graduates to:

1. Be able to access, analyze, interpret, and communicate knowledge; possess skills included, but not limited to, effective writing, reading comprehension, critical biblical and theological reflection, quantitative reasoning, educational methodologies, information literacy, critical thinking, and effective oral communication.
2. Understand the methods and practices of theology, biblical hermeneutics, social sciences, arts and humanities:
 - As a result of their experience with various methods of moral reasoning, graduates will recognize and apply critical tools for their chosen field or professional vocation.

- As a result of their experiences with a concentration in biblical studies and moral inquiry graduates will possess depth of theological understanding and social ministry skills to serve the church and society.
3. Possess intercultural knowledge and global perspectives and demonstrate an ability to analyze carefully and critically information and ideas from multiple sources.
 4. Integrate and transfer knowledge and skills gained from their educational training to their social and professional worlds; and
 5. Be cognizant of their responsibility to do justice and be responsible global citizens in their civic and social choices.

Foundation of the Library

Mission Statement

The mission of the Susie McClure Library is to promote literature and curate digital and print collections centered on Christian faith, culture, and tradition of African American Congregations, African American Communities, and African American thought, along with life-long learning, moral inquiry, and a commitment to social justice, and Christ-centered service.

Vision

The Susie McClure Library will deliver library services on par with the best nonprofit Christian University Libraries in the Historically Black College and Universities consortium.

Values

Service

We will provide excellent services with respect and fairness to our academic and community users through access to organized and well-developed collections, research and instruction, and professionalism.

Communication

We invite open and candid discussions about our policies and services to create a free exchange of information to develop our library further to meet the needs of the academic and public community.

Collaboration

We seek collaborations with colleagues across our campus and seek partnerships not only with faculty but other library communities, archive communities, historians, museums, nonprofit organizations, entrepreneurs, business leaders, and genealogical societies to further develop the mission and goals of the library.

Strategic Plans

- I. To support Academic Programs and Studies.
- II. Develop library technologies that support teaching, learning, and scholarly research.
- III. Focus on the academic community's user needs.
- IV. Secure financial support for resources and services.
- V. Remain further committed to our mission and goals by recognizing our unique standing as a Historically Black College and University that served as a seminary school and center for social justice that played a significant role in the Civil Rights Movement in the United States and continues to educate and inspire community leaders, educators, and activists.

Objectives of the Susie McClure Library

- To support the curriculum with information and services.
- To provide resources for students' independent learning.
- To provide research and support the professional growth of the faculty.
- To equip students for life-long learning.

Academic Freedom in the Library

Implementing the concept of academic freedom in the library involves selecting some materials that may be considered controversial by some individuals or groups. Reasons often cited for offensive materials may include profanity, divergent viewpoints, controversial authors, sexual explicitness, use of nonstandard English and dialects, violence, and criminal acts.

Procedures for handling complaints allow patron(s) to complete a form requesting that the material be considered for appropriate administrative review.

To provide an orderly procedure for the review of questionable materials, the following outline has been developed:

1. Criticism shall be in writing, indicating authors, title, publisher, page number(s) of items to which the objection is made, and reason for objections, and shall be signed by the person or persons making the objections.
2. The complainant(s) shall be supplied with a standard printed form which must be filled out before consideration can be given.
3. the Vice President or Academic Dean shall consider the objections and use the following procedures:
 - a) Refer the matter to a Review Committee composed of two or more members of the Library Committee, a person appointed by the Vice President or Academic Dean, and a library staff member.
 - b) The review of questioned materials shall be treated objectively and as an essential matter. The best interests of the students, the community, and ABC shall be paramount.

Code of Ethics for Library Employees

The following statement sets forth the ethical obligations of individuals as Susie McClure Library staff members.

1. To maintain the principles of the ALA Library Bill of Rights and Freedom to Read Statement.
2. To maintain the principles of the Susie McClure Library Mission Statement and Service Principles.
3. To understand and execute the policies of the University and Library and to express positively any concern or objection with these institutions' policies, philosophy, or programs.
4. To maintain an objective and open attitude of understanding, courtesy, and concern for the patrons' needs.
5. To protect the essential confidential relationship between a library user and the library.
6. To serve all patrons and potential users equally according to their needs.
7. To make the resources and services of the library known and easily accessible.
8. To avoid any possibility of personal financial gain at the expense of the employing institution.
9. To be aware of employment obligations and what constitutes abuses of working conditions and benefits.
10. To acknowledge the importance of the work done by all staff in all divisions and maintain a sense of loyalty to and cooperation with fellow staff members.
11. To carry out assignments so that fellow staff members need not assume added responsibilities, except in times of emergency.
12. To share knowledge, experience, and expertise with others.

13. To use the resources of the Library and University efficiently and economically, consistent with the best service to the library use.
14. To use care and discretion to distinguish between private actions and those taken in the institution's name, consistent with the rights of an individual to participate in public debate and to engage in social or political activities.

Susie McClure Library Service Principles

Service to Patrons

To ensure a service environment in which patrons are valued and a staff environment that recognizes quality service and innovation, we do our best to provide **responsive, respectful,** and **reliable** service.

Responsive Service

- Make the library warm and welcoming to users by projecting a friendly and professional demeanor.
- Be accessible and approachable.
- Look for ways to provide service to patrons in any public space.
- Pay attention to how patrons use our services, spaces, and resources and respond when we see opportunities to improve, enhance or simplify their experience.

Respectful Service

- Treat all patrons and their requests with respect.
- Maintain the privacy and confidentiality of all interactions, user records, and requests.
- Accommodate differences and honor diversity.

Reliable

- Address problems quickly and efficiently.
- Provide valuable and complete information.

- Refer patrons to other appropriate service points or providers when specialized service exists.

