


2023



2024

TRINITY


SIBLE COLLEGE & GRADUATE SCHOOL


THE GRAHAM LIBRARY

50 Sixth Ave S· Ellendale, North Dakota 58436

www.trinitybiblecollege.edu/library
tbclibrary@trinitybiblecollege.edu

701.349.5407 · Director/5430-Office/5409-Front Desk





Library Webpage

Discovery

Graham Library *Local Resources*

MAIN LEVEL

Circulation Desk

- Research Assistance
- Course Reserves
- Current Periodicals/Journals [wooden rack on wall]
- Old Newspapers [4-8 weeks past]
- Laminating, spiral binding, other office equipment

Reference Room

- Reference Collection
- Atlases [on stand]
- Computer Lab/Classroom [eight network laptops]

Reading Room

- Master's Collection
- Dissertations/Theses
- Newspapers:
 - Dickey County Leader [weekly]

Aberdeen American News Online Only:

abernnews.com/tbclibrary@trinitybiblecollege.edu
 Password: **grahamlibrary**

Graham Library *Local Resources*

LOWER LEVEL

Ina Graham Room

- ASC LAB
- Rare Collection

Esther Zink Room [EZ Room]

- Curriculum Lab
- Children's Collections
- Audio Visual Collections

MAIN STACKS

Stacks 1 [Upper Level]

- Graham Collection
- Archived Periodicals
- Trinity Archives
- Main Collection M-N / Q-Z / Oversize

Stacks 2 [Main Level]

- Main Collection A-BX

Stacks 3 [1 Level below Main Floor – Use Stacks stairs]

- Main Collection C-L

Stacks 4 [Sub-Basement-door next to EZ Room]

- Main Collection P-PZ [Literature/Fiction]

Graham Library *Policies*

Library Card & Off-Campus Access

- Your library ID is your *firstnamelastname* and password [you create] are required to access the online databases.

Loan Periods, Renewals & Holds

- Undergraduates: Most items are loaned for the entire semester-Due by 9am the day after the last day of classes each semester.
- Graduate Students: Material borrowed while on campus, may be loaned from one campus visit to the next. Those graduating must return material by June 1 of that year or graduation – whichever is first.
- Any item may be recalled after four (4) weeks of use.

In-Library Use Only [unless special permission is granted]

Reference, Reserve, Archives, New paper journals

End of Semester

- \$50 per item lost charge and a \$5 per item non-refundable processing fee are added to patron's student account if not returned by due date.
- Grades, transcripts and/or diplomas are held until lost charges are paid in full.
- Please silence Cell Phones while in library**
- No Food - Drinks with lids only**

Welcome to the Graham Library and another semester at Trinity Bible College & Graduate School! We are thrilled that you are here and trust this will be a wonderful life experience for you!

Although we no longer sell used books, we do have a FREE SHELF! Please avail yourself of these great titles and we trust they will be a blessing to you in your studies and ministry!

May God's richest blessing rest on you and give you strength throughout this academic year!

Mrs. Phyllis Kuno, Library Director

LIBRARY HOURS

MONDAY

8am – 9pm

TUESDAY

8am – 9pm

WEDNESDAY

8am – 5pm

THURSDAY

8am – 9pm

FRIDAY

8am – 5pm

SATURDAY

Noon – 5pm

Come in We're OPEN

Closed 9-10:30am Tue., Wed., Thu, Fri. for Chapel & Coffee. See master calendar for non-regular hours.

Graham Library *Online Access*

The **first time**, please use your computer...it will be easier to sign in on your phone after that. Thanks!

www.trinitybiblecollege.edu/academics/library

1

In the **QUICK SEARCH** box, click the red **SEARCH** button

2

On the DISCOVERY page, click **SIGN IN**

3

Type your **USER ID**: *firstnamelastname*

4

Type your **TEMPORARY PASSWORD**: **grahamlibrary23**

5

Click **LOGIN**

6

To create your new password: Drop down by your name > Library Card > Personal Details > Update Login Credentials > Follow Prompts

7

You are now signed in! You may place holds, request ILLS, search databases, read E-books and MORE! For further assistance email: tbclibrary@trinitybiblecollege.edu

FIND IT! IN THE STACKS!

A – General Works [STX2]

B – Phil, Psych, Religion [STX3]

C – Auxiliary Sciences History [STX3]

D – History: Europe, Asia, Africa [STX3]

E-F – History: America [STX3]

G – Geo, Anthro, Recreation [STX3]

H – Social Sciences [STX3]

J – Political Science [STX3]

L – Education [STX3]

M – Music [STX1]

N – Fine Arts [STX1]

P – Language and Lit [STX4]

Q – Science [STX1]

T – Technology [STX1]

Z – Bibliography, Information Resources [STX1]

Graham Library *Online Resources*

LICENSED DATABASES ON ODIN

Academic Search Complete

Ancestry Library Edition

Article First

ATLA Serials

Britannica Academic Ed.

