LANCASTER BIBLE COLLEGE
LIBRARY HANDBOOK
(2016-17)
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LIBRARY MISSION

The Charles & Gloria Jones Library of Lancaster Bible College exists to develop, manage, instruct in use of, and disseminate information resources that support the College mission. This mission is accomplished by collecting physical and electronic resources that support the institution’s curricula, by using current technologies to facilitate student access to these resources and by providing instruction in finding and evaluating resources.

LIBRARY COLLECTION

The Charles & Gloria Jones Library of Lancaster Bible College provides information resources and services to its students and faculty both on and off campus at all locations. Presently library collections exist in four locations to serve the students in those locations. In addition to these physical or print resources are electronic resources that are able to be accessed by students at any location, provided internet access is available.

The library collection contains over 200,000 physical or print items, 60,000 periodicals in electronic full text format, over 300,000 electronic books, and over 800 electronic reference books. The library is staffed by four fulltime professional librarians, three fulltime paraprofessional staff members and student workers.

The library also subscribes to a wide range of specialized, subject databases. Students and faculty have full access to all electronic databases and resources. Access will require a Lancaster Bible College email address. Library resources can be accessed at the library website: https://lbc.edu/library.

LIBRARY HOURS

Listed below are the normal hours for each location during the semester, but please check the library website (https://lbc.edu/library) for the current schedule at the location you are planning to visit.

**Lancaster**
- Monday – Thursday 7 AM - 12 AM
- Friday 7 AM - 10 PM
- Saturday 8 AM - 9 PM
- Sunday 2 PM - 12 AM

**Greenbelt**
- Monday – Thursday 8:30 AM - 8 PM
- Friday 8:30 AM - 4 PM
- Saturday 8:30 AM - 2 PM

**Memphis**
- Monday, Tuesday, Thursday 3 PM – 10 PM
- Wednesday 11 AM – 4 PM

**Philadelphia**
- Monday – Wednesday 4 PM – 7 PM
- Thursday 3 PM – 6 PM
LIBRARY CIRCULATION – CHECKING OUT MATERIALS

Library Cards

Your Lancaster Bible College ID card serves as your library borrowing card. This ID card will be required to borrow material, make requests for LBC resources at additional locations, or to make interlibrary loan requests. All enrolled students should have an active LBC ID card. Only the named card holder may check out material and access account information.

Borrowing Privileges/Checkout Procedures

Books from the general circulating collection may be checked out according to the terms specified in the chart below. A complete library policy chart for all library items is given in Appendix A for traditional undergraduate, AUD, and graduate students. Listed below is a basic summary of the borrowing policies:

- Each student is responsible for materials checked out in his or her name and is not permitted to check out items for another person or to lend his or her card to anyone else.
- Each student is responsible to know when materials are due regardless of notifications.
- Your library card is valid at the Charles & Gloria Jones Library at the Lancaster, Greenbelt, Memphis and Philadelphia locations.

<table>
<thead>
<tr>
<th>Student Group</th>
<th>Books</th>
<th>Renewals</th>
</tr>
</thead>
<tbody>
<tr>
<td>Traditional Undergraduate</td>
<td>14 days</td>
<td>3</td>
</tr>
<tr>
<td>Accelerated Undergraduate (AUD)</td>
<td>30 days</td>
<td>1</td>
</tr>
<tr>
<td>Graduate</td>
<td>30 days</td>
<td>1</td>
</tr>
</tbody>
</table>

Course Reserves

Professors may place items on the library reserve shelves so that all students in that course will have some access to them. These resources are listed in the library catalog as reserved for the students in the specific course.

Returning Items

- All students are responsible to return library materials on or before their due date regardless of notification. You may check your due dates online by signing into your library account on the library website (https://lbc.edu/library).
- Materials can be returned to the circulation desk at each location. In Lancaster, items may also be returned using the book drop.
- Patrons are financially responsible for lost or damaged materials.
Renewing Items
Students may renew items in-person, online, by email or by calling the library information and circulation desk. Renewal limits are listed in chart above and in Appendix A. To renew an item online, go to “My Library Account” on the library website and login using your last name and library bar code number (listed on back of your LBC ID card).

You will then see a list of items that you currently have checked out. Check the box of those items you would like to renew and select “Request Renewal.” Material will not be renewed if another LBC patron has requested it.

Fines & Lost or Damaged Materials
- $0.25 per day / per item -- Maximum fine $5 per item
- Fines/fees can be paid in cash or check (payable to Lancaster Bible College)
- Once fines/fees reach a total of $20 patrons will be blocked from further borrowing until the fines/fees are paid.
- Patrons are responsible to pay the replacement cost plus a $5.00 processing fee and a $5.00 overdue fine for each lost item.

Confidentiality Policy
Circulation records of materials that contain the names or other personally identifiable information will remain confidential and will not be shared with anyone outside of the library.