Collegial Relationships

“As colleagues, professors have obligations that derive from common membership in the community of scholars. Professors do not discriminate against or harass colleagues. They respect and defend the free inquiry of associates. In the exchange of criticism and ideas, professors show due respect for the opinions of others. Professors acknowledge academic debt and strive to be objective in their professional judgment of colleagues. Professors accept their share of faculty responsibilities for the governance of their institution.”

AAUP Statement of Professional Ethics 1987.

Acquisitions Policies

The Susie McClure Library seeks to foster a greater appreciation and understanding of biblical and liberal arts studies by collecting, preserving, exhibiting, and interpreting art, print, and rare materials. Our collection is the principal means by which the library’s mission is fulfilled. The library is therefore committed to further developing the collection according to the highest ethical standards and in compliance with all applicable requirements and accreditation standards.

Selection Policies

The Library Director will allot a large portion of the annual Library acquisitions budget to full-time faculty members each fiscal year. Faculty members’ requests will be given priority until January 31. Faculty-allotted funds remaining after January 31 will be spent according to the following priorities:

- support of the curriculum as announced in academic catalogs or anticipation of curriculum changes.
- strengthening the collection in weaker areas noted by internal collection assessment or [external] accrediting organizations.
- added volume and added edition needs.

- limited addition of materials not reflected in the curriculum or special collections but deemed valuable to the ABC community, e.g., recreational materials.

The library may collect materials in any format (print or nonprint). Furthermore,

- no materials shall be excluded as a matter of policy.
- no theological or ideological perspective shall be excluded as a matter of policy.
- materials containing potentially offensive content shall not be excluded for this reason only.
- selection of materials will conform to the Bill of Rights of the American Library Association.

The Library Director may authorize the deselection of materials due to the following:

- (1) poor physical condition.
- (2) obsolete content.
- (3) lack of shelf space.
- (4) superseded editions; or
- (5) reconsideration of materials through the challenge policy.

The Director may sometimes call upon faculty members for advice in deselection.

The library will not collect the following:

- multiple copies of items except if deemed necessary or advisable.
- resources not housed and managed by Library staff.
- course texts requested to circumvent the ABC bookstore.

Library staff and academic faculty will review this policy periodically.

Circulation Policies

1. Faculty and Staff: May check out circulating materials and resources for the semester.
2. Students: May check out circulating materials for 21 days (renewals are allowed).
3. Community borrowers: May check out circulating materials and resources for seven days.
4. Students, faculty, and staff can access their library account using the online catalog by clicking on the **Renew Books Online** tab.
5. Access will provide an overview of users' accounts and let them view the items they have checked out with due dates, holds, blocks or fines. Users will **not** be allowed to renew any items overdue or requested by other customers.
6. Students, faculty, and staff are allowed to **renew books twice** online. If you have any questions, please get in touch with circulation at 615-587-6935.

Patron Records and Privacy

Under nationally accepted library policies and to protect the privacy of ABC Library patrons, Susie McClure Library employees do not reveal information regarding the circulation of library materials, including items borrowed from other libraries under normal circumstances. When a patron needs an item that is checked out, library employees follow established procedures to fulfill that patron's needs.

Library employees must reveal circulation information only to an identified law enforcement officer when the officer submits a search warrant issued to obtain that information. Upon submission of a search warrant, library employees must cooperate fully with the officer.

When presented with a warrant, the employee should give the response and contact their supervisor in the library as soon as possible.

The supervisor should then contact one of the following persons in the priority listed:

1. Library Director
2. Vice President of Academic Affairs
3. Vice President for Institutional Strategy and Academics

Library employees should only respond with information that has been requested.

Under all other circumstances involving the request for information (i.e., without a warrant), the library employee should accept the request but not respond until contacting one of the persons listed above in the same priority.

When circulation information has been requested under any circumstances, the Library Director will advise the ABC administration of the request.

All requests for information, whether responded to immediately or not, will be treated as confidential by employees and administrative personnel.

Collection Development Policies

Biblical Studies and Liberal Arts Studies

The College offers an A.A. in General Studies and Music & Arts, B.A. in Bible and Theology Studies, Behavioral Studies, and Entrepreneurial Leadership. Programs emphasize historical and contextual studies of Theology, Arts and Music, Social Work, Leadership, and Business, forming essential parts of the program. A growing area of interest is the material culture of religion. The areas of faith in literature, music, and the sociology of religion are also taught within and outside the department.

Collection Analysis

The size of the religious studies and liberal arts collections is hard to determine since they are in many places and shelved according to several classification schemes. Much material in Special Collections touches upon religion since many early printed books are concerned with that topic.

1. Chronological

There are no chronological limits to the collection, which range from prehistoric and traditional religions to modern unbelief.

2. Formats

Materials are collected in most formats, although textbooks and unpublished dissertations are acquired only upon specific request. We especially welcome requests for video recordings. The

library organizes and maintains collections of subject-based Internet links helpful to students and scholars.

3. Geographical

There are no geographic restrictions.

4. Language

There are no language restrictions; however, materials in non-Roman scripts are selected by the appropriate units and bibliographers.

5. Publication Dates

The emphasis in selection is placed on current materials, with retrospective purchasing done for lost or missing items and items specifically requested.

Collection Evaluation

The collections of the Susie McClure Library will be evaluated using various techniques. To evaluate our library goal “to support the curriculum with information and services,” the library staff will conduct a subject analysis in our online catalog to determine the strengths and weaknesses of the collection on various subjects related to each course offered by American Baptist College. The library staff will also run reports on the number of volumes held by the library in general education and each of our majors; this also helps determine strengths and weaknesses in the collection. From time to time, Library staff will do some qualitative analysis of the collection by comparing our collection to a significant subject bibliography in that subject. Finally, Library staff will do keyword subject analysis in WorldCat to compare the Susie McClure Library collection in various subjects to collections held by “peer” institutions. This comparison will examine volumes/student FTE in various subject areas and acquisition rates. Then this data will be used by the Library Director to prepare a “Collection Development Plan” to address adding materials to correct weaknesses while maintaining strengths in our primary majors such as Biblical studies, entrepreneurial studies, social work, and fine arts and music.

