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Library Mission Statement

The Word of Life Bible Institute Library aims to provide a growing resource of books, periodicals and other media to support the academic, social and service objectives of the Bible Institute, and to instruct students and staff in the effective use of these resources. The library also strives to integrate traditional library services with changing technological trends in order to promote scholarship and encourage the development of lifelong learning skills.

Library Objectives:

- I. To support the **academic** objective of Word of Life Bible Institute:
 - A. By providing a growing resource of books, periodicals and other media dealing primarily with topics taught at the Bible Institute.
 - B. By providing tools to help students gain a profound working knowledge of the Bible.
 - C. By guiding students and faculty in the effective use of these resources, through library orientation, instruction, printed guides and reference help.
- II. To support the **social / life** objective of Word of Life Bible Institute by providing resources to help students in:
 - A. Personal and spiritual growth
 - B. Character development
 - C. Academic skills development
 - D. Planning for future study and ministry
- III. To support the **functional/service** objective of Word of Life Bible Institute by providing resources to help students and staff carry out their ministries more effectively.



Tools for Measuring Outcomes for Library Effectiveness and Use:

- I. **Academic:**
 - A. Have the library's books adequately covered all of the subjects taught at the Bible Institute?
 - B. Has the library provided enough copies of needed books for the number of students enrolled?
 - C. Has the library given students access to up-to-date Bible reference tools?
 - D. Have students asked for, found and used a wide variety of books and materials in other formats for their studies?
 - E. Are students asking for and getting adequate help from library staff?
 - F. Have students used the research guides?
- II. **Social/Life:** Are students increasingly using the library's reference resources, Christian life books, study skills resources, and college and missions files?
- III. **Functional/Service:** Are students and staff increasingly using the library's counseling books and tapes, discipleship materials and visual aids?



Outcomes Assessment Tools:

- I. Library Survey** (given annually in May):
 - A. Assesses whether the library's books have met student needs – variety and quantity.
 - B. Assesses student use of and satisfaction with books, periodicals, microfiche, CD-ROM's, audio and videocassettes, visual aids, college and missions files and research guides.
- II. New Book Lists; Athena Catalog; Course Syllabi; Faculty/Lecturer Recommendations:**
 - A. These assess whether the library has purchased or already owns all the required and recommended resources for the past year's courses.
 - B. These also assess whether the library has updated its reference resources.
- III. Circulation Reports from Athena Catalog, by Call Number:**

Assesses the number of books and non-class audio and videocassettes checked out.
- IV. Tally Sheets at the Library Circulation Desk:**

Assesses the number of uses of microfiche, CD-ROM's and visual aids.
- V. Research Guides: Counting the number of copies originally made:**

Assesses the number of research guides pulled from the rack (and hopefully, used).
- VI. Use of Periodicals (for academics):**

Probably best assessed by the number of times periodical articles are cited in bibliographies on student papers.

LIBRARY HOURS*

Monday 9:00 AM - 10:00 PM

Tuesday – Friday 1:45 PM - 10:00 PM

Saturday 9:00 AM - 10:00 PM

Sunday 1:00 PM - 5:00 PM

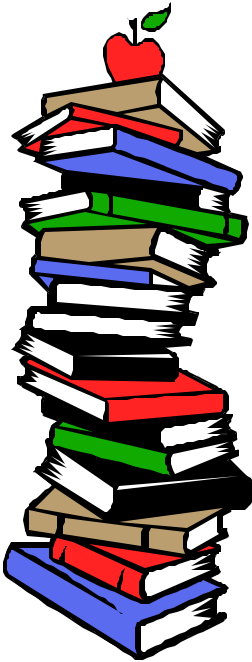


***These hours may be altered due to class schedules and special events.**

Please remember - Student ID must be shown when checking out materials from the library.



