

The Library at  
Eternity Bible College  
Handbook

2008/ 2009

**Welcome to the Library!** We are here to serve you in all your academic pursuits. Please do not hesitate to ask for assistance in finding resources for your studies. We are here to help!

### **Library Mission Statement**

The Library at Eternity Bible College exists as the resource, reference, and research arm of the college. The holdings of the Library have been developed to provide a diverse collection of resources that serve to develop knowledge and stimulate thought. By necessity these holdings will cover a broad spectrum of theology, philosophy, and worldview, and do not necessarily represent the views of Eternity Bible College. It is the position of Eternity Bible College that all knowledge is subject to the authority of the Word of God. It is the mission of the Library to stimulate and encourage students to develop critical thought processes allowing God to transform their hearts and in turn, impact their communities and the nations for God's kingdom. The focus of the Library is to assist in preparing men and women for life and ministry outside the confines of the formal educational process. Therefore, it is desired that students learn to use the Library in a way that will impact their hearts, not just their grades.

This mission is accomplished through the following priorities:

- A staff that is committed to the lives of the students and their growth in the knowledge of God in the context of Christian Community.
- A commitment to facilitating student learning through educational programs in information literacy that will equip them for a lifetime of research and critical thinking.
- A commitment to assist students in the pursuit of reference and research, and access to a variety of resources.
- An aggressive program of acquisition that reflects both classic and current thought in print and electronic resources.
- An atmosphere that is conducive to learning through research and through the loving community of students and staff.
- The Library supports the principles of the America Library Association's Library Bill of Rights, however the Library does not regard intellectual freedom as an absolute, but as an ideal to be pursued within the context of Eternity Bible College's community and mission.

### **Purpose**

The Library seeks to fulfill its purpose to the community of Eternity Bible College in the following ways:

- The Library collection will be developed with the involvement and recommendations of college faculty.
- The Library collection will reflect the faculty's methodologies in teaching.
- The Library will ensure that the collection reflects the goals and mission of the college by being committed to an ongoing assessment of its holdings and acquisitions.
- The Library will provide instruction in research methods both collectively and on a case-by-case basis.
- The Library will maintain adequate hours of operation.

- The Library will provide current materials that will enrich course designs.
- The Library will actively seek to provide materials for the career development of faculty.

## **Values**

The Library maintains a position at the center of the Eternity Bible College community. As such, the Library mirrors the values of EBC to glorify God through students whose lives are transformed by rigorous study of the Bible as Scripture, impassioned love for God, and gracious service in the church for the world. The Library expresses these values in the following ways:

- The Library fosters an atmosphere of faith, graciousness, and encouragement to all patrons and visitors.
- Members of the library staff express their faith in their dedication and commitment to the importance and future value of their service at Eternity Bible College.
- The Library and student lounge is maintained as an area where students of diverse backgrounds and perspectives can speak freely and confidentially in their pursuit of knowledge without fear of judgment or repercussions.
- The Library encourages excellence in every pursuit to the glory of God.
- The Library makes available opportunities for service in the community.

## **Circulation Policies**

Students, please know and understand the following policies in order for you to obtain the greatest benefit from the Library:

### Communication:

The Library sends messages to to your EBC email account. It would behoove you to check your account on a weekly basis.

### Borrowing Privileges:

- An EBC student ID or driver's license is required for checkout of materials.
- Books may be checked out for two weeks and may be renewed one time only.
- A patron may only have four books checked out at any one time.
- Please return books to the checked-out book bin in the Library. Do not return books to the EBC office or a Library staff member outside of the Library.
- Do not re-shelve books that you have not checked out, instead place them in the appropriate bin near the door of the Library. We track usage of materials in this way.

### Late Fines

- Fines of \$.25 a day will be charged for general circulation books. Late fines for Reserve books are \$.25 per hour with a maximum of \$5.00 a day.
- Past Due notices may be emailed to patrons, however, not receiving a Past Due notice is not an excuse for a late book.
- After 30 days of being overdue, the library will remove the item from your student

library account and bill your student account (the account on which tuition is charged and can be paid in the business office) for the non-returned item.

#### Lost or Damaged Books:

- Do not write in, dog-ear, abuse, or leave books in a hot car.
- Books must be returned in good condition or a damage fee may be charged.
- Actual replacement costs of lost or stolen books will be the responsibility of the patron on whose account the book was checked out. If a patron loans a book to someone else, he or she is still responsible for its return or replacement.
- The accumulated late fees will be waived once the student pays the replacement fees, unless the book is returned.
- Non-payment of costs is grounds for having patron's grades and transcripts withheld at the end of the term.

#### Reserve Materials

Occasionally materials will be placed on reserve by professors for use of students in their class. These materials are found on the shelf directly in front of you as you enter the Library. These materials are loaned for a two-hour period and must be used in the Library. Reserve items may be borrowed overnight, but must be checked out within one hour of closing and returned at the opening of the Library the next day. Fines are higher for these books so please dedicate yourself to their timely return.

