

Central Christian College of the Bible
911 East Urbandale Drive
Moberly, Missouri 65270

Phone: (660) 263 - 3933



Dear CCCB Student,

The Library Handbook made available for you is of vital importance to your education here at Central Christian College of the Bible! Take time to read it from beginning to end. You'll find that it will save you time as you use CCCB's Library. Moreover, it will make you a better student and will also aid you in becoming more diligent in your study of God's Word (2 Timothy 2:15).

Most high schools use the Dewey Decimal System with which you may be familiar. Our Library, however, is cataloged according to the Library of Congress classification system, because that is the one used by most colleges and because it is better suited to a Library such as ours in which the majority of books are in one category. Most of our books, of course, are theological.

There are two other libraries in town that you may wish to use, also: Little Dixie Regional Library at 111 N. Fourth Street and the Moberly Area Community College Library at 101 College Street. Their libraries are much broader in areas outside the religious field.

Please know that the Library staff is here to help you. They will be happy to answer your questions, help you find material pertinent to your needs, and be willing to aid in other ways that may fit your needs. We ask that you help them, also, by being respectful of them, by returning borrowed books by the due date, and by caring for the books and Library equipment. At over 70,000 volumes, the selection of books and materials from which you may choose is comparable to schools much larger than CCCB.

As you study, as you read, and as you learn to "rightly divide the Word of truth," may you be greatly blessed and may those who hear you preach and teach His Word be led to a deeper understanding of the will of God.

In His Service,

Patty Agee
Librarian

LIBRARY HANDBOOK

Originally prepared by:
GARETH L. REESE, Librarian
1963, 1973, 1981, 1992, 1998

Updated by:
Patty Agee, Librarian
2002, 2003, 2004, 2005, 2006, 2007, 2009, 2011

SPECIAL GIFTS AND COLLECTIONS

The following people and companies have each given more than 100 volumes or more than \$500 to the Library, and we wish to give special mention to them so that the student using the Library may know some of the people who have made his or her tools available.

Daisy A. Kratzer	Chester C. Werft	Chillicothe Bible College
Eugene McMahan	John A. Bolen	Billy Reis Estate
Standard Publishing Company	M/M Carl Moses	M/M Walter Coble
Lloyd M. Pelfrey	Gareth L. Reese	David L. Orr
J. W. Franke	Walter L. Spratt	Richard Koffarnus
Robert W. Seath	Brent Rairden	Sarah Parkes
Allen Wayne Lowen	Leonard McDonald	Horace Kingery
Neil Bradley	Joe Genovese	Mrs. Richard J. Chamier
Anna Downing	Mrs. Charles Harris	Ed Fausz
Gary Burress	Gary D. Bailey	John A. Leinbaugh
John W. Hall	Deanna (Diggs) Dorce	Roy Smith
Edward Dooley	Harry Porter	Grayson Ensign Family
Gary Woods	Fred and Jan Green	Mollie Foster
Herbert W. Beerbower Family	Joe Westfall	Jim Wells
Jeff Stone	Bob Brunk	M/M Byron Moats
Lloyd Schwieger Family	J. Paul Whaley Family	Gary Baker
Jerry Wietrich	Eugene M. Scott	David Crozier
Family of Nellie Gray Thompson	Raymond & Gerry Gipson	Darrell Davis
Howard Mountcastle	Adam Ensign	UACC/TLCC
Perry & Dorothy Cozadd	Jack & Karen Richardson	Larry Morrison
Roger Thomas	Lloyd Mealer	Roy & Pat Lincoln
Ed DeVries	Bill & Becky Chrisman	Jerry Sweitzer
Forum Blvd. Christian Church	Phil Young	

LIBRARY MISSION & GOALS

Mission: The Library of Central Christian College of the Bible supports the mission of developing servant-leaders for the church by providing informational and instructional resources and services to meet the educational, research, professional, and recreational needs of its patrons.

Goals: Patrons will find a facility that is welcoming, attractive and safe.
Patrons will find a qualified staff that meets their expectations for service and helpfulness.
Patrons will find access to resources that satisfy their academic, professional and recreational needs.
The library will regularly evaluate how it can better meet the needs of the curriculum as it develops.

CHAPTER ONE - CLASSIFICATION AND SHELF ORDER

There are two methods of cataloging books in use among libraries -- the Dewey Decimal system, and the Library of Congress (LC) system. At Central, we use the latter type of classification numbers, because it is more flexible and more suitable to our purposes, since the preponderance of books here is theological.

Explanation of LC Symbols

The numbers on the spine of the books, and also in the upper left hand corner of the cards in the card catalog have the following kinds of numbers:

LC classification number	BT 301	Life and Times of Jesus
Author's number	E 32	
Volume number (if the book is one of a set)	V. 1	
Copy number (if there is more than one)	Copy 1	

LC Classification Schedule

Each field of knowledge and literature has its own letter prefix and its own particular set of numbers. The letter prefixes for some of the more important fields are as follows:

A -- General Works, Collections of Works	BR 250 - Medieval Church History
AC -- Collections (like Great Books of the Western World)	BR 300 - Reformation and Counter-Reformation
AE -- Encyclopedias	BR 500 - Church History in the USA
AY -- Yearbooks	BR 600 - Church History in other countries
	BR 1500 - Persecution and Martyrs
	BR 1700 - Biography of individual Christians
B -- Philosophy and Religion	BS - Bible
B -- History and systems of Philosophy	BS 100 - English Versions
BC -- Logic	BS 200 - Versions in other languages
BD -- Metaphysics (Epistemology, Ontology, Cosmology, Teleology, Occultism, Para-psychology)	BS 400 - Works about the Bible as a whole
BF -- Psychology	420 - Concordances
BH -- Esthetics	440 - Bible dictionaries
BJ -- Ethics (including Etiquette)	465 - Canon
BL -- Non-Christian Religions, and mythology	476 - Hermeneutics
BM -- Judaism	480 - Inspiration
BP -- Mohammedanism, Bahaim, Theosophy	490 - Commentaries on whole Bible
BQ -- Theses	500 - Criticism
BR -- General works on Christianity and Church History, including Early Church Fathers	570 - Men, women, children of the Bible
BR 60 - Early Christian Literature	600 - How to study the Bible
BR 120 - General works on Essence, genius, and nature of Christianity	620 - Bible archaeology
BR 145 - General works on church history	630 - Bible geography
BR 160 - Early Church History (apostolic and post-apostolic)	650 - Bible and Science
	BS 700 - 1675 - Works on the Old Testament
	700 - Versions, ancient
	825 - Versions, modern
	1121 - Concordances

- 1130 – OT History
- 1135 – OT Canon
- 1140 – OT Introduction
- 1143 – Commentaries on whole OT
- 1160 – OT Criticism
- 1192 – OT Theology
- 1200 – Commentaries on individual OT books
- BS 1690 – 1830 – Old Testament Apocrypha
- BS 1900 – 2826 – Works on the New Testament
 - 1900 – Versions, ancient
 - 2025 – Versions, modern
 - 2300 – Concordances
 - 2315 – NT History
 - 2320 – NT Canon
 - 2330 – NT Introduction
 - 2333 – Commentaries on whole NT
 - 2350 – NT Criticism
 - 2397 – NT Theology
 - 2415 – Teachings of Jesus
 - 2430 – NT characters
 - 2549 – Commentaries on individual NT books
- BS 2830 – 2970 – New Testament Apocrypha
- BT – Doctrinal Theology
 - BT 19 – History of doctrines (general works)
 - BT 65 – Doctrinal and Systematic Theology
 - BT 88 – Authority
 - BT 94 – Kingdom of God
 - BT 96 – Miracles
 - BT 98 – God
 - BT 119 – Holy Spirit
 - BT 130 – Attributes of God
 - BT 155 – Covenants
 - BT 160 – Theodicy
 - BT 198 – Christology
 - BT 300 – Life of Christ
 - 375 – Parables
 - 380 – Sermon on the Mount
 - 430 – Passion
 - 440 – Trials
 - 450 – Crucifixion
 - 480 – Resurrection
 - BT 595 – Mary, mother of Jesus
 - BT 693 – Creation
 - BT 700 – Man (doctrinal anthropology)
 - BT 715 – Sin
 - BT 748 – Salvation
 - BT 760 – Grace
- BT 770 – Faith, Faith and works
- BT 775 – Redemption
- BT 790 – Regeneration
- BT 810 – Predestination and Free Will
- BT 820 – Eschatology
- BT 830 – Hell, Hades
- BT 840 – Purgatory
- BT 845 – Heaven
- BT 860 – Resurrection
- BT 875 – Consummation
- BT 880 – Judgment
- BT 885 – Second Coming
- BT 910 – Immortality
- BT 962 – Angels
- BT 970 – Saints
- BT 975 – Devil, Demons
- BT 990 – Creeds and Confessions
- BT 1095 – Apologetics, Evidences of Christianity
- BT 1313 to 1480 – History of specific doctrines (docetism, gnosticism, etc.)
- BV -- Practical Theology
 - BV 5 – Worship
 - BV 30 – Church year – special days
 - BV 107 – Sabbath and Lord’s Day
 - BV 150 – Christian symbols and symbolism
 - BV 170 – Liturgy and ritual
 - BV 200 – Family worship
 - BV 205 – Prayer and prayer meetings
 - BV 590 – Church
 - BV 600 – Special aspects of church institutions
 - BV 629 – Church and State
 - BV 646 – Church Polity
 - BV 652 – Church Administration
 - BV 659 – Christian Ministry
 - BV 759 – Church law
 - BV 770 – Church finance
 - BV 800 – Baptism
 - BV 823 – Lord’s Supper
 - BV 830-- Sacraments
 - BV 900 – Religious societies
 - BV 1460 to 1612 – Religious Education
 - BV 1650 – Church camps
 - BV 1660 – Program materials for youth groups
 - BV 2000 – Missions
 - 2750 – North America
 - 2829 – Latin America
 - 2850 – South America
 - 2855 – Europe