INTRODUCTION



WORD OF LIFE Bible Institute's library is a resource center for books, periodicals, and other media dealing primarily with subjects taught at the Bible Institute. The library has over 24,000 volumes and contains an extensive tape library. It exists solely for the edification of the student body and the staff. It is our prayer the library might minister to you in some unique ways. Located on the first floor of Asia dorm, the library is divided into five basic areas.

The north end of the library, by the entrance, contains our circulation desk and cataloging office. Books must be checked out and returned at this desk. The student workers will try to help you as much as possible. Peruse the library's new book display, and use the suggestion forms at the desk. The north end of the library also contains the audiovisual center. The students may listen to / view class and non-class audio or videocassettes here. Group listening is prohibited during study hours. Also at this end are computer workstations, providing access to the library catalog, the Internet, CD-ROM products, e-mail and word-processing programs.

The central area is the study area. Private study carrels, and tables for group study, are available. A reading lounge is also in the central area. Next to the reading lounge are current periodicals on display racks and back issues on bookshelves. A microfiche reader is available on a table by the periodical display racks. Comfortable seating has been provided for those who want to read periodicals, journals, or just peruse some of our new

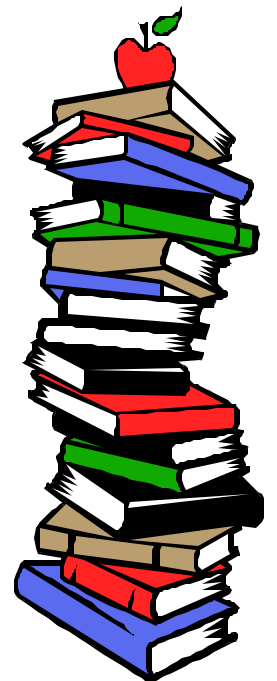
books. We hope that you will have time to come in afternoons or weekends and enjoy the variety of reading materials we have available. During study hours, those students who do not have required study hours may use this area for study only. We ask that you keep your feet off the furniture to protect it from damage.

At the south end of the library are the stacks, that is, the shelves of books. These are arranged according to numbers and the content of each row of shelves is displayed at the end of that row. The non-class audio and audio and videocassettes are also located on these shelves, and file cabinets nearby contain college catalogs, missions materials, and visual materials. At this end of the library are the restrooms. An emergency exit is also in this corner.

There is a book return drop located by the library doors. Since it is outside the locked entrance door (but inside the outer door), books can be returned there at any time.

The rest of this handbook will acquaint you with our library facilities, preparing you for the more sophisticated libraries you will be using if you go on to further schooling.

Please be aware that the library does have a representative amount of information espousing viewpoints not held by the school so that students and faculty can intelligently study such subjects.



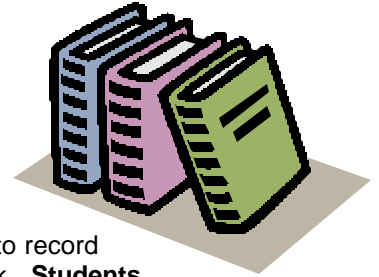


LIBRARY SERVICES:

The Library's services are provided for all students and staff, during all of the hours the library is open. Services include:

- ♦ Library orientation (for new students)
- ♦ Research Guides, including subject bibliographies, are available on the Library's web site and in paper form in the library
- ♦ Access to the Library's catalog of books, audio and videocassettes, from every campus computer on the network
- ♦ Access to Encyclopedia Britannica Online from every campus computer on the network
- ♦ Access to CD-ROMs for research, from the library's computers
- ♦ A Library web site providing access to some library resources, topical guides to web sites, and quick links to college web sites, local and world news, government sites, and more
- ♦ Reference service, including answering questions and helping users find materials; help with searching the library catalog, the shelves, and the Internet.
- ♦ Obtaining materials not owned by the library, either by purchase or interlibrary loan
- ♦ Providing tables of contents of journals (to staff only)
- ♦ Circulation of library materials, including check-out, check-in, renewals, holding requested books, collection of fines, and re-shelving of materials
- ♦ Providing a reserve area for heavily used materials including required books
- ♦ Dispensing course make-up audiocassettes
- ♦ Providing an archive of the past year's course make-up CDs, videos and audiocassettes
- ♦ Providing copies of all course syllabi for use in the library
- ♦ Oversight of the circulation desk, copy machine, library computers, and the correcting and/or reporting of problems
- ♦ Keeping order on the library book shelves; maintaining general neatness of the library
- ♦ Supervision of the library and enforcement of library policies, including correcting and reporting discipline problems





