

# 2022 - 2023

## Fred J. Graham Library Handbook

*"Be diligent to present yourself approved to God, a worker who does not need to be ashamed, rightly dividing the word of truth."*

*II Timothy 2:15 NKJV*

### Library Mission Statement

The mission of the library is to provide services and assistance that will: support students in the development of skills necessary for their effective performance in and positive adjustment to the learning environment; and support faculty and staff in the improvement of classroom teaching and other instructional activities.

### Library Purpose

The library is an essential part of the instructional program as it supports, supplements and continues classroom instruction. In order to make available the materials and services needed to carry out the objectives of the College, the library seeks to:

- Build a collection that supports the curriculum and provides informational and recreational reading for students and faculty as well as materials for faculty preparation and professional growth.
- Give reference assistance providing access to the collection, and an orientation/instruction program that aids in the use of the library and encourages the student toward life-long research skills.
- Provide a facility that is conducive to study and research and the equipment necessary for lab assignments.

### Library Objectives

**Acquire Material.** To acquire materials (print and non-print) that will support the curriculum of Trinity Bible College and contribute effectively to the instructional program.

**Provide Service.** To provide appropriate and adequate service to all its users.

**Maintain Collection.** To maintain the collection of materials so that it is readily accessible to members of the college community.

**Give Instruction.** To stimulate, encourage or give instruction in the use of the library's bibliographic tools so that the user may acquire and develop life-long patterns of learning to aid in future study and research.

## Open Door Policy

The Fred J. Graham Library is a private academic library that serves Trinity Bible College students, faculty and staff. It is also open to the general public. To ensure a pleasant and safe environment conducive to research and study, the library has established the followed policies regarding the use of its facilities and collections.

### LIBRARY HOURS

Monday/Tuesday/Thursday.....8:00 AM to 9:00 PM

Wednesday/Friday.....8:00 AM to 5:00 PM

Saturday.....12:00 NOON to 5:00 PM

Sunday.....Closed

**Early Library Closures & Non-Regular Hours.** Library hours vary during holidays, Extreme Week, May Term, summer, and between semesters. Non-regular library hours are listed in the Library Handbooks each year (full online version and condensed, portable version). The library is closed during *all-school* activities such as Chapel and special and/or required attendance services.

A monthly calendar is emailed to all students, faculty and staff each month that school is in session.

Calendars are also posted on the Library doors, SLC bulletin boards, and dorm bulletin boards.

### Library Directory

Director.....[tbclibrary@trinitybiblecollege.edu](mailto:tbclibrary@trinitybiblecollege.edu).....701.349.540

[phylliskuno@trinitybiblecollege.edu](mailto:phylliskuno@trinitybiblecollege.edu)

Circulation Desk.....[frontdesk@trinitybiblecollege.edu](mailto:frontdesk@trinitybiblecollege.edu).....Ext. 5409

## Online Resources

**Library Website.** The library maintains a webpage devoted to providing access to the library's resources for research and entertainment for the students, faculty and staff of Trinity Bible College and Graduate School (TBCGS). We welcome all other lifelong learners to investigate and use this site for their perusal.

The website may be accessed at: [www.trinitybiblecollege.edu/academics/library](http://www.trinitybiblecollege.edu/academics/library).

**ODIN.** The Graham Library is a member of the Online Dakota Information Network (ODIN) a statewide library consortium. Available on the World Wide Web, ODIN connects our library with 64 library systems in North Dakota. ODIN is available online at: [www.odin.nodak.edu](http://www.odin.nodak.edu).

**Licensed Databases.** As part of the consortium, the library currently subscribes to [87 databases](#) which include thousands of full text periodical and journal articles, state and national newspapers, reference material, an eBook database with over [17,000 public domain](#) and copyrighted titles, and [WorldCat](#), a worldwide library database with over 512 million bibliographic records.

**eBooks.** eBooks are part of our library collection and are accessible by searching ODIN. Patrons are required to "sign in" to their library account in order to check-out eBooks via ODIN. Instructions for signing in are provided for every student, faculty and staff of Trinity Bible College and Graduate School. A patron's User ID is their 14-digit barcode **or** *firstnamelastname*, and are required to create their own password for signing in. For additional assistance, please inquire at the circulation desk, or contact the Library Director. Instructions for this process are [here](#).

**Off-Campus Access.** The [DISCOVERY](#) page (online catalog) is accessible to anyone; however, to access the licensed databases and utilize other resources, patrons are required to sign in with their unique User ID and password. When a patron is off-campus, they must provide their User ID and password in order to access the ODIN databases.