- 3160 - Asia Minor
- 3220 - Central Asia
- 3298 - Southeast Asia
- 3410 - East Asia
- 3500 - Africa
- 3670 - Pacific Islands
- 3700 - Biography of individual missionaries
- BV 3750 -Evangelism, Revivals
- BV 4000 - Pastoral Theology and Pastoral Psychology
- BV 4200 - Homiletics
- BV 4239 - Sermons
- BV 4485 - Christian Life (Devotional)
- BX -- Denominations and Sects
 - BX 1 - Ecumenical Movement
 - BX 100 - Eastern and Oriental Churches
 - BX 200 - Orthodox Eastern Church
 - BX 800 - Roman Catholic Church
 - BX 4800 -- Protestantism
 - BX 5011 - Church of England
 - BX 5800 - Protestant Episcopal Church in USA
 - BX 6101 -- Adventists
 - BX 6201 - Baptists
 - BX 6651 - Christadelphians
 - BX 6751 - Congregational Christian Church (United Church of Christ)
 - BX 6901 - Christian Science
 - BX 7020 - Church of God
 - BX 7051 - Churches of Christ (non-instrument)
 - BX 7101 - Congregationalism
 - BX 7301 - Christian Churches and Churches of Christ
 - BX 7351 - Disciples of Christ
 - BX 7501 - Evangelical Church
 - BX 7601 - Society of Friends (Quakers)
 - BX 7801 - German Baptist Brethren (Church of the Brethren)
 - BX 8001 - Lutheran Churches
 - BX 8101 - Mennonites
 - BX 8201 - Methodists
 - BX 8525 - Millennial Dawn (Jehovah's Witnesses)
 - BX 8551 - Moravian Church (United Brethren)
 - BX 8601 - Mormons
 - BX 8701 - New Jerusalem Church (Swedenborgianism)
 - BX 8762 - Pentecostal Churches
 - BX 8800 - Plymouth Brethren
- BX 8901 - Presbyterianism
- BX 9301 - Puritanism
- BX 9401 - Reformed or Calvinistic Churches
- BX 9701 - Salvation Army
- BX 9751 - Shakers
- BX 9801 - Unitarianism
- BX 9901 - Universalism
- C, D, E, F - History
 - C,D - European and Old World History
 - CB - History of Civilization (general)
 - CC - Antiquities (Archaeology) (Bible Archaeology is at BS 620)
 - CE - Chronology (including the calendar)
 - CJ - Numismatics (coins and metals)
 - CN - Epigraphy and Inscriptions
 - CR - Heraldry (Coats of Arms - family descent)
 - D - General History (except America)
 - DA - Great Britain
 - DB - Austria-Hungary
 - DC - France
 - DD - Germany
 - DE - Classical Antiquity
 - DF - Greece
 - DG - Italy
 - DH, DJ, - Netherlands
 - DK - Russia
 - DL- Scandinavia
 - DP - Spain and Portugal
 - DR - Turkey and the Balkan States
 - DS - Asia
 - DT - Africa
 - DU - Australia and Oceania
- E - American (general) and United States (general) History
- F - History of individual states and localities, and history of North, Central, and South America (except United States).
- G -- Geography and Anthropology
 - G - Geography (general)
 - GA - Maps and Atlases
 - GB - Physical Geography
 - GC - Oceanology and Oceanography
 - GN - Anthropology, Somatology, Ethnology, Ethnography
 - GR - Folk-lore
 - GT - Manners and Customs
 - GV - Sports and Amusements, Games
- H - Social Sciences, Economics, Sociology

- H - Social Sciences
 HB - Economics
 HD - Economic History
 HE - Transportation and Communication
 HF - Commerce (general -- including Secretarial Science)
 HG - Finance (money, banking, credit, insurance)
 HJ - Public Finance (including taxation)
 HM - Sociology
 HQ - Family, Marriage, Home
 HV - Social Pathology (including social welfare, alcoholism, tobacco and drug habits, criminology, penology, etc.)
 HX - Communism and Socialism
- J -- Political Science
- K -- Law
- L - Education (Religious education is **at BV 1500**)
- M -- Music (including Church Music)
 M - Instrumental and vocal music
 ML - Literature of Music
 MM - Hymnbooks, Hymn Stories, etc.
 MT - Musical instruction and study
- N -- **Fine Arts**
 NA - Architecture
 ND - Painting
- P -- Language and Literature
 PA - Classical Languages and Literature (Greek and Latin)
 PB - Modern European Languages (general works)
 PC - Romance Languages
 PD - Teutonic Languages
 PE - English Language (including Dictionaries)
 PF - Dutch, German Languages
 PG - Slavic Languages
 PH - Finno-Ugrian and Basque Language and literature
 PJ - Oriental Languages and Literature (Hebrew)
 PL - Language and Literature of Eastern Asia, Oceania, and Africa
 PM - Hyperborean, American Indian and Artificial languages
- PN - Literary history and collections (authorship, dramas, speech, journalism)
 PQ - Romance Literature (French, Italian, Spanish)
 PR - English Literature
 PS - American Literature
 PT - Teutonic Literature
 PZ - Fiction
- Q -- Science
 QA - Mathematics
 QB - Astronomy
 QC - Physics
 QD - Chemistry
 QE - Geology
 QH - Natural History
 QK - Botany
 QL - Zoology
 QM - Human Anatomy
 QP - Physiology
 QR - Bacteriology
- R -- Medicine
 RA - State medicine, hygiene
 RM - Therapeutics
 RT - Nursing
- S -- Agriculture, Plant and Animal Industry
 S - Agriculture
 SB - Plant culture
 SD - Forestry
 SH - Fish culture and fisheries
 SK - Hunting Sports (including camping, outdoor life)
- T -- Technology
 TA-TH - Engineering and Building
 TJ-TL - Mechanical group (including auto mechanics)
 TN-TR - Chemical group (including mining, metallurgy, photography, etc.)
 TS-TX - Composite group (including manufacturing, trades, domestic science)
- U -- Military Science
- V -- Naval Science
- Z -- Bibliography and Library Science (including writing, typing, shorthand, book printing, and bookbinding).

CHAPTER TWO - CATALOGS

"ATHENA" -- PUBLIC ACCESS CATALOG (PAC) AVAILABLE ON ANY OF THE LIBRARY AND COMPUTER LAB COMPUTERS, THROUGH THE STUDENT/FACULTY PORTAL, AND FROM THE LIBRARY WEBSITE.

All of our books (except a few problems) are now entered into a computer database. ATHENA is very user friendly. Simply follow instructions on the computer monitor, using the mouse to point and click, and then typing in the desired author, title, or subject.

Specifying the Search

Before ATHENA can help you find materials, you must tell it what type of materials you need. Most patrons will specify either Quick Search or Advanced Search. Click on the specifying tab at the bottom of the screen.

Quick Search

The diagram shows the Quick Search screen, which is the default search method in our Library. The stoplight on the search button is red, indicating that ATHENA cannot begin a search until a search term is entered.



Type a word or phrase in the text box. The stoplight on the Search Button will now be green, indicating that Athena is ready to start the search. Click the Author, Title, or Subject button, if you wish to so limit your search. If you do not click one of these buttons, thus limiting your search, ATHENA will search all fields for your search term. Click on the Search button, or hit [enter].

If you click on the “Change Collection” tab at the bottom of the page you may search other collections in the Library that are in various stages of processing.