I. General Information

A. Books

1. Circulation

The circulation desk is located at the north end of the library just inside the entrance. **Each student must sign in personally and legibly** at the desk when he or she enters the library and sign out when leaving. This enables us to record library use. No book may be taken out of the library except by way of this desk. **Students should not return any books to the shelves.** Please place books on the book truck or on the counter for student workers to put away.

Students are issued identification cards that must be used to check out any materials from the library. Books are checked out at the circulation desk and may be borrowed for **one week**. Books not needed for courses will be approved for longer borrowing periods by the Staff Librarian. **Only 4 books may be checked out within any one-week period.** Any resource removed from the library without being checked out will be considered stolen. Books that are checked out must be returned by the due date. **The borrower is responsible to return the books to the book drop or circulation desk. If books are left anywhere except these two locations and a fine is charged, the fine will stand and must be paid.**

If a library resource is lost or damaged, the student is responsible to pay the amount needed to either replace or repair the item. If the student chooses to replace the book it is his or her responsibility to get information about the book, order the book, and deliver the book to the library. If the student chooses not to buy another book the cost will be \$25.00 to cover the expense of obtaining a new book.

2. Renewals

Any book may be renewed for an additional week if another student has not requested it. Renewals cannot be made over the phone. Books must be brought into the library for renewal.

3. Requests for Holds on Books

If a book you are looking for is checked out of the library, you may put in a request for that book at the circulation desk. We will notify you when the book is returned and hold it for you at the circulation desk for 24 hours.



4. Fines

Resources that are not returned to the library by closing time on the date due will be considered late. A fine of \$.10 per day per book will be charged until the book is returned, except for no charge for the first day late (grace period). Avoid such fines by returning all books on time. Failure to pay fines will result in demerits and/or action by the Deans. A student who owes a fine may not check out books!

5. Reference Books

Books marked with an "R" above the call numbers on the edge of the book indicate that these are Reference books and that they may not leave the library. Specialty books, commentary sets, Bible dictionaries, encyclopedias, atlases, and various translations of the Bible are some examples of Reference resources. The shelves of Reference books are clearly marked.

6. Reserve Books

Reserve books are put on Reserve for class purposes by our faculty. These books will be in great demand for a course of study. The library may exercise the right to recall any book at any time for this reason. At times of great demand, the loan period for Reserve books will be further restricted to accommodate every student who needs them. Reserve books can be used only in the library - they cannot be checked out!



B. Magazines, Periodicals, and Catalogs

1. Periodicals

A large selection of periodicals is available in the library for your use. Please be considerate as you use them. They are often flimsy and easily defaced. The current issues are alphabetical by title on display racks by the lounge area, and these are never to leave the building. Back issues are alphabetical by title in boxes on nearby shelves, and may be checked out for one week. An index guide is available to look up topics in periodicals. This index is called the *Christian Periodical Index* and contains a listing of over 100 Christian periodicals. Our library receives many of these periodicals as well as some that are not listed in this index.

We also have an agreement with Practical Bible College Library to obtain articles found in periodicals which WOLBI library does not receive. These articles can be used for papers and other research. If you would like to obtain such an article, please see a one of the library staff.

2. College Catalogs

The library keeps a collection of catalogs and videos from a variety of schools. These are usually current. They are, however, reserved for in-library use. Please do not take catalogs out of the library. An index file with toll-free phone numbers of many more schools is kept at the circulation desk.

