



# Library Patron Handbook

Heartland Christian College

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Dear HCC Patron,

The Library Handbook is of vital importance to your education here at Heartland Christian College. Take time to read it from beginning to end. You'll find that it will save you time as you use HCC's Library. It will make you a better patron and will also help you in becoming more diligent in your study of God's Word (2 Timothy 2:15). Most high schools use the Dewey Decimal System with which you may be familiar. Our Library does also. Most of our books, of course, are theological and a general breakdown of these Dewey catalog numbers has been provided in this handbook.

There are other libraries in the area that you may wish to use also: the HCA library here in Heartland, Pickler Library at Truman State University in Kirksville, MO; Brenner Library at Quincy University in Quincy, IL; and Foster Library at Hannibal-LaGrange College in Hannibal, MO. Their libraries are much broader in areas outside the religious field.

Please know that the Library staff is here to help you. We will be happy to answer your questions, help you find material pertinent to your needs, and be willing to aid in other ways that may fit your needs. We ask that you help them, also, by being respectful of them, by returning borrowed items by the due date, and by caring for the books and Library equipment.

As you study, as you read, and as you "Prepare for Life" may you be greatly blessed and may those who see your life of service or hear you preach and teach His Word be led to a deeper relationship with God.

In His Service,  
Molly Nickerson  
Librarian

## LIBRARY HANDBOOK

Prepared By  
Molly Nickerson, Librarian  
2011

*The goal of the Library is to provide patrons with the resources – both in physical and electronic form – and the education required to optimally use those resources that they need to complete their course of study at HCC as well as be equipped for a lifetime of learning; and to provide faculty and staff the resources and education they need to administer each course of study at HCC.*

### **Chapter One -- Classification and Shelf Order**

There are two methods of cataloging books in use among libraries -- the Dewey Decimal system, and the Library of Congress (LC) system. At HCC, the former type of classification numbers is used.

#### Explanation of Dewey Symbols

The numbers on the spine of the books are the:

Dewey classification number (for example the # 232 references the section dedicated to the Life and Times of Jesus)

First three letters of the Author's last name

Each field of knowledge and literature has its own particular set of numbers. The numbers for some of the more important fields are as follows:

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

#### **200 – Religion**

- **220 Bible**
  - 221 Old Testament
  - 222 Historical books of Old Testament
  - 223 Poetic books of Old Testament
  - 224 Prophetic books of Old Testament
  - 225 New Testament
  - 226 Gospels & Acts

- 227 Epistles
- 228 Revelation (Apocalypse)
- 229 Apocrypha & pseudepigrapha
- **230 Christian theology**
  - 231 God
  - 232 Jesus Christ & his family
  - 233 Humankind
  - 234 Salvation (Soteriology) & grace
  - 235 Spiritual beings
  - 236 Eschatology
  - 238 Creeds & catechisms
  - 239 Apologetics & polemics
- **240 Christian moral & devotional theology**
  - 241 Moral theology
  - 242 Devotional literature
  - 243 Evangelistic writings for individuals
  - 246 Use of art in Christianity
  - 247 Church furnishings & articles
  - 248 Christian experience, practice, life
  - 249 Christian observances in family life
- **250 Christian orders & local church**
  - 251 Preaching (Homiletics)
  - 252 Texts of sermons
  - 253 Pastoral office (Pastoral theology)
  - 254 Parish government & administration
  - 255 Religious congregations & orders
  - 259 Activities of the local church
- **260 Christian social theology**
  - 261 Social theology
  - 262 Ecclesiology
  - 263 Times, places of religious observance
  - 264 Public worship
  - 265 Sacraments, other rites & acts
  - 266 Missions
  - 267 Associations for religious work
  - 268 Religious education
  - 269 Spiritual renewal
- **270 Christian church history**
  - 271 Religious orders in church history
  - 272 Persecutions in church history
  - 273 Heresies in church history
  - 274 Christian church in Europe
  - 275 Christian church in Asia
  - 276 Christian church in Africa
  - 277 Christian church in North America
  - 278 Christian church in South America