Re-shelving Materials
We ask that students not re-shelve any items. It is very easy to put an item back on the shelf in the wrong place. A book filed incorrectly on the shelf is essentially a lost book. Please place any materials you remove from the shelves on a table or on a shelf with a green RESHELVE SPOT located throughout the library.
REFERENCE SERVICES

General Information

A professional librarian is available at the Research Help Desk during the semester Monday through Thursday 10:00 a.m. - 6:00 p.m., Fridays 10 a.m. – 3:30 p.m. and occasionally on Saturday. Students are encouraged to request research assistance in-person, by phone (717-560-8200, ext. 5583), or by emailing a library staff member listed in this handbook. Students may also contact a librarian, using the “Ask A Librarian” link on the library website. A research consultation can be requested by completing the online form “Research Consultation” also available on the library website.

Ask A Librarian

Students can ask library-related questions to the library staff by selecting the link “Ask a Librarian” on the library website. Students may also select this link to request assistance to find resources for a particular assignment. These requests will be answered daily Monday – Friday.

AskHere PA

After normal operating hours, students have access to an online chat reference service (AskHerePA) with which Lancaster Bible College participates. Simply select the “Live Chat” button on the library website and type in your question. A professional librarian from another college will respond to your question to assist you.

It is best to give your name and LBC email address, so that an LBC librarian is able to follow-up with you in case further help is needed.

Research Guides

The library website includes research guides that offer guidance to students searching on a particular topic or subject area for class assignments. These guides are especially helpful to know where to start by providing links to online reference books in that subject area and advice on searching for journal articles in a specific subject area (e.g., Bible, psychology, social work).

Research Assistance

If assistance is needed to find resources for a particular assignment, you can select the “Ask a Librarian” link on the library website, or for more extensive help select the link “Research Consultation” also on the website. A librarian will get back to you within 24 hours Monday – Friday. For immediate assistance outside normal hours, you may want to use the library chat option and a librarian from another college will assist you.
FINDING SOURCES

Library Online Catalog (Voyager)

The best resource to find physical items located in the library such as books is to use the Library Catalog. The library catalog not only gives access to all physical items in the library (books, DVDs, kits, etc.), but to many electronic books as well. However, it does not give access to individual journal articles.

To search the library catalog select the “Library Catalog” link on the library website. You are able to perform a basic or advanced search. The advanced search allows you to combine search fields (such as author or title). This is helpful when you are interested in a particular book. A library tutorial is available on searching the library catalog effectively.

LBC OneSearch

LBC OneSearch is a search tool on the library website that enables you to retrieve information on physical books, full text electronic books, and full text journal articles, using a single search box. LBC OneSearch is similar to Google in that it will yield an incredibly large number of results, but unlike Google you can limit your search results quite easily by using the check box options on left side of the screen. You can also limit searches using the Advanced Search option and adding additional search terms.

Databases

LBC subscribes to many specialized databases that cover every subject area of LBC’s curricula. These databases provide full-text access to over 60,000 academic journals and over 300,000 electronic books (also referred to as ebooks). LBC students at all locations have full access to these resources. A list of these databases is provided in alphabetical order on the library website by selecting the link “Articles & Databases.” A selective list of databases is given below with a brief description of the database.

*Academic Search Premier*: This multi-disciplinary database offers full text for more than 5,000 journals.

*ACLS Humanities E-book*: An online collection of approximately 4,300 books in the humanities.

*America: Life and Thought*: Literature covering the history and culture of the United States and Canada.

*American Civil War, 1855-1868*: Periodical articles on the American Civil War covering the years before the war to the beginnings of Reconstruction.


*ATLA Religion Database with ATLASerials*: The premier index for journal articles and book essays in all fields of religion.

*A to Z World*: Country guides of 175 countries concerning culture, customs, food religion, language, maps and points of interests.

*Audiobook Collection (EBSCOhost)*: Full Text Audiobook collection.
**Business Source Premier:** Scholarly business database providing full text for more than 2,300 journals.

**Case Studies in Sport Management:** A peer-reviewed journal focusing on case studies related to the sport management discipline.

**Christian Periodical Index:** Indexing of over 140 evangelical Christian journals going back to 1976.

**Communication & Mass Media Complete:** Communication & Mass Media Complete provides a quality research solution in areas related to communication and mass media.

**Credo Reference (Academic Core Collection):** Over 700 encyclopedias, dictionaries, atlases & handbooks.

**eBook Academic Collection:** Contains a large selection of multidisciplinary eBook titles representing a broad range of academic subject matter.

**eBook Collection (EBSCOhost):** EBSCO Full Text eBook collection

**eBook Religion Collection (EBSCOhost):** EBSCO Full Text eBook collection in religion

**ebrary (ProQuest Academic eBooks):** Ebooks from trusted publishers in all academic subject areas along with powerful research tools.

**European Views of the Americas, 1493-1750:** This is a bibliographic database in European works that relate to the Americas written in Europe before 1750.

