



# West Coast Baptist College

## *Library Manual*

### Table of Contents

<b>Library Mission</b>	<b>4</b>
About the Library	4
Clientele	4
Vision Statement	4
Mission Statement	4
Library Goals	4
<b>Library Collection Classification</b>	<b>4</b>
Library of Congress Classification	5
Library of Congress Divisions	5
<b>Resources</b>	<b>5</b>
Online Resources	5
Education Database	5
Galaxie Database	6
Print Resources	6
General Stacks	6
Reference	6
Curricula	6
Course Reserves	6
Periodicals	6
Oversize	6
Children's Collection	7
<b>InterLibrary Loans (ILL)</b>	<b>7</b>
<b>Library Materials</b>	<b>7</b>
Library Catalog	7
Computers	8
Photocopier	8
Printer	8
Study Rooms	8
<b>General Information</b>	<b>8</b>
Availability	8
Library Membership	9
Check-out procedures	9
Returning procedures	9
Renewal	9
Lost/damaged materials	9
Fines	10



Holds	10
Donations	10
Study Rooms	10
<b>Patron Behavior Expectations</b>	<b>11</b>
No Food or Drinks	11
Unattended Personal Items	11
Technology Conduct	11
Dating	11
Library Etiquette	11
<b>Policies</b>	<b>11</b>
Collection Development Policy	11
Challenged Book Policy	14
Confidentiality Policy	14
<b>Pandemic Information</b>	<b>14</b>
Physical Library Adaptations	14
Library Guidelines	14
Study Room Updates	15
Library Book Updates	15
Library Work-Study Updates	15
Library Patron Updates	15
Cleaning Checklist	16
Library Workers' Training	16
Library Book Sale Updates	16
Online Library Adaptations	16
Online Resources	16
Pandemic Resources for COVID-19	16
Resources	16
<b>Contact Information</b>	<b>17</b>



# Library Mission

## About the Library

The WCBC Library resides on the second floor of the Walther Athletic Center in a 6,854 square foot layout with an estimated 60,000 titles. The library maximum occupancy is 140 people and is open for over sixty hours during a typical semester week.

## Clientele

The WCBC Library supports the information needs of its primary clientele: West Coast Baptist College students, staff, and faculty. The library also services Lancaster Baptist School students, faculty, and staff. The WCBC Library additionally provides service to members of Lancaster Baptist Church.

## Vision Statement

The WCBC Library will provide equitable access to relevant information for all inquiring information users.

## Mission Statement

The WCBC Library will support innovative learning by providing equitable access to relevant information for all inquiring information users, host a safe environment, maintain currency with information (both in print and online), attempt to instill a love of learning to all users, and provide resources for scholars.

## Library Goals

- Promoting a love of learning
  - Engage students through exciting reading programs
  - Teach helpful, practical, and biblical principles through seminars
- Remaining Accessible
  - Maintain accessible hours for students after class hours
  - Train qualified library workers to help students find the right information with a welcoming environment
- Engaging Outreach
  - Utilize social media for promotions and as an additional contact method
  - Encourage students to read and participate in book reviews

# Library Collection Classification

The WCBC Library uses the Library of Congress classification system in which categories are divided into alphabetical sections and subsections.



## *Library of Congress Classification*

The Library of Congress books are located throughout the library. Books classified under Library of Congress classification can be identified by alphabetical call numbers located on the spine of the book. Library of Congress call numbers typically have four lines of information, and will include letters in the first and third lines, indicating the topic division as seen below.

### **Library of Congress Divisions**

Class A – General Works

Class B – Philosophy, Psychology, Religion

Class C – Auxiliary Sciences of History (General)

Class D – World History (except American History)

Class E – American History

Class F – Local History of the United States and British, Dutch, French, and Latin America

Class G – Geography, Anthropology, Recreation

Class H – Social Sciences

Class J – Political Science

Class K – Law

Class L – Education

Class M – Music

Class N – Fine Arts

Class P – Language and Literature

Class Q – Science

Class R – Medicine

Class S – Agriculture

Class T – Technology

Class U – Military Science

Class V – Naval Science

Class Z – Bibliography, Library Science

## **Resources**

The WCBC Library has multiple resources available in print and online.

### *Online Resources*

#### **Education Database**

The Education database is hosted through [EBSCO](#) and is accessible via the [online resources website](#). This database has full-text content from 520 journals and indexing for more than one thousand journals available.



## **Galaxie Database**

The Galaxie database is hosted through [Galaxie Software](#) and is accessible on the [online resources page](#) or at [galaxie.wcbc.edu](http://galaxie.wcbc.edu). The database name is spelled correctly. There are more than 900 theological journals that are digitized and available online.

## **Online Databases**

Multiple online resources are available for current WCBC students at [resources.wcbc.edu](http://resources.wcbc.edu). Students may use their network ID and credentials to log in and utilize digital resources. Topics are organized by genre.

