

Library Handbook for Students

**Contains information for students about matters
related to the Learning Resources Center
operations and procedures**

**BUA LIBRARY/LEARNING
RESOURCES CENTER**

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WELCOME TO THE BAPTIST UNIVERSITY OF THE AMERICAS LEARNING RESOURCES CENTER

The BUA LRC is here to provide our users with resources and services that support the University mission and programs. We desire to provide a culturally relevant collection of quality material in English and Spanish. It is our aim that our students become information literate, so we also provide instruction on the access and the use of all our resources. Outside users are welcome at the BUA Learning Resources Center. However, we only loan materials to BUA, students, faculty, staff, and to alumni within one year of graduation. Exceptions may be made for local Baptist pastors. Interlibrary loan service (ILL), computers, and access to databases are restricted to BUA students, faculty, and staff. However, special permission may be granted at the discretion of the library director.

INTRODUCTION TO THE COLLECTION AND COLLECTION GROWTH

The collection is comprised of almost 25,000 items of which over 22,000 are books, 1,924 are audio/visual materials, and over 250 periodical titles. In addition, there are computerized resources available including: free internet access, an online catalog, and electronic databases. The LRC also provides access to almost 400 electronic books available through the library catalog.

RESOURCE SHARING AGREEMENTS

The Learning Resources Center has borrowing agreements with three other academic institutions including: Dallas Baptist University, Our Lady of the Lake University(OLLU), and the George Ozuna Learning Resources Center at Palo Alto College. Resource sharing agreements also exist with the Online Computer Library Center (OCLC) and the Council of Research and Academic Libraries (CORAL).

ACQUISITION AND SELECTION GUIDELINES

The collection is organized according to the Library of Congress Classification System (LC). A general breakdown of the LC code is posted on the side of shelving units for quick referral. New books and materials are added to the collection primarily from institutional budgetary allotments and generous financial contributions. Older and out of print materials are acquired through book and journal donations. Materials are purchased and selected based on specific criteria outlined in the *Collection Development Manual* housed in the library director's office. In a general sense, items are added to the collection when they meet the information, curriculum, personal, or spiritual needs of the BUA community. Purchases reflect the curriculum and programs of study and may not reflect the personal beliefs or doctrines of individuals and/or the institution. Processes are in place to reconsider materials if necessary.

LIBRARY PROCEDURES

The collection is organized into four separate areas: circulating materials, reference material, reserve material, and serials. Circulating materials are available for checkout and other items may be viewed as directed by faculty or library guidelines. A library/BUA ID card is required for all checkouts and for use of the computer center.

INFORMATION REGARDING

Check out guidelines: Normally books circulate for two weeks. However, reference books are not normally checked out. Reserve books are checked out based on the request of the professor who has put those items on reserve. Reserve books are returned to the circulating collection after each semester unless professors request otherwise. Serials are not available for check out. Equipment is only checked out to faculty or staffs who sign a request for equipment form. Special circumstances require special permission.

Statistics: Everything that circulates is counted. Some circulation statistics are maintained through the use of our Winnebago software, however, other circulation statistics (for audio cassettes, video cassettes, and journals) are accounted for as part of a daily circulation tally sheet. For these reasons, users are asked to please not re-shelve items. Instead, leave all materials used on the tables or at the front desk. Library staff will retrieve, scan, and re-shelve the items.

Security: All books and materials are tagged for security. These tags are sensitized to a certain radio frequency. When someone wants to check a book out of the library/LRC, the item must be properly desensitized. An alarm will sound if an improperly sensitized item exits the facility. Please return to the Public Services Desk to have the materials checked out correctly.

Return of material: If you are returning material of the library, please return them at the circulation desk and hand them directly to a library/LRC staff person. Please do not place the book on carts or on tables; they may not get checked in. You are responsible to make sure your materials are returned properly.

Extended use fees (fines): Fees are charged for each day that passes after the material is due. Fees are not charged for days when the library/LRC is closed or closes early. Extended use fees are \$.5 per day not to exceed \$10.00 per book, \$.50 per day for reserve books not to exceed \$10.00 per book, and \$.50 per day for video and audio tapes with no maximum. Borrowing privileges may be denied to any user if the circulation record indicates that serious action is warranted.

