



# Library Handbook

Revised Jul 26, 2023

## **Mission Statement**

The mission of the Alaska Bible College Library is to provide resources and services which meet the educational and research needs primarily of Alaska Bible College (ABC) students, faculty, and staff, as well as those in the surrounding Christian community, in order to assist them to become servants who lead with Christ-like character.

## **Library Objectives**

*Acquire material.* Acquire materials in appropriate form, depth, and diversity to support the curriculum and mission of the college.

*Provide service.* Assist with the reference and resource needs of all library patrons. Assist patrons to access information networks outside the university.

*Manage the Collection.* Manage the currency, diversity, and form of the collection to support the educational objectives of the college.

*Give instruction.* Provide library orientation. Support research and information literacy in an environment of intellectual freedom, grounded in a Biblical worldview. Enable patrons with the tools to access information in an increasingly digital age.

## **Patrons**

The library is open to all college students, faculty, and staff and to the community. Community patrons must provide their contact information (phone number, home address, and email address) in order to be given a library account; this information is used to contact patrons if items become overdue.

## **Library Hours**

The library hours are posted at the entrance to the library and on the ABC website. At the discretion of the Library Director, the library may be closed for special occasions such as ABC school vacations, Winter Retreat, Christmas Banquet, Graduation Banquet, and Graduation Program. Occasional extended library hours may be requested for special projects, such as extra study time the weekend before final exam week or during final exam week. The Library is closed from 11-noon on Tuesdays and Thursdays for Chapel. The library is open by appointment in the summer.

## **General Regulations**

The atmosphere of the library depends upon the full cooperation of its users. Your help is appreciated.

- The library should be a quiet place for people to read and study. Avoid any conversation in the study desks in the Main Stacks and Student Study Area. Quiet conversation is permitted in the Study Lounge, but please respect others who are around you.
- Return checked-out books to the bin in the Student Study area.
- Books used in the Main Stacks without being checked out need to be returned to the bin in the Reference Section.
- Only people working in the library should re-shelve books, magazines, or newspapers so that the books are returned to their correct location—a book out of place might not be found by anyone for a long time.
- The borrower is required to make payment for lost, damaged, and overdue library materials.
- The library is not responsible for any patron's lost or stolen items.

## **In-house Library Resources**

*Alaska Section:* This section is located in the southeast corner of the Main Stacks room. These all have yellow spines marked with "A."

*Archives:* Old books located on the east wall next to the Alaska section.

*Audio-Visual Section and Physical Object Section:* DVDs, CDs found in Reference area.

*Counseling Reference Section:* Located on the east wall of the Main Stacks Room. Labeled as "CRef" with a red label.

*Elementary Education:* Materials located on the Wooden bookshelf in the Reference area and on the rack in the corner of the Reference area. Includes physical objects like display of the temple or puppets (on request).

*New:* Titles added within the last two years found in the Reference area.

*Oversize:* Books too large for usual shelving are located in the Oversize Section on the south wall of the Main Stacks Room. Spine denotes "Oversize."

### *Periodicals:*

- **Hard copies:** Old editions of Journals are kept in the Main Stacks.
- **Online Journals:** Access through the Links Tab under the Library area of Populi.

*Reference Section:* This section is at the south end of the Main Stacks Room. These books must remain in the Library, and, therefore, cannot be checked out. Reference books are marked with an “R” above the Dewey Decimal Number on the book’s spine label.

*Reserve:* Course textbooks put on Reserve are located in the Circulation Room.

### **Circulation**

Books, media, and all other materials are checked out and returned at the Circulation Desk. Items may be renewed (if not requested by someone else) at the Circulation Desk or by emailing the librarian at [library@akbible.edu](mailto:library@akbible.edu). All materials are subject to recall at any time if an instructor requests them to be placed on Reserve for use in a course.

### *Checking out resources:*

Take the resources you wish to check out to the Circulation Desk.

**Books, Audio-Visual & Physical Objects:** There is a **three week** limit for these books. At this time CRef books can be checked out as regular circulation books. Arrangements can be made with the Library Director to check-out flannelgraphs and puppets for longer periods of time if desired. A total of 15 resources can be checked out, not including the Reserve limit of 4 items.

**Reference Books & Periodicals:** These may not be checked out unless special arrangements are made with the Library Director.

**Reserve Books:** These books are kept by the Circulation Desk and can be checked out for **two hours** for use in the library. Also, Reserve books can be checked out from closing time at the end of the day until the next day the library opens. Be sure to return Reserve books on time so that others can use the books for their course work. There is a **50 cents per hour** late fine for all Reserve materials that are not returned on time. Up to 4 Reserve items can be checked out at a time.

*Overdue Fines:* Normally the late fine for return of any item is 25 cents per day. One exception is that the fine for late Reserve books is 50 cents per hour.

