

**Carver Baptist Bible College,
Institute & Theological Seminary**

**Reece and Levonia
Williams Memorial
Library**

LIBRARY HANDBOOK

The mission of the Carver Baptist Bible College, Institute & Theological Seminary Library is to provide access to resources and services necessary to educate and equip the students, faculty, administration and staff.

Library hours: The library is always open when classes are being held. Library staff is available on Tuesdays and Thursdays from 9-5. If no library staff is available during office hours (MWF 9-5, TTH 9-7), office staff may open the library and record any circulation transactions.

Library website: <http://carverbiblecollegekc.org/library/>

May 2019

Library Procedures

- Students, faculty and staff are requested to sign in to the library using the library sign-in notebook.
- Please be considerate of other library users by keeping your voice down. Place cell phones on vibrate and make and receive calls outside the library.
- No food or drink is allowed in the library.
- When you are finished using materials, please do not reshelve them. Place them in the basket marked 'Used Books' in the Room 404 side of the library so that we can make sure they are shelved correctly and keep a record of books that are being used.

Computers

- There are two desktop computers available in the library for student use.

Printing

- Print jobs can be sent to the Brother HL-3170CDW printer in Room 403. There is no charge for small print jobs.

Circulation Policy

- A maximum of 10 items may be checked out at a time.
- The checkout period for items is 28 days for students and 150 days for faculty.
Items may be checked out in any of three ways:
 - by using self-checkout in the Campus SIS software (1) log in to Campus using your last name, password and email address (2) under the Navigation Bar, choose OPAC Library Catalog (3) near the top of the screen, choose 'Self Check Out' (4) click 'Pull Student Record' button (5) type in barcode, e.g. 1005027 or cbbc623.
 - by asking library staff to check out items.
 - by filling in your name, the date and the barcode of the item on the Checkout clipboard in the Room 404 side of the library.
- The fine for overdue materials is \$.25 per day up to the cost of replacing the item. Fines must be paid at the end of the semester to receive final grades.
- Materials may be renewed two times unless they are on hold for another user.
- Holds may be placed on checked-out materials by contacting a staff member.
- Items in the Reference or Reserved area may not be checked out. They must be used in the library.
- If items are lost or damaged, borrowers will be charged the cost of replacement of the item.
- Items may be returned by placing them in the 'Book Return' basket in the Room 404 side of the library. Slips of paper are provided to write the date of return and place inside the book.

Library Resources

- **The General Text** collection is in the Room 404 side of the library. All items in this area are available for checkout. Please do not reshelve any items that have been used but not checked out. Place them in the 'Used Books' basket in the Room 404 side of the library.
- **Periodicals** are displayed at the entrance to the library. Please do not reshelve used periodicals. Leave them in the 'Used Books' basket in the Room 404 side of the library.
- **The Reference Collection** is in the Room 402 side of the library on the south wall. Materials include commentaries, dictionaries, concordances, etc. They are labeled with green Reference stickers on the spine. These materials are to be used only in the library. Please do not reshelve used reference materials. Place them in the 'Used Books' basket in the Room 404 side of the library.
- **Reserved Books** are at the right end of the Reference shelves. These are textbooks currently being used by courses. These items may only be used in the library. Occasionally extra copies of textbooks can be found in the General Collection.
- **The Teacher's Reference Collection, CDs and DVDs** are at the right end of the Reference shelves underneath the Reserved Books. These items may only be checked out to faculty.
- **The Special Collection** is a collection of American history, world history and religious history books found in Room 406. These items may be checked out.
- **E-Resources** - The online catalog contains a growing number of links to free ebooks that may be downloaded.

Using the Online Catalog

- The Online Catalog is available by either going to <http://carverbiblecollegekc.org/library/> or by signing into the Campus SIS software system with your last name, password and email address and, under the Navigation Bar, choosing the OPAC Library Catalog.
- By default, the catalog is set to look up items by Title, but by clicking in the down arrow in the Title box, you will see that you may also search by author, subject, key word, Dewey number or barcode.
- Click on the 'View' button to see full details about the book and check its availability.
- If you have logged into Campus SIS, you may check out items, renew items, check your account and your history of checkouts.

Library Webpage

In addition to the link to the Online Catalog, the library webpage at <http://carverbiblecollegekc.org/library/> has several links to online resources that are very helpful for student research.

Research databases may be accessed via the Mid-Continent Public Library, the Kansas City Public Library or the Johnson County Public Library with a library card from that institution. Each library system offers hundreds of online databases including Academic OneFile, Academic Search Elite, General OneFile, Gale Religion and Philosophy Collection, Britannica and World Book encyclopedias, and history and biography databases.

Beside the links to our local public library systems, there are links to useful websites for Bible research. Links are continually being added to the webpage.

Dewey Decimal System

Categories

- 000-099** General References or Works (encyclopedias, biographies, periodicals and journalism.)
- 100-199** Philosophy, psychology and logic
- 200-299** Religion
- 300-399** Social Sciences (how people live and work in society; law, government and institutions)
- 400-499** Language (English, grammar and dictionaries)
- 500-599** Natural Science (Mathematics, astronomy, physics, chemistry, geology, paleontology, biology, zoology, and botany)
- 600-699** Technology and Applied Science (medicine, engineering, agriculture, home economics, radio, TV and aviation)
- 700-799** Fine Arts and Recreation (architecture, sculpture, painting, music, photography and recreation)
- 800-899** Literature (plays, poems, essays, literature in foreign languages)
- 900-999** History and Biography (history, biography, geography and other related disciplines)

Dewey Classification in Area of Religion

- 200-209** Specific aspects of religion
- 210** Philosophy and theory of religion
- 220** Bible
- 221** Old Testament
- 222** Historical Books of the Old Testament
- 223** Poetic books of the Old Testament
- 224** Prophetic books of the Old Testament
- 225** New Testament
- 226** Gospels and Acts
- 227** Epistles
- 228** Revelation
- 229** Apocrypha, intertestamental works
- 230** Christianity, Christian theology
- 240** Christian moral and devotional theology
- 250** Pastoral theology, sermon preparation
- 260** Christian social and ecclesiastical theology, missions, Christian education
- 270** Church history
- 280** Denominations and sects of the Christian church
- 290** Other religions