#### **Library Hours**

##### General Fall and Spring Semester Hours

Monday, Wednesday, Thursday	9:00 a.m. to 6:00 p.m.
Tuesday	8:30 a.m. to 7:00 p.m.
Friday	Closed
Saturday	9:00 a.m. to 1:00 p.m.
Sunday	Closed

Additional early morning and evening hours may be available according to staff schedule. These hours are subject to change. Real time hours can be accessed at:  
<http://eternitybiblecollege.com/current/library.html>

#### **Accessing Information at the Library**

##### **Library of Congress Classification**

The EBC Library arranges books by the Library of Congress MARC classification system. Each book has its own "call number" to mark its location. If you need help finding a book, please ask!

The MARC system groups books by subject. Call numbers begin with letters that refer to a subject:

<b>A</b>	General Works	<b>M</b>	Music
<b>B-BJ</b>	Philosophy	<b>N</b>	Fine Arts
<b>BL-BX</b>	Religion	<b>PA-PM</b>	Language
<b>C</b>	History (general)	<b>PN-PZ</b>	Literature
<b>D</b>	Universal and Old World History	<b>Q</b>	Sciences
<b>E-F</b>	American History	<b>R</b>	Medicine
<b>G</b>	Geography & Anthropology	<b>S</b>	Agriculture
<b>H</b>	Social Sciences	<b>T</b>	Technology
<b>J</b>	Political Science	<b>U</b>	Military Science
<b>K</b>	Law	<b>V</b>	Naval Science
<b>L</b>	Education	<b>Z</b>	Library Science

Listed below are examples of proper call number arrangements on the shelf. Letters refer to broad subject areas, and the numerical sequence refers to subdivisions.

BJ	BT	J	Arranged by letters
372	2756	2756	2nd by number
.F9	.B436	.B47	3rd by letter and then by number decimally (Date of publication)
1923	2002	1968	

Students are encouraged to obtain a Ventura County library card, which will give them access to the Ventura County libraries, catalog and eLibrary databases. The eLibrary can be accessed at <http://www.vencolibrary.org/>.

### **Information Literacy**

Information literacy is defined as a set of abilities requiring individuals to "recognize when information is needed, and have the ability to locate, evaluate, and use effectively the needed information."

"Presidential Committee on Information Literacy. Final Report." 1989. American Library Association. [21-07-2008]

<http://www.ala.org/ala/acrl/acrlpubs/whitepapers/presidential.htm>

The Library at Eternity Bible College is committed to helping students achieve the following standards for information literacy as defined by the American Library Association:

- The information literate student determines the nature and extent of the information needed.
- The information literate student accesses the needed information effectively and efficiently.
- The information literate student evaluates information and its sources critically and incorporates selected information into his or her knowledge base and values system.
- The information literate student, individually or as a member of a group, uses information effectively to accomplish a specific purpose.
- The information literate student understands many of the economic, legal, and social issues surrounding the use of information and accesses and uses information ethically and legally.

"Information Literacy Competency Standards for Higher Education." 2000. Association of College and Research Libraries. [21-07-2008]

<http://www.ala.org/ala/acrl/acrlstandards/informationliteracycompetency.htm>>)

### **Libraries & Information Research**

The Librarian is responsible for teaching a course on research skills to all students.

Topics covered in this course include:

- Accessing print and electronic library material
- Making best use of web resources
- Searching electronic databases
- How to use the InfoCentre catalog
- Identifying plagiarism.
- Formatting MLA citations for a variety of resources

## Bibliographic Instruction

The Librarian is available to provide bibliographic instruction to any class, introducing students to information resources and research techniques. The Librarian is willing to lead these sessions or, if the faculty member prefers, provide the information to the faculty member for their syllabus. These sessions can be customized to the needs of the course both in length and in topic. Please contact the Librarian to schedule these (library@eternitybiblecollege.com).

## Library Tours

Library Tours are provided to all incoming freshman and also any class upon request. The tour can be combined with Bibliographic Instruction sessions if desired. Please contact the Librarian to schedule these.

## Gifts and Donations Policy

The EBC Library welcomes and donations to increase its collection. Donated library materials will be retained when they meet the criteria and needs of the collection. Not all donations will be catalogued into the Library. The Library maintains the right to give away, sell, or discard any materials that do not meet the collection criteria. Any deviation from this policy must be negotiated before the donation takes place.

## Resource Center Services

### Copier

There is a copier available for students in the Library. Copies are \$.05 each and fees are collected on the honor system. Please ask for assistance when copying double-sided sheets.

### Computer Lab

- The computer Lab has six stations for patron use. Please be considerate if other patrons are waiting for a computer.
- There is a printer networked in the Computer Lab. Printer copies are \$.05 per page and fees are collected on the honor system.
- Do not download or install any software or files onto the computers.
- Patrons must supply a USB flash drive on which to save files. Saving files to the computers is prohibited, and unauthorized files will be deleted.

## Student Computer and Network Usage Policy

### 1. Purpose

This policy allows for the proper use and management of all College computing and network

resources. The College grants access to its networks and computer systems subject to certain responsibilities and obligations set forth herein and subject to all local, state, and federal laws.

