HUNTSVILLE BIBLE COLLEGE LIBRARY
Annie Benson Library & Learning Resource Center (LRC)

POLICIES AND PROCEDURES HANDBOOK

Huntsville Bible College
904 Oakwood Avenue
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HUNTSVILLE BIBLE COLLEGE LIBRARY
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MISSION STATEMENT

Huntsville Bible College is an institution of academic and spiritual excellence, committed to training and educating men and women for the work of ministry and to prepare students for life.

VISION STATEMENT

Our goal is to become a premiere institution for the preparation of leaders in a multicultural society. Emphasis will be given to equipping leaders with biblical principles for holistic ministry, addressing critical urban issues affecting our culture such as poverty and finance; job readiness, parenting and family skills; health and wellness; and social and civic responsibility.

LRC PHILOSOPHY

The HBC Library reflects the goals and philosophy of the College. It provides continuous access to services acting as a gateway to information. The LRC ensures productive usage of emerging technologies by students and staff.

OBJECTIVES

- To serve as the information center of the institution.
- To exist to complement and supplement the goals and learning objectives of the college.
- To provide an organized collection of resources.
- To support the instructional programs by maintaining resources that support individual classes.
- To instruct students, faculty and administration in the use of LRC resources and services.

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LRC STAFF DUTIES

The LRC staff consist of the Librarian, Director of Library Media, and the Library Assistants. Under the leadership of the Librarian, the following is the list of duties of staff members.

1. Organizes, plans, supervises, budgets and continually evaluate the LRC program.
2. Purchase materials for the collection that meet the needs of the students, faculty, staff and administration.
3. Properly and promptly placed new resources into the collection.
4. Provide the orderly circulation of materials.
5. Instruct LRC patrons in the use of resources.
6. Prepare the yearly LRC budget.

LRC SERVICES

HBC is committed to providing quality library services to the student body and faculty with staff whose responsibilities are to:

1. Instruct and assist students, faculty and staff in utilizing the available resources.
2. Produce bibliographies for planned assignments.
3. Consult with faculty and staff regarding new acquisitions.
4. Provide orientation in the use of LRC resources.
5. Maintain computer workstations for access to databases and the Alabama Virtual Library (www.avl.lib.al.us)
6. Provide research assistance for patrons upon request.
7. Maintain the schedule for class use of the LRC. Instructors are encouraged to book the use of the LRC for student research at least one week in advance to avoid overcrowding.
8. Provide LRC instruction to classes upon request.
9. Provide administrative support to the Tools for Success Tutorial Program.

LRC DEVELOPMENT PLAN

Mission:

The Huntsville Bible College (HBC) is an institution of higher education that prepares individuals to become preachers, pastors, evangelists, missionary workers, Christian education teachers, and youth workers, to assist the churches in carrying out their missions. Additionally, HBC offers degree opportunities in the fields of Information Technology, Business Management, Child Development and Social Work. HBC provides education to enable persons to better understand the Word and the nature of God. The goal of the HBC LRC is to support the

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mission of the college by providing relevant and quality resource materials of interest to the students, faculty, staff and the religious community.

Collection Management:

Cooperation between the LRC staff and the faculty is essential for making adequate decisions regarding the acquisition of books, commentaries, Bibles, encyclopedias, maps and other vital materials for the LRC. A current list of books and materials available for each course to be taught during a semester is provided for the faculty prior to the start of the term. Faculty members are to notify the LRC if the books and materials are adequate to support the learning objectives of the course. If additional materials are needed, the Academic Dean and the Director of Library Media will make an effort to obtain them.

Selection of New Books and Materials:

The Academic Dean and the Director of Library Media acquires materials based upon the needs, interests, and demands of the students and the faculty. Materials acquired must meet the following criteria:

1. Suit the purpose of the curriculum for which it is intended.
2. Must be significant.
3. Must have present and potential relevance to the needs of the students and faculty.
4. Must be related to the existing collection and other titles and authors dealing with the same subject matter.
5. Has historical value.
6. Must have permanent and timeless interest.
7. Must serve specific research needs of students and faculty.
8. Suit the needs of students and faculty studying the particular discipline.
9. Be of a timely and/or popular interest.
10. Must be suitable and useful in subject and style for the LRC's intended audience.
11. Materials must be fair and balance with regard to point of view.
12. Must contribute to the values of the students.
13. Must have social significance.