Business Source Premier

Christian Periodical Index

EBSCO e-Books/Dissertations

EBSCOhost Research DB

Gale Reference Library

Gale/Cengage DB

Professional Development

Science Reference Center

NovellList

Points of View Reference

Teacher Reference Center

US Newsstream

WorldCat [OCLC First Search]

ERIC & MORE!

LICENSED DATABASES ON WEBSITE

Open Library of Humanities · Reference Shelf · Science Direct · Hathitrust · Digital Public Library of America · Center for Jewish History · Association of Religion Data Archives, (ARDA), JSTOR, & MORE!!!

RB DIGITAL ▪ ND STATE LIBRARY

Audio Books – e-Books - Magazines

Free ND State Library card required!

Send request for current periodical online access information to: tbclibrary@trinitybiblecollege.edu

Graham Library *Services*

Course Reserves

Check out material at Circulation Desk. This is material your instructor has put on Reserve for your use. Most material is "In Library Only" use. Thank you!

Material Recall: Please return within 24 hours of request.

Interlibrary Loan: Search "All ODIN Libraries" on Discovery. Library staff will contact you when material arrives.

Laminating/Spiral Binding

Bring material to information desk for cost and time estimate.

Computers and Wireless Access

8 network laptop computers in Reference Room Computer Lab

Color Printer/Copier: Located by information desk

Group Study [Lower Level Only] & Quiet Study Areas

A group consists of at least three people

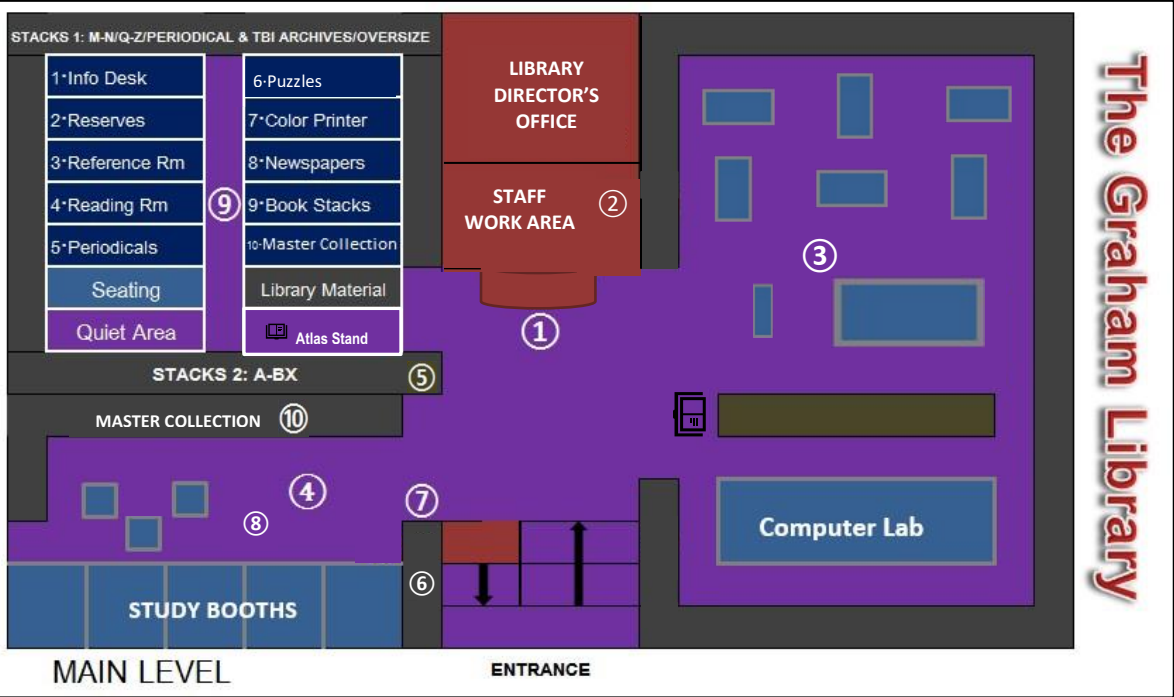
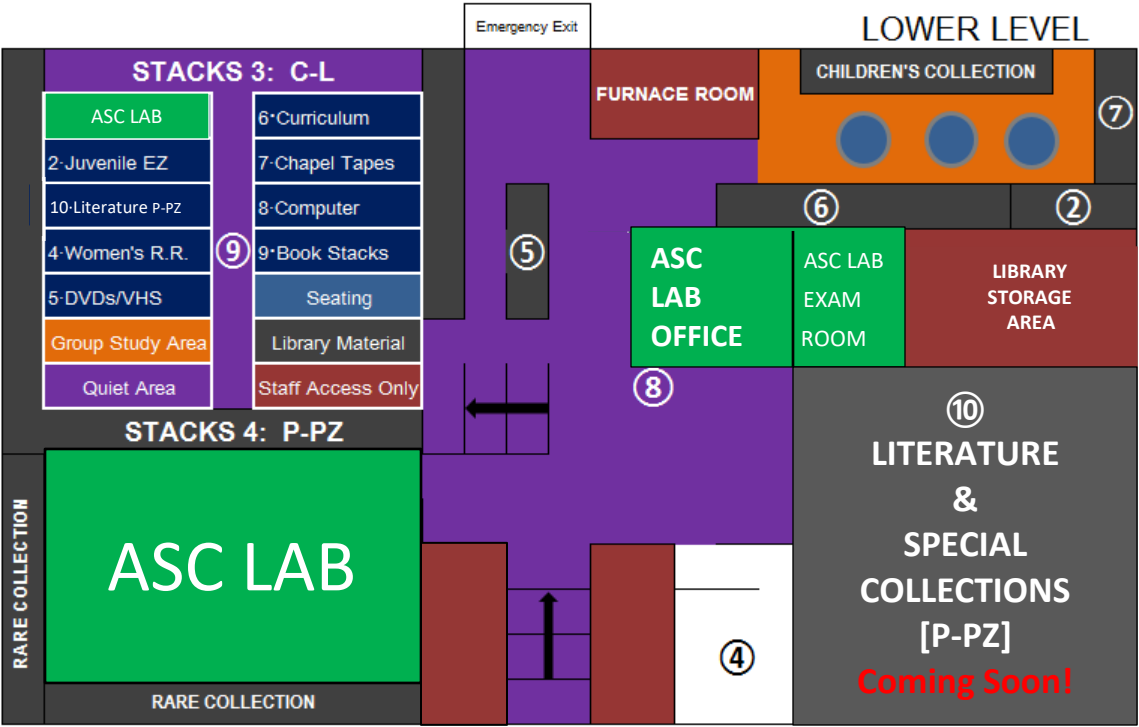
Old Newspapers: Inquire at Information Desk