**Funk and Wagnalls New World Encyclopedia:** This database provides over 25,000 encyclopedic entries covering a variety of subject areas.

**Gale Literature Resource Center:** This database offers biographical information, overviews, full-text literary criticism and reviews on more than 130,000 writers in all disciplines.

**Guide to Social Work, Social Science and Religion:** An index in the social sciences that includes Christian publications.

**Historical Abstracts with Full Text:** This is a full text resource that covers the history of the world (excluding the United States and Canada) from 1450 to the present.

**History Reference Center:** This is a full-text database on historical books, encyclopedias, biographies, periodicals, videos and maps.

**Issues and Controversies:** This database provides extensive coverage of hundreds of today's hot topics, with unbiased analysis and related resources.

**JSTOR:** JSTOR is an interdisciplinary database of full text journal articles.

**L'Année Philologique:** This is a specialized bibliographic database of scholarly works relating to all aspects of ancient Greek and Roman civilizations.
LexisNexis Academic: Offers comprehensive, authoritative news content, extensive legal sources for federal and state cases and statutes, and business information.


MAS Ultra - Public Library Edition: This database provides full text for nearly 350 periodicals covering general reference topics, including health, science and other areas.

MEDLINE: This is an authoritative medical literature index with MeSH (Medical Subject Headings).

MLA Directory of Periodicals: The MLA Directory of Periodicals offers detailed information on over 5,500 journals, with 4,400 currently indexed in the International Bibliography.

MLA International Bibliography: MLA International Bibliography offers a detailed bibliography of journal articles, books and dissertations.

Naxos Music Library – Listening: Comprehensive collection of classical music available online offering over 1,586,800 tracks* of Classical music, Jazz, World, Folk and Chinese music.

Naxos Music Library - Sheet Music: Comprehensive collection of classical music available online offering over 1,586,800 tracks* of Classical music, Jazz, World, Folk and Chinese music.

New Testament Abstracts: This is a research and bibliographic aid for scholars, librarians, clergy and students of the New Testament and its historical milieu.


OmniFile Full Text Select (H.W. Wilson): This is an interdisciplinary database of full text journal articles.

Oxford Biblical Studies Online: The Oxford Biblical Studies Online is a resource for the study of the Bible and biblical history of nineteen reference works published by Oxford University Press.

Oxford English Dictionary

Periodicals Archive Online (ProQuest): This is a full text archive of scholarly periodicals in the arts, humanities and social sciences.

Primary Search: This is a full text database of 70 school magazines with reading level indicators.

ProQuest Academic e-books (ebrary): Contains a large selection of multidisciplinary ebook titles representing a broad range of academic subject matter.

ProQuest Dissertations and Theses - Full Text: This is the world's most comprehensive full text collection of dissertations and theses.

ProQuest Religion: This is a full text database of journal articles in religion and spirituality.
PsycARTICLES: This American Psychological Association (APA) database is a definitive source of full text, peer-reviewed scholarly and scientific articles in psychology.

PsycBOOKS: This APA database offers thousands of chapters from books on psychology.

Psychotherapy.net (Streaming Video Library): Streaming videos for professional counseling and Christian care programs.

PsycINFO: This is the largest resource devoted to peer-reviewed literature in behavioral science and mental health, including abstracts of scholarly journal articles, book chapters, books and dissertations.

Religion and Philosophy Collection: Full text for hundreds of journals on the study of world religions
Religion & Philosophy Collection™

Religious and Theological Abstracts: This database provides objective summaries of articles appearing in scholarly journals in the fields of religion and theology.

Sage Full Text Periodicals: This is an interdisciplinary database of over 700 academic periodicals.

Social Work Abstracts: This database offers citations and abstracts on all aspects of the social work field.

SocINDEX with Full Text: This database is a comprehensive database for sociology research.

SPORTDiscus with Full Text: Premium collection of full-text sports and sports-medicine journals.

Sports Market Analytics (formerly SBRnet): This database offers access to multiple resources on the business of sports.

Teacher Reference Center: Teacher Reference Center provides indexing and abstracts for 280 of the most popular teacher and administrator journals and magazines to assist professional educators.

Theological Journals Online: Theological Journal Online offers full text of 33 conservative, evangelical theological journals and several commentary and theology resources.

Theology and Biblical Studies Periodicals, 1760-1877: This database focuses on biblical studies and theological reflection, in both lay and academic forms from the 1760-1877.

TREN: The Theological Research Exchange Network is a library of over 22,083 theological thesis/dissertation titles.