Selection Guidelines

1. Editions and Format

The Susie McClure Library will acquire new editions of books based on the amount of revision in the latest edition, the need for the currency of information, and based upon recommendations

by the faculty. The Library Director will determine whether to retain older editions in consultation with the faculty.

The library will purchase most books in trade paperback format and laminate them. Hardbound books will be bought in a subject field with a long shelf-life, such as Biblical studies and theology, and it is anticipated that they will be heavily used. The library may purchase a few “reference” books in e-book format. (Generally, e-books will be purchased in groups as part of a consortium purchase.) The library will buy a few reference resources in CD-ROM or online databases when it is cost-effective. Subject areas requiring complex thought, such as philosophy, theology, and literary works, are best provided in print formats. The library is not purchasing materials in microform formats. Textbooks will be purchased for their information to support some classes, but the library will not attempt to collect books for all courses. The library will generally acquire materials in the English language, except for foreign language courses. Some reference sources in Biblical studies will be developed in the original Biblical languages.

The library will generally attempt to replace missing or worn-out books with newer editions. However, the Library will try to acquire out-of-print books when determining that a particular title is essential in supporting a specific class. In most cases, the library will purchase only one copy of each book unless this is a title that will be placed on reserve for a class or is listed as supplementary reading for a course.

2. Periodicals

The library will acquire periodical subscriptions based on the curricular and information needs of our students and faculty. The library will maintain a periodical collection in various formats—print, CD-ROM, and online databases. As more journals are available in electronic form, some print subscriptions will be dropped according to the “Guidelines for Dropping/Retaining Periodical Subscriptions in Hard Copy.” The library may acquire backfiles of some journals in print or CD-ROM formats if these backfiles are indexed and support our current curriculum. Requests for new periodical subscriptions will be based on curricular needs and the availability of indexing.

3. Audiovisual Materials

Some audiovisual materials will be purchased to support the library's curriculum or general goals. The library is not attempting to develop "recreational" collections of videos and audio resources.

4. Internet Resources

The library will provide some links from the Grace Library Homepage or our online catalog to reference resources on the world wide web when such websites provide substantive information to support one of our majors. (Often, these are print reference resources available on a website.)

Weeding

To maintain a relevant, current, and accurate collection, the library staff, under the direction of the Library Director, will conduct an ongoing collection evaluation and weeding program. The faculty will be periodically asked to evaluate and deselect materials in their subject areas. The Library Director and Assistant Librarian will regularly assess and deselect materials in the Reference collection. The Library Director will decide on replacing an older with a newer edition, withdrawing or replacing individual items that are worn or damaged, and deselecting "second" copies of older titles. The following factors will be considered in the deselection process:

- Physical condition of the book (worn, lost, or missing pages, etc.).
- Whether a newer edition available?
- The use of the item (especially the last date of its use, if ever).
- Does the item support the current curriculum?
- Is the information in this title still current and accurate?
- If there are multiple copies, are more than one or two copies still needed?

Weeded materials will be disposed of in one of several ways. Weeded materials may be offered to departments or Susie McClure Library users and placed on the sale table at nominal costs. Materials of interest primarily to libraries may be provided directly to other libraries. The receiving institution will be asked to pay shipping costs if shipping costs are incurred.

Copyright Law

Copyright Law stimulates the development of creative works by protecting rights to that work, including the right to receive financial remuneration from the reproduction and distribution of that work. Copyright Law protects literary, musical, dramatic, choreographic, artistic, audiovisual, sound recordings, and software. Copyright Law gives the copyright owner the exclusive right to reproduce, distribute, modify, and publicly display the works. The use of copyright materials by educators is governed by the statute itself and by guidelines developed to interpret the Fair Use exception outlined in the statute. The provisions for Library copying are found in Section 108 of the Copyright Law.

- I. There cannot be any material advantage resulting from making a copy, and the copy must bear the notice that the materials copied have been copyrighted.
- II. It is possible to reproduce a copy of a published work for replacement of material that is damaged, deteriorating, lost, or stolen if the library has owned it and after a reasonable effort has been made to obtain a duplicate copy if a replacement copy cannot be obtained at a fair price.
- III. Copies can be made from items in a library for a user at their request if not more than one article or other parts of a copyrighted collection, periodical, or recording is involved, provided that the copy becomes the property of the user and the copy will not be used for any purpose other than private study, scholarship, or research.
- IV. The library must prominently display, at the place where orders for copies are taken or copies are made, a warning of copyright infringement and that the use of the items copied must be only the use indicated above.
- V. There shall be no liability for copyright infringement upon the institution or its employees for unsupervised use of various types of reproductive equipment located on its premises, provided such equipment displays a notice that making such a copy shall be subject to copyright law.
- VI. The person making the copy for their use is liable for determining whether it fits the Fair Use criteria described in Section 107 of the Copyright Law.

- VII. The law explicitly states that permission given in Section 108 does not include any musical, pictorial, graphic, or sculptural work, motion pictures, or other audiovisual works.

Library Use Policies

Access Policy

Susie McClure Library follows Access policies adopted by the American Library Association and the Public Library Association; below are the included policies:

[Equity and Access](#) in the ALA Policy Manual

[Timeline of Equal Access in Libraries](#)

[Access to Digital Resources and Services: An Interpretation of the *Library Bill of Rights*](#) (2019)

Digital resources and services allow libraries to expand the scope of information available to users significantly. Like all resources and services provided by the library, access to digital resources and services should follow the principles outlined in the Library Bill of Rights to ensure equitable access regardless of content or platform.