3. Pamphlet and Map File

Pamphlets on various subjects are on file as well as maps of many countries. These may not be removed from the library.

4. Missions Materials

We have information on various mission boards available in the missions materials file. This is reference material so we ask that it not be removed from the library.

5. Resources/Visual Aid

Materials helpful in preparing Sunday School lessons for all ages are available in the Resource files. The Visual Aids file contains a varied selection of flannelgraph lessons, flannelgraph backgrounds, flashcard lessons, visualized memory verses, etc. These can be used for local church ministries, CEF ministry and for classes as well. These materials can be checked out for as long as needed. Ask the library staff for assistance. Since these materials are easily damaged and not always replaceable we ask that extreme care be exercised so as not to lose or damage the pieces used. A fine will be given for missing pieces and/or damaged material. The fine will depend on whether materials can be replaced and the time spent by librarian to do so.

C. Equipment

1. Audio/Video Cassettes

All classes at WOLBI are required. All classes are taped and placed on the campus network as well as on audiocassette, and make-up work is to be done in the library. These audiocassettes are available at the circulation desk and must be signed out. A make-up slip will be required to check out the current class audiocassettes. Audiocassettes are not to be taken out of the library at any time, except with written permission from the Academic Dean. Please handle tape players and headsets carefully. Do not move equipment to another place. If any equipment is not working properly, report it to the student workers on duty.

Approval by the Librarian or the Deans must be obtained before listening/viewing personal copies of audio or videocassettes in the library. Students needing to make up class work will have priority on the equipment.

Audiocassettes of all Chancellor's chapels, some Sunday services, and some Word of Life conferences on are also available for student use. In addition, the library has a large number of audiocassettes on counseling and a variety of other topics. Also, the library has a number of videos on a variety of topics for student use. One VCR is set up for small group listening, but this may not be done during study hours.





2. Research by Computer

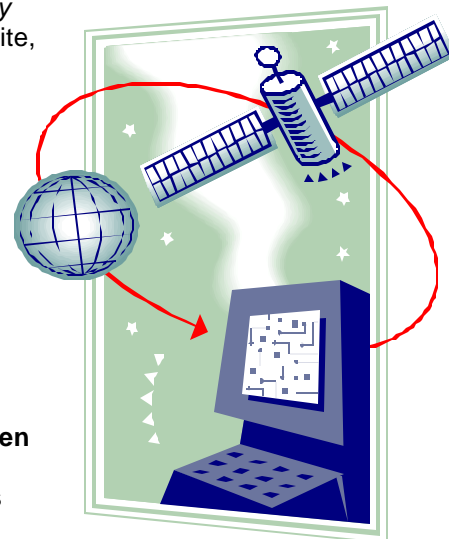
The library computers can be used for research using CD-ROMs and the Internet. Available CD-ROMs are the Logos Bible Software, Greek Tutor, Manna Bible Maps, Baker Digital Reference Library, Theological Journal CD, Encountering the New Testament and Revelation. One computer has a tutorial to learn Hebrew. *Encyclopedia Britannica Online* is available from any campus computer on the network. The library also has its own web site, with links library resources, news, government sites, magazine sites, colleges, mission agencies, ministry organizations and more. These computers are also available for general Internet searching, for typing papers, and for checking e-mail. Print-outs can be made, and cost **one cent** per page.

3. Microfiche

The library has a microfiche reader along with over 1,550 titles on microfiche. Microfiche articles can be used for papers and other research. Please ask the library staff for assistance.

4. Copy Machine

A copy machine is available in the library for students. Copies cost **ten cents** each. Students should abide by the copyright laws that are applicable. Quarters, nickels or dimes can be used. Student workers can give change for \$1 or \$2 only.



D. Other

1. Censorship

Please be aware that the library does have a representative amount of information espousing viewpoints not held by the school so that students and faculty can intelligently study such subjects. Such books have a disclaimer stamped on the title page. Any person may contest the presence of an item in the library by putting his or her objections in writing with a signature and submitting them to the Staff Librarian. The Librarian will either remove the item or take it to the Library Committee for consideration. The person who contested the item will be notified of the decision.