WorldCat & WorldCat Discovery: WorldCat lets you search the collections of libraries in your community and thousands more around the world.
### Electronic Books (Ebooks)

<table>
<thead>
<tr>
<th>Database</th>
<th>ebook Count</th>
<th>Means of Access</th>
<th>Searchable in this Database / How is it Searched? (Metadata or Full Text)</th>
<th>Downloads</th>
</tr>
</thead>
</table>
| ACLS Humanities ebooks                        | 4,315       | LBC username and password | • Library Catalog / Metadata  
• OneSearch / Full Text  
• ACLS / Full Text                | Allowed    |
| America: History & Life                       | 100         | LBC username and password | • OneSearch / Full Text  
• EBSCOhost / Full Text                       | Allowed    |
| ATLA Historical Monographs: Series 1          | 14,721      | LBC username and password | • Library Catalog / Metadata  
• OneSearch / Full Text  
• EBSCOhost / Full Text                       | Page by page |
| ATLA Historical Monographs: Series 2          | 14,891      | LBC username and password | • OneSearch / Full Text  
• EBSCOhost / Full Text                       | Page by page |
| Credo Reference                               | 743         | LBC username and password | • Library Catalog / Metadata  
• OneSearch / Metadata  
• Credo / Full Text                       | Yes for articles |
| ProQuest ebook Central (formerly ebrary)      | 141,611     | LBC username and password | • Library Catalog / Metadata  
• OneSearch / Metadata  
• Ebrary / Full Text                       | 14-day downloads |
| EBSCO eBooks                                  | 19,532      | LBC username and password | • Library Catalog / Metadata  
• OneSearch / Full Text  
• EBSCOhost / Full Text                       | 14-day downloads |
| EBSCO Academic eBooks                        | 149,274     | LBC username and password | • OneSearch / Full Text  
• EBSCOhost / Full Text                       | 14-day downloads |
| eBook Religion Collection                     | 6,762       | LBC username and password | • OneSearch / Full Text  
• EBSCOhost / Full Text                       | 14-day downloads |
| PsycBooks                                     | 4,001       | LBC username and password | • OneSearch / Full Text  
• EBSCOhost / Full Text                       | Chapter by chapter |
| SocIndex                                      | 830         | LBC username and password | • OneSearch  
• EBSCOhost / Full Text                       | Chapter by chapter |

### Off-Campus Library Access

To access electronic resources from off campus you will be required to use your LBC credentials. This is the username and password you use for your LBC email account and your eCampus access.

Please use your Lancaster Bible College computer network username and password.

<table>
<thead>
<tr>
<th>Please enter your username:</th>
<th>@LBC.EDU</th>
</tr>
</thead>
<tbody>
<tr>
<td>Please enter your password:</td>
<td></td>
</tr>
<tr>
<td>Login</td>
<td></td>
</tr>
</tbody>
</table>

If you have forgotten your LBC username and password, go to the Student Portal and select “Password Lookup” under Quicklinks.
Finding the Full Text of a Particular Journal Article

Occasionally you will want to access a journal article that is cited in another article or book. Since the library gives access to over 60,000 journals in electronic format, keep in mind that this particular journal article may be available electronically. Here are the steps for online access to a particular journal article:

1. Go to the library website and select the link: “Journals – Online” under the FIND column.
2. In the search box, type in the title of the journal and click “Search.”

3. If that title is available in electronic format, the link “Full Text Access” will be given beneath the journal title. Select this link.
4. You will see a link that indicates the years the full text of the journal is available.

5. This will yield a screen that should give you the ability to search that particular journal by year and issue number to locate the particular journal article you would like to retrieve. This results screen will vary depending on the vendor giving access to the article.

6. Select the year, volume and issue number to retrieve a list of the full text articles in that issue. Select the article you want. Keep in mind that the way to access it varies by database vendor.
Paper Copies of Journals

Lancaster campus is the only location that also has a collection of paper periodicals. The list of titles and volume numbers held in Lancaster is available on the library website. Select the link: “Journals – Paper” (pdf) to access this list. If an article is needed from one of these titles, you can request that the article be scanned and sent to you via email by using the link “Request Item from LBC Location,” which is also found on the library website (see below for instructions).

Requesting Item from LBC Locations

All students may request items from any of the four LBC locations (Greenbelt, Lancaster, Memphis and Philadelphia). The link to the request an item from another LBC location is available on the library website: Request Item from LBC Location. Materials will be shipped according to your selection on the form. Enclosed with the item will be a paid return package slip to ship the item(s) back to LBC. A tutorial is available on the library website.

Interlibrary Loans

Interlibrary loan (ILL) is a cooperative borrowing and lending service among OCLC network libraries. This service is available to all students of Lancaster Bible College, Capital Bible Seminary & Graduate School, the Center for Urban Theological Studies (Philadelphia) and the Memphis Center for Urban Theological Studies @ Lancaster Bible College. There is no charge for this service.