- 279 Christian church in other areas
- **280 Christian denominations & sects**
  - 281 Early church & Eastern churches
  - 282 Roman Catholic Church
  - 283 Anglican churches
  - 284 Protestants of Continental origin
  - 285 Presbyterian, Reformed, Congregational
  - 286 Baptist, Disciples of Christ, Adventist
  - 287 Methodist & related churches
  - 289 Other denominations & sects
- **290 Other & comparative religions**
  - 291 Comparative religion
  - 292 Classical (Greek & Roman) religion
  - 293 Germanic religion
  - 294 Religions of Indic origin
  - 295 Zoroastrianism (Mazdaism, Parseeism)
  - 296 Judaism
  - 297 Islam, Bábism & Bahá'í Faith
  - 299 Other religions
- **330 Economics**
  - 332 Financial economics
  - 370 Education
- **800 Literature**
  - 808 Rhetoric & collections of literature
  - 813 Fiction
  - 823 English fiction
- **900 History and geography**
  - 909 World History
  - 911 Historical geography
  - 912 Graphic representations of earth
  - 913 Ancient world
  - 914 Europe
  - 915 Asia
  - 916 Africa
  - 917 North America
  - 918 South America
  - 919 Other areas

Wooden Bookcase

- **EDU** (these are books geared toward specific activities for children or for children themselves. Other education books can be found in the 268 and 370's sections)

NOTE: Recent back issues of magazines currently subscribed to are located in the green boxes on the shelves immediately inside the library door to the left, as are all audio/visual

materials. All other back issues are located on top of the shelves in the back room of the library. Please use the stool or ask for help.

## **Chapter Two – Catalog**

The Online Public Access Catalog (OPAC) provided through abhe-solutions.com is available on the library and Computer Lab computers by several means. There is a link to OPAC on each desktop. It can also be accessed through the HCC website. Under Academics select the Library tab and that directs to the OPAC search. It can also be accessed through the Heartland intranet site by selecting the Links tab and then selecting HCC Library Search.

OPAC is very user friendly. Simply follow instructions on the computer monitor, using the mouse to point and click, and then typing in the wanted author, title, or subject. Click “Search” and this will lead to the results for the request.

### OPAC Search

The diagram below shows the search screen, which is the default search method in the library.

Association for Biblical Associa x +

← → ↻ <https://www.abhe-solutions.com/cgi-bin/abhe/public/myOpac.pl?scd=145>

## Welcome to Heartland Christian College OPAC

Online Catalog Search

**Title**  Search books with Title

**Author**  Search books with Author

**SubjectORCourse**  Search books with SubjectORCourse

Find Results

with **all** of the words

with **the exact phrase**

with **at least one** of the words

**without the** words

Type a word or phrase in the text box. Click the Author, Title, Subject, or Keyword button, if a limited search is needed. If one of these specification buttons is not clicked, thus limiting your search, it will perform a title search for the term. Click on the Search button, or hit [enter].

Very quickly a new screen showing the search results appears. The following screenshot shows the results of a search for "prodigal".

Association for Biblical Associa x +

← → ↻ <https://www.abhe-solutions.com/cgi-bin/abhe/public/myOpac.pl?scl=145>

## Welcome to Heartland Christian College OPAC

### Online Catalog Search

**Title**  Search books with Title  
**Author**  Search books with Author  
**SubjectORCourse**  Search books with SubjectORCourse

Find Results with **all of the words**   
 with **the exact phrase**   
 with **at least one** of the words   
**without the words**

### Search Results

<b>[245.437]Prodigals and those who love them /</b> Graham, Ruth Bell.	248.4 GRA -
<b>[245.3234]The cross and the prodigal;</b> Bailey, Kenneth E.	226.4 BAI -
<b>[245.3912]The prodigal God :</b> Keller, Timothy J.,	226.806 KEL -

3 records found.

To see a "Full Description" of any of the titles shown on the Search Results screen, simply click on the title. A screen similar to the diagram below appears.