2. Decorum

Students in the library are expected to maintain an atmosphere conducive to study at all times. When in doubt about library regulations, please ask the library staff on duty.

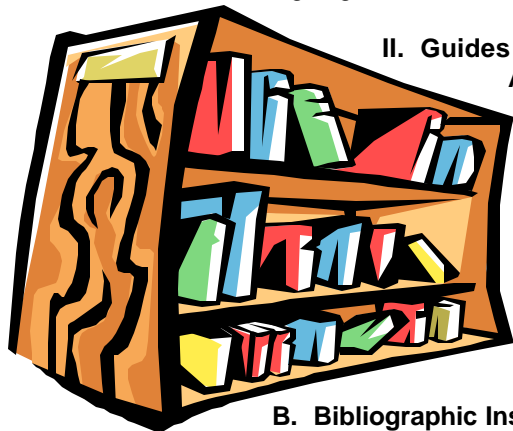
- a. Use of the library during evening study hours is for the purpose of studying, as is done in the dorms. During the evening study hours, the library is to be quiet: no dating, no talking, no studying together.
- b. During non-study hours, students using the library are required to maintain an atmosphere conducive to individual study. Laughing or talking out loud, dating and studying together are not permitted.
- c. Food and beverages are not permitted in the library, including gum and candy.
- d. Students entering the library after study hours begin or leaving before break or end of study hours, will be issued demerits.
- e. Students in the first year program who are on academic probation/discipline (AP/AD) may not study in the library during the evening study hours.
- f. Student workers on duty are to be respected and obeyed. They will report any violations of library rules. Students with repeated violations will lose library privileges.
- g. Students assigned study hours at the library in the afternoon to replace evening study hours will be required to sign in and out on the appropriate forms, and they are required to sit at the first two tables at the north end of the library.
- h. Group listening/viewing: There must either be all men or all women in each group.
- i. During study hours, there must either be all men or all women at each large table and on each side of a row of study carrels.



3. You and Your Library

The library is here to serve you while you are a student at the Bible Institute. However, you are not the only student here and your class is only one of many classes. It is your responsibility to make sure that each student in each class has the same privileges that you do. There are a number of ways that you can do this.

- a. Be considerate! Keep the library rules while you are in the library, and return all books and other materials promptly.
- b. Be kind! Books and magazines can easily be damaged. The many future Word of Life students will appreciate your kind treatment of these resources.
- c. Be generous! This library will serve you while you are here. Why not serve it when you leave? Please donate a book or books – and encourage others that you may know to do so also. Invest in the on-going work at WOLBI.



II. Guides to finding Library Materials

A. Computer Catalog

The Library catalog is available on all of the library's computers, *and on every campus computer on the network* (web address on campus computers only: <<http://www.wolbinet.wol/athcgi/athweb.pl>>), allowing the student to search for books and non-class audio and videocassettes in the library. The library software (Athena) gives the student options to search for materials by author, title, or subject or by any combination of these, and to view (but not change) one's account, showing items checked out, overdue, and fines owed. The student workers are always available to help with searching for books or updating accounts.

B. Bibliographic Instruction

All students are required to attend library orientation the first quarter they attend WOLBI. In library orientation the students are introduced to the library facilities and resources, and the rules for using the library. This orientation is also available on video, and on the library's web site. Each student will receive a copy of the Library Handbook that contains an introduction to the library facilities, resources, and rules.

Research Guides are available on the library web site. Printed guides are located on the wall to your right as you enter the library, just beyond the study carrels. The Research Guides are designed to help students as they write papers for classes and for the maps that are done in Bible Survey. Other Research Guides are written for classes to aid the students in finding extra reading material for courses. Ideas on topics to write papers and helps on finding the information are available in the Research Guides.