New titles and books deemed of interest to students, faculty, and the community will be purchased and added to the collection periodically. The purchase of new materials is the responsibility of the Academic Dean, the Librarian and the LRC staff. The number of new purchases is based upon the availability of LRC funds.

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Gifts:

The LRC will accept gifts of books, manuscripts, magazines, maps. Videocassettes, DVD's, CD's, commentaries, Bibles, encyclopedias and other appropriate materials from local pastors, authors, and the general public for the collection. By making a donation of materials to the LRC, the donor relinquishes all rights to ownership and disposition. Therefore, the LRC may appropriately exchange, disseminate, sell, or discard those items that cannot be added to the collection. If there are questions concerning the acceptance of gifts, the final determination will be made by the Academic Dean and the Director of Library Media.

Collection Evaluation:

The Librarian and the Academic Dean conduct collection evaluation on an ongoing basis. Input from the faculty is encouraged. Evaluation includes the removal of outdated, superseded, damaged or duplicate materials from the collection.

The purpose of evaluating the collection is to:

1. Keep the current collection viable and useful.
2. Withdraw unnecessary and out-of-date materials or media from the shelves.
3. Identify materials in need of repair or replacement.

The following criteria are used in the removal of materials from the collection:

1. Physical condition of materials
2. Number of copies
3. Superseded editions
4. Materials not suitable for the collection
5. Outdated materials
6. Use of materials

Replacement:

The LRC will not automatically replace materials withdrawn from the collection because of loss, damage, wear or being outdated. Replacement decisions will be based on the following:

1. Demand for specific titles to support the curriculum
2. Number of copies held
3. Existing coverage of the subject within the collection
4. Availability of new and better materials on the subject
5. Titles needed for teaching or research

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Mending:
Decisions will be made continuously on how to handle worn titles regardless of format. Each decision is based on the actual condition of the title and the number of duplicate copies in the collection.

Serials Collections:
The LRC Staff, on a continuous basis, review request for additions to the current serial collection. The decision to add to the collection is determined by the following:
1. Relevancy and appropriateness
2. Cost of the title
3. Availability of funds.

Reference Collection:
Selection of the reference collection is designed to meet the basic research and instructional needs of the college community. Reference materials are selected b the Librarian in accordance with the general criteria established for the selection of materials and the needs of the academic programs.
The reference materials selected may include:
1. Bibles
2. Commentaries
3. Encyclopedias
4. Dictionaries
5. Maps

Hold Collection:
A faculty member can request that a book or books be placed on **"Hold"** during a semester. Books placed on hold cannot be checked out, but can be viewed during LRC operating hours. A faculty member may also request that a book or books be placed on **"Hold for Check Out"** by students enrolled in a specific class, for a specific semester.

Student/Faculty LRC Patron Numbers:
All Students, Faculty and Staff are assigned HBC ID numbers which serve as their LRC number for the check-out/in of LRC resources. Persons must have an active ID number in CampusSIS to borrow LRC resources.

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LRC Procedures:

To enhance the effectiveness of the LRC to support the mission, institutional goals, and educational program objectives the College, the HBC LRC will operate as follows:

1. The LRC Advisory Committee shall create and oversee LRC policy and promote library use and development.
2. The LRC Advisor Committee shall be composed of the Academic Dean, Librarian, Director of Library Media, two faculty members, and one representative from the student body.
3. Request will be made in the budget cycle to assure adequate funds are available to support the academic mission and programs of the College in terms of collection and support materials.
4. Request will be made of the faculty, students and staff for input with regard to materials to support the LRC collection.
5. The LRC Advisory Committee, (Chaired by the Academic Dean), will review request from the faculty for matters of priority and quality.
6. The LRC staff will update the LRC handbooks periodically as appropriate.
7. The LRC staff will support annual drives to receive gifts and donations to support and promote the growth and development of the LRC,
8. All gifts to the LRC will be recognized and acknowledge appropriately.
9. The LRC Advisory Committee will meet twice per year to assure that the LRC development is progressing.

CIRCULATION POLICIES AND PROCEDURES

The circulation policy encourages a broad use of the collection.