Association for Biblical Associa x +

← → ↻ <https://www.abhe-solutions.com/cgi-bin/abhe/public/myOpac.pl?scl=145>

## Welcome to Heartland Christian College OPAC

### Online Catalog Search

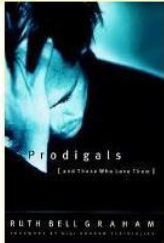
**Title**  Search books with Title  
**Author**  Search books with Author  
**SubjectORCourse**  Search books with SubjectORCourse

Find Results

**Public Access Catalog Record**

**Prodigals and those who love them /**

082 248.4 GRA  
 100 Graham, Ruth Bell.  
 245 Prodigals and those who love them / Ruth Bell Graham.  
 260 Grand Rapids, MI : Baker, Dallas, Tex. : Distributed in the United States and Canada by Word Books, 1999.  
 300 xvii, 158 p. ; 24 cm.  
 500 Leadership, Pastoral Ministry  
 504 Includes bibliographical references (p. 158) and indexes.  
 650 Christian life.  
 650 Family Religious life.  
 650 Prodigal son (Parable)  
 852 1919 248.4 GRA p\$13.99 Copy Type:Book Date Acquired:20050715235959.0 Fund:College



Search Result	Barcode	Location	Status
<b>[245.437]Prodigals and those who love them /</b> Graham, Ruth Bell.	1919	General Text	On Shelf
<b>[245.3234]The cross and the prodigal;</b> Bailey, Kenneth E.			226.4 BAI -
<b>[245.3912]The prodigal God :</b> Keller, Timothy J.,			226.806 KEL -

3 records found.

Use the scroll bar to view the rest of the record. Note that this screen also indicates if a particular copy of a book is “on shelf” or “on loan”. If the item desired is currently on loan to another patron one may request that it be put on reserve by calling or emailing the librarian. The patron is then notified when the item is returned.

### Cataloging designations

Works in OPAC through abhe-solutions.com are cataloged by author, title, and by such subject headings as the table of contents in each book warrants. Most books are also listed by class title and number to which they pertain; all of which are searchable fields to aid in finding applicable resources.

## **Chapter Three – Library Resources**

Checkout procedures are found in chapter five of this handbook.

### 1. New, Uncataloged Books

- Books just received and not yet processed are located on the table in the librarian's work area. These may be checked out only by permission of the librarian.

### 2. Reserve Books

- Faculty members sometimes give extra reading assignments out of books from their own personal libraries, or from the college library. Such books are placed on the reserve shelf to provide for limited access, limited only to the class members to whom the assignments have been made.
- Multiple copies are provided for books in great demand.
- The reserve collection is located in the cabinets behind the conference table, and books are arranged on the shelf by class (Disciplines of Life, etc).

### 3. Reference Books

- The Reference Section is the central information point in the library, and it contains the principal encyclopedias, dictionaries, atlases, handbooks, directories, and commentaries that are useful in locating answers to specific questions. Many of these books do not circulate outside of the library, and are marked with a “Do Not Checkout” label.
- Reference Books are marked with the abbreviation "REF" above the Dewey classification number on the spine of the book, and in the OPAC search database.
- The library also owns “check out” copies of some of the Reference books. Some are located up front, designated with the “REF” but not the “Do Not Checkout” label and some copies are located in the general collection area and have the same call number as the copy located in the Reference section. The Dewey Decimal number listed in the OPAC designates where to find it.

### 4. Indexes

Indexes are of two kinds -- those included with sets of books, and those published on a regular basis to give a listing of articles that appear in periodicals.

- Indexes in books

- The index volume of the PULPIT COMMENTARY helps the patron find many Bible topics.
- There is also an index in most of the individual volumes.
- Indexes in Individual Magazines – Most periodicals of a religious nature carry an index in the closing number for each year. (Look both at the front and the close of the bound volumes of the various periodicals for an index of articles for that year).
- Computerized Indexes
  - ProQuest and Logos (libronix) are options available to patrons. Patrons may search ProQuest by accessing the intranet and Logos by using the shortcut on the desktop of the patron computers in the library.
  - Both allow key-word searches, author, and title searches. Copies of articles may be printed out.
  - See Chapter 4 for more information regarding the use of these indexes.