Damaged material: When material is returned torn or defaced a \$.10 per page fee will be assessed. If there is major damage, the director will need to determine the cost of rebinding, replacing, and/or reprocessing of the item(s).

Lost material: When an item is LOST, the library grants a two week FINE FREE period to allow the person to locate the item. If the book continues to be LOST then the user will need to see the director or assistant to assess the charges. Charges include replacement costs, plus administrative costs.

INFORMATION REGARDING REFERENCE SERVICE

Every effort is made to assure that every person has equal access to information. The director and assistant are available for any questions that student assistants or student workers cannot readily answer. The reference section of the library is located near the circulation desk. Anyone may use these materials, however as noted earlier, reference materials are to be used in the library/LRC.

Reference statistics: A reference notebook is located at the circulation desk for all staff to notate any reference transactions that occur throughout the day. A transaction can be relatively simple involving directional or informational help or it can be an elaborate instruction or discussion period requiring the assistance of the professional staff. Staff does not hesitate to ask the director or assistant when they are having problems helping someone with a question.

INFORMATION REGARDING COMPUTER CENTER SERVICES

Baptist University of the Americas provides a free and open access to network resources except those restricted by law, university policy, or Learning Resource Center contracts. In keeping with the BUA LRC mission;

- Only authorized personnel may attempt to fix, configure, or otherwise adjust the settings on the library hardware or software.
- Users are encouraged to limit printing of non-research oriented materials. Each copy or print costs \$.10 per page and is charged through the BUA business office. Therefore, students should know their login code to computers and retrieval code to the copier and printer.
- Any use of a computer or copy facility by any user that infringes copyright is subject to appropriate disciplinary action.
- During high use periods, the library reserves the right to reclaim library workstations being used for non-research activities, such as email, computer games, chat room, etc. Other computer areas are available on the university campus, including the computer labs located in the LRC and on the second floor of the administration building.
- When others are waiting to use the computers, please limit sessions to one hour.
- BUA students, faculty, and staff have priority for use of all LRC computers.

INFORMATION REGARDING ADDITIONAL SERVICES AVAILABLE

Electronic Databases Use: There are several databases available for use using the library web page. Access to electronic databases requires a username and password.

Please request a username and password for remote access to the databases from library personnel.

Electronic Mail (email): Email accounts are set up for students through the Director of Information Systems usually at time of registration.

Word Processing: All library workstations have Microsoft Office installed including: Word, Power Point, and Excel software.

Laptops: Laptops are permitted in the LRC. Users must contact the Network Administrator before connecting to the university network.

Technical Support: Although library staff is available to help with research and simple word processing questions, technical support for the use of email, chat rooms or other non-research related computer applications may be beyond the scope of the library staff's expertise.

QUESTIONS REGARDING COMPUTER USE

What do I do when I want to use a computer?

The computers are set up for two purposes. One is to use them to look up the resources available in the library. Those computers are designated "online catalog" and they contain the library's book collection. The other computers are for access to electronic resources through the internet. If someone wants to use the computer, they need to sign in on the "the computer sign-in sheet" at the Public Services desk.

What do I do when there is a problem with the computer I am using?

1. Do not try to fix the computer.
2. Contact LRC personnel; they will troubleshoot the problem or call the Network Administrator.

INFORMATION REGARDING TECHNICAL SERVICES

Technical Services department oversees the processing of books. This includes the selection, evaluation, repair, and cataloguing of all donated materials in accordance with library acquisition guidelines. New books are processed primarily using "copy cat" cataloguing via the OCLC WorldCat. Specific procedures and processes are contained in the OCLC *Cataloguing Service User Guide* located in the Technical Services office.

INFORMATION REGARDING INTERLIBRARY LOAN SERVICE

As an added service to our user, the BUA LRC provides interlibrary loan service for students, faculty, and staff. Interlibrary loan service allows the university to borrow materials from other universities who participate in the Amigos network of the Online Computer Library Center (OCLC). This is a great alternative when the user cannot find a

specific item in the LRC or the San Antonio area. There is no charge for this service. Please allow two to three weeks for delivery.