Appropriate use should always be legal, ethical, and consistent with the College's mission.

## 2. Authorized Use

Authorized use of College-owned or operated computing and network resources is use consistent with this policy. An authorized user is any person who has been granted authority by the College to access its computing and network systems and whose usage complies with this policy. Authority to use a particular College computing or network resource should come from the campus unit responsible for operating the resource. Unauthorized use is strictly prohibited. The terms "authorized user," "user," and "student users" are hereinafter used interchangeably.

## 3. Privacy

Users must recognize that there is no guarantee of privacy associated with their use of College network and computer systems. The College may find it necessary to view electronic data and it may be required by law to allow third parties to do so (e.g. electronically stored data may become evidence in legal proceedings). It is also possible that messages or data may be inadvertently viewed by others.

## 4. Individual Responsibilities

### 4.1. Common Courtesy and Respect for Rights of Others

All users are responsible for respecting and valuing the privacy of others, behaving ethically, and complying with all legal restrictions regarding the use of electronic data. All users are also responsible for recognizing and honoring the intellectual property rights of others.

Behavior and communications by authorized student users on College computers or networks should be consistent with Biblical principles and the College's Code of Student Conduct. In addition, actions or language that constitute unlawful harassment, threats, intimidation, defamation, or violence are not permitted. Users who engage in such activity will be subject to disciplinary action.

### 4.2. Responsible Use

All users are responsible for refraining from all acts that waste College computer or network resources or prevent others from using them. Each user is responsible for the security and integrity of information stored on his/her personal desktop system. Computer accounts, passwords, and other types of authorization are assigned to individual users and must not be shared with or used by others. All users must maintain confidentiality of student information.

#### 4.2.1. Permitting unauthorized access

All users are prohibited from running or otherwise configuring software or hardware to intentionally allow access by unauthorized users.

#### 4.2.2. Use of privileged access

Special access to information or other special computing privileges are to be used as authorized by the College. Information that is obtained through special privilege is to be treated as private.

#### 4.2.3. Termination of access

Whenever a user ceases being a student or if such user assumes a new position and/or responsibility within the College community, such user shall not use facilities, accounts, access codes, privileges, or information for which he/she is not authorized in his/her new position or circumstances.

### 4.3. Attempts to circumvent security

Users are prohibited from attempting to circumvent or subvert any security measures implemented for the College computing and network systems. The use of any computer

program or device to intercept or decode passwords or similar access control information is prohibited.

#### 4.3.1. Denial of service

Deliberate attempts to degrade the performance of a computer system or network or to deprive authorized users of access to or use of such resources are prohibited.

#### 4.3.2 Harmful activities

The following harmful activities are prohibited: Creating or propagating viruses, disrupting services, damaging files, intentional destruction of or damage to equipment, software, or data belonging to the College, and the like.

#### 4.3.3 Unauthorized access

All users are also strictly prohibited from: (1) damaging computer systems; (2) obtaining extra resources without authority; (3) depriving another user of authorized resources; (4) sending frivolous or excessive messages (e.g. chain letters); (5) gaining unauthorized access to College computing and networking systems; (6) using a password without authority; (7) utilizing loopholes in the College computer security systems without authority; and (8) using another user's password.

#### 4.4. Use of licensed software

No software may be installed or copied on College resources. Additionally, no software may be used on College resources except as permitted by the owner of the software and by law. Software subject to licensing must be properly licensed and all license provisions (installation, use, copying, number of simultaneous users, term of license, etc.) must be strictly adhered to.

#### 4.5. Personal business, political campaigning, and commercial advertising

The College's computing and network systems are a College-owned resource and business tool to be used only by authorized persons for College business and academic purposes. Except as may be authorized by the College, users should not use the College's computing facilities, services, and networks for (1) compensated outside work; (2) the benefit of organizations not related to the College, except in connection with scholarly pursuits (such as faculty publishing activities); (3) political campaigning; (4) commercial or personal advertising; or (5) the personal gain or benefit of the user.

### 5. Security

#### 5.1. System administration access

Certain system administrators of the College's systems will be granted authority to access files for the maintenance of the systems, and storage or backup of information.

#### 5.2. College access

The College may access usage data, such as network session connection times and end-points, CPU and disk utilization, security audit trails, network loading, etc. Such activity may be performed within the reasonable discretion of the Information Resources Division management, subject to College approval.

### 6. Procedures and Sanctions

#### 6.1. Responding to security and abuse incidents

All users have the responsibility to report any discovered unauthorized access attempts or other improper usage of College computers, networks, or other information processing equipment. If a security or abuse problem with any College computer or network facility is observed by or reported to a user, such user shall immediately report the same to the Academic Dean.

#### 6.2. Range of disciplinary sanctions

Persons in violation of this policy are subject to a full range of sanctions, including, but not limited to, the loss of computer or network access privileges, disciplinary action, and dismissal from the College. Some violations may constitute criminal offenses as defined by local, state, and federal laws, and the College may prosecute any such violations to the full extent of the law.