1. Students may check out up to six (6) items at any time.
2. Books may be checked out for a period of 30 days and may be renewed for 1(one) additional 30 day period. Materials in high demand may require a shorter loan period.
3. Audiovisual materials (videos, DVDs, and CDs, Audio cassettes) may be checked out for seven (7) days and may be renewed for an additional seven (7) day period.
4. When materials are not returned by the due date, notices are sent to the patron with the outstanding item. Overdue items are assessed a $0.10 per item, per day overdue fine until the item(s) is returned.
5. Patrons with Overdue items are restricted from borrowing additional items until all overdue items are returned and overdue fines are paid.

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6. Patrons who have lost or misplaced HBC LRC material will be assessed the cost of the item and a $10.00 cataloging fee.
7. HBC Staff and Faculty can utilize LRC resources.
8. For reporting purposes, all HBC LRC visitors must sign the LRC 'Use Log' and document the purpose of visit. This information is used strictly to report the quantity and purposes of LRC visits and is governed by the Confidentiality of LRC Records policy on page 12 of this manual.
9. Reference materials may not be checked out.
10. Reserved materials may not be checked out.
11. Replacement of materials lost by patrons is charged for the cost of materials plus a $10.00 cataloging fee.

CATALOGING OF MATERIALS

The LRC's collection consists of more than 7,000 book volumes. In addition, periodicals, audiovisual materials, database programs, and assorted technologies are available to support the research needs of HBC students, faculty and staff.

The Dewey Decimal System of Classification

Resources in the HBC LRC are arranged according to the Dewey Decimal System of Classification. For convenience, a general breakdown of the major subject classes are listed below.

000-099	Computer Science, Information & General Works
100-199	Philosophy and Psychology
200-200	Religion 200 Religion 210 Natural Theology 220 Bible 230 Christian Theology 240 Christian Moral & Devotional Theology 250 Christian Orders & Local Church 260 Christian Social Theology 270 Christian Church History 280 Christian Denominations & Sects 290 Other & Comparative Religions
300-399	Social Sciences
400-499	Language

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500-599	Science
600-699	Technology
700-799	Arts
800-899	Literature
900-999	History, Geography, (& Biography)

ADDITIONAL SUPPORT

The HBC LRC endeavors to be a viable information hub of resources and materials. However, to extend access to additional materials, the LRC encourages students, faculty and staff to access the following sources:

- HBC, as a member of the Association of Christian Libraries has access to Inter-Library Loan program providing access to resources and materials not available through local sources.
- The LRC administers the College's access to the Alabama Virtual Library. A free on-line source to 26,000 full-text academic and peer-reviewed journals and periodicals.
- The Huntsville Madison County Public Library has an extensive Religious section in both print and eBook collections. Each user must have a personal library account with a login name and password. A user may sign up for a free account at any of the public library branches. A user must also have a current Huntsville-Madison County Public library card and personal e-mail account.
- Students located in the Tri-Cities area may access the Northwest Shoals Community College, which provides free community membership with circulation privileges.

JOURNALS AND RESERVED MATERIALS

HBC LRC journals do not circulate. They are not to be taken from the LRC. Patrons must use journals and reserved materials in the LRC. Copies of articles can be made and taken with the patron. Instructor reserved materials are not to be removed from the LRC.

OVERDUE MATERIALS

Patrons are responsible for returning materials on time without being notified. Patrons having overdue items may not check out any other materials until matter is resolved. Notices of overdue materials are presented monthly to patrons.

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CONFIDENTIALITY OF LRC RECORDS

To safeguard the privacy of patrons in their use of the LRC, the HBC LRC maintains the confidentiality of LRC records. Federal privacy laws additionally protect student records. The registration and circulation records of the HBC LRC are confidential.

COMPUTERS AND THE INTERNET

The LRC houses computers primarily for patrons' academic research. All typed documents must be saved to the patron's personal thumb drive, CD, or removable drive. Any documents saved to the hard drive will be deleted. Printers are available for academic purposes only. Printing fee is $0.05 per page over 10 pages.

The Internet is available on the computers in the LRC. Staff members and students are able to utilize a variety of database resources and the Alabama Virtual LRC (www.avl.lib.al.us) for research assignments. Because there are a limited number of computers, the LRC staff request that computer usage be limited to research assignments.

COMPUTER ACCEPTABLE USE POLICY

The LRC provides computer and Internet access to HBC students, faculty, staff, and administrators for academic activities. The LRC facility supports instruction and what is deemed acceptable by the Huntsville Bible College. All LRC users should familiarize themselves with these policies.