INFORMATION REGARDING AUDIO/VISUAL SERVICE

Only faculty and staff can request audio/visual services. Students may not borrow Power Point projectors, overhead projectors, or the sound system. The LRC does contain a television monitor, DVD player, VCR, stereo, and phonograph for student use while in the library facility.

INFORMATION REGARDING COPY SERVICES FOR:

Copies: Each copy is \$.10 at the copy machine, but if LRC personnel make the copy, we must add tax.

Prints: Each imprint cost \$.05 plus taxes. Please make sure that you have selected the right amount of prints you want as you will be charged for all sheets that have any printing on them.

Videos: Videos that are not under copyright may be copied. Service is dependent on the availability of personnel. The user must provide the blank VHS cassette.

Copyright: The BUA LRC adheres to copyright laws and requirements. Large segments of material are not copied except with publisher's permission.

INFORMATION REGARDING PROMOTION OF A QUIET STUDY ATMOSPHERE

Designate "Quiet" areas: Signs are posted in designated areas. Users are urged to restrain themselves from speaking or laughing loudly.

Cell Phone Use: Cell phones should be set to vibrate while in the LRC. Cell phone conversations are a private matter and should be taken outside or away from other library users.

Earphones: Earphones are provided and signed out at the Public Services Desk for those who need to listen to assignments on the CD drive of the computer.

PRIVACY STATEMENT

The Baptist University of the Americas LRC upholds the privacy of all its users. Request for check out histories, individual usage, or inquiries related to an individuals payment or fine will only be provided to the actual user in question.

CHILDREN IN THE LRC

Children are welcome in the LRC when they are accompanied by a parent. Parents are asked to assure that their children know how to behave in this academic setting. If a problem arises, parents may be asked to quiet their children or move to a more secluded location. Library personnel should never be considered as a babysitting service as we cannot promise that we will be able to watch them. Children or any unauthorized user do not have computer privileges without the Network Administrator's permission.

MAKING CHANGE

The LRC does not normally keep change on hand. Change can be made at the business office during regular business hours. Users are encouraged the purchase a copy card for \$1.28 to use during times the business office is closed. The card pays for 24 prints from the computer and 12 copies with the tax included in the cost.

FOOD AND DRINKS

The does discourages food and beverages in the LRC. If a drink is brought in, LRC users are urged to use covered drink containers as spillage may occur. For special occasions the LRC holds open house events and provides a snack, at those times, users should limit the mess that may result and clean up after themselves to avoid pest infestation.

BOOK SALE

Many donations are reviewed throughout the year and much of what we receive duplicates what we already have. It is the practice of the LRC to offer the surplus to our students, faculty, and staff in the form of an ongoing book sale. Books sell for \$.10 each which must be paid at the time of purchase. Staff cannot hold books for purchase for more than 2 days after which items which item will be returned to the book sale shelves. Sometimes we hold silent auctions for large commentary sets. These will be announced as needed.

BIBLIOGRAPHIC INSTRUCTION

LRC staff is available for one to one instruction on the resources available. Please set an appointment at the front desk.

DO YOU HAVE A "BRIGHT IDEA"?

A "Bright Ideas" box is provided at the Public Services Desk for your comments, suggestions, and questions. If you leave your name and contact information, a staff member will respond. The content of the box is reviewed monthly.

LRC HOURS OF OPRATION

The LRC is adding hours each year to accommodate student needs. The LRC is closed on Tuesdays and Thursday from 10:50 to 12:00 noon for chapel services. Hours of operation are subject to university events and may vary. If in doubt, contact the LRC at (210) 924-4338 extension 233 or 230.

Monday, Tuesday, Thursday: 7:30 a.m. to 10:00 p.m.

Wednesday: 7:30 a.m. to 9:00 p.m

Friday: 7:30 a.m. to 5:00 p.m

Saturday: 10:00 a.m. to 3:00 p.m