Procedures for Interlibrary Loans
1. Please check the library catalog for books, since we do not request items the library already owns.
2. WorldCat Discovery, LBC OneSearch and other LBC databases offer a link to make an ILL request. Those items not owned by LBC will have the option to “Request the item through Interlibrary Loan.” You may want to view the three-minute tutorial on how to request an ILL that is on the library website.
3. Complete the ILL online form entirely. Enter the full title of the publication.
4. Select “Submit” to activate the request. The library staff processes interlibrary loans daily Monday-Friday.
5. **Periodical Requests:** For periodical requests, you will receive an email with online retrieval instructions. Periodical articles are often obtained electronically. Please allow 3-6 business days to receive journal articles via email.
6. **Book Requests:** For book requests, you will receive an email with pick-up instructions. The length of time a book is on loan or whether renewals will be granted are matters determined by the lending library. Please allow up to 10 business days for books to arrive by mail. You will be notified by email once the item is requested and when it is received.
7. **Returning Items:** If you are a student at Lancaster, Pennsylvania or Greenbelt, Maryland and pick up your item(s) at the circulation desk, then please drop off the items at the same library circulation desk. If you are a student at the Philadelphia or Memphis locations or have requested that the item(s) be sent to your home address, then follow the instructions included with the item. Please save the package and use the pre-paid UPS label enclosed to return the item(s).
8. **Questions:** For questions, email the library staff member at ill@lbc.edu.

Using Other Libraries

LBC students have reciprocal borrowing privileges from 18 institutional libraries in the Southeastern Pennsylvania Theological Library Association (SEPTLA). For an application for this privilege, stop by the Information & Circulation desk in Lancaster.
Library of Congress Call Numbers

Lancaster Bible College organizes books and other items on the shelves using the Library of Congress classification system. Each book or item is assigned a unique number. The numbers assigned to each book or item is called a “call number.” The call number listed in the library catalog will match the one on the spine of the actual book on the shelf in the library.

To find the book in the library you will need the entire call number, because each part of an item’s call number says something about that item and finding the item on the shelf will be much easier if you have the entire call number.

Here would be the procedures to find a particular item in the collection that has the call number BM 487 .F58 1988:

1. Write down the entire call number. If no location indicator is given that simply means the item is a book in the “main” circulating collection. This indicates those items that can be checked out. The location indicator “Main” may or may not be on the spine label of the book.
2. The books are placed on the shelves from top to bottom and left to right.
3. Assuming you want to find the book with the call number listed above, find the section of books in the library collection in which the books begin with the call number BM. These are in alphabetical order (e.g., BM will come after BJ and precede BR).
4. Once you have located the BM section, locate the number 487. Numbers are in numerical order.
5. Once you’ve located the BM 487 section, locate the third part of the call number. The third line is a “decimal” number and follows the sequence from smaller to larger. For instance .F58 is smaller than .F7 and therefore .F58 will precede .F7.
6. The last line is usually the year of publication.
7. If an item is from a multi-volume work, the last line may be a volume number (e.g., v. 2).

Appendix B gives a summary of the Library of Congress classification system. If you have any questions, please ask a library staff member.

EndNote

LBC has a site license for the personal bibliographic software program, EndNote. You can access EndNote through the link on the library website. As an LBC student, you may download this helpful software on your personal computer. EndNote will manage the bibliographies for papers and format them in the correct style. Please contact Gerald Lincoln (glincoln@lbc.edu) for one-on-one assistance.
LIBRARY FACILITY

The Charles and Gloria Jones Library is housed in the Teague Learning Commons. The Teague Learning Commons (TLC) demonstrates LBC’s commitment to academic scholarship in training the next generation of well-informed servant leaders. The building is named after LBC’s fifth president Dr. Peter W. Teague and his wife, Paulette. Dr. and Mrs. Teague exemplify what it means to be life-long learners and servant leaders.

The TLC offers many unique features. Natural light pouring through large windows, comfortable furniture, quiet spaces for individual reflection, small group study spaces, and classrooms combine to make it a welcoming environment for learning. Also a Hospitality Suite is available for large group meetings and seminars. Bennee's Bistro offers specialty beverages and food for purchase. On Level 5 students can receive academic support through the Ally Center, which is comprised of the Academic Mentoring Services, the Disability Services, the Math Lab, and the Writing Center.

Student Computers

- Twenty-four computers equipped with Microsoft Office 2013 are available exclusively for student use in Level 1 of the Teague Learning Commons.
- Students can log into the computers using their LBC user name and password.
- Two computers are located in the entry area and are reserved for reference and OPAC use only.

Printing

- Every student has been issued an automatic starting credit to print up to 500 pages per year or 250 pages for each semester ($12.50).
- To print, you must be logged on to a student computer.
- Each page printed exceeding the 250 page semester limit is charged at 5 cents per page. Additional copies will be automatically billed to your student account at the end of the semester.
- PaperCut provides an online detail view of your print history.
- Community patrons may use one of the two OPAC computers for research and print up to 10 pages per session.

Wireless Access

Wireless access is available to students, faculty and guests. For access, please inquire at the Information & Circulation Desk.