## LIBRARY MATERIALS USE POLICIES

### LIBRARY CARD

**Checking Out Material.** Patrons must identify themselves to the library personnel with their TBC ID/Library card in order to check out material or use reserve items. This constitutes an agreement to comply with all policies and conditions in this library handbook. TBCGS ID/library cards are provided at registration each year and are valid until graduation or withdrawal from the college.

### LOAN PERIOD, RECALLS, HOLDS, AND RETURNS

**Undergraduate Loan Period.** All material loaned to undergraduate students during a semester is due no later than 9:00 a.m. the morning after the last day of classes Fall and Spring semesters.

**Holds.** Holds may be placed on material which is checked out by another patron or is still on the shelf. An e-mail message is sent to the patron when the material is available for pick-up. Material placed on hold must be picked up within 24 hours of the e-mail notice. Patrons should indicate on the hold request whether they want to pick the item up at the Main Library or the Library Annex.

**Recalls.** The Library reserves the right to recall material at any time. An item that has been on loan for at least four weeks can be recalled. Local students have 24 hours to return the item to the library. Non-resident students have four days to return the item to the library.

The item can then be checked out to the person requesting it. Failure to return the material in a timely manner may result in charges and/or loss of library privileges.

**Returns.** During the Fall and Spring semesters, material must be returned to the Main Library or the Library Annex during regular business hours. During June, July, and over holidays when the Library is closed for several days, the material may be returned through the Trinity mailroom. Library material should not be dropped off at the Trinity mailroom any other time.

**Resource Sharing Loan Period.** Interlibrary Loan (Resource Sharing) material generally has a four-week loan period with the option of a one-time renewal, with the approval of the lending library, and with the request being made to the lending library BEFORE the original due date.

**In-Library Use Only.** *Reference, most Reserve items, rare, archives, microforms, most current periodical issues, large opaque projector, and microfiche reader.*

**Reserve Material.** *Determined by individual instructors, but generally in-library use only.*

**Overnight/Weekend.** With permission from and at the discretion of the Library Director, some Archive and Reference Material, (which is not available from other circulating collections or format) may be checked out overnight or over the weekend. The material must be returned to the library on the next business day no later than 9:00 AM. Failure to do so can result in charges and/or loss of library privileges.

## END OF SEMESTER

### UNDERGRADUATE STUDENTS

**Fall & Spring Terms.** All material checked out during the semester is due no later than 9:00 AM the morning after the last day of classes.

**Extreme Week.** All material check out during Extreme Week will be due no later than 9:00 the morning after the last day of classes in the spring semester.

**May Term.** All material checked out during May term is due by 5:00 PM the first Friday after the beginning of the fall semester.

### GRADUATE/DOCTORAL STUDENTS

Material checked out by graduate students is generally due no later than June 1 of the school year the material is checked out. With permission from and at the discretion of the Library Director, due dates may be extended, particularly during the year students are working on their thesis.

## **DISTANCE EDUCATION AND ALL OTHER SPECIAL (non-residential) STUDENTS**

Material borrowed via Resource Sharing (whether from the Graham Library or from other lenders) will follow the Resource Sharing circulation rules as stated above. Material borrowed directly from the Graham Library will follow the undergraduate student circulation rules as stated above depending on when the material is loaned out.

## **LOST ITEMS NOTICES AND POLICIES**

**Notice Delivery.** All library overdue notices are distributed via email to trinitybiblecollege.edu e-mail addresses. No other form of notice is used, so it is important that patrons check their e-mail in a timely manner.

**Library Account Block.** A patron's library account is blocked when one or more items go into lost status. A block prevents the patron from checking out material or generating a hold or Resource Sharing request. Outstanding material must be returned before additional material can be checked out.

**Fall & Spring Terms End of Semester Loan Notices.** One or more courtesy loan notices are distributed via e-mail during the last week of classes. Any material not returned by 9:00 AM on the day after the last day of classes will be considered lost and circulation rules regarding lost items will go into effect.

**Extreme Week Loan Notices.** Material checked out during Extreme Week will follow the same circulation rules as items checked out during the spring semester.

**May Loan Notices.** Courtesy loan notices are distributed via e-mail the during the first week of fall classes. Any material not returned by 5:00 p.m. on Friday of the first week of classes will be considered lost and circulation rules regarding lost items will go into effect.

**Lost Item Notice.** When material is not returned by the day and time it is due, an e-mail notice will be sent with the cost of replacement and processing charges included.

**Reserve, Overnight, and Weekend Loan Notices.** When material is not returned by the day and time it is due, the material will be considered lost and circulation rules regarding lost items will go into effect.