Additional instruction in library use is available from the Librarian and Library RD, who are on duty weekdays, and from the Library Intern most evenings. The Library Student workers also provide assistance.

C. Dewey Decimal Classification System

The WOLBI library uses the Dewey Decimal Classification System. This is one system that enables the user to locate a given book on the shelf. This system uses numbers to classify books. The library's audio and video cassettes (except taped classes) are also classified by this system.

The stacks in the library are arranged according to these numbers, beginning with the lowest and moving to the highest. While it is true that these numbers are designed mainly to help the student to locate a book, they do have other significance. The books are assigned numbers according to subject matter. This means that books close to the same subject will have similar numbers. The following table shows the ten major subject divisions, each with its Dewey number range:





General Works.....	000-099
Philosophy	100-199
Religion	200-299
Social Sciences	300-399
Philology (Languages)	400-499
Pure Science.....	500-599
Useful Arts, Applied Science.....	600-699
Fine Arts	700-799
Literature.....	800-899
History, Geography	900-999

- Most fiction is located in 813, with some in 820-823 also. Children's literature is in 809.
- Biographies are located in 920
- Missionary biographies are located in 266.9 – 266.999

Because this is a Bible school library, most of the library books are in the 200 section. The following table shows the subject divisions within the 200 section, each with its Dewey number range:

Religion.....	200-209
Natural Theology, Creationism.....	210-219
Bible: Reference Works, Commentaries, Maps	220-229
Doctrinal Theology, Creeds, Apologetics.....	230-239
Christian Ethics, Devotionals, Christian Life, Evangelism, Discipleship	240-249
Homiletics, Sermon Texts/Outlines, Pastoral Theology, Adult and Youth Ministry	250-259
Church Theology, Worship, Missions, Christian Education, Revival.....	260-269
Church History.....	270-279
Denominations, Cults.....	280-289
Non-Christian Religions	290-299





APPENDIX LIBRARY STAFF

Alan Cappella, Librarian

BA, Houghton College (Houghton, NY)
Diploma, Moody Graduate School (Chicago, IL)
MLIS, Rosary College (River Forest, IL)

Reports to: the Academic Dean; has access to the Executive Dean

Duties Selects and acquires books and other library materials; catalogs and oversees processing, maintenance, inventory, and weeding of those materials; develops and manages the Library's web site; establishes the library materials budget; oversees scheduling and supervision of all library staff; establishes library policies and procedures, and writes and revises library documents; provides library instruction and reference services to users; initiates and chairs quarterly Library Committee meetings and provides monthly library reports to that committee; serves on and provides quarterly reports to the Faculty Committee; advises on and carries out library recommendations for accreditation; oversees the development and supervision of the Florida and Owen Sound, Canada, extension libraries.

Sarah Pellerin, Library RD (NY) / **Verna Williams**, Library Assistant (Florida):

Reports to: the Librarian

Duties Schedules, trains and supervises the Library student workers; oversees the circulation, shelving and inventory of library materials and all other user services; processes all acquired library materials, including data entry, labeling and preservation; organizes and supervises the course make-up audiocassettes; oversees the supervision of the library and enforcement of the library policies including decorum; prepares acquisition, circulation and attendance statistics for the library's monthly report; attends and provides minutes of the Library Committee meetings.

Library Intern (NY only):

Reports to: the Librarian

Duties Supervises the Student Workers when the Librarian and Library RD are not on duty; reports and corrects discipline problems in the library during the evenings; helps library users find resources; completes library projects as assigned by the Librarian.

Student Workers (NY and Florida):

Report to: the Library RD

Duties Opens and closes the library; circulates library materials, including check-out, check-in, renewals, fine collection, and re-shelving of materials; oversee the receipt and use of course make-up audiocassettes; oversees circulation desk, copy machine, library computers; reports and corrects discipline problems when all other library staff are not present; answers questions and help users find materials; keeps order on the library book shelves; and maintains general neatness of the library, including systematic dusting of the shelves.