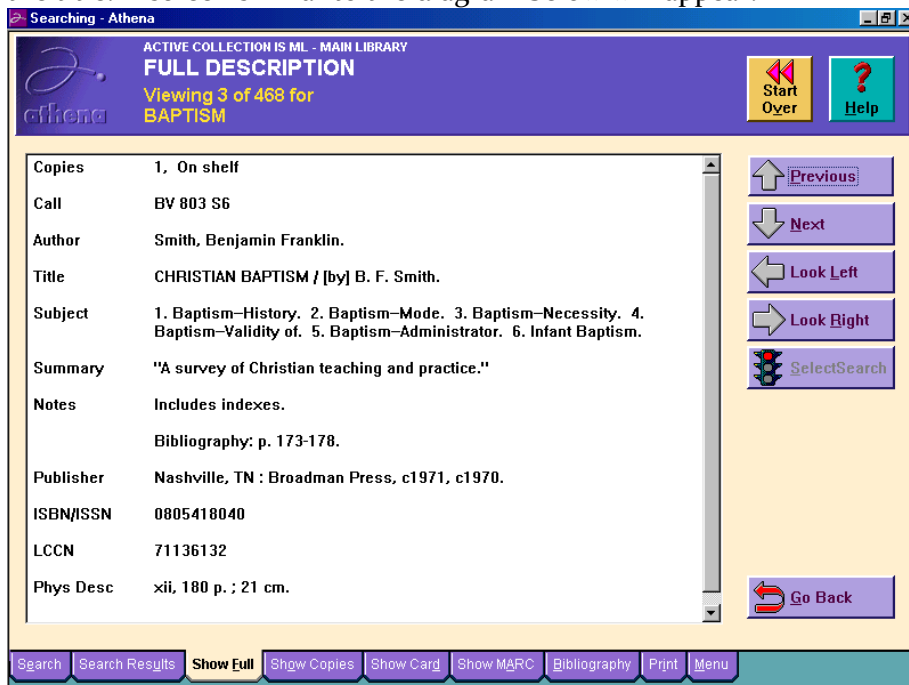
While ATHENA is performing the search, the Stoplight button should now read “Stop Search” and at this point the search can be cancelled.

Very quickly a new screen showing the "Search Results" will appear. This one shows the results of a search for "Baptism." The thermometer at the left of each title indicates the degree of relevancy to the topic.

The screenshot shows a web browser window titled "Searching - Athena". The page header includes the Athena logo and the text "ACTIVE COLLECTION IS ML - MAIN LIBRARY". The main heading is "SEARCH RESULTS" with a sub-heading "Viewing 1 - 9 of 468 for BAPTISM". There are "Start Over" and "Help" buttons in the top right. The search results are listed in a table with a thermometer icon on the left of each row, indicating relevance. The results include titles by authors like Alexander Campbell, Benjamin Franklin, Alexander Carson, Edward Michael Banks, Virgil Warren, Franz August Otto, Reginald Ernest Oscar White, and Gerald N. Wright. On the right side, there are navigation buttons: "Previous", "Next", "Go To", "A to Z Sort", and "Go Back". At the bottom, there are tabs for "Search", "Search Results", "Bibliography", "Print", and "Menu".

Thermometer	Title	Author	Call Number	Availability
	A DEBATE BETWEEN REV. A. CAMPBELL AND REV. N. L. RICE, ON THE ACTIO...	Campbell, Alexander,	BV 813 A3 C33 Copy1	In
	THE MILLENNIAL HARBINGER, 1836 /	Campbell, Alexander,	BX 7301 M61 C152 V.7 Copy1	In
	CHRISTIAN BAPTISM /	Smith, Benjamin Franklin.	BV 803 S6	In
	BAPTISM : Its Mode and Subjects /	Carson, Alexander,	BV 811 C27 1957 Copy1	In
	BAPTISM : ITS PURPOSE, PRACTICE, AND POWER /	Green, Edward Michael Banks,	BV 811.2 G74	In
	WHAT THE BIBLE SAYS ABOUT SALVATION /	Warren, Virgil.	BT 752 W37 Copy1	In
	CHRISTIAN DOGMATICS : Volume III /	Pieper, Franz August Otto,	BT 75 P53 V.3 Copy1	In
	THE BIBLICAL DOCTRINE OF INITIATION /	White, Reginald Ernest Oscar,	BV 806 W4	In
	THERE HAS ALWAYS BEEN ONE BAPTISM /	Wright, Gerald N.	BV 811.2 W932 Copy1	In

To see a "Full Description" of any of the titles shown on the Search Results screen, simply click on the title. A screen similar to the diagram below will appear.



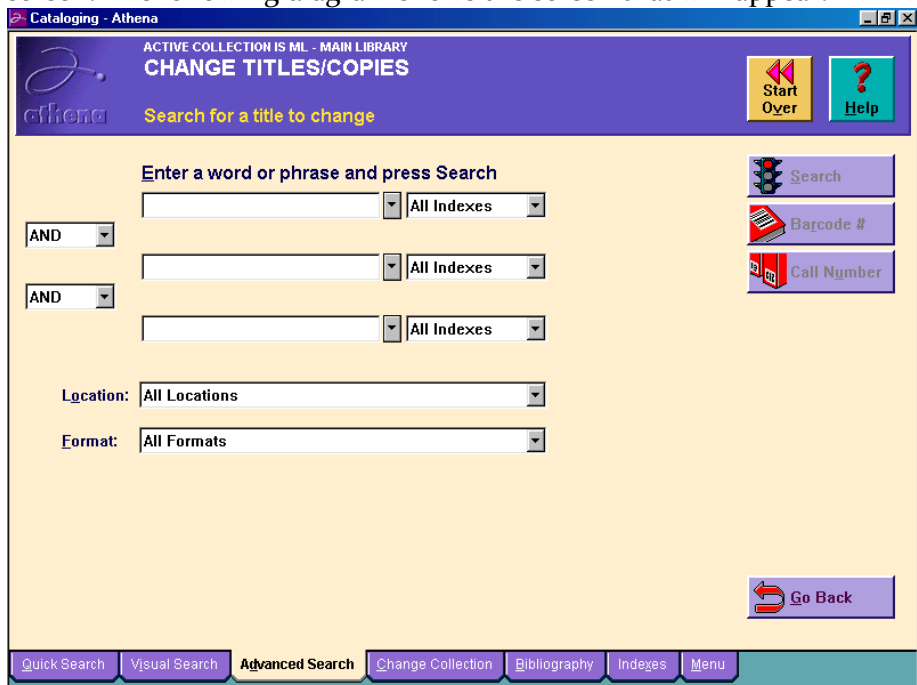
Use the scroll bar to view the rest of the record. Explanations offered on the following pages will explain what the "Tab" keys will do.

Advanced Search

Use Advanced Search when you need:

- *To limit a search to an information category other than author, title and subject. For example, you might need to limit a search to a particular series or publisher.
- *To specify a search using more than one term.
- *To access Athena's bibliography features.
- *To access an index of valid search terms.

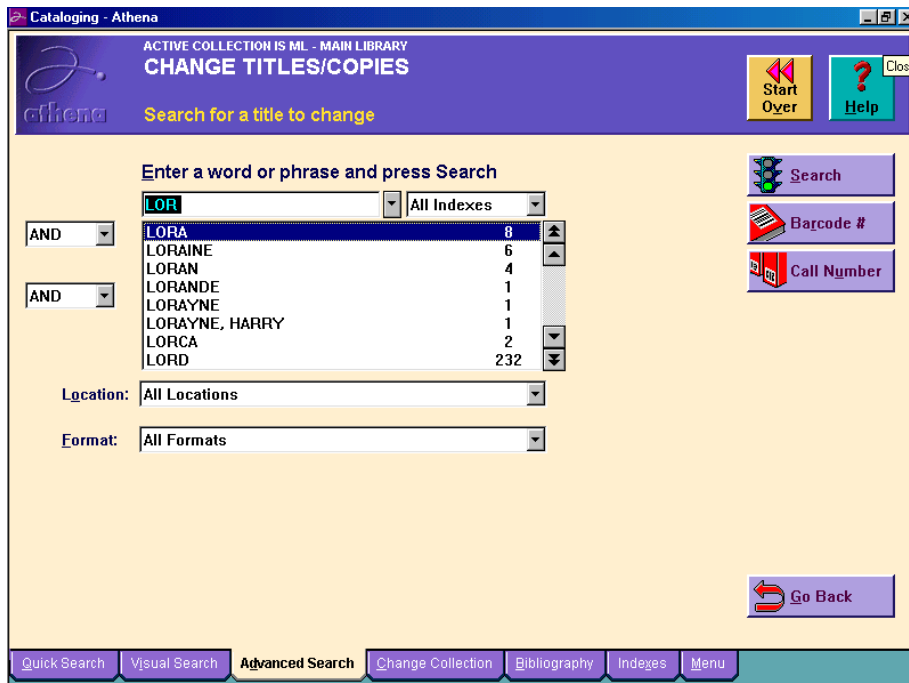
To use the Advanced Search features, first click on the "Advanced Search" tab at the bottom of the screen. The following diagram shows the screen that will appear.



The spotlight on the Search Button will be red, until you tell **ATHENA** what you wish it to search for. Clicking on the "Bibliography" tab at the bottom allows patrons to use ATHENA's bibliography features. Clicking on the "Indexes" tab allows patrons to see a list of searchable terms.