Free Books: Located on shelf to left of front door right as you come into the building.

ASC Lab: Located to your left and downstairs to your left again as you come into the building. Director Betsy Gross and her excellent staff of tutors are here to assist you!!

ASC Lab Hours: M-R * 10AM05PM; F * 10AM-2:30PM; T & R * 6-8PM

2023/2024 LIBRARY NON-REGULAR HOURS/ACTIVITIES CALENDAR



FALL 2023 SEMESTER

AUGUST

1-27 (M-F) Library Hours: 8am-5pm
11 (F) Staff Vision Day – Library Closed
23 (W) First Day of Classes!!
26 (Sa) Library Closed
28 (M) Regular Library Hours Resume

SEPTEMBER

2-4 (Sa-M) Labor Day Weekend – Library Closed
7-10 (Th-Su) Trinity 75th Anniversary Celebration
9 (Sa) Apple Fest
Graham Library Book Give Away: Noon-5pm
16, 23, 30 (Sa) Library Open: Noon-5pm

OCTOBER

5-6 (Th-F) College Days
14, 21, 28 (Sa) Library Closed
16-20 (M-F) Fall Break – Library Closed

NOVEMBER

13-17 (M-F) Library Open House: 10:30am-close
23-25 (Th-Sa) Thanksgiving – Library Closed

DECEMBER

7 (Th) Last Day of Classes – Library Hours: 8am-5pm
8 (F) Undergrad Library Material Due – 9am
Library Closes @ 3:30pm
9, 16, 23, 30 (Sa) Library Closed
11-23 (M-F) Library Hours: 8am-5pm
18-30 (M-F) Holiday Break - Library Closed

LIBRARY REGULAR HOURS

Mon/Tue/Thu – 8AM-9PM
Wed/Fri – 8AM-5PM
Sat – Noon-5PM
Sun - Closed

ASC LAB HOURS

Mon/Tue/Wed/Thu * 10:00AM-5:00PM
Tue/Thu * 6:00-8:00PM
Fri – 10:00AM-2:30PM
[Hours Subject to Change]

SPRING 2024 SEMESTER

JANUARY

1 (M) New Year's Day - Library Closed
2-5 (Tu-F) Library Hours: 8am-5pm
8 (M) Regular Library Hours Resume
15 (M) MLKJ Day – Library Hours: 8am-5pm
22-26 (M-Sa) National Puzzle Week

FEBRUARY

National Library Lovers Month
Weekly Door Prize Drawings
19 (M) President's Day – Library Hours: 8am-5pm

MARCH

16, 23, 30 (Sa) Library Closed
18-22 (M-F) Go Trips Week – 8am-5pm
25-29 (M-F) Spring Break – Library closed
31 (Su) Easter

APRIL

1 (M) No Classes - Library Hours: 8am-5pm
11-12 (Th-F) College Days

MAY

3 (F) Last Day of Semester – Hours: 8am-3:30pm
All Undergrad Library Material Due: 9am
4 (Sa) Graduation – Library Closed
11, 18, 25 (Sa) Library Closed
27 (M) Memorial Day - Library Closed

Library Closed June and July

For Assistance:
Call & Leave Message: **701-349-5407**
Text: **605.290.3933**
Email: phylliskuno@trinitybiblecollege.edu

Graham Library at
Trinity Bible College & Graduate School
www.facebook.com/groups/grahamlibrary/
Openings, Closings and Special Events subject to change. Please check our [Facebook page](#) for daily updated information and news!