- Interpretation [Q&A](#) - As librarians, we must strive for free access to all information resources. However, many questions concerning digital information will not have a single answer. ALA recognizes that each library needs to develop policies keeping with its mission, objectives, and users. Librarians also need to be cognizant of local legislation and judicial decisions that may affect the implementation of their policies.

[Access to Library Resources and Services Regardless of Sex, Gender Identity, Gender Expression, or Sexual Orientation: An Interpretation of the *Library Bill of Rights*](#) (2020)

The American Library Association stringently and unequivocally maintains that libraries and librarians should resist efforts that systematically exclude materials dealing with any subject matter, including sex, gender identity, or sexual orientation.

[Restricted Access to Library Materials: An Interpretation of the *Library Bill of Rights*](#) (2014)

Libraries are a traditional forum for the open exchange of information. Attempts to restrict access to library materials violate the basic tenets of the Library Bill of Rights.

[Services to People with Disabilities: An Interpretation of the *Library Bill of Rights* \(2018\)](#)

ALA recognizes that persons with disabilities are a large, often neglected part of society. In addition to many personal challenges, some persons with disabilities face economic inequity, illiteracy, cultural isolation, and discrimination in education, employment, and a broad range of societal activities. The library plays a catalytic role in their lives by facilitating their full participation in society.

[Universal Access](#)

Resources provided by the Public Library Association (PLA)

[Access to Research Materials in Archives and Special Collections Libraries \(2009\)](#)

Joint statement by the Association of College and Research Libraries (ACRL) and Society of American Archivists (SAA)

- [B.4.1 Equal Rights Amendment Legislation \(Old Number 50.2\)](#)
- [B.4.2 Free Access to Information \(Old Number 50.3\)](#)
- [B.4.3 Bibliographic Data Bases \(Old Number 50.4\)](#)
- [B.4.4 Funding for Community Access Cable Programming \(Old Number 50.5\)](#)
- [B.4.5 Trade Publishers Discounts \(Old Number 50.14\)](#)
- [B. 4.6 Electronic Environment \(Old Number 50.15\)](#)
- [B.4.6.1 Principles for the Networked World \(Old Number 50.15.1\)](#)
- [B.4.6.2 Principles for Digitized Content \(Old Number 50.15.2\)](#)

Circulating Books

All books that circulate can be checked out and returned to the library within three weeks. The Library of Congress Classification System arranges such books. Oversized books are marked XL above the call number in the library catalog and on the books. If a library user uses these books without checking them out, they are to place them on the return cart next to the front counter or leave them on a table instead of reshelving them so library staff can record their in-library use.

Reference Books

Reference books are marked (REF) and cannot circulate outside the library. Students may check out reference items at 1 to 2-hour intervals if they remain inside the library. Faculty may check out reference books and materials for 24 to 48 hours. After using reference books in the library, library users are to place them on the reference desk or leave them on a table instead of reshelving them so library staff can record their in-library use.

Reserve Books

Reserve books are marked (RES) and cannot circulate outside the library. Students may check out reference items at 1 to 2-hour intervals if they remain inside the library. Faculty may donate textbooks for each semester class for students to review inside the library. After using reference books in the library, library users are to place them on the reference desk instead of reshelving them so library staff can record their in-library use.

Rare Books

All rare books are marked (RARE) above the call number in the library catalog and on the books. These are to be used only in the library and handled with care. After using rare books, library users are to place them on the return carts in the reference room, next to the front counter, or leave them on a table instead of reshelving them so library staff can record their use.

Electronic Databases

E-Book and Journal Holdings from the Tennessee Electronic Library and HeinOnline may be accessed on campus from the library website or remotely. Tinycat, is available to faculty and students off campus through the Internet by username and password, which may be obtained from the library staff.

Websites

Several selected free websites are accessible through the library catalog. The library utilizes a service that informs the library staff when these addresses change so they can be kept accessible.

Library Borrowing

Borrowing material is generally three weeks, but exact dates are indicated on the checkout receipt. Renewals may be requested but are solely left at the discretion of the lending institution.

Renewals can be done in person or over the phone by contacting the reference desk at 615-687-6935 between 10:00 am and 6:00 pm, Monday through Friday.

Food and Drinks

Foods and Drinks in the Library Food and drink (excluding water) will not be allowed in the ABC's Library. The Librarian or library staff may request a patron to leave the library if he/she notices any foods or drinks used by the involved patron (excluding designated areas such as lobby and seated entranceway). Students dining in the designated areas must plan to clean, sanitize, and discard trash upon exiting.

Reciprocal Agreements

The library will negotiate mutually agreeable reciprocity with area libraries to provide greater access for students and staff. These agreements will document any special requirements, regulations, conditions, or exclusion on behalf of each participating library. They will be signed by the person at each institution authorized to enter into such agreements and be subject to periodic review and revision.

Safety

Safety of Susie McClure Library is committed to a safety and health program designed to protect its employee in the workplace and prevent injury and loss due to recognized hazards. All members of the ABC community share responsibility for the success of this program and for their own personal safety on the job.

1. Employers Responsibilities--Supervisors are expected to:
 - A. Properly train and supervise employees to perform their work safety.
 - B. Properly train and supervise employees in the safe operation of all tools and equipment assigned to them and ensure that the proper equipment for the work is provided.
2. Provide required protective equipment.

3. Require employees to work safely according to the safety rules and guidelines that have been explained to them.

4. Investigate accidents involving departmental staff and take correctives action, as necessary.

5. Identify and eliminate hazardous working conditions.

6. Keep fully informed about changes in national, state, and local health and safety standards affecting department staff.