#### 5. General Section Books

- Books not located on the first side of shelving in the library are General Collection books, and may be checked out of the library and taken to the patron's room for study purposes.
- About 80% of the library is made up of these General Collection books. There are books on many subjects listed earlier under the Dewey Classification Schedule.

#### 6. Periodicals

- The library subscribes to approximately 20 current periodicals, and these are intended to help the patrons keep pace with the religious and secular world's happenings.
- Periodicals are to be read in the library. Periodicals are never to be removed from the library area.
- Current issues of periodicals are displayed on the periodical rack. When you are finished reading, replace the periodical in its proper place on the rack. The periodicals are displayed in alphabetical order.
- Back issues of periodicals currently subscribed to (and some no longer published) are available for study. Ask the librarian for the desired issues, or search the stacks. These stacks are located across from the periodical rack, even older issues are on top of the stacks in the back room. When finished with the back issue, bring it to the librarian's desk, and the librarian on duty returns it to its proper place.

#### 7. Vertical File

- The vertical file contains clippings and pamphlets and booklets on a broad range of subjects. If an entry in OPAC says "VF," the information desired is in the vertical file cabinet.
- This filing cabinet is located next to the Librarian's desk. Items in the vertical file may not be checked out, but the patron may make photocopies for use outside the library.

#### 8. Audio-Visual Aids

- A few AV aids are housed in the library. These include some cassette tapes, VHS cassettes, DVD's, CD's, charts, and flash cards, etc.

- These materials may be checked out just as any book, without rental fee.
- The Library houses the Audio-Visual collection on the front stacks with back periodical issues.
- A good assortment of AV aids, are made available to patrons for free.
- These materials are cataloged in OPAC.

#### 9. Photocopier/printer

- In an effort to aid the patron, and to save many hours of tedious copying by hand, the library makes a photocopier available for patrons' reasonable use.
- For HCC students, copies have already been paid for with student fees.
- All other patrons will pay a \$.05/sheet fee for all pages printed.

PAPER IN THE COPIER/PRINTERS IS NOT FREE FOR THE TAKING.

#### 10. Computers For Patron Use

- Computers are available in the Computer Lab and the Library for patron use. These computers may NOT be used for games, chatting, etc. (except when used for class work.)
- Each of these computers should have a link to open OPAC.
- All work done by the patron is to be saved **not on the computer's hard drive**, but on portable drives owned by the patron.
- In order to preserve drive space, the library staff may delete files left on the hard drive. Godly character and courtesy is expected from everyone and patrons should be aware that visiting inappropriate web sites WILL result in the loss of access to the network and Internet service or other library privileges.
- A printer networked to the computers may be used to print out completed projects. For HCC students, work printed through the network has already been paid for with student fees.
- All other patrons will pay a \$.05/sheet fee for all pages printed.

#### **Rules to insure a virus-free library.**

- Use **only** flash drives that are virus-free. Anti-virus tools are available on the computers.
- If a patron does not take reasonable care to help guard against a contaminated computer system, the patron may lose the privilege of using the library's computers.

#### **Help patrons at computer terminals may expect.**

- It has been the intention of the College to make the computers in the library user friendly. It is assumed that patrons will know how to use a mouse, and the keyboard to get the computer to perform. Simply follow the instructions on the screen.
- It is **not** part of the librarian's job description to teach patrons how to type or how to use a computer. Patrons who are not computer-literate should not expect extensive instruction in the use of the terminals. Of course, if the computer "balks," the librarians are here to help. The librarian is happy to give instructions to first-time users concerning the use of the Internet, CD-ROMs, printers, scanners, etc.
- Of course, computers are "allergic" to liquid spills, so care must be taken at all times. No drinks without lids will be permitted in the library. Should damage be done to any equipment, the responsible party is required to pay for the replacement.

### 11. New Book Lists

- On a monthly basis lists of new books just added to the collection, are emailed to HCC student accounts.

### 12. Borrowing Office Supplies

- Patrons in the past have asked to borrow such items as scotch tape, paper clips, glue, ruler, Liquid Paper, scissors, magic markers, etc.
- The librarian's desk includes many of the most asked-for items, and they may be borrowed with permission.
- Patrons are welcome to use what they need and return the items to the desk. One can help offset the cost by donating any extra items for the cause.

