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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 as part of the general student 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 resources.
- 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 - 9:00 PM
Tuesday – Friday	1:45 PM - 9:00 PM
Saturday	9:00 AM - 9:00 PM
Sunday	1:00 PM - 5:00 PM and after Evening Service until 9:00 PM

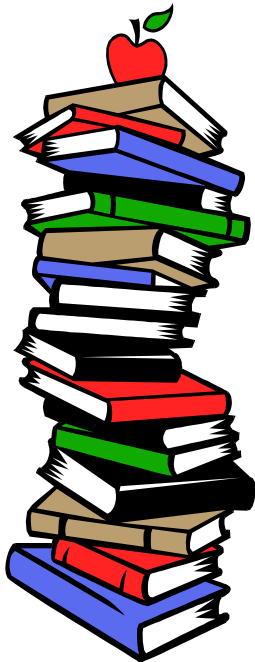


***These hours may be altered due to class schedules and special events.**

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



INTRODUCTION



At WORD OF LIFE Bible Institute, the Charles C. Ryrie Library is a resource center for books, periodicals, and other media dealing primarily with subjects taught at the Bible Institute. The library has over 25,000 book volumes and other media. 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. The Library is centrally located, adjacent to the Jack Wyrzten Center.

By each entrance is a circulation desk. Books must be checked out and returned at this desk. The Library staff is available to help you as much as possible. Peruse the library's new book display, and use the suggestion forms at the desk. The library has computer workstations, providing access to the library catalog, the Internet, CD-ROM's, e-mail, word-processing programs, and shared printers. A TV/VCR, an audiocassette player, and a microfiche reader are also provided.

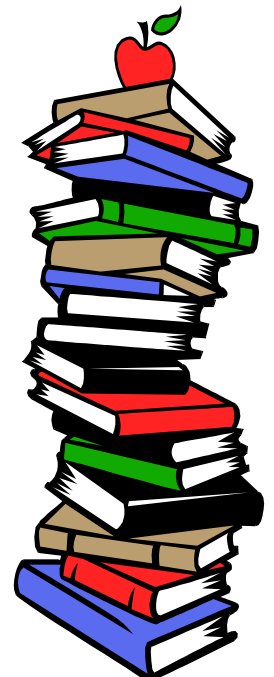
On each level of the library, tables for group study and a reading lounge area with comfortable seating are available. On the lower level next to the reading lounge area are current periodicals on display racks and back issues on bookshelves. We hope that you will make time to come in and enjoy the variety of reading materials we have available.

Also on the lower level 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. Audio and videocassettes are also located on these shelves.

On the upper level is the Charles C. Ryrie museum area with displays of books and memorabilia from his life and ministry. This area is separate from the upper level library area, and has comfortable seating and tables for relaxed study.

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.

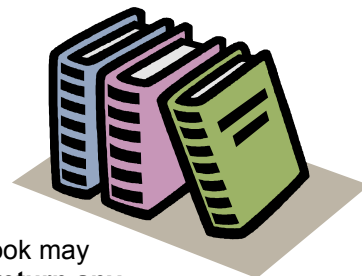


LIBRARY SERVICES:

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 over 20 computer workstations for class make-up, access to the library catalog, the Internet, CD-ROMs, e-mail, word-processing programs, and a shared printer
- ♦ Access to a TV/VCR, an audiocassette player, a photocopier, and a microfiche reader.
- ♦ Access to the Library's catalog of books 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
- ♦ 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 each library 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 circulation desk for student workers to put away.

Students identification cards 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. Only 4 books may be checked out within any one-week period.** Longer borrowing periods or approval to borrow more than 4 books at a time may be granted by the Staff Librarian. 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 of books are not permitted 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 next to the study tables on the lower level, separate from the book stacks room that houses the circulating books.

6. Reserve Books

Reserve books are put on Reserve at the lower level circulation desk 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!