7. Cooperate with the Safety Committee in performing its designated tasks.

A. Employees responsibilities--Employees are expected to:

B. Work and operate equipment and tools in a safe manner.

C. Report accidents immediately to their supervisors.

D. Report hazardous working conditions and equipment to their supervisors immediately.

Intellectual Materials Challenge Policy

The Susie McClure Library affirms the biblical, doctrinal standards as printed in the Academic Catalog. In support of the school's educational goals, the library may collect materials that some Christians consider offensive or unbiblical. Including these materials in the collection is not an endorsement but for educational purposes only.

The library recognizes the right of individuals to challenge the inclusion of questionable items in its collection. Challenges will be accepted graciously and taken seriously. The Library Committee will consider materials that are challenged.

The following procedures will be implemented in response to a challenge of materials:

1. The challenger will be referred to a professional or paraprofessional staff member who may be able to resolve the complaint informally.
2. The challenger may receive a copy of the Library Selection Policy.

3. The challenger will be asked to fill out the Request for Reconsideration of Library Materials form. The entire document must be completed before the Library Committee will review the challenge.
4. The Library Director will reply in writing, informing the challenger of the decision of the Library Committee.

Technology and Computer Use

Susie McClure Library users are expected to use library computers responsibly and courteously. Students of all ages and backgrounds in public areas share computers. Be considerate and respectful of other library customers and especially mindful of children in the library. Privacy screens are available upon request at all locations.

Internet Use Agreement

The library provides free access to the Internet as a tool for staff and patrons.

Some internet sites, databases, and resources may require passwords, student identification, or access fees. The library makes every effort to provide a stable and effective Internet service for its customers. However, Internet resources may be unavailable due to network or service issues beyond the library's control. Library staff is available to assist customers in selecting or suggesting the best mix of information resources to meet their needs. Users should exercise caution and follow safety measures when interacting with strangers.

Donations

Gift Books Policy

The Susie McClure Library welcomes gifts of books and A-V materials for its library. Such donations have enriched the collection, provided replacements for lost and worn-out books, and provided additional research information.

The donor of library materials will be provided with a letter recognizing the gift of materials to the library, which may be used as documentation for tax purposes. However, the library cannot appraise these donations' value. Donors should also be aware that IRS regulations state that only

items usable to the university library and not outdated or damaged may be claimed as a tax deduction.

The library's selection policy will evaluate materials donated to the library. Such criteria as their value in supporting the curriculum, student demand, quality, physical condition, and currency will be used to determine whether they will be added to the library collection. Books not added to the collection may be exchanged with other college libraries or sold at nominal costs to the students.

Library Gifts Policy

The library welcomes gifts of materials that assist in accomplishing its mission, goals, and objectives. Donations will be accepted per the following criteria:

- Gifts will be accepted under the selection policy guidelines that govern the selection of purchased materials.
- The library is not obligated to accept a gift if the donor attaches restrictions on conditions to its receipt.
- Gifts become the library's property and may be sold, donated, or disposed of as determined by Library staff if not added to the collection. The Library Director will determine the use of funds resulting from the sale of donated items.
- The library will prepare a list of gift items for the donor if requested. The library will not be responsible for the appraisal of gifts. The gift list will be sent to the Development Office if the donor requests a "gift in kind" for tax purposes. Otherwise, the Library Director will send a letter of appreciation.
- Periodicals will generally be accepted only to replace damaged or missing issues. The library director or staff may make exceptions in consultation with the Library Director.
- No staff member will commit to accepting gift items without the approval of the Director.

- The Library Director must approve all exchanges or, in the case of periodical exchanges.

Dewey Decimal Classification System

The Dewey Decimal Classification (DDC) system is a general knowledge organization tool that is continuously revised to keep pace with knowledge. The system was conceived by Melvil Dewey in 1873 and first published in 1876. The DDC is published by OCLC Online Computer Library Center, Inc. OCLC owns all copyright rights in the Dewey Decimal Classification and licenses the system for a variety of uses.

Structure and Notation

The DDC is built on sound principles that make it ideal as a general knowledge organization tool: meaningful notation in universally recognized Arabic numerals, well-defined categories, well-developed hierarchies, and a rich network of relationships among topics. In the DDC, basic classes are organized by disciplines or fields of study. At the broadest level, the DDC is divided into ten main classes, which together cover the entire world of knowledge. Each main class is further divided into ten divisions, and each division into ten sections (not all the numbers for the divisions and sections have been used). The main structure of the DDC is presented in the DDC Summaries following this introduction. The headings associated with the numbers in the summaries have been edited for browsing purposes, and do not necessarily match the complete headings found in the schedules. Arabic numerals are used to represent each class in the DDC. A decimal point follows the third digit in a class number, after which division by ten continues to the specific degree of classification needed. A subject may appear in more than one discipline. For example, “clothing” has aspects that fall under several disciplines. The psychological influence of clothing belongs in 155.95 as part of the discipline of psychology; customs associated with clothing belong in 391 as part of the discipline of customs, and clothing in the sense of fashion design belongs in 746.92 as part of the discipline of the arts.

Overview – the Ten Main Classes¹

000---Computer science, information & general works

100---Philosophy & psychology

200---Religion

300---Social sciences

400---Language

500---Sciences

600---Technology

700---Arts & recreation

800---Literature

900---History & geography

¹ [Summaries of DDC](#)



Personal Policies of the Library

Library Governance

- 1) A. Shall be the decision-making style of the library staff to use shared governance. Shared governance in the library will be construed to mean that anyone involved in a decision will be consulted before the decision is made, if possible. When consensus decision making is employed, as it will be to set Library policy, consensus will be construed to mean that all present for the decision will be able to accept the decision made and will agree to support it.
- B. The library will have the assistance of a lead librarian who will coordinate the daily activities of the library.