### 13. Other Resources

- The faculty members at HCC each have their own personal libraries. The patron can often find the information he needs by borrowing a book from a faculty member.
- And, of course, there are the public/University libraries in surrounding communities such as Hannibal, Quincy and Kirksville.

## **Chapter Four – Search Procedures and Strategies**

How to find a book or material on any specific subject:

### 1. Try the general sources

- If the exact subject headings used by the library for the topic being researched are not known, ask the librarian.
- Consult the encyclopedias and dictionaries in the Reference Section of the library.
- Consult the Concordances and topical analyses. Consult the various indexes that have a bearing on the topic.

***Please note, the HCC Library has books with all shades of theological beliefs written into them. Read with discrimination! Ask, "Do I believe that -- or is it out of harmony with the Word of God?" If it is out of harmony, reject it! Inclusion in this library does not indicate endorsement of the purported theology.***

### 2. Consult OPAC

- When what appear to be promising books have been found, either print out a sheet with the names and call number information, or make a note of the Dewey call numbers to guide a search of the shelves for wanted books.

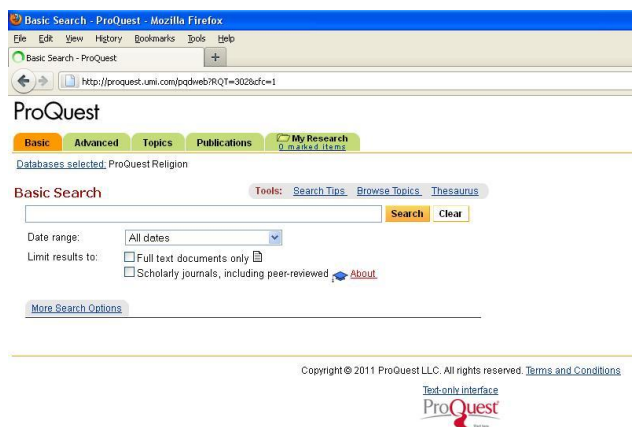
### 3. What to do if several books on the subject being researched are found

- In the initial stages of a research project, a good bibliography is helpful.
- There are some shortcuts to assembling such a listing.
  - In OPAC, clicking on the title of the books chosen gives the following pertinent information:
    - How many pages in the book; are maps or charts included?
    - Does the book contain a bibliography?
    - Secondary entries that show the major thrust of the book.
- Having chosen a few that look more promising, do some browsing.

- How to browse through a book:
  - Look at the title page and table of contents. Learn the following:
    - What kind of book is it? Exegetical, historical, devotional, theological, etc.?
    - Author (is he well-known or not?)
    - Date
    - Where was it written? England, or Germany, or USA? (three different theological viewpoints)
    - Read the preface or introduction.
- Choose the volumes that speak most closely to the subject of interest.
- After Browsing, what?
- If there is need to go beyond the "more promising" books selected, there are a number of alternatives that may be tried:
  - The bibliography in one of the books may list other relevant books and articles in periodicals.
  - When a book has been located on the shelf, a quick check of other books with the same Dewey classification number may reveal more useful material.
  - Be sure to check periodicals from the past year, consulting their indexes, to locate even the most up-to-date articles.
  - Ask the Librarian for help.

#### 4. ProQuest Religion

- Offers access to more than 150 journals.
- The content is scholarly, largely full-text, and designed to meet the needs of both religious studies programs and general library collections.
- Search for articles in much the same way you would search for a book.
  - Topic or Keyword searches will may times bring the best results, but refining the search further may be necessary.
- It is permissible to print articles, or the sections of articles that are needed for research, over the network.
- The link to ProQuest religion is found on the HCC website under Library and on the Links page of the intranet.
- The diagram below shows the search screen.



## 5. Magazines

- Search the indexes (paper and online) or browse.

## 6. Returning Unwanted Books to the Shelf

- It is preferred that unwanted items be left on a table, in the basket inside the library door or brought to the librarian's desk. The librarian scans the item as used and returns it to the proper place.
- A book that is shelved in the wrong place is lost to the next searcher, so please, be careful.