**Resource Sharing Loan Notices.** When Resource Sharing material is not returned by the day and time it is due, the material will be considered lost and circulation rules regarding lost items will go into effect.

**Lost Material.** Library material not returned by the day and time as stated in the specific policies above will be considered lost and circulation rules regarding lost items will go into effect. The Student Accounts is notified, and a bill for replacement costs and processing charges is sent to the patron.

**Replacement Charges.** When material is considered lost, a non-refundable \$5.00 *per item* penalty and no less than a \$50.00 *per item* replacement charge is placed on the student's account.

Prices for the lost item will be checked on Amazon.com and if their used price for the same book is over \$50.00, the patron will be charged that amount plus the non-refundable \$5.00 per item penalty. If the material is returned or replaced with a copy of equal or greater value within 30 days of the billing notice, the replacement charges will be reversed. Replacement material purchased on Amazon.com must be of "Good" condition or better.

**Library Account Blocks.** Blocks are removed from student library accounts after lost material is returned, replaced with a copy of equal or greater value, or charges have been paid to Student Accounts. All charges must be paid to Student Accounts.

**Withholding of Grades.** A student's grades, transcripts and/or diploma are held until overdue material is returned, replaced with a copy of equal or greater value, or charges are paid to Student Accounts.

## RESOURCE SHARING REQUESTS

*Patrons must sign into their library account on the DISCOVERY page to generate Resource Sharing requests. Direct any questions regarding Resource Sharing to the Assistant Librarian.*

**Searching for Material in Other ODIN Libraries.** In the online catalog (DISCOVERY), choose *All ODIN Libraries* from the drop-down menu. When you have located the item you would like to borrow, Click: *How to Get It > Resource Sharing > Send Request*. If you are not signed in, you will be prompted to. The form will self-populate. If the request was successfully submitted, a message stating this will be displayed. The Administrative Assistant will inform you when the material arrives or if we are unable to borrow it.

**Searching for Material in WorldCat.** WorldCat (OCLC FirstSearch) is a library catalog database containing over [515 million records and 3.1 billion library holdings](#). for books, periodicals, scores, films, sound recordings, internet resources, manuscripts, computer files, and more. We are able to do Resource Sharing through WorldShare which has nearly 700 libraries in 23 countries from whom we are allowed to borrow material.

This database can be accessed through the online databases page at:

- <http://www.odin.nodak.edu/databases;>
- scroll to the bottom of the page where you will find WorldCat (OCLC FirstSearch);
- locate the material by using one of the search options;
- choose the e-mail option near the top left of the screen;
- at the "to email address" type in: [tbclibrary@trinitybiblecollege.edu;](mailto:tbclibrary@trinitybiblecollege.edu)
- "Sender e-mail address" and "your full name" must be filled in;
- in the "notes" box, provide date material is needed;
- click "send".
- The Library staff will process your request and let you know when you can expect to receive it.

**Resource Sharing Costs.** There are no charges for a Resource Sharing item within our state or region. Patrons will always be consulted before accepting additional charges required by a lending library outside of our region. If charges apply, they must be paid at the time material is picked up.

**Resource Sharing Delivery Time.** For requests made through ODIN, allow at least one week for material to arrive. Material found in *WorldCat* or requested from out-of-state may require a longer delivery time.

**Resource Sharing Renewals.** As a courtesy to the lending library, requests for renewal should be made before the material's due date. Requests after the due date may be denied. Contact the library Administrative Assistant to request a Resource Sharing renewal.

**Resource Sharing Refusals.** A non-refundable \$5.00 *per item* penalty is charged to the student's account for material not picked up before it must be returned to the lending library.

## GRAHAM LIBRARY BUILDING USE POLICIES

**Bulletin Boards.** The bulletin board near the entrance of the library is available for posting Trinity related announcements. Organizations engaged in educational, cultural, intellectual, or charitable activities may also post items on this bulletin board. ***It is not intended for solicitation purposes.*** All announcements on this board must be dated and approved by the Library Director or Administrative Assistant. The Graham Library does not advocate nor endorse the viewpoints of exhibits or exhibitors. Display material may not exceed 8 1/2" by 11" in size. Dated material will be removed the day following the event. Undated material will be removed after 30 days, and material that applies to the entire current semester or school term will be removed at the end of the semester or school term.