## *Print Resources*

### **General Stacks**

The general stacks of library books are currently in the Library of Congress classification. Each topic is represented within each classification subsection and are available for check out.

### **Reference**

Books labeled with “REF” on the top line of the call number are not permitted to leave the library. Thesis papers, English portfolios, children’s literature examples, media portfolios, and other student works are also classified under Reference and may not leave the library. Students may utilize these resources within the library, but are not permitted to check these items out.

### **Curricula**

Curricula may only be utilized by WCBC students with an educational major. Certain publishers such as A Beka or Bob Jones Press may not be checked out of the library.

### **Course Reserves**

These are books reserved by course instructors for a specific class use. Only the specified classes may utilize the titles within course reserves.

### **Periodicals**

Periodicals may be checked out of the library.

### **Oversize**

Oversize is located between the circulation desk and front study room. A combination of General Stacks and Reference books are stored here. Non-reference materials may be checked out, but Reference Oversize must remain in the library.



## Children's Collection

The children's collection is available in the back of the library near the librarian's office. Books are organized into genres and color-coded accordingly. Signs are available to indicate specific genres and color-coded labels. More information about the genrefication process may be read [here](#).

# InterLibrary Loans (ILL)

## Procedures

If an on-campus student patron wishes to utilize the interlibrary loan system, the patron must give the librarian the exact information of the material he or she wishes to utilize, including the title and author and potentially other identifying indicators such as the publisher and ISBN if available. The librarian will try to locate the requested item by checking with ACL (Association of Christian Libraries) or OCLC to procure the item. If the item is available, the WCBC Library will adhere to the loaning policies of the lending library for the return date. Patrons must take care of ILL items since the materials are from another library and must be returned in the same condition.

Online student patrons may request a library book to be sent to them, but must contact the librarian.

## Costs

Processing costs may vary due to postage costs (if applicable) and whether the loaning library has any fees attached to their interlibrary loan services.

## Time

If the requested item is being mailed, time must be factored in for potential shipping delays and delivery. The WCBC Library claims no responsibility if the item comes in late due to external circumstances.

Note: Physical inter-library loans may be unavailable if the WCBC Library or other participating libraries are affected by a pandemic.

# Library Materials

## Library Catalog

Students may search the catalog online and may log in using their library credentials and renew books or place holds. Students may also contact the library to renew or place holds as well. If a



student has lost their personal barcode number, students may contact the library to retrieve their information.

## **Computers**

Computers should be used for research purposes and for a maximum of two hours. Student patrons may extend usage time if no one has requested to use the computers. If a student is using the computer for non-research related purposes, the student will be asked to use a different computer elsewhere.

## **Photocopier**

Students must obey copyright law when using the copier and ensure that their project falls under Fair Use within education. The WCBC Library does not claim responsibility for student infractions.

## **Printer**

Students may use the library printer, but are encouraged to use the computer lab facilities if the library printer is unavailable.

## **Study Rooms**

The WCBC Library has two study rooms. The larger study room is located near the front and seats eight; while the back study room is located next to the librarian's office and seats six. Each study room is equipped with a TV for presentation and a window coated with a dry-erase coating which allows the usage of dry-erase markers. Students must check in with the attending library worker to obtain the TV remote, HDMI cord, and dry-erase markers.

# **General Information**

## **Availability**

During a typical semester week, the library is open for over sixty hours.

Sunday: Closed

Monday: 1:00am-5:30pm, 6:30pm-10:00pm

Tuesday: 10:30am-5:30pm, 6:30pm-10:00pm

Wednesday: 10:30am-5:00pm, 8:30pm\*-10:00pm

Thursday: 10:30am - 5:30pm, 6:30pm -10:00pm

Friday: 10:30am - 5:30pm, 6:30pm-10:00pm

Saturday: 1pm-6:00pm, 7:00-10:00pm



\*indicates a flexible opening after the Wednesday evening service. Schedule will fluctuate during conferences and special activities. The WCBC Library will remain closed during scheduled meals, Lancaster Baptist Church services, and any mandatory WCBC events.

## **Library Membership**

The following are eligible for a WCBC library account:

- West Coast Baptist College students
- Lancaster Baptist School secondary students
- Lancaster Baptist Church adult members

Children younger than seventh grade are expected to use a parent's account. Members of the community who are not a member of Lancaster Baptist Church will be charged a \$15 access fee. Both LBC members and community members must fill out a library form to obtain a library card.

## **Check-out procedures**

Patrons may check out a book for two weeks and are limited to two renewals. If a hold is placed on a book, that book is ineligible for renewal and must be returned. Late fees will be placed if the book is not returned in time for a hold.

NOTE: Patrons are not permitted to loan out library books checked out under their name to another student patron. If the other student loses the books, the original patron will be fined the replacement costs. No books are permitted to be taken from the library without following proper check-out procedures.