### **Finding Resources in the Library**

You can access library resources on our online database via the Alaska Bible College website [www.akbible.edu](http://www.akbible.edu). Click on the “Library” tab and then on “Online Catalog.” Or students can access the online catalog via the Library tab in their Populi account.

### Locating a physical resource in the Library:

When you pull up a book entry on the online catalog, it will look something like this:

#### **The Apostles' Creed : An introduction**

**Book • Walsh, Chad...[et.all...]** Available at Main Library: Main Stacks• 238.11  
W16a

You can click on the title link to see more information about the book or you can locate the book by first noting what section of the library it is located. In this example, it is in “Main Stacks.” Common sections include the following:

- **A** - Alaska
- **Arch** - Archive books
- **CRef** - Counseling Reference
- **DVD/CD** - Audio-visual section
- **EE** - Elementary Education
- **Oversize** - Books too large for normal shelving
- **R** - Reference
- **Reserve**
- **SpecRef** - Special Reference (see staff)

Then locate the book according to its call number, ie- **238.11 W16a**. A posted sign at the end of each row of books tells what book (call) numbers are located on that row. Every book and most other resources in the library have a section and a call number.

### **Galaxie Theological Database**

Students access this database via Populi. From the Library page, click the “Links” tab. Hit the link to **Galaxie Theological Journal Database**.

Click the “Search Journals” heading under the right-hand column titled “Journals Menu.” Type in your search words. You can print or save a PDF to your computer.

### **Christian Periodical Index**

Students can access this index through the “Links” Tab in the Library page of Populi. Students must email citation information to library staff who will then try to obtain them and email them back to the student. This process can take several days so plan accordingly.

### **Other Online Journals**

Follow instructions found under the “Links” tab in the Library area in Populi.

### **For Mountain City Church Academy (MCCA) Students**

MCCA students have access to all ABC library online resources through Populi. In addition, ABC teaching faculty will provide physical resources (drop-off and pick up) twice weekly. Limits on loan times and limits on number items borrowed are the same as for on campus students.

MCCA physical book check-out and in procedure:

1. Search the online library catalog.
2. Click on the desired book.
3. On the right side of the screen, click the “Place a Hold” tab. Enter your name in the Patron Name box.
4. Library staff will check out the books to the students and deliver them by ABC faculty twice weekly.
5. Books will be checked in when returned with ABC faculty.

### **For Online or Distance Education Students**

Students studying in ABC’s distance education programs, including online and modular, enjoy full access privileges to ABC’s library resources. If you cannot visit the main campus in person, please follow the instructions below to request resources to be delivered to your location. Limits on loan times and limits on number items borrowed are the same as for on campus students.

#### *Searching for Books*

1. Visit the online library catalog.
2. Use the Search form to search for a particular title, author, or keyword.

Note: In addition to borrowing physical books, distance education students may also do research online using the online databases to which the library subscribes.

#### *Borrowing Books*

After you locate a book through the steps above, follow these procedures to borrow the book.

1. Email [library@akbible.edu](mailto:library@akbible.edu) to request books to be sent to you. In your email, include the following information:
  - Your instructor’s name*
  - Book title*
  - Author*
  - Barcode number*
  - Call number*
2. If you are a distance education student, the books will be mailed to you. Other students can make arrangements with library staff to obtain their materials.

Note: Reference books cannot be checked out without special approval from the Library Director. Reserve books may only be checked out in-person from the main library, unless special approval is given by the Library Director.

### *Returning Books*

When finished with your books, return them to the main library through any of the following means:

- Return the books to the main library in person.
- Mail the books to the main library:  
Alaska Bible College Library  
248 E. Elmwood  
Palmer, AK 99645

Note: Students are responsible for all library materials until they are returned. Any replacement charges for items that are not returned will be applied to the student's school bill.

### **Copier and Printers**

Printer/copier is located in the Library Study Lounge.

### **Sources Beyond our Library**

*Public and University of Alaska Libraries:* The Palmer Public Library is across Elmwood Avenue from the ABC Palmer campus main building. A local library card also allows you access to everything in the University of Alaska System, including the UAA Matsu College Okeson Library located here in Palmer off Trunk Road. The link to the Palmer Library website is <https://pplak.org/index.html>.

*Alaska State Library:* The State of Alaska offers an extensive online library at <https://library.alaska.gov/>.

*Databases:* A number of online databases that can be used to find resources and research materials are available, including the following:

- ✓ *Google Scholar* has many scholarly journal articles as well as links to books available at <https://scholar.google.com/>. The complete articles or books aren't always available.
- ✓ *Statewide Library Electronic Doorway (SLED)* has information on a wide variety of topics and is located at <http://sled.alaska.edu/>.
- ✓ *Open Source Digital Theological Library* is an amazing new one-stop search engine to find current international to religious research. <https://oadtl.org/>

### **Contact Information**

We are always happy to assist you and answer any questions about the ABC Library. The library email is [library@akbible.edu](mailto:library@akbible.edu).