**Cell Phone/Pager Use.** Upon entering the library, cell phones, pagers and similar electronic devices should be set to non-audible signals. Patrons are asked to conduct cell phone conversations *outside* the library. There is no restriction on text messaging and is suggested as an alternative to voice messages. Inappropriate cell phone use can be reported to library personnel at the front desk. The library reserves the right to ask anyone to leave the library if he/she is using a cell phone, pager or disturbing others in the library.

**Children in the Library.** Children eight years of age and younger should not be left alone at the library. Responsible parents or caregivers must remain within sight or sound range of their children at all times to ensure safety and appropriate behavior.

Children between the ages of nine and 12, based upon maturity and ability to act in accordance with the Code of Conduct, may use the library unattended. Children in this age range must be willing and able to communicate parent/caregiver name and telephone number upon request.

Children 13 and older who comply with the Code of Conduct may use the library without parent/caregiver supervision.

**Code of Conduct.** The dress code and code of conduct outlined in the Student Life Handbook apply to the library.

**Computer Use.** The guidelines provided in the *Network Access Policy* are considered library policy. Violation of these guidelines will be subject to sanction, including possible expulsion from the Library, disciplinary action and/or loss of library privileges. Disciplinary action may involve the Dean of Students and/or the Vice President for Academic Affairs. Access to the Trinity network is granted to enrolled students after having signed the full **Network Access Policy** during registration. A copy of the full policy is available at InsideTrinity. If a student violates any provision noted in the full policy, all access privileges may be terminated, appropriate disciplinary action taken, and future access through the campus network may be denied. By using the Network, students waive any right of privacy concerning anything they create, store, send, or receive on the Network. All users should be aware that any usage, school-related or personal, may be monitored for unusual activity, security, and/or network management reasons. [Student Handbook 2021/2022]

**Disruptive Behavior.** Behavior that interferes with the appropriate use of the library is not permitted. This includes excessive noise, altercations, theft, vandalism, inappropriate sexual behavior, and harassment of any kind. All such activities should be reported immediately to library personnel. Patrons identified as disruptive will be subject to sanction, including possible expulsion from the Library, disciplinary action and/or loss of library privileges. Disciplinary action may involve the Vice President for Student Development and/or the Vice President for Academic Affairs.

**Food and Drink.** **No food** and only drinks with spill-proof lids are allowed in the library. Exceptions include Library and ASC Lab staff who need to eat their lunch while working.

**Gifts and Donations.** The library welcomes donations with the understanding that such material becomes the property of the library to use as it deems appropriate. A gift list and thank you letter will be provided for each donor.

**Handicap Accessibility.** Although the library and its collection are not considered handicapped accessible, an effort has been made to assist the handicapped patron in accessing library resources. A motorized chair lift provides access to the lower level. Restrooms are located on this level. A computer with access to the online catalog is available on the lower level.

**Lost and Found.** Items left in the library can be claimed at the Lost and Found in the Media Room in the Student Life Center.

**Publicly Accessible Computers.** The library provides two Internet access computers for searching the online catalog, using licensed resources, e-mail, and surfing the Worldwide Web. These computers (located in the Reading Room) are available for public use.

**Computer Lab:** The library provides 12 Internet access computers for student use. These computers are located in the Reference Room. Academic work has priority and use is limited to one hour if others are waiting.

**Telephone Use.** The library office phones are not available for personal calls. In the case of an emergency, please inquire at the front desk.



## STUDY AREAS

*Excessive noise will not be tolerated in the study areas. Students will be warned once and on further notice will be asked to leave the library. Ear buds or headphones must be used when listening to videos or music and must be kept at a level so that the sound cannot be heard by those nearby.*

**Ina Graham Conference Room.** The Ina Graham Conference Room is available for small classes, meetings and group study. A study group consists of no less than three (3) people. This room is not available for use by less than three people. To use this room, inquire at the front desk.

**Esther Zink Room.** Small group study is allowed in the Esther Zink Room which houses the Juvenile and Curriculum collections.

**Reading Room.** The Reading Room, located on the main level of the library, contains five booths and a few easy chairs for additional seating. This area is intended for quiet reading and study.

**Reference Room.** The Reference Room, located on the main level of the library, is intended for quiet reading and study. Group study is *not* allowed in this area.

## LIBRARY SERVICES

**Archived Audio/Visual Material.** Archived audiocassettes and videos of Trinity events from 1973-2004 are available for listening and viewing in the library. Archived chapel audio cassettes are being digitized and current chapel services are available on Trinity's website at: [www.trinitybiblecollege.edu](http://www.trinitybiblecollege.edu). Inquire at the circulation desk to borrow a cassette player and/or headset.