Work Policies

- A. Library will staff all positions in the library with fully qualified people unless that is not possible. Cross training will be encouraged, but it will be the priority of the library to staff itself with qualified persons.
- B. Library staff will be encouraged to participate in professional development activities. Library travel funds will be distributed as equally as possible. Whenever possible, it will be the policy of the library to send at least one staff member to at least one national or regional conference per year.

Work expectations

- A. It will be the policy of the library staff to adopt a customer first attitude. For this reason, we will endeavor to make our patrons welcome, and to serve them promptly, efficiently, and with the highest quality.

B. It will be policy of the library to strive to keep the confidential nature of inter-staff conflict between only those persons affected. Library conflict which occurs among staff will be addressed as openly and directly as possible.

C. It will be the pledge of the staff to strive to address concern about a staff member's performance, attitude, or behavior first to the person concerned and then to the supervisor.

D. It will be the policy of the library to provide an orientation program for every new staff member. This orientation will consist of a tour, introductions, and the assignment of a member who will act as advisor for a three-month period.

E. It will be the policy of the library to try to provide a personal working space for every regular staff member. This space will be the private space of the staff member. College equipment provided for the space will be designated for the staff member. However, such equipment and space may be used by other staff members when the need arises. In such a case, arrangements will be made with the staff member ahead of time.

Emergency and Crisis Procedures

Campus Security Act

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, as part of the Higher Education Act of 1965, is a federal law that requires colleges and universities to disclose certain timely and annual information about campus crime and security policies. All public and private post-secondary educational institutions participating in federal student aid programs are subject to the Act.

The Clery Act requires colleges and universities to publish an annual report every year by October 1st that contains three years' worth of crime statistics and certain security policy statements, including sexual assault policies which assure basic victims' rights, and provide locates where the students should go to report crimes.

Updated in 2018

Responsibility for Compliance

The President of American Baptist College (ABC) has overall responsibility for compliance with Title II of the Crime Awareness and Campus Security Act, for meeting the requirements set forth in the Campus Security Act, all persons who are employed by ABC should be informed and aware of the school's policies and procedures to ensure campus security and safety.

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No absolute guarantee of individual safety or security of property is possible, but with the cooperation of students, faculty, staff, and visitors, it is possible to provide a level of security that is reasonable, effective, and relatively unobtrusive. All members of the American Baptist College campus community are expected to familiarize themselves with the Campus security policies and procedures, adhere to these policies and procedures, and immediately report violations.

If you witness any non-emergency criminal incidents or safety concerns and/or are the victim of criminal behavior on property owned or controlled by ABC, promptly report it to the Metro Police Department at (615-862-8600). In the case of an emergency, calls should be made to 911. ([See Student Handbook.](#))

No firearms or weapons are permitted on the campus of American Baptist College. After reporting the incident to the Metro Nashville Police Department, report the incident immediately to the Executive Vice President or any other school official.

Campus Security and Safety Policy

We take very seriously the safety and security of students, faculty, staff, administrators, and welcomed guests. The policy listed here is abbreviated however the full Campus Security and Safety Policy with appropriate procedures can be found by reviewing the Campus Safety and Security Policy.

American Baptist College (ABC) informs students and employees about campus security and safety procedures and practices through dissemination of an annual campus security report.

ABC urges persons affiliated with the school to make use of the extensive safety resources at the City of Nashville Metro Police and Fire Departments. ABC encourages students and employees to be responsible for their own safety and the security of others. You can do this by informing yourself about safety procedures and crime avoidance tips available from the Metro Police and Fire Departments and the Office of the Executive Vice President.

Trespass

- I. Any individual refusing to leave an area as directed by an authorized faculty or staff member is responsible of trespass.
- II. Any individual refusing to leave a residence hall room as directed by the occupant(s) of that room is responsible of trespass.
- III. Any unauthorized individual entering or attempting to enter university property which has been closed, locked and/or posted shall be responsible of trespass.

Campus Crime Report and Security

Campus security shall be supervised by the Office of the Executive Vice President. This office shall oversee the gathering and reporting of all statistics as required by state and federal law regarding campus security.

The Office of the Executive Vice President shall prepare, publish, and disseminate all required policy statements, operating safety and security procedures and other reports as required by law.

The Executive Vice President shall oversee the supervision of campus security and assign primary responsibility to respond to and to take appropriate action on reports of criminal actions and other emergencies.

The Executive Vice President shall arrange for student participation in all programs as mandated by campus security laws.

Through the Office of the Executive Vice President shall distribute an annual report in printed form each fall on campus crime and security matters. The report shall be available to current students and prospective students and their families.

Notification of Criminal Activity

It is the policy of ABC to notify members of the Campus community of any reported crime(s) that are determined to pose an imminent threat to the safety of students or employees. Anyone with information warranting a potential timely warning should report the circumstances to the Office of the President, the Office of the Executive Vice President, or any other college official. If in the case of witnessing a crime being committed on campus, the incident should be immediately reported to the Metro Police Department or by dialing 911. The Executive Vice President is responsible for determining the need for and implementing timely campus-wide notification. If the Executive Vice President deems it necessary to notify the Campus community of an imminent threat, an emergency alert will be issued via text message, CAMS messaging and email.

If any persons hear any expression of hostility or threats made based on class, race, gender or sexual orientation that could compromise the safety and security of an individual; or such threats made against the institution of American Baptist College because of its stated mission and

commitment, it is to be immediately reported to the Office of the President, the Executive Vice President, or any college official.