Searching from the Advanced Screen is similar to searching from the Quick Search Screen. You enter search terms and ATHENA searches for items that match these search terms. Remember, the asterisk (*) serves as a wild card search term. And again you may "Change Collection" to view other holdings.

TIP. If you need help entering a search term, ATHENA will provide it. Just type the first few letters of your search term. Then click the arrow immediately to the right of the search term box to see an index.



You can choose a search term from the index by double-clicking on it index entry to have Athena enter it into the search term text box.

The Search Results Screen will appear, and from it you may click on interesting titles for a Full Description, just as was true for the Quick Search. If you cannot see all the information provided for this book, use the scroll bar to bring the rest of the information on screen.

Select Search is a powerful search tool that allows you to search on any word, phrase, or partial word in the text of an item's Full Description.

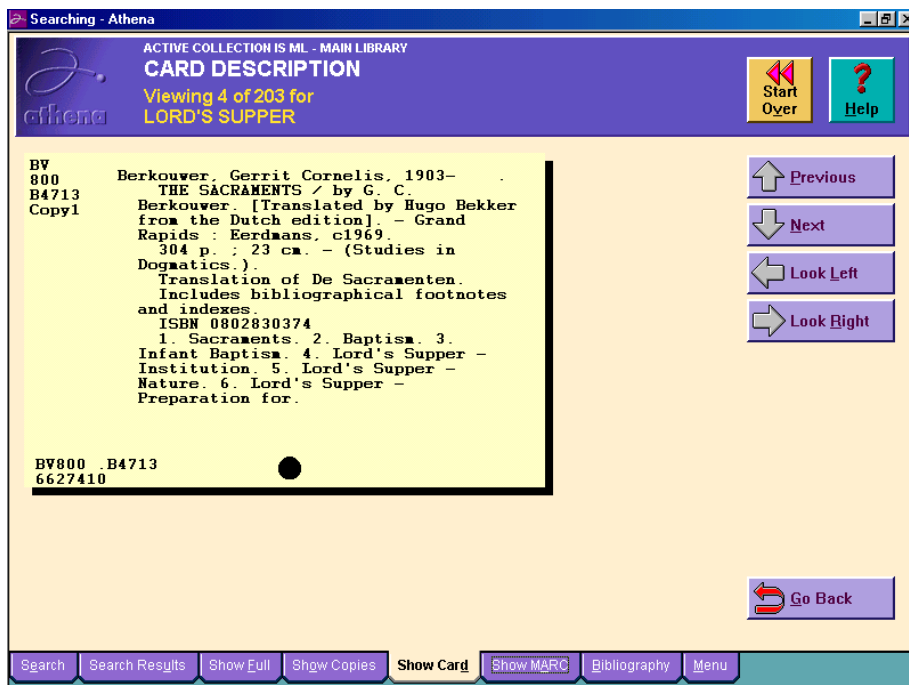
Often, a new search term will suggest itself from the record you are currently viewing. When this is the case, Select Search enables you to request a search on this new search term without leaving the Full Description screen. For example, to search on "Infant baptism" without leaving the Full Description screen, simply highlight the term then click on the "Select Search" button on the right.

The screenshot shows the Athena library system interface. At the top, it says "ACTIVE COLLECTION IS ML - MAIN LIBRARY" and "FULL DESCRIPTION". Below that, it indicates "Viewing 4 of 203 for LORD'S SUPPER". The main content area displays bibliographic details for a book:

Copies	2, On shelf
Call	BV 800 B4713 Copy1
Author	Berkouwer, Gerrit Cornelis,1903- .
Title	THE SACRAMENTS / by G. C. Berkouwer. [Translated by Hugo Bekker from the Dutch edition].
Series	Studies in Dogmatics.
Subject	1. Sacraments. 2. Baptism. 3. Infant Baptism . 4. Lord's Supper--Institution. 5. Lord's Supper--Nature. 6. Lord's Supper--Preparation for.
Notes	Translation of De Sacramenten. Includes bibliographical footnotes and indexes.
Publisher	Grand Rapids : Eerdmans, c1969.
ISBN/ISSN	0802830374
LCCN	6627410
Phys Desc	304 p. ; 23 cm.

On the right side of the screen, there are several navigation buttons: "Start Over", "Help", "Previous", "Next", "Look Left", "Look Right", "SelectSearch", and "Go Back". The "SelectSearch" button is highlighted with a green traffic light icon. At the bottom, there is a menu bar with options: "Search", "Search Results", "Show Full", "Show Copies", "Show Card", "Show MARC", "Bibliography", "Print", and "Menu".

Displaying an Item's Catalog Card. If you like, you can view the bibliographic information in a catalog card format. Simply click on the "Show Card" tab at the bottom of the Full Description screen. ATHENA will display the catalog card for this title.



Producing a Bibliography (this feature does not work in the Portal version)

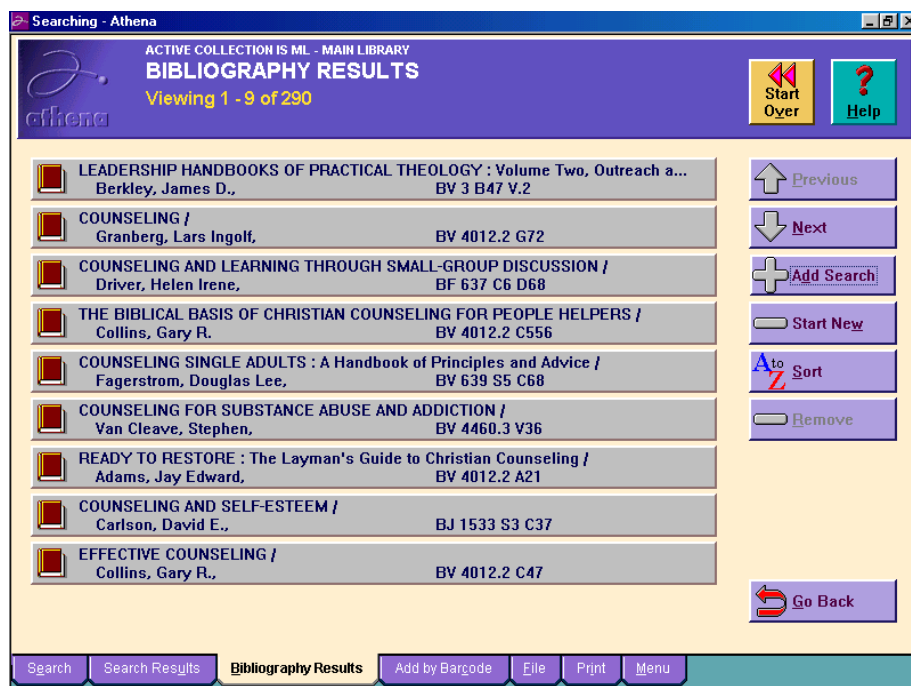
In its simplest form, a bibliography is a printed list of books or other Library materials that deal with a particular topic. The topic can be broad or narrow depending on your specific needs.

ATHENA gives you the power to create a bibliography from the search results. Once you have done this, it is easy to customize the bibliography. You can remove items, incorporate the results of additional searches, and sort the items so that they appear in the most useful order. You can also save a bibliography as a file that you can retrieve later.

Creating a Bibliography. Before you can create a bibliography, you must specify and run a search. ATHENA will build the bibliography based on the search results.

For example: Suppose we have run a search on "counseling." The search results screen appeared, and we click on the "Bibliography" tab. An empty "Bibliography Results" screen appears. Click on the "Add Search" button, and **ATHENA will add the search** results to this screen.

The results may be sorted alphabetically (click on the "A to Z Sort" button), or deleted (click the right mouse button on the titles you want to remove, and then click on the "Remove" button), filed (click on the "File" tab to open an existing bibliography, save the current bibliography, or delete an existing bibliography), or printed (click on the "Print" tab to print the bibliography).



Sorting the Bibliography. As with search results, you can sort a bibliography so that items in the list appear in the order that best suits your needs.

For example: To sort the bibliography so that items appear in order of author's name:

From the Bibliography Results screen, click on the "Sort" button. You will see the "Sort By" Dialog box.

Click on "Author Words"

Click on "Sort" button, and the bibliography will appear in author's name alphabetic order.

Adding New Items to the Bibliography. ATHENA lets you run additional searches and add the results to the current bibliography. For example: To have the "Counseling" bibliography include items about "Freud":

Go to the Search Screen by clicking on the "Search" tab.

Specify and run a search on "Freud."

From the Search Results screen, click the "Bibliography" tab.

From the Bibliography Results screen, click the "Add Search" button. Now the bibliography lists items about counseling and Freud both.