**Book Repair and Laminating.** Minor book repairs, laminating and spiral binding services are available through the library. Charges are \$5.00 per hour with a minimum of \$1.25 plus supplies for book repairs, spiral binding and laminating. Laminating is \$.15 per sheet for rolled film or pre-cut sleeves. Materials are not for sale to individuals. Work must be performed by library personnel. Twenty-four-hour notice is appreciated for more than 10 sheets; large orders require at least one week.

**Color Copier/Printer/Scanner.** The only color printer available to students is located in the Library. Documents can be scanned and sent to an email address. This is not a book scanner and we ask that patrons kindly respect our material and ask permission before scanning from library owned books. For books that we will not allow to be scanned, patrons may use their camera phones to capture the material they need.

## WARNING CONCERNING COPYRIGHT RESTRICTIONS

The Copyright Law of the United States (Title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted material. Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specified conditions is that the photocopy or reproduction is not to be "used for any purpose other than private study, scholarship, or research." If user makes a request for, or later uses, a photocopy or reproduction for purposes in excess of "fair use," that user may be liable for

copyright infringement. This institution reserves the right to refuse a copying order if, in its judgment, fulfillment of the order would involve violation of the copy right law.

## AREAS OF EXCEPTION FOR FACULTY MEMBERS

*All policies within this handbook apply to faculty with the following exceptions:*

**Faculty Library Cards:** Faculty members are issued Trinity ID/Library cards upon employment by Trinity Bible College and Graduate School. Upon departure from the college, faculty may request to have their library privileges extended.

**Family Member Library Cards:** Any faculty may request additional library cards for immediate family members. The faculty member is responsible for any charges incurred with the use of these cards. These cards are valid only as long as the faculty member is employed by Trinity Bible College and Graduate School.

**Faculty Loan Periods:** Books from the general stacks will be loaned until June 1 of each year. Courtesy notices will be distributed in June. All material must be returned to the library within four weeks of receiving that notice. If the faculty is still in need of the material, once it is checked and verified in good condition and/or necessary repairs are made, the material may be checked out again

**Photo Copies:** Photocopying, scanning and printing are available on the library's color copier. Each faculty must use their personal or department pin code. It is a good practice to "store" items rather than print directly when working from a computer in another building. Unclaimed copies are placed in recycling at the end of each day.

**Resource Sharing Loans for Faculty Classroom Use:** Resource Sharing requests by faculty for classroom use are charged to the postage account of the appropriate department.

**Book Repairs and Laminating:** Basic book repairs, laminating and spiral binding jobs for a department for classroom related use will be charged to that department. The department will be charged for supplies only. When requests are made, department and account numbers, and the department supervisor's signature must be provided on the form before completed work can be delivered. Laminating and spiral binding must be performed by library personnel.

**Collection Development:** The library depends upon the assistance of faculty members in building its resources. A [Library Book/Resource Request](#) form is available at [insideTrinity](#). All recommendations for library material will be accepted through this form. The library requests that faculty members or their FWS staff check our online catalog, [DISCOVERY](#), to make certain the library does not already own a copy of the item requested. Journal subscription requests are presented to the Library Committee for consideration before the budget season each spring.

**Reserves:** A [Library Course Reserve Request](#) form is available at [inside Trinity](#). Reserve requests will only be accepted through this format. Personal copies placed on Reserve should be brought to the library after submitting the online form. To avoid frustration for students and library staff, please allow 48 hours for reserve material to be processed. A Course Reserves link on the [DISCOVERY](#) page will allow you to verify when reserve material is ready for use. Personal copies should be picked up within one week of the end of each semester.

**Special Library Assignments:** Faculty members are urged to notify the library director when special assignments are made that could result in heavy use of a specific collection. This is especially helpful when the collection they will be using is very limited. It is advisable to research available resources in advance and to not assign the entire class the same topic, especially if our collection on that topic is limited (e.g. Assemblies of God history). With sufficient lead time, we will be happy to put these materials on reserve so that your students will have equal access to them.

**Library Tours and Lectures:** Arrangements may be made for class tours and lectures on a variety of library related topics that would be useful for your students. Lectures can be tailored for your specific class or may be of a more generic content. The library director can provide instruction on a variety of topics, including, but not limited to: ODIN, EBSCO research Databases, eBook collections, local databases, FirstSearch/WorldCat, and Resource Sharing. For topics other than these, please allow the library director sufficient time to prepare for such a visit.

## POLICY REVISION

This Library Handbook shall be reviewed periodically and revised as necessary by the librarians in cooperation with the Library Committee.

Approved and updated by 2022/2023 Library Committee November 1, 2022.