Library Conduct

The Charles & Gloria Jones Library is located inside the Teague Learning Commons. The Teague Learning Commons (TLC) was created to support and maintain an environment conducive to thought, research, and effective study groups. Come in and enjoy the natural light pouring through large windows, comfortable furniture, quiet spaces, small group study areas, and the aroma of freshly brewed coffee from Bennee's Bistro.

Students are permitted to bring food and beverages into the library. All beverages are to be in containers with lids (e.g., spill proof coffee mugs, bottles with caps). Please dispose of all trash when finished to help maintain an inviting atmosphere and to respect the needs of others.
Please be thoughtful of your fellow students and refrain from the following behavior:

- Cell Phone calls: Please complete calls outside of the library.
- Deliberate misuse of materials or equipment that interferes with or prevents timely access to resources or equipment by other users or staff
- Disrupting behavior that is not conducive to study
- Violation of Lancaster Bible College policies, including policies on computer and network use, cell phone use, electronic communications, and harassment
- Vandalism, theft, or defacement of library materials or LBC property
- Refusal to comply with instructions of library staff, student workers and campus officials

The Library staff is committed to providing a safe environment for all users and takes seriously its obligation to manage disruptive behavior quickly and professionally. Please contact a staff member if you need assistance.

**Study Rooms**

Study rooms are located on Level 3 and Level 5 of the Teague Learning Commons. Level 4 is designated as a quiet study area and is available for use whenever it is not scheduled for an event. Open study areas are located on every level. Student Organizations may reserve rooms by contacting Student Life.

Calendars are posted outside each study room in the Teague Learning Commons. If study rooms are not scheduled or are not being used, they may be used on a first-come first-serve basis. However, individual students are not able to reserve rooms. Please be generous in sharing study room space with your fellow students.
Library Staff

Library staff may be contacted directly by phone, email or via links on the library website for research help Monday through Friday. Students may also submit reference questions after hours directly to the AskHerePA online reference chat service 24/7 located on the library website. A librarian from a different college will answer these on behalf of Lancaster Bible College.

Jocelyn Abel (Head of Technical Services), MSLIS
Cataloging, History – jabel@lbc.edu – 717.560.8200, ext. 5361

Clint Banz (Director of Library Services), MS, MDiv, ThM
Information Literacy, Research, Biblical Studies – cbanz@lbc.edu – 717.560.8200, ext. 5412

Bethany Fethkenher (Library Circulation Assistant), BS
Circulation – bfethkenher@lbc.edu – 717.560.8200, ext. 5311

Deb Hunt (Associate Library Director), MLS
Acquisitions, Education – dhunt@lbc.edu – 717.560.8200, ext. 5349

Allison Jones (Library Circulation Assistant), BS
Circulation, Inter-Library and Additional Location Loan – ajones@lbc.edu - 717.560.8200, ext. 5112

Gerald E. Lincoln (Library Technology Director), MA, MDiv, ThM, PhD
Research, Biblical Studies, EndNote – glincoln@lbc.edu – 717.560.8200, ext. 5362

Lisa Swarr (Library Assistant), BS
Acquisitions, Periodicals, Education – ls Garr@lbc.edu – 717.560.8200, ext. 5385
APPENDIX A-1
BORROWING POLICY FOR TRADITIONAL
UNDERGRADUATE STUDENTS

Here are some general patron guidelines:
- You are responsible for the materials that you borrow.
- You are responsible to know when your materials are due.
- You are responsible to return your materials on time.
- You may request a print out with due dates at check out, and you may check your due dates online at library.lbc.edu using your last name and your barcode number.