## 7. Books not found in the stacks

- If a book listed in the card catalog is not found in its place on the shelf, the patron should make inquiry of the person on duty at the desk.
- The records may show that the book is already checked out to another patron, or it is on reserve. If not checked out, the book may be in use on one of the tables, or out of place for some other reason.
- The librarian on duty makes a special search for it, and it is available as quickly as it is located.

## 8. Handling books and other library materials

- Be careful. Handle gently. Some of the books are very old, and will not hang together if treated harshly.
- Never break the back of a book, or otherwise mutilate it -- else the responsible party is expected to pay the cost of replacing the book. (If the book will not lay open easily, take a moment to properly "open" it!) Ask how and staff is happy to show you!
- Do not write in, underline or dog ear library books.
- Do not cut out pages or articles from periodicals or books – make copies.
- Never use tape or glue on ripped or loose pages. Return to the library for repair.
- Patrons are charged for damaged items.

## 9. Check out the book, as detailed in the next chapter, before removing it from the library.

### **Chapter Five – Check-out Procedures**

1. Non-Circulating Materials – these materials are for in-library use only. There are additional copies of many reference and reserve items in the general check-out collection.

- Many Reference books
- Periodicals
- Reserve items

## 2. Circulating Materials

- Checkout items
  - No Circulating material is to be removed from the library without some kind of record it is being borrowed.

- Impeccable honesty is encouraged among patrons in this matter. Accidentally leaving the Library without proper checkout may be overlooked if the situation is quickly corrected. Willful removal of materials may not.
- How to check out a book:
  - Bring it to the librarian's desk and provide him/her with patron code if known.
  - The librarian will check the materials out and inform patron of their due date.
  - If no librarian is on duty please use the Check-out Clipboard located inside the library by the entrance and the librarian will enter the information into the computer as soon as possible. Information required to check out a book using the clipboard system:
    - First and last name
    - Date
    - The barcode number on the back of the book (please note, this is NOT the same as the call number on the spine)
  - No patron is ever permitted to get into the drawers of the librarian's desk or remove items from the desk. If no attendant is on duty, please, wait for the worker to return to the desk, or use the clipboard.
  - No check out book is ever to be carried out of the library unless it has been checked out. Any deviation from this regulation may result in severe fines or in curtailment of library privileges.
  - It is not required that brief cases/backpacks be checked at the librarian's desk, as some colleges have found it necessary to do. Cooperation ensures that it is not necessary to institute such a rule. Just do not put books into brief cases/backpacks to take them home for study purposes without first having them properly checked out for the record. This will also keep one from being accused of theft.

### 3. Length of Loan

- Books (limit 10) that may be checked out have a loan period of two weeks.
- One renewal for two weeks is allowed, if the book is not in demand and has not been requested by another patron. The book is then to be returned to the library for one week. If no other patron has checked it out in that week, the first borrower may again check the book out for two weeks (plus the renewal).
- Books and or topics of great demand may have a limited checkout period.
- A limit of six books on a subject has been instituted in order to ensure that each class member has access to adequate resources.
- Remember that patrons are responsible to renew or return materials promptly in order to avoid fines and to help meet the needs of others.
- Audio-Visual items (limit 3) have a shorter loan period than books. Their loan period is one week.
- 10 items total may be checked out at once in any combination, e.g. 3 DVD's and 7 books, 2 DVD's and 8 books, etc.

### 4. Renewal Procedure

- Though it is helpful to have the book/material in hand when renewing, it is not mandatory.

- Come to the desk and library staff are able to see what has been checked out. Or send an e-mail to [mnickerson@heartlandcollege.org](mailto:mnickerson@heartlandcollege.org), OR [library@heartlandcollege.org](mailto:library@heartlandcollege.org) and be sure to include name and the title or titles wished to renew.