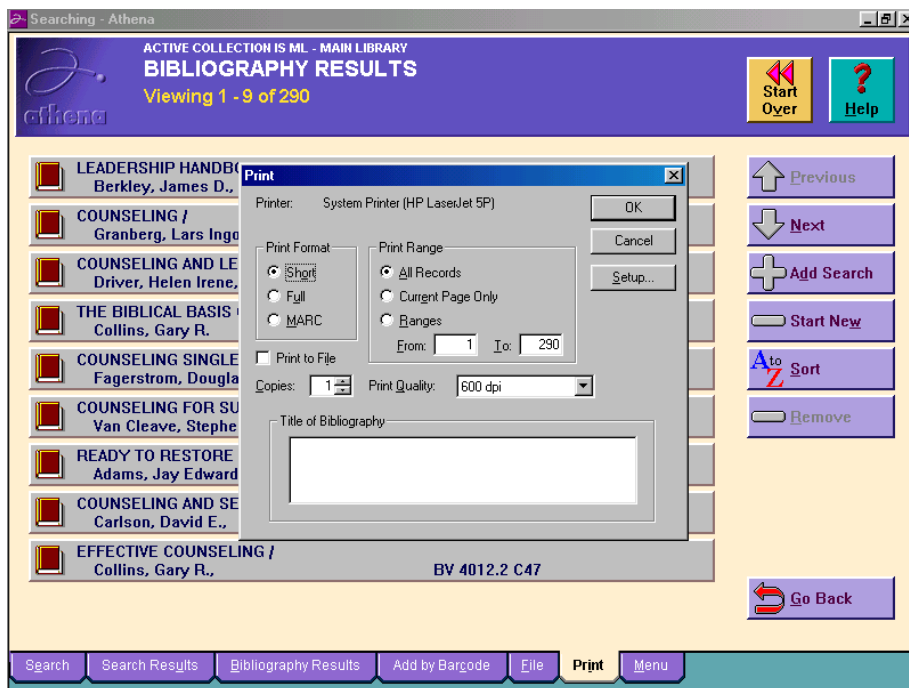
Printing the Bibliography. You can print the bibliography directly from the Bibliography Results screen. ATHENA will print the bibliography in any of three formats:

Short. This format includes a brief description of each item.

Full. This format includes a full description of each item.

MARC. This format includes the MARC description of each item.

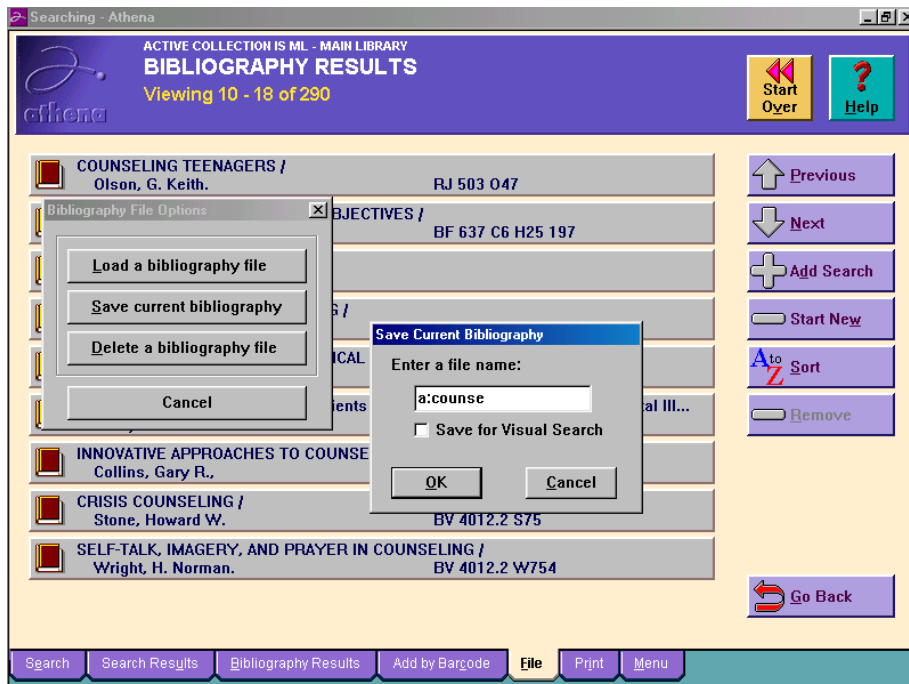
You can also tell ATHENA exactly how much of the bibliography to print. You can choose to print the current page, a portion of the bibliography or the entire bibliography.



When you have a bibliography you wish printed, click on the "Print" tab at the bottom of the screen. A "Print Dialog" box comes up. Click on the format wanted, the range wanted. Click on the "Title of Bibliography" text box, and type in a title for this bibliography. ATHENA will print this title at the top of your bibliography. When you have finished with the Dialog box, click the "OK" button.

Saving the Bibliography to a File. Sometimes you will want to save a bibliography, either for future reference, or so that you can modify it later. To save the bibliography to a file called a:counse

From Bibliography Results screen, click the "File" tab. You will see the "Bibliography File Options" dialog Box.



Click the "Save Current Bibliography" button. You will see the "Save Current Bibliography" dialog box.

Type a:counse in the File Name text box. (File names must be 8 characters or less.) Be sure that you save to a disk and not to the hard drive of the computer.

Click the "OK" Button.

ATHENA WEB:

Some of the features that work in Athena will not work well in the Web version available through the Portal. If you have questions, be sure to ask for help.

CARD CATALOG

The card catalog lists all books and periodicals cataloged before 1997. Beginning in 1997 the card catalog was closed, and all books cataloged since January 1997, are entered only into ATHENA. Works in either ATHENA or the Card Catalog are cataloged by author, title, and by such subject headings as the table of contents in each book warrants.

Most of the older books are now listed in ATHENA so you may be able to skip the old Card Catalog (but it could be fun to check). Only a few minor problem books were missed in the automation project and are being entered as the problems are resolved.

CHAPTER THREE - LIBRARY RESOURCES

Checkout procedures will be found in chapter five of this handbook.

A. New, Uncataloged Books

Books just received and not yet processed are located on shelves in the Librarian's work area. These may be checked out only by permission of the Librarian.

B. Reserve Books

Faculty members sometimes give collateral reading assignments out of books from their own personal libraries, or from the college Library. Such books are placed on the reserve shelf to provide for limited circulation, limited only to the class members to whom the assignments have been made. Multiple copies are provided for books in great demand. Loan periods vary from overnight to one week.

The reserve shelf is located behind checkout counter, and books are arranged on the shelf by class (Restoration History) and then by author of the book.

Textbooks are pulled from the collection at the beginning of each semester and are available for use in the Library only.

C. Reference Books

The Reference Section is the central information point in the Library, and it contains the principal encyclopedias, dictionaries, atlases, handbooks, directories, and commentaries that will be useful to you in locating answers to specific questions. These books do not circulate outside of the Library.

Reference Books are marked with the abbreviation "REF." above the LC classification number/Call number on the spine of the book, in ATHENA and in the card catalog. The Library also owns "check out" copies of some of the "Reference" books. The "check out" copy/copies will have the same call number as the copy located in the Reference section.

D. Online Databases

- 1) *ATLA Religion Database™ with ATLASerials™* combines the premier index to journal articles, book reviews, and collections of essays in all fields of religion with ATLA's online collection of major religion and theology journals. The *ATLA Religion Database™ with ATLASerials™* includes more than 570,000 article citations from 1,677 journals (546 currently indexed), more than 237,000 essay citations from over 16,800 multi-author works, more than 525,000 book review citations, and a growing number of multimedia citations. Coverage in this database begins in 1908, although indexing for some journal titles extends back into the nineteenth century. Full text is provided for more than 285,300 electronic articles and book reviews from 150 journals selected by leading religion scholars in the United States. This database is produced by the American Theological Library Association.

This database may be accessed anywhere on campus either through the Student/Faculty portal or from the Library Website <http://www.cccb.edu/academics/Library>. If you are off campus a username and password will be provided upon request.

- 2) Credo Reference is an online tool that will search 50 selected dictionaries, encyclopedias, and other resources on various topics of interest from counseling, psychology, religion and other subjects. Also from this tool the user can switch to the Athena catalog and/or the ATLASerials. This can be accessed from anywhere on campus at www.credoreference.com or also from the Library Website <http://www.cccb.edu/academics/Library>. If you are off campus a username and password will be provided upon request.

E. Indexes

Indexes are of two kinds -- those included with sets of books, and those published on a regular basis to give a listing of articles that appear in periodicals.

1. Indexes in books

The index volume of the PULPIT COMMENTARY will help the student find many Bible topics.

The index of the BIBLICAL ILLUSTRATOR will likewise prove of value.

There is a useful index in the back of the last volume of the MILLENNIAL HARBINGER (Abridged edition) that is helpful for Restoration History. It covers the information in the 40 volumes of the MILLENNIAL HARBINGER. Also available is an index volume to all of the 40 volumes as well as an index in most of the individual volumes.

The WORLD BOOK READING AND STUDY GUIDE will help the student find information of a general nature.