<table>
<thead>
<tr>
<th>ID card</th>
<th>Your Lancaster Bible College ID card serves as your library card. Please present your card at the Information &amp; Circulation Desk whenever you want to borrow materials.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Borrowing limit</td>
<td>No limit to the number of items you may borrow</td>
</tr>
<tr>
<td>Circulation period</td>
<td>14 days for books, audio, CD-ROM</td>
</tr>
<tr>
<td>Renewal period</td>
<td>14 days for books, audio, CD-ROM</td>
</tr>
<tr>
<td>Renewal limit</td>
<td>Items can be renewed up to three times as long as they are not needed by another patron. You may renew online (use the Renew Materials Quicklink on the Library Home Page), by email (<a href="mailto:circdesk@lbc.edu">circdesk@lbc.edu</a>), by phone, or in person. After three renewals, items must be physically returned to the library for reshelving or to be checked back in and then checked back out to begin another cycle of three renewals. Occasionally, a circumstance may arise that requires the modification of your due date. <strong>Note:</strong> If your materials are overdue when you renew them, the library circulation system can only renew until the $20 fine limit is reached.</td>
</tr>
<tr>
<td>Fines</td>
<td>$0.25 per day / per item</td>
</tr>
<tr>
<td>Account blocked</td>
<td>Once fines/fees reach a total of $20 you will be blocked from any further borrowing until the fines/fees are paid.</td>
</tr>
<tr>
<td>Maximum fine</td>
<td>The maximum fine per item is $5.</td>
</tr>
<tr>
<td>Lost items</td>
<td>If you lose an item, you are responsible to pay the replacement cost plus $10.00 fee. Remember, the item always remains the property of the library and should be returned if ever found.</td>
</tr>
<tr>
<td>Payment</td>
<td>Fines/fees can be paid by cash or check (payable to Lancaster Bible College) only.</td>
</tr>
<tr>
<td>Reserve materials</td>
<td>Reserve materials are selected for your courses by your professors. These materials are held at the Information &amp; Circulation Desk. Reserve materials have varying loan periods and may or may not be able to be taken from the library.</td>
</tr>
<tr>
<td>Reference materials and periodicals</td>
<td>These items may not be borrowed.</td>
</tr>
<tr>
<td>Videos/DVDs</td>
<td>These items circulate for two days or 14 days and may be renewed one time.</td>
</tr>
<tr>
<td>Kits</td>
<td>Kits, shelved on the compact shelving on Level One, can be reserved for an extended period for personal or group use. Contact Lisa at 717-560-8200, extension 5385 or by e-mail <a href="mailto:lswarr@lbc.edu">lswarr@lbc.edu</a></td>
</tr>
<tr>
<td>Restricted materials</td>
<td>These items circulate for seven days and may be renewed one time.</td>
</tr>
<tr>
<td>Interlibrary loan</td>
<td>If you need to use an item that the Charles &amp; Gloria Jones Library does not have, we will check on its availability via interlibrary loan. You can submit interlibrary loan requests via WorldCat or LBC OneSearch. There is generally no cost for this service. You can pick up the item at the Information &amp; Circulation desk.</td>
</tr>
<tr>
<td>Additional LBC locations library loan</td>
<td>If you need to use an item that is held at another LBC location, we will have the item delivered to the Lancaster campus. You can submit your request by filling out the form located here.</td>
</tr>
<tr>
<td>Databases and ebooks</td>
<td>Type in your LBC login and password to access these resources from off campus.</td>
</tr>
<tr>
<td>Reshelving materials</td>
<td>Place any materials you remove from the shelves, but decide not to borrow, on the green RESHELVE SPOTS you find throughout the library. You do not need to reshelve items yourself. It is our job to do this for you.</td>
</tr>
</tbody>
</table>

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APPENDIX A-2
BORROWING POLICY FOR ACCELERATED
UNDERGRADUATE STUDENTS (AUD)

Here are some general patron guidelines:

- You are responsible for the materials that you borrow.
- You are responsible to know when your materials are due.
- You are responsible to return your materials on time.
- You may request a print out with due dates at check out, and you may check your due dates online at library.lbc.edu using your last name and your barcode number.

<table>
<thead>
<tr>
<th>ID card</th>
<th>Your student ID card serves as your library card. Please present your card at the Information &amp; Circulation Desk whenever you want to borrow materials.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Borrowing limit</td>
<td>No limit to the number of items you may borrow</td>
</tr>
<tr>
<td>Circulation period</td>
<td>30 days for books, audio, CD-ROM</td>
</tr>
<tr>
<td>Renewal period</td>
<td>30 days for books, audio, CD-ROM</td>
</tr>
<tr>
<td>Renewal limit</td>
<td>Items can be renewed one time as long as they are not needed by another patron. You may renew online (use the Renew Materials Quicklink on the Library Home Page), by email (<a href="mailto:circdesk@lbc.edu">circdesk@lbc.edu</a>), by phone, or in person. After one renewal, items must be physically returned to the library for reshelving or be checked back in and then checked back out to begin another cycle of one renewal. Occasionally, a circumstance may arise that requires the modification of your due date. <strong>Note:</strong> If your materials are overdue when you renew them, the library circulation system can only renew until the $20 fine limit is reached.</td>
</tr>
</tbody>
</table>

| Fines            | $0.25 per day / per item                                                                                     |
| Account blocked  | Once fines/fees reach a total of $20 you will be blocked from any further borrowing until the fines/fees are paid. |
| Maximum fine     | The maximum fine per item is $5.                                                                            |
| Lost items       | If you lose an item, you are responsible to pay the replacement cost plus a $10.00 fee. Remember, the item always remains the property of the library and should be returned if ever found. |
| Payment          | Fines/fees can be paid by cash or check (payable to Lancaster Bible College) only.                           |