[ABC Policy on Criminal Activity and Emergency Notifications \(updated 100918\)](#)

Campus and Building Access

American Baptist College is a private institution, and as such reserves the right to limit the use of its grounds and facilities as it deems appropriate. Access to any ABC facility by any person is strictly limited to those having legitimate business in that area or facility. Most campus buildings and facilities are accessible to students, faculty, employees, contractors, guests, and invitees during normal hours of business, Monday-Friday, and for limited designated hours on Saturdays and Sundays. Access times will vary depending upon the nature of the building and its activity. Access to all leased spaces on the ABC campus is limited to the official occupant of that space and that occupant's officers, employees, students, guests and/or invitees. Access to ABC buildings is limited to residents and their guests. Keys allowing entry to ABC buildings and offices are issued by the Executive Vice President or the Director of Facilities and Residence Life. Unauthorized copying of keys or lending them (or ID cards that permit access to campus facilities) to unauthorized persons is expressly forbidden. Violation of this policy may result in the loss of access privileges.

Members of the ABC community are charged with the responsibility of safeguarding the spaces under their control. Maintaining custody of the keys (or ID cards that permit access to campus facilities) to which they have been entrusted and reporting promptly the loss of any such keys (or ID cards that permit access to campus facilities) is required of all ABC campus community members.

Reporting Criminal Activities and Emergencies

Members of the ABC community, or any other person authorized to be present on the ABC campus, should report any suspected criminal activity or threats of violence made by individuals or any other emergency that poses a threat to life or property.

If immediate danger of life or property exists, dial 911 or the Metro Police Department

If immediate danger is not present, call the Office of the Executive Vice President or the Director of Facilities and Residence Life.

In all cases, report the incident to the Executive Vice President or any college official. It is the policy of the College that all crimes or threats made against the security and safety of the campus or individuals on campus must be reported. Such incidents may also be reported to college personnel with responsibility for controlling access to buildings or facilities, or to college staff and faculty having significant responsibility for student life and campus activity.

Emergency Notification

In the event of an emergency or natural disaster, ABC is committed to providing official emergency information as quickly as the situation allows. Information concerning the status of ABC will be available to students, faculty, staff, parents, and community members through a variety of sources, including:

- ABC Website Home Page
- Campus Text Alert System (ABC Alert)
- Campus and Departmental Phone Trees
- Local Radio WQQK 92.1, FM
- WTVF News Channel 5
- WZTV Fox Channel 17
- WSMV News Channel 4

Sexual Assault and Harassment Policy

It is the policy of ABC to prohibit sexual assault and sexual harassment of its students, faculty, and staff or visitors to the Campus and other persons who use the Campus facilities. Faculty, students, and staff are called upon to make every effort to eliminate sexual harassment on the Campus and to report any such behavior to the officials of the College. ABC prohibits sexual harassment between or among students, faculty, staff, and persons visiting or conducting business on campus, and in all areas of the campus's work and educational environments. Those who engage in sexual harassment may be subject to legal consequences, including civil and

criminal penalties and monetary damages. Sexual harassment is prohibited by campus policy and is a form of sex discrimination prohibited by Title VII of the Civil Rights Act of 1964 and by Title IX of the Education Amendments of 1972.

Sexual assault is an extreme form of sexual harassment. Sexual assault is not only a criminal act of violence, aggression, or coercion against a single individual, but is also an attack on human dignity, a value essential to our college's commitment to justice and equality. For these reasons, ABC encourages individuals who believe they have been sexually assaulted to report the sexual assault incidents to the appropriate Campus and governmental authorities as outlined in the Sexual Harassment policy

Procedure to Follow if Sexual Assault Occurs:

Whom to Contact: If someone believes they are the victim of a sexual assault the quickest possible way to report it is to contact the Metro Nashville Police Department. A victim should also report the incident directly to Office of the President, the Executive Vice President, or any college official. A victim of sexual assault may go directly to a hospital and decide at the hospital what other agencies or resources to contact. Any official on campus will be glad to assist a victim in contacting the proper law enforcement agency.

Preservation of Evidence: After contacting the necessary law enforcement authorities as soon as possible, it is important that a victim of sexual assault does not shower, wash, brush teeth, or use the restroom, and that they do not wash their clothes or any bedding upon which the incident may have occurred. If they do so, important evidence can be lost and/or destroyed.

Notification of Counseling and Assistance: Counseling services for victims of sexual harassment or sexual assault can be found by contacting off-campus psychological services provided by local psychologists or community Rape Crisis Centers. Any victim who reports an incident to an on-campus official will be advised of counseling services.

Disciplinary Procedure: If the victim of sexual assault or harassment desires, and all parties involved are members of the Campus community, the incident will be referred to the Title IX Coordinator to be investigated and adjudicated under the American Baptist College Sexual Harassment policy. Sanctions that can be imposed upon a final determination of an incident may range from a reprimand up to and including dismissal from the college or termination of

employment. Both the accused and the accuser are entitled to the same opportunities to have others present during a disciplinary proceeding. Both participants will be informed of the outcome of any disciplinary proceeding brought alleging a sexual assault or harassment charge.

Drug-Free Campus and Workplace

The campus of ABC is drug free. Legally this means that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance while at ABC is prohibited. The use of alcohol (including underage drinking) on ABC premises is not allowed (unless expressly authorized by the President). Violation of this policy will be considered cause for disciplinary action up to and including termination from employment or from a student's program of study.

ABC will also impose sanctions, up to and including the dismissal, of any employee or student engaged in the possession, use, or distribution of illicit drugs while on college premises or while participating in a college sponsored event.

No Weapons on Campus Policy

The use or possession of any weapons is prohibited on American Baptist College property or at any College-sponsored activities or events. It is a violation of ABC policy for any person, including students, employees, and visitors to possess or carry, whether openly or concealed, any weapon. Any person violating this policy shall be subject to disciplinary action up to and inclusive of termination of employment or dismissal from a student's program of study. Violation of this prohibition may also be reported to the appropriate law enforcement agency as a criminal violation.