## **Returning procedures**

Patrons may utilize the book return box outside the library front door near the display case. Patrons may also drop off books at the library's front desk if an attendant is present.

## **Renewal**

Patrons may check out a book for two weeks and are limited to two renewals. If a hold is placed on a book, that book is ineligible for renewal and must be returned.

## **Lost/damaged materials**

Patrons will be charged the replacement cost of a book if a book is lost or damaged beyond reasonable repair. A late fee may be implemented if the book is late in addition to being damaged. Fee costs will vary depending on the current value of the book. All books are checked for current market price before students' names and fee amounts are sent to the finance office. LBC members will be contacted directly.



## **Fines**

Late fees will be charged if a book is not returned when it is due. Overdue books not returned before midterms or finals will also be fined.

## **Holds**

Patrons may place a hold on a book, but the first patron in line will be given preference. A book on hold will be kept available for the patron to pick up for one week. If the book is not picked up before the one week deadline, the hold will be canceled and the book placed back on the shelf.

## **Donations**

The WCBC Library does accept donations, however, every book will be analyzed in accordance with the collection development policy. Please refer to the collection development policy for more details.

## **Study Rooms**

Patrons need to call the library or check in with the library worker at the front desk to reserve one of the study rooms. If one patron is reserving the room, the maximum amount of time is two hours. If no one else requests the room, the original patron may extend the room usage with the library worker for another two hours. A group expecting to utilize a study room for over two hours must be cleared by the directing librarian. Reservations are recorded on the library's Google Calendar. Patrons may reserve a study room in advance, but the reservation will be canceled if the patron does not show up or check in during the first fifteen minutes of their slotted reservation period.

Lights **MUST** be on when in use so people can see that someone is using the room. Unmarried couples must have a third person with them. No food or open lid beverages are allowed in the study rooms. The study rooms are not soundproof, and therefore we request that music practice be conducted in the Revels building utilizing an appropriate music practice room.

HDMI cables and a TV remote are available for utilizing the TV screen for presentations. Dry-erase markers and erasers are available for using the window with the dry-erase coating. Do not cover the front window in either study room or write messages for outside viewers on the study room windows.



# Patron Behavior Expectations

## No Food or Drinks

Patrons may not bring food into the library lobby or inside the library. Beverages may only be brought in if contained in a closed-lid container, such as a water bottle or thermos.

## Unattended Personal Items

The WCBC Library is not responsible and assumes no liability for any lost, stolen or damaged personal items left unattended in the library. Any personal items remaining in the library after closing hours will be taken to the lost and found area in the Blue Crew closet downstairs. Valuable items will be locked in the librarian's office.

## Technology Conduct

Patrons are expected to keep their phones and computers on silent mode and to conduct phone conversations outside the library. Patrons are expected to be respectful of their fellow students and to not be a distraction when studying.

## Dating

No couples are allowed in the library without supervision. Couples may study for school projects together, but if studying becomes dating and therefore becomes a distraction to others, the couple will be asked to relocate to a more appropriate setting.

## Library Etiquette

Patrons are expected to handle books with care. No defacing of library books or property will be tolerated. No one is to be in the library outside of posted hours unless an exception has been made by the librarian. A quiet atmosphere should be maintained for an optimal study environment.

# Policies

## Collection Development Policy

### SELECTION CRITERIA

#### *Selection Personnel*

The academic librarian is responsible for the review, evaluation, and selection of the library collection. The librarian(s) work cooperatively with administrators and teachers who are directly affected by the selections to provide resources which represent diverse points of view, stimulate



growth in thinking skills, and promote the overall educational program. Library collections are developed to meet both curricular and personal needs of its patrons. To ensure that these needs are met, librarians apply selection criteria and use recommended selection tools. All incoming resources, including purchases and gifts, should meet the same selection standards.

### *Acquisition Criteria*

All incoming books, whether purchases or gifts, must meet the following criteria:

- Resources must be pertinent to the curriculum and the objectives of the instructional program.
- Resources must represent a variety of differing viewpoints on various issues and be accurate in terms of content.
- Resources must be reflective of the pluralistic nature of a global society and be available in an appropriate format to effectively teach the curriculum and to help students develop critical thinking skills and analyze resources.
- Resources must be in recent copyright date as appropriate to the subject and be acceptable in literary style and technical quality.
- Resources must be cost effective in terms of use.
- Resources must have favorable reviews found in reputable professionally prepared sources and have favorable recommendations based on preview and/or examination of materials by certified staff.
- Resources must reflect a good reputation and significance of the author, producer, and/or publisher.
- Resources must be appropriate for students with special needs, and have potential user appeal and relevant to the interests of students.
- Resources must be checked with the catalog availability of the subject in the library to determine its need.
- Resources must have current information and have no physical damage, including but not limited to:
  - Damaged cover/spine
  - Missing pages
  - Water damage / mold / mildew

### **SELECTION TOOLS**

The librarian will use selection tools to aid in selecting items with favorable reviews that fit the standard criteria listed above.