<table>
<thead>
<tr>
<th>Reference materials and periodicals</th>
<th>These items may not be borrowed.</th>
</tr>
</thead>
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<table>
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<tr>
<th>Restricted materials</th>
<th>These items circulate for seven days and may be renewed one time.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Videos/DVDs</td>
<td>These items circulate for two days or 14 days and may be renewed one time.</td>
</tr>
<tr>
<td>Kits</td>
<td>Kits, shelved on the compact shelving on Level One, can be reserved for an extended period for personal or group use. Contact Lisa at 717-560-8200, extension 5385 or by e-mail <a href="mailto:lswarr@lbc.edu">lswarr@lbc.edu</a></td>
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<td>Interlibrary loan</td>
<td>If you need to use an item that the Charles &amp; Gloria Jones Library does not have, we will check on its availability via interlibrary loan. You can submit interlibrary loan requests via WorldCat or LBC OneSearch. There is generally no cost for this service. You can pick up the item at the Information &amp; Circulation desk.</td>
</tr>
<tr>
<td>Additional LBC locations library loan</td>
<td>If you need to use an item that is held at another LBC location, we will have the item delivered to the Lancaster campus. You can submit your request by filling out the form located here.</td>
</tr>
<tr>
<td>Databases and ebooks</td>
<td>Type in your LBC login and password to access these resources from off campus.</td>
</tr>
<tr>
<td>Reshelving materials</td>
<td>Place any materials you remove from the shelves, but decide not to borrow, on the green RESHELVE SPOTS you find throughout the library. You do not need to reshelve items yourself. It is our job to do this for you.</td>
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</table>


APPENDIX A-3
BORROWING POLICY FOR GRADUATE STUDENTS

Here are some general patron guidelines:

- You are responsible for the materials that you borrow.
- You are responsible to know when your materials are due.
- You are responsible to return your materials on time.
- You may request a print out with due dates at check out, and you may check your due dates online at library.lbc.edu using your last name and your barcode number.

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</tr>
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<td>Borrowing limit</td>
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<td>Circulation period</td>
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<tr>
<td>Renewal limit</td>
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</tr>
<tr>
<td>Fines</td>
<td>$0.25 per day / per item</td>
</tr>
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<td>Account blocked</td>
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<td>Payment</td>
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<td>Restricted materials</td>
<td>These items circulate for 14 days and may be renewed one time.</td>
</tr>
<tr>
<td>Interlibrary loan</td>
<td>If you need to use an item that the Charles &amp; Gloria Jones Library does not have, we will check on its availability via interlibrary loan. You can submit interlibrary loan requests via WorldCat or LBC OneSearch. There is generally no cost for this service. You can pick up the item at the Information &amp; Circulation desk. or designate to have it shipped to your home address if you live off campus.</td>
</tr>
<tr>
<td>Additional LBC locations library loan</td>
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</tr>
<tr>
<td>Databases &amp; ebooks</td>
<td>Type in your LBC login and password to access these resources from off campus.</td>
</tr>
<tr>
<td>Re-shelving materials</td>
<td>Place any materials you remove from the shelves, but decide not to borrow, on the green RESHELVE SPOTS you find throughout the library. You do not need to re-shelve items yourself. It is our job to do this for you.</td>
</tr>
</tbody>
</table>
APPENDIX B:

Library of Congress Classification System

The College Library uses the Library of Congress Classification system. This system divides all knowledge into the general classes below. Each class is identified by a letter of the alphabet, subclasses by combinations of letters, and subtopics within classes and subclasses by numerical notation. Listed below is general system, selectively including subdivisions that cover the LBC curricula.

A  General Works (general encyclopedias, reference books, etc.)

B  Philosophy: Religion
   B–BJ Philosophy, including BF Psychology
   BL Religion
   BM Judaism
   BP Islam
   BR Christian History
   BS Biblical Studies
      BS 1-680 Biblical Studies
      BS 700-1800 Old Testament
      BS 1801-2830 New Testament
   BT Dogmatic Theology
   BV Practical Theology
   BX Christian Denominations

C  Auxiliary Sciences of History
   CB History of Civilization (General)
   CC Archaeology
   CT Biography (General)

D  History: General and Old World, including
   World Wars
      DA Great Britain
      DB Austria
      DC, etc. Other individual countries
      DS Asia
      DT Africa

E–F History of America

G  Geography (General)
   GN Anthropology
   GV Recreation (incl. sports)

H  Social Sciences
   HM Sociology
   HQ Family
   HV Social Pathology

J  Political Science

K  Law

L  Education
   LA History of Education
   LB Theory and Practice of Education
   LC Special Aspects of Education
   LD Individual Institutions – U.S.
   LE Individual Institutions – America
   LF Individual Institutions – Europe
   LG Individual Institutions – Asia

M  Music
   ML Literature on Music
   MT Instruction and Study

N  Fine Arts

P  Language and Literature
   PA Classical Languages and Literature
   PC Romance Languages
   PE English Language
   PJ Hebrew
   PQ Romance Literature
   PR English Literature
   PS American Literature (including Fiction)

Q  Science
   QA Mathematics
   QC Physics
   QD Chemistry
   QH Biology
   QK Botany
   QM Human Anatomy
  QP Physiology
   QR Microbiology

R  Medicine (Nursing)

S  Agriculture

T  Technology

U  Military Science

V  Naval Science

Z  Bibliography and Library Science