The index volume in the BOOK OF KNOWLEDGE offers a wealth of general information.

2. Periodical Indexes

The wide variety of materials, and the most up-to-date materials, found in periodicals, is made more accessible and available to the students who are doing research through these periodical indexes. These indexes will be located in the stacks just before the periodical stacks.

CHRISTIAN PERIODICAL INDEX

Many of the religious periodicals received by the Library are cataloged in this index. It is always one year behind the current issues, so the careful student would consult the individual issues for the last year, in order to find the latest information on any given subject, information not yet included in the index.

BIBLE TRANSLATOR -- 10-year Index Entries include both the verses involved, and the particular words studied.

CATHOLIC BIBLICAL QUARTERLY -- 10-year index (1959 - 68)

BIBLE-SCIENCE NEWSLETTER INDEX

NATIONAL GEOGRAPHIC INDEX (4 volumes)

CHRISTIAN STANDARD INDEX

(Index of the first 100 years of this publication in six volumes) (single volume covers 1967-1993)

CHRISTIAN EVANGELIST INDEX

One hundred years of Restoration History is indexed by author, topic, and geographical location.

RELIGION ONE INDEX

For magazine articles published since 1980, this tool might be the researcher's first choice. The print version of this tool was discontinued after the 2008 publication. The student will want to use ATLASerials database described previously.

THE READER'S GUIDE TO PERIODICAL LITERATURE can be used by visiting the Public Library in downtown Moberly. The College does not receive enough of the type of periodical that this index covers to warrant the expenditure necessary for us to have our own copy. We do have an older set that was obtained with the Summer 2004 purchase.

INDEXES IN INDIVIDUAL MAGAZINES –

Most periodicals of a religious nature carry an index in the closing number for each year. (Look both at the front and the close of the bound volumes of the various periodicals for an index of articles for that year).

3. Computerized Indexes (Mostly available online now)

ATLA-RIO (Religion Index One : Periodicals), Bib-Sac (Bibliotheca Sacra), and Religious and Theological Abstracts, all on CD-ROM, are options available to patrons. Patrons may search these indexes by loading them on one of the computer lab computers. Ask the Librarian for help with these.

All allow keyword searches, author, and title searches. Copies of articles may be printed out at minimal charge.

ATLAS (American Theological Library Association Serials) is an online tool for searching about 100 magazines. This tool may be accessed through your STUDENT PORTAL. This is an abbreviated version of the Religion Index One : Periodicals paper index.

Full-text articles may be printed from this tool.

4. Sunday School Literature Index

Sunday school lessons, for all age groups, are indexed so the patron can have ready access to lesson materials, visual aids, etc, on most any text or Bible story, and that index is located in a notebook that is kept at the Front Desk.

F. General Section Books

Books whose LC call numbers are not prefaced with "REF." are General Section books, and may be checked out of the Library and taken to the student's room for study purposes.

About 80% of the Library is made up of these General Section books. There are books on almost every subject listed earlier (See page 3ff) under the LC Classification Schedule.

G. Periodicals

The Library subscribes to about 200 of the finest current periodicals, and these are intended to help the students keep apace with the religious and secular world's happenings.

Periodicals are to be read in the Library. Never is a periodical to be removed from the Library area.

Current issues of periodicals are displayed on the periodical rack. When you are finished reading, replace the periodical in its proper place on the rack. The periodicals are displayed in alphabetical order and a name plate indicates what belongs in the empty spaces.

Back issues of periodicals currently subscribed to (and some no longer published) are available for study. Ask the Librarian for the issues you want, or you may search the stacks yourself. These stacks immediately follow the Reference section. When you have finished with the back issue, bring it to the Front Desk, and the Librarian on duty will return it to its proper place.

H. Mission Files

The Library receives reports and newsletters and bulletins from other Bible Colleges and from many of the missionaries of the Restoration Movement. These reports are filed regularly, making every effort to keep current information as well as past history of every missionary in a place easily accessible to the interested student. Our mission files were originally given to the College by the Walter Cobles of Garrett, Indiana, and the holdings have more than doubled in size since the gift was made. It is perhaps one of the finest collections of mission files in the Restoration Movement. These are available for student study. Ask the Librarian or the assistant to help you with the file you wish. These materials are not for circulation outside of the Library.

A computerized index to the mission files is stored on the hard drive of the work room computer. For more up-to-date information on the missionaries ask the Librarian to check the records in the back room.

Current issues of selected missionary papers are on display on the Missions Papers rack.

The mission files will be located in the annex.

H. Vertical File

The vertical file contains clippings and pamphlets and research papers on a broad range of subjects. If an entry in the card catalog (purple banded cards) directs you to "See File," the information you wish is in the vertical file cabinets. Items in ATHENA will indicate "In Vertical

File” and the call # will be VF. These filing cabinets will be located in the annex. Items in the vertical file may be checked out or the patron may make photocopies for use outside the Library.

J. Audio-Visual Aids

A few AV aids are housed in the Library. These include records, cassette tapes, VHS cassettes, DVD's, charts, flannel graph materials, and certain personal evangelism filmstrips. These materials may be checked out just as any book, without rental fee.

The Library now houses the AUDIO-VISUAL Library in the Annex. A good assortment of AV aids, are made available to students and churches for free.

A catalog of the materials available can be secured. Inquire of the Librarian.

AUDIO-VISUAL EQUIPMENT. Some equipment is available for use with the materials. The VCR, TV/DVD, portable DVD player and TV/VCR do not circulate.

K. Photocopier

In an effort to aid the student, and to save many hours of tedious copying by hand, the Library makes a photocopier available for student use. Copies are \$.05 (five cents) a copy. You may NOT have a charge account for photocopies.

A photocopy account may be opened for a \$5 minimum, see the Librarian for help with this procedure. Unused funds on the accounts will be refunded at the end of the student's days at Central at the student's request. Or the student may pay as copies are made.

PAPER IN THE COPIER/PRINTERS IS NOT FREE FOR THE TAKING.

L. Microfilm

Some books and some back issues of periodicals are either on microfiche or microfilm. At this time only the microfiche reader part of the reader/printer is working and if prints are desired a trip to the Public Library must be planned. We are currently working on obtaining a machine to read and print from the microforms.

Students must be aware lest US Copyright laws be infringed. Copies may be made only for personal use.

M. Sunday School Literature Files

An extensive collection of Sunday School lesson materials is maintained. Most of these are based on the International Standard Sunday School Lesson series. Some are Graded Materials.

Patrons who have opportunity to teach Sunday school classes will find student activity books, visual aids, teacher's texts, etc.

An index of lesson topics, arranged by age group, is located in a notebook at the main desk.

N. Youth Ministry Helps

Students often become involved in youth ministries early in their college life. Materials are available to help know how to plan a youth program, retreats, projects, fund raising, and training of volunteer sponsors, etc. Lesson ideas for weekly meetings, by different age groups, are also included in the collection.

O. Charts and Pictures

Charts for use when preaching chart sermons may be checked out of the Library, and taken to the preaching point.

Pictures (e.g., a large Sallman's "Head of Christ") may also be checked out and used during Revivals, or to decorate dorm rooms or apartments, etc. The pictures may be borrowed for a semester or for the academic year.

P. Rare Books

Certain books of archival value are kept in the cabinets by the Annex. If the first line of the entry in the card catalog reads "RARE," please ask the Librarian for help in gaining access to the rare books.

Rare books may not be removed from the Library, and are to be handled with extra care, for many are brittle and fragile.

Q. Computers for Student Use

Computers are available in the Computer Lab (in Pelfrey Hall) and the Library Annex for student use. Each of these computers should have a link to open the Library automated card catalog ATHENA. All work done by the student is to be saved **not on the computer's hard drive**, but on thumb/flash/usb drives owned by the patron. In order to preserve drive space, the Library or IT staff may delete files left on the hard drive.

Christian character and courtesy is expected from everyone, and students should be aware that visiting inappropriate web sites might result in the loss of access to the network and Internet service or other Library privileges.

A printer networked to the computers may be used to print out completed projects. Work printed through the network has already been paid with student fees.

Scanners are available for use in the Computer Lab.

Rules to insure a virus-free Library. Use **only** drives you know are virus-free. Anti-virus tools are available on the computers.

If a patron does not take reasonable care to help us guard against a contaminated computer system, the patron may lose the privilege of using the Library's computers.

Help patrons at computer terminals may expect. It has been our intention to make the computers in the Library computer user friendly. We assume our patrons will know how to use a mouse, and the keyboard to perform tasks. Simply follow the instructions on the screen. It is **not** part of the Librarian's job description to teach patrons how to type or how to use a computer. Patrons who are not computer literate should not expect extensive instruction in the use of the terminals. Of course, if the computer "balks," the Librarians are here to help. The Librarian is happy to give instructions to first-time users concerning the use of the Internet, or **CD-ROMs**, printers, scanners, Databases, etc.