#### 5. Vertical Files

- Clippings and pamphlets may be used as if they were reference "books." The same procedure must be followed as for reference items. (no check out, etc)

#### A WORD OF CAUTION:

**Never ever check out material in your name for someone else unless you are willing to be held liable.**

If material is lost you will be held responsible. If borrowed by you and loaned to another person you are still responsible. It is not the librarian's duty to track the chain of borrowers from you to someone else.

**Return the items to the library for the other person to borrow.**

### **Chapter Six – Fines on Overdue Materials**

#### 1. Paying Fines

- All fines are to be paid in the HCC office.
- Transcripts or diplomas are not granted until all bills are paid.

#### 2. Checkout Books and Materials

- A fine of ten cents (\$. 10) per day is charged for each overdue item. These charges accumulate every day.
- Patrons who have overdue books, or unpaid fines are not permitted to check out any further library materials until the over dues are returned, and all fines paid.
- Books not returned within four weeks of the due date are required to be replaced at the patron's expense. The full cost of the new book, plus shipping and handling are automatically charged to the patron's account. This charge must be paid in the HCC office.

#### 3. Notice of Overdue Books

- As a courtesy, the borrower is reminded of his/her obligations by means of overdue notices given verbally, placed in the patron's mail box, or by e-mail. A quick response to any notice is urged in order to clarify any problem.
- PLEASE, DO NOT IGNORE ANY NOTICE.

### **Chapter Seven – Reserving Books**

1. When a patron wants a book that is already checked out, he/she may ask at the circulation desk that it be reserved for him/her when it is returned.

2. It must be picked up within 48 hours after it is returned or the book is reshelved.

3. A notice is sent, a note placed on the book, and the book shelved behind the librarian's desk. In this way, it is available for others to use in the library, and still available for the one requesting it.

## **Chapter Eight – How to Return Materials to the Library**

1. To return a book or media item to the library, bring it to the Librarian's desk and give it to the person in charge, place it in the basket just inside the library door, or simply place it in the big blue Library Depository box located just outside the entrance to the library.

2. Please take note when putting items in the blue Library Depository box that there is a slot for books and a slot for CD/DVD/VHS. Placing items in the correct slot ensures that no DVD's get crushed by some large theological volume.

3. If the book is overdue, patron must pay the fine at the time the book is returned. (If no one is on duty in the HCC office, check back later. Records will show the fine.) All fines must be paid before check out of more materials is permitted.

## **Chapter Nine – Lost or Damaged Items**

1. Every effort should be made to find any library book that has been misplaced, because many of them may be difficult or impossible to replace.

2. Only books and materials in reasonable condition are circulated. When books and materials are loaned, the librarian notes the condition. Books, for example, are not circulated if spines are broken, hinges torn, etc. The plastic containers for audio or videotapes are not melted or broken, when checked out.

3. Borrowers are held responsible for the condition of the books checked out in their name. It is not wise to give the book to another patron with the book checked out in your name. If the other loses it, *you are the one who will be held accountable*.

4. Keep the materials away from little children, dogs, or gerbils. Do not leave books, and especially video or audio-tapes; in the hot sun (say on the seat or roof of your car), or where they might get wet.

5. Charges for lost or damaged books include the price of purchasing a replacement copy of the book plus shipping and handling. Charges for lost or damaged audio or video materials are figured the same way.

6. If the book was thought of as lost and is found after being replaced the old copy belongs to the patron.

7. Patrons who chronically lose books are not permitted to check out any new books or other library materials.

8. Persons who mark, underline, or highlight in borrowed books are asked to either replace the item or pay a \$10 fine for each marked book depending on the damage done.

## **Chapter Ten – Library Hours**

1. The library is open Monday through Friday 8 a.m.-4:30 p.m. and Tuesday and Thursday

evenings from 6-9:00 p.m. An attendant is on duty each morning and afternoon with some minor exceptions due to illness and mandatory meetings.

2. The library is closed on legal holidays (Thanksgiving, Christmas, New Year's Day, etc.), during authorized all-school activities, and special all-school events.

3. Patrons are expected to pick up any mess made, leave books stacked on tables, and throw away all trash.

4. Communication devices are to be restricted including computers, itouches, etc. Please consult the Residential Living Handbook for acceptable use policies on these items.