LRC computers may be used to engage in research to complete assignments for classes. That includes database searching (the Alabama Virtual LRC (www.avl.lib.al.us) and Microsoft Office programs such as, word, excel, publisher, access and other fulfill those assignments.

Because of the limited number of workstations available, students are asked to limit usage to one hour at a time and no more than three hours per week.

LRC computers may not be used to:
- Participate in social networking, (Facebook, Twitter, internet dating, etc.) activities.
- Download and store information on computer hard drives. Users must provide their own disk, jump drive, or CD to save information.
- Intentionally waste resources, such as, paper and ink. Print only what is needed.

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Failure to adhere to the above policies will result in the loss of access to computer services.

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All computer users are asked to log off when finished. Failure to do so will place personal information at risk.

The Huntsville Bible College and the Annie Benson LRC administration and staff reserve the right to change and/or update this policy at any time as dictated by changing situations.

INTERLIBRARY LOANS

This service is available to request materials that are unavailable in the HBC LRC from nearby or neighboring libraries. Patrons are responsible for any charges incurred with this service.

COPYRIGHT POLICY

The mission of the LRC of the Huntsville Bible College (HBC) is to equip the College family with lifelong learning skills that help in identifying, using, and communicating information to promote academic excellence in scholarship, knowledge and understanding. It is the LRC policy to meet this mission and operate within the authority of the Copyright Law of the United States (Title 17, U. S. Code, Sections 101-122).

The College family is responsible for understanding the law on copyright as it applies to the individual's academic endeavors. The following website www.copyright.gov is available to assist with 'fair use' issues.

Infringements of copyright laws include, but are not limited to, making unauthorized copies of any copyrighted material (including software, text, images, audio, and video materials), and displaying or distributing copyrighted materials over computer networks without the author's permission except as provided in limited form by copyright fair use restrictions. *The "fair use" provision of the copyright law allows for limited reproduction and distribution of published works without permission for such purposes as criticism, news reporting, teaching (including multiple copies for classroom use), scholarship, or research. The Huntsville Bible College will not tolerate academic cheating, plagiarism or theft of intellectual property in any form.*

It is the responsibility of the user to secure the appropriate permission for copyright use.

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EVALUATION OF LRC SERVICES

The Huntsville Bible College LRC is evaluated at regular intervals to assess the effectiveness of LRC services. In order to ensure that a qualitative and quantitative collection of resources and services are appropriate and meet the need of the instructional program, assessment tools are used to measure LRC satisfaction. The results are used to determine the value students and instructional staff place on their experiences with the LRC. If financially and realistically feasible, the LRC staff will incorporate suggestions in future actions.

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APPENDIX

HBC LRC BROCHURE

HBC COPYRIGHT POLICY

HBC COMPUTER USE POLICY

LRC OPERATING HOURS

LRC FEES

LRC SURVEY

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ANNIE BENSON LIBRARY
BROCHURE

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 Infringements of copyright laws include, but are not limited to, making unauthorized copies of any copyrighted material (including software, text, images, audio, and video materials), and displaying or distributing copyrighted materials over computer networks without the author's permission except as provided in limited form by copyright fair use restrictions. The "fair use" provision of the copyright law allows for limited reproduction and distribution of published works without permission for such purposes as criticism, news reporting, teaching (including multiple copies for classroom use), scholarship, or research. The Huntsville Bible College will not tolerate academic cheating, plagiarism or theft of intellectual property in any form.

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ANNIE BENSON LIBRARY
OPERATING HOURS

MONDAY………………………………………………………….8:30 a.m.- 8:00 p.m.

TUESDAY……………………………………………………8:30 a.m. – 8:00 p.m.

WEDNESDAY……………………………………………………8:30 a.m. – 12:00 p.m.

THURSDAY……………………………………………………8:30 a.m. – 8:00 p.m.

FRIDAY…………………..……………………………………8:30 a.m. – 12:00 p.m.

CLOSED: SATURDAYS & SUNDAYS
CLOSED: MONDAYS DURING SUMMER SEMESTER

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ANNIE BENSON LIBRARY
LIBRARY FEES*

Overdue Books: $0.10 per day

Copies (1-5 pages): Free, per day

Copies (6 or more pages): $0.05.each page

Lost Materials: Cost of materials plus a $10.0 cataloging fee

*Fees are subject to change without notice

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SATISFACTION SURVEY