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General Information

B. Magazines, Periodicals, and Catalogs

1. Periodicals

A large selection of periodicals is available in the library for your use. The current issues and a few back issues are alphabetical by title on display racks on the lower level, and these are never to leave the building. Older back issues are alphabetical by title in boxes on the rear wall shelves in the book stacks room, 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. Visual Resources

Materials helpful in preparing Sunday School lessons for all ages are also available on shelves on the back wall of the book area. These resources are a varied selection of flannel graph lessons, flannel graph 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.

C. Equipment

1. Computers, TV/VCR:

All classes at WOLBI are required. All classes are taped and placed on the campus network. Video CDs are then made and kept as an archive in the library. These video CDs are not to be taken out of the library at any time, except with written permission from the Academic Dean. Please handle all equipment and headsets carefully. 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 or CDs in the library. Students needing to make up class work will have priority on the equipment.

The library has a large number of audiocassettes on counseling and a variety of other topics, and of some Word of Life conferences. Also, the library has a number of videos on a variety of topics for student use. Small group viewing/listening may not be done during study hours.





2. Research by Computer

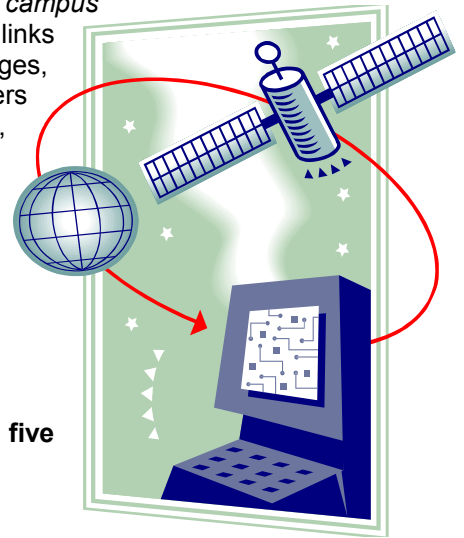
The library computers can be used for research using CD-ROMs and the Internet. Available CD-ROMs are Greek Tutor, Manna Bible Maps, Baker Digital Reference Library, Theological Journal CD, Encountering the New Testament, Bible Charts and Maps, and more. One computer has a tutorial to learn Hebrew. *Encyclopedia 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 **five cents** per page.

3. Microfiche

The library has a microfiche reader along with over 1,900 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 **five cents** each. Please abide by the copyright laws.



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 are not allowed to enter the library after study hours begin or leave before break or end of study hours. Exceptions due to work assignments must approved by one's work supervisor.
- 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.

- 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.



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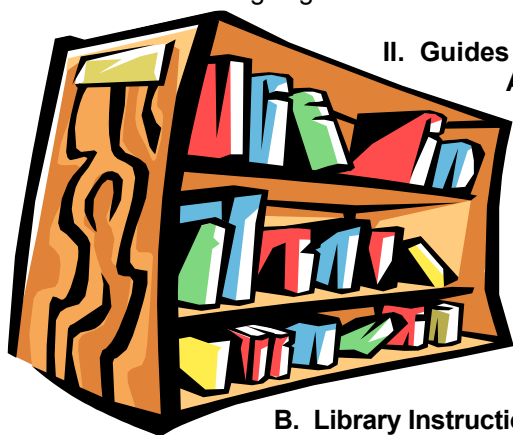
General Information

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://athena.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. Library Instruction

A library orientation is available during your first quarter at 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 DVD, and on the library's web site.

Research Guides are available on the library web site. Printed guides are also available near the circulation desks. 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 Library staff.

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 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:



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GENERAL INFORMATION General Information

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





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A P P E N D I X
Appendix

APPENDIX LIBRARY STAFF

Alan Cappella, Librarian

BA, Houghton College (Houghton, NY)

Diploma, Moody Graduate School (Chicago, IL)

MLIS, Rosary College of Dominican University (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.

Library Student Supervisor:

Reports to: the Librarian

Duties: Schedules, trains and supervises the Library student servers; 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; 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.

Student Servers:

Report to: the Library Student Supervisor

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