Active Shooter Policy

An "active shooter" situation is a circumstance when an intruder enters a building or campus grounds and threatens the personal safety and welfare of the students, faculty, staff, and guests.

Some of the characteristics of such a situation:

- Involves one or more suspect(s) who, as police respond to the scene, are actively killing or causing serious, life-threatening bodily injury to multiple victims.

- The overriding objective of the suspect(s) appears to be that of mass murder, rather than other criminal conduct such as robbery or hostage-taking.
- Such a threat is not immediately contained and there is immediate risk of death and injury.
- Considered the greatest threat to a campus community.
- Leaves little or no time for proper planning and requires law enforcement to take immediate action
- Active shooter situations can and often develop into hostage situations upon the arrival of law enforcement.

Active shooter situations have increased and are becoming increasingly serious threats to public venues, including colleges and universities. They are usually volatile and evolve rapidly, requiring response decisions that can be influenced by several different variables. Hence, it is very important that faculty, staff, and students immediately report any potentially threatening person that they see anywhere on campus that appear to be armed and acting strange. This is true even if the person is not currently engaged in any act of violence and this would include anyone armed with a bladed instrument such as a large knife, sword, machete, or firearm of any kind. Call 911.

How should you react to an active shooter situation on campus? Make a decision, trust your instincts, act to protect yourself to survive the situation.

Three options are recommended if you encounter a possible Active Shooter or armed intruder situation:

Run: Can you safely escape?

Hide: Is there a good place to hide?

Fight: Will you take out the shooter?

Run For Safety

- If you can and you deem it safe, get out and get to a safe place.
- Use common sense.
- Leave personal items behind but take your cell phone if you can.

Hide In a Safe Place

- Find a concealed location.
- Find protection behind furniture if possible.
- Find a room that locks if possible.
- Close and lock the outside door to the room, if possible. Barricade the door with furniture or other heavy objects.
- Close the blinds, turn off the lights, remain quiet, make sure your cell phones is on silent, spread out away from other individuals, and find cover, if available.
- Stay on the floor, away from doors or windows, and do not peek out to see what is happening
- Make a plan with others in the room about what you will do if the shooter enters. Be totally committed to act as a team.
- Do whatever is necessary to survive.
- When you are able and it is safe to do so, report the location of the assailant.

If Outside When a Shooting Occurs

- Drop to the ground immediately, face down as flat as possible. If within 15-20 feet of a safe place or cover, duck and run to it.

- Move or crawl away from gunfire, trying to utilize any obstructions between you and the gunfire. Remember that many objects of cover may conceal you from sight but may not be bulletproof.
- When you reach a place of relative safety, stay down, and do not move. Do not peek or raise your head to see what may be happening.
- Wait and listen for directions from Law enforcement personnel.

If Suspect is in Close Proximity

An individual must use his/her own discretion about when he or she must engage a shooter (or suspected armed intruder) for survival.

- Make a plan to decide how you will survive the situation.
- Do whatever is necessary to survive the situation.

Help Out

- Warn others.
- Help others escape.
- Keep others away from the danger area.
- Help the injured.
- Help others stay calm.

Calling For Help

- Call 911 to report the appropriate authorities. Don't assume that someone else has reported the incident. Be persistent; phones may be congested.
- Calmly identify yourself and your exact location. Remain calm and answer the dispatcher's questions. The dispatcher is trained to obtain the necessary and required information for an appropriate emergency response.

- When safe to do so, stop and take time to get a good description of the criminal. Note height, weight, sex, race, approximate age, clothing, method and direction of travel, and his/her name, if known.
- If the suspect is entering a vehicle, note the license plate number, make and model, color, and unique characteristics. All of this takes only a few seconds and is of the utmost help to the responding officers.

When Law Enforcement Arrives

When law enforcement reaches you, do not run at them or make sudden movements. The priority of the first responders will be to identify the shooter. Law enforcement will need to ensure that you are not the shooter.

1. Do not scream, yell, point, or wave your arms.
2. Do not hold anything in your hands that could be mistaken for a weapon (including cell phones).
3. Be quiet and compliant.
4. Show the officers your empty hands and follow their instructions.
5. Give the number of shooters.
6. Give the location and physical description of the shooter.
7. Give the number and types of weapons.
8. When it is safe to do so, you will be given instructions as to how to safely exit your location.

What is “Shelter in Place”?

Shelter in place refers to the need to remain where you are for your own safety. Employees and students generally cannot be forced to shelter in place; however, there are circumstances when college officials and emergency personnel will order that everyone must stay where they are for their own safety and wellbeing. You should consider how and where to shelter in place prior to having to take this measure.

A shelter in place order may be issued for several reasons, including:

- Severe weather
- Hazardous materials
- Intruder on campus
- Hostage situation
- Any situation where it is best for you to stay where you are to avoid a threat.

The reason for the shelter in place order may not be immediately communicated to everyone. If a shelter in place order is issued:

- a) Stay alert for instructions and updates as they become available from the emergency personnel and university administrators.
- b) If class is in session, do not allow any students to leave, if possible.
- c) If you are in other buildings such as residence hall, have everyone remain there.
- d) Remain calm and attempt to keep others calm.
- e) Stay away from windows, doors, and outside walls.
- f) Remain in your location until told everything is all clear by emergency personnel. Do not leave until you are sure of the identity or source of the person making the announcement.

If you become aware of an intruder:

- Secure doors if possible and get out of sight, away from doors and windows.
- Turn the lights off and close any blinds or curtains. If you are not able to lock the door for any reason, attempt to barricade the door with furniture without endangering or injuring yourself.