Computers are "allergic" to liquid spills, so care must be taken at all times. Should you damage any equipment, you will be required to pay for the replacement.

R. New Book Lists (and bundles of periodicals)

From time to time, annotated lists of new books just added to the collection, will be found on the Front Desk.

Certain periodical publishers send bundles of their papers to the Library for free distribution to the patrons. These are displayed in the rack by the Library entry doors, and patrons may help themselves as long as copies last.

S. "Borrowers Box"

Patrons in the past have asked to "borrow" such items as scotch tape, paper clips, glue, ruler, Liquid Paper, scissors, magic markers, etc.

A box located AT THE FRONT DESK includes many of the most asked-for items. Please, ask at the desk for the desired item. Students are welcome to use what they need and return the items to the desk. We ask that you help offset the cost by donating any extra items you may have for the cause.

T. Other Resources

The faculty members at CCCB each have their own personal libraries, including a number of volumes not available in the college Library. The student can often find the information he needs by borrowing a book from a faculty member.

Other area libraries include:

1. A Public Library in downtown Moberly, Little Dixie Regional Library (<http://www.little-dixie.lib.mo.us/>). To checkout from LDRL take your driver's license, student ID and a piece of mail from Central.
2. A Library at the Moberly Area Community College (<http://www.macc.edu/index.php/services/libraries>). You will want to take the same pieces of information with you and ask about checkout of material. You may use the materials there.

3. The research Library at the University of Missouri in Columbia (<http://mulibraries.missouri.edu/>). There is an annual charge to borrow from the University Library (last known charge was \$40.00) but using material there is possible.

We have a few headphones and earbuds available for use in the Library. Ask at the desk.

There is a small room just off the Learning Center where the Rosetta Stone (Language program) may be used. This room also includes the TV/VCR. Also available are a TV/DVD and Portable DVD player for use in the Library.

The Learning Center is where the Tutors will conduct study sessions, give makeup tests, and teach one-on-one.

INTERLIBRARY LOANS

The Library has computerized access to any book in the state of Missouri, and through the ILL network to many books outside the state. Many of the loans are free; some require the charging of fees. Inquire of the Librarian for any item you may wish, which you cannot find in our Library's own collection. Inquire also concerning fees that may be charged, if any. Be sure to give plenty of time to obtain desired material. At least two weeks before needed would be a good time to request items. A \$10.00 charge will be made for a patron who is not a current student, staff, or faculty member. It is preferred to reserve Interlibrary loan for serious research borrowing. Recreational reading titles should be borrowed from the Public Library if possible but we are willing to try to borrow

CHAPTER FOUR - SEARCH PROCEDURES AND STRATEGIES

How to find a book or material on any specific subject:

First: Try the General Sources

Consult the encyclopedias and dictionaries in the Reference Section of the Library.

Consult the Concordances and topical analyses. Consult the various indexes that have a bearing on the topic.

(In passing, we have books with all shades of theological beliefs written into them. Read with discrimination! "Do I believe that -- or is it out of harmony with the Word of God?" If it is out of harmony, reject it!) Inclusion in this Library does not indicate endorsement of the purported theology.

Second: Consult CREDO Reference from which you may also access the Library Catalog and ATLASerials.

Third: Consult ATHENA

When you have found what appear to be promising books, either print out a sheet of the names and call number information, create a bibliography, or make a note of the LC call numbers, to guide your search of the shelves for desired titles.

Fourth: Consult ATLASerials

ATLA Religion Database™ with ATLASerials™ combines the premier index to journal articles, book reviews, and collections of essays in all fields of religion with ATLA's online collection of major religion and theology journals.

The *ATLA Religion Database™ with ATLASerials™* includes more than 570,000 article citations from 1,677 journals (546 currently indexed), more than 237,000 essay citations from over 16,800 multi-author works, more than 525,000 book review citations, and a growing number of multimedia citations.

Coverage in this database begins in 1908, although indexing for some journal titles extends back into the nineteenth century. Full text is provided for more than 285,300 electronic articles and book reviews from 150 journals selected by leading religion scholars in the United States. This database is produced by the American Theological Library Association.

Fifth: Consult the Card Catalog

If the first four steps do not provide satisfactory results, go to the card catalog. **Do not pull cards up out of the file drawers!** In the catalog are cards listing the author's name, the titles of books, and sub-topics. Search both before and after the spot you would expect to find the information you are seeking.

For example, suppose you want material on "phosphorus." In the "P" drawer of the card catalog, will be a card that looks like this:

QD	Phosphorus_____	Topic
31	The Principles of Chemistry _____	Book Title
M 53	by Mendeleef _____	Author
V. 3		

Make a note of the LC call number (the numbers and letters in the upper left-hand corner of the card). Go to the stacks where the books with the LC classification "QD" are shelved. Look until you find the book with the exact numbers on the spine that were on the card in the card catalog.

Once you have located the book, turn to the index of the book, and you will find the page number where the material you want ("phosphorus" in this case) appears.

Should the card catalog entry refer you to a periodical, to the mission files, to the vertical file, to microfilm, or to Audio-Visual aids, you must ask the person on duty at the Front Desk to assist you.

Sixth: Compile a Bibliography

In the initial stages of a research project, a good bibliography is helpful. Printing a bibliography from Athena (except in the web version) is an easy way to compile an initial bibliography. Then the additional information needed may be obtained by browsing the book or books on the shelf.

How to Browse through a Book

Look at the title page, verso page and table of contents. Learn the following:

What kind of book is it? Exegetical, historical, devotional, theological, etc.?

Author (is he well-known or not?)

Date

Where was it written? England, or Germany, or USA? (three different theological viewpoints).

Read the preface. Check the index for topics of interest. Is there a bibliography included?

Now choose the volumes that speak most closely to the subject you are interested in.

After Browsing, what?

If there is need to go beyond the "more promising" books selected from the card catalog, there are a number of alternatives that may be tried:

The bibliography in one of the books may list other relevant books and articles in periodicals.

When a book has been located on the shelf, a quick check of other books with the same LC classification number may reveal more useful material.

Athena can be checked for other books entered under the same subject headings.

Subject cross-references ("see also" cards) in the card catalog may be useful in locating material on closely related subjects.

Be sure to check periodicals from the past year, consulting their indexes, to locate even the most up-to-date articles. ATLASerials will be helpful for this step. If you are still finding very little ask the Librarian for help.

Seventh: Returning Unwanted Books to the Shelf

It is preferred that unwanted items be brought to the Front Desk or left on a table. We will be able to scan the item as used and return it to the proper place. A book that is shelved in the wrong place is lost to the next searcher, so please, don't reshelve.

Eighth: Books not found in the Stacks

If a book listed in the Athena/card catalog is not found in its place on the shelf, the student should make inquiry of the person on duty at the desk.

The records may show that the book is already checked out to another student, or it is on reserve. If not checked out, the book may be in use on one of the tables, or out of place for some other reason.

The Librarian on duty will make a special search for it, and it will be available to you as quickly as it is located.

Ninth: Handling books and other Library materials

BE CAREFUL! HANDLE TENDERLY! Some of our books are very old, and will not hold together if treated harshly.

NEVER BREAK THE BACK OF A BOOK, or otherwise mutilate it -- else you will be expected to pay the cost of replacing the book. (If the book will not lay open easily, take a moment to properly "open" it!) ASK HOW AND WE WILL BE HAPPY TO SHOW YOU!!!!

DO NOT WRITE IN OR UNDERLINE OR DOG EAR LIBRARY BOOKS!

DO NOT CUT OUT PAGES OR ARTICLES FROM PERIODICALS OR BOOKS!

NEVER USE TAPE OR GLUE ON LOOSE PAGES. RETURN TO THE LIBRARIAN ON DUTY FOR REPAIR.

You may be charged for damaged items.

Tenth: Check out the book before removing it from the Library.

Check-out procedures are detailed in the next chapter.

CHAPTER FIVE - CHECK- OUT PROCEDURES

A. NON CIRCULATING MATERIALS

1. Reference Books
2. Periodicals
3. Mission Files
4. Newspapers
5. TV/VCR/DVD players
6. Language Lab Material
7. Microforms

B. CIRCULATING MATERIALS

1. Reserve items

a. Circulation of Reserve Items

Reserve books are in several categories: no-checkout, overnight, two-day, and one week (no renewal or other specified time periods). The instructor who places a book on reserve specifies the circulation period best suited to its use, the time being shown on the sheet covering the front cover of the book. Textbooks are a separate reserve and are for use in the Library only.

b. Borrowing of Reserve items

A limit of two reserve books may be checked out at one time. You may ask for a book to be held for you to be checked out on a certain day

All reserve items must be returned to the Library by 9:00 AM on the date due (NOON on Mondays and Saturdays). This makes it available for those who must study in the Library.

An overnight reserve book must be returned by 9:00 AM the following day.

Two-day books must be returned on the third day. For example, a book checked out on Tuesday is due on Thursday 9:00 AM.