- Reviews in professional, reputable sources
- National and state awards
- Online collection development tools
- Recommendations by faculty, administration, alumni, students, or parents.

### **WEEDING**



Weeding is essential to maintaining a relevant, attractive collection. The librarian re-evaluates the library collection periodically to maintain a collection that is current, appropriate and useful. Traditional guidelines of appearance, duplication, accuracy or currency of content, and circulation statistics are noted; however, content related to the curriculum and primary source material may cause an item to be retained despite violating the traditional guidelines. The final decision concerning the removal or replacement of resources rests with the librarian.

All books that do not fit this criteria are either donated or recycled, depending on the book's condition. Library materials should be weeded if they:

- Are in poor physical condition
- Have not been circulated in the last five years
- Are outdated in content, use, or accuracy (Copyright date should be considered; however, a final decision should not be based solely on the copyright date of the material. Some older material may be considered classic or may be of great historical value to the collection. Some instructors may use materials with an older copyright date.)
- Are mediocre or poor in quality
- Are biased or portray stereotypes
- Duplicate information which is no longer in heavy demand
- Are superseded by new or revised information
- Are outdated and unattractive format, design, graphics, and illustrations
- Contain information which is inaccessible because they lack a table of contents, adequate indexing, and searching capabilities
- Are not selected in accordance with general selection criteria

Books that do not meet outgoing donation standards set by companies such as Better World Books or for the library book sale are immediately removed from the library catalog and recycled.

## **COLLECTION EVALUATION**

Assessment of the collection includes taking inventory of existing materials, assessing materials in relation to needs of instructional units, and weeding outdated and inappropriate materials. The inventory is a process by which holdings are checked against the automated cataloging system and the actual item to determine if the resource is still part of the collection and still meets selection criteria. The objective of this inventory is to ensure that the automated cataloging system accurately reflects the collection which is the key access point for students and teachers to locate information within the library. This procedure should not disrupt the library program as automation of library holdings greatly speeds up the process using the barcode scanning feature. An annual inventory is recommended as the data is critical to making collection development decisions about the quality and quantity of the collection in meeting the needs of students and staff.



## Challenged Book Policy

Ownership/access of any work should not be interpreted as an endorsement but should be viewed as an opportunity for the student to experience a wide range of knowledge in all disciplines and conduct primary research at the graduate level. All current students, faculty or staff members challenging the worth of a resource will be asked to put in writing their views.

If a patron wishes the library to reconsider a library resource, the patron should first ask the library staff why a book is in the collection first. Some classes require controversial books on various topics. If that is not sufficient, the complainant must fill out the following form and submit it to the librarian. A separate sheet of paper may be attached if necessary.

1. To what specifically in the material do you object and why? (Please be detailed)
2. Did you read/view the material in its entirety? If not, what parts did you read?
3. What do you feel might be the result of reading/viewing this material?
4. Is there anything of value about this material in its entirety?
5. List a title or titles that would be a preferred replacement source.

Signature of Complainant:

Signature of Library Director:

Signature of Academic Dean (if needed):

Date:

## Confidentiality Policy

Patrons may expect the WCBC Library to keep all information confidential. No information will be given out regarding patron information including contact information, book history, who has checked out a certain title or any library-related data.

# Pandemic Information

While these policies were developed specifically for the COVID-19 pandemic, the principles outlined here may be useful until the COVID-19 pandemic concludes and to refer as reference should another pandemic arise.

## *Physical Library Adaptations*

### Library Guidelines

The WCBC Library will follow the campus rules established by the Safely Reopen Task Force. This includes social distancing, wearing facial coverings, and frequent hand-washing.

- The library chairs and seating areas will be situated to maintain proper social distancing.



## Study Room Updates

- Each study room will follow social distancing policies.
- The door should be kept propped open to avoid touching door handles.

## Library Book Updates

- Any incoming books, including returned books or donations will be cleaned and placed in quarantine for three days before being placed in the library stacks for check-out.

## Library Work-Study Updates

All WCBC Library workers will adhere to the guidelines established by the Safely Reopen Task Force. This includes maintaining social distancing, wearing facial coverings, and frequent cleaning.

- Employees may not come to work if they are sick or if they have been exposed to a person who has COVID-19, and they must quarantine for ten days.
- Each library worker will be assigned to clean a specific section of bookcases.
- All on-duty library workers will clean common surface areas at the beginning and end of the shift.
- Students who feel ill with excessive coughing, running nose, sneezing, high fever, or shortness of breath, should report the illness immediately.
- All employees are instructed to stay home if they feel sick