Other check out time periods are calculated in a similar manner.

GENERALLY NO RENEWALS ARE ALLOWED ON RESERVE ITEMS.

c. Return of Reserve items

All reserve books must be returned to the Front Desk at the time they are due, and may not be renewed immediately except by special permission from the Librarian.

2. Checkout items

NO CIRCULATING MATERIAL IS TO BE REMOVED FROM THE LIBRARY WITHOUT SOME KIND OF RECORD IT IS BEING BORROWED!!!

Because of an increasing incidence of theft, we encourage impeccable honesty among our patrons in this matter. Accidentally leaving the Library without proper checkout may be overlooked if the situation is quickly corrected. Willful removal of materials may not.

a. How to check out a book:

We have an automated checkout of materials so be ***sure to bring your student ID*** for swifter service. If the system is down for some reason, we can resort to the card system.

No student is ever permitted to get into the drawers of the Front Desk or remove items from the desk. If no attendant is on duty, please, wait for the worker to return to the desk, or ring the bell.

No Check out book is ever to be carried out of the Library unless it has been scanned. Any deviation from this regulation may result in severe fines or in curtailment of Library privileges.

We do not require that brief cases/backpacks be checked at the Front Desk, as some colleges have found it necessary to do. Please help us to keep from instituting such a rule. Just do not put books into your brief cases/backpacks to take them home for study purposes without first having them properly checked out for our records. Thus you will help us to keep you from being accused of theft!

b. Length of Loan

Books and other materials that may be checked out have a loan period of two weeks. One renewal for two weeks will be allowed, if the book is not in demand and has not been requested by another student. The book is then to be returned to the Library for one week. If no other student has checked it out in that week, the first borrower may again check the book out for two weeks (plus the renewal). Books and or topics of great demand may have a limited checkout period. The student may borrow twenty (20) books/items at a time. Due dates will be stamped on materials and fines will be charged (see next chapter). Remember that you are responsible to renew or return materials promptly in order to avoid fines and to help meet the needs of others. Courtesy notices will be sent by email.

Audio-Visual equipment will have a shorter loan period than books. Loan periods will be determined by the demand for the particular item of equipment.

c. Renewal Procedure

Though it is helpful to have the book/material in hand when renewing, it is not mandatory. Present your ID card and we will be able to see what you have checked out. Or send an e-mail to Pagee@cccb.edu, OR Library@cccb.edu and be sure to include your name and the title or titles you wish to renew.

3. Vertical Files

Clippings and pamphlets may be checked out as if they are "books." The same procedure must be followed as for books. There is a limit of ten (10) items.

4. Audio-Visual Aids

The AV aids in the college Library may be checked out however the length of loan is not two weeks but varies by item and need. The VCR and TV/VCR are for in Library use only.

1. CDs and the Bible on CD (limit 2) with a one week checkout, no renewal.
2. Videos/DVDs (limit 3) with a one week checkout, no renewal.
3. Hanging charts and pictures (limit 3) with a one week, one renewal.
4. Art prints (limit 4) length of loan varies, may be borrowed for a semester or academic year.
5. Chapel tapes/cds are overnight only (limit 2) These sermons are also available to listen online at the CCCB website.

A WORD OF CAUTION: Never ever check out material in your name for someone else unless you are willing to be held liable. If material is lost you will be held responsible. If borrowed by you and loaned to another person you are still responsible. It is not the librarian's duty to track the chain of borrowers from you to someone else. Return the items to the library for the other person to borrow.

ONLINE STUDENTS WILL BE LIMITED TO FIVE (5) ITEMS MAILED TO THEM.

CHAPTER SIX - FINES ON OVERDUE BOOKS

A. Reserve Books

All reserve books are due at **9:00 AM sharp** of the day they are due (Noon on Saturdays and Mondays). This is true whether they be overnight, two-day, or one-week books.

Fines for late reserve items and materials are **\$1.00 an hour.**

B. Checkout Books and Materials

A book drop is now available for the return of materials when the Library is closed.

A fine of twenty-five cents (\$. 25) per day (excluding Sunday) is charged for each overdue item. These charges accumulate every day the Library is open including days during breaks.

Patrons who have overdue books, or unpaid fines are not permitted to check out any further Library materials until the over dues are returned, and all fines paid.

Books not returned within four weeks of the due date will be assessed an extra \$50 per book (or replacement cost for more expensive items), the overdue fine and \$20 service fee and this charge sent to the office. When the books are returned a \$50 per item credit will be given in the office. The fines and Service Fee are nonrefundable. **Fines not paid** within two weeks of the date incurred will be assessed a \$20 Service fee and the charge sent to the office.

Transcripts or diplomas will not be granted until all bills are paid.

C. Notice of Overdue Books

As a courtesy, the borrower will be reminded of his/her obligations by means of overdue notices given by email, verbally, or placed in the student's mail box. Your quick response to any notice is urged in order to clarify any problem. **PLEASE, DO NOT IGNORE ANY NOTICE.**

CHAPTER SEVEN - HOLDING MATERIAL

When a student wants material that is already checked out, a "hold" should be requested at the Front Desk. A notice will be sent, and the book shelved behind the Front Desk. In this way, it will be available for others to use in the Library, and still be available for the one requesting it. Items "on hold" should be picked up within 48 hours of the notice that the material is available.

CHAPTER EIGHT - HOW TO RETURN MATERIAL TO THE LIBRARY

To return material to the Library when you have finished with it, bring it to the Front Desk and give it to the person in charge, leave it on the Front Desk or you may use the book drop.

If the item is overdue, you must pay the fine when material is returned. (If no one is on duty, check back later. Our records will show your fine.) All fines must be paid before check out of more materials will be permitted.

CHAPTER NINE - LOST OR DAMAGED MATERIAL

Every effort should be made to find any Library material that has been misplaced, because many of them may be difficult or impossible to replace.

Only books and materials in reasonable condition are circulated. When books and materials are loaned, the Librarian notes the condition. Books, for example, are not circulated if spines are broken, hinges torn, etc. The plastic containers for audio or videotapes are not melted or broken, when checked out. Equipment is in satisfactory working condition when loaned, etc.

Borrowers are held responsible for the condition of the books checked out in their name. It is not wise to give the book to another student, with the book checked out in your name. If the other person loses it, you are the one who will be held accountable!

Keep the materials away from little children, dogs, or gerbils. Do not leave books, and especially video or audio-tapes, in the hot sun (say on the seat or roof of your car), or where they might get wet.

Charges for lost or damaged books include the price of purchasing a replacement copy of the book or \$50 if the book is out of print and cannot be replaced, plus any fine incurred. Charges for lost or damaged audio or video materials are calculated the same way.

If the book is lost and later found and returned, and is in satisfactory condition, a partial refund will be made (the \$50 or replacement cost).

Patrons who chronically lose books will not be permitted to check out any new books or other Library materials.

While we expect loving care and respect for our Library's materials -- there is a special care the patron must exercise if the materials are borrowed by us from other libraries. We do not wish to lose the privilege of borrowing from others because our patrons lose what they have borrowed. So, do not leave the borrowed materials on a shelf in the hall, or in someone else's car, etc. Take special care of it, and return it in good condition, please!

Persons who mark, underline, or highlight in borrowed books will be asked to either replace the item or pay a \$10 fine for each marked book depending on the damage done.

CHAPTER TEN - LIBRARY HOURS

The Library is open Monday through Saturday during all hours permitted according to the student handbook.

An attendant will be on duty each morning, afternoon, and evening, with some minor exceptions due to illness and mandatory meetings. Students will be working the evening and Saturday hours. They are hired to work not to visit and they are expected to maintain the same Library procedures that the Librarians will require during normal business hours. Please, show them the respect they deserve.

The Library will be closed on legal holidays (Thanksgiving, Christmas, New Year's Day, etc.), during authorized all-school activities, and special all-school events.

Quiet is preferred. You will be expected to pick up any mess you make, leave books stacked on tables and throw away all trash.

CELL PHONE USE SHOULD BE RESTRICTED TO THE ENTRYWAY. NOBODY WANTS TO KNOW YOUR BUSINESS.

OTHER COMMUNICATION DEVICES ARE SIMILARLY TO BE RESTRICTED INCLUDING COMPUTERS, IPHONES, ETC. TEXT MESSAGING IS ACCEPTABLE WITH A MUTED RINGER.

CURSE FOUND ON DOOR OF ANCIENT MONASTIC LIBRARY IN BARCELONA, SPAIN

“For him that stealeth a book from this Library
Let it change into a serpent in his hand and rend him.
Let him be struck with palsy and all his members be blasted.
Let him languish in pain, crying aloud for mercy and
Let there be no surcease to his agony til he sink in dissolution.
Let bookworms gnaw his entrails in token of the worm that dieth not,
And when at last he goeth to his final judgment
Let flames of hell consume him forever and aye.”

And you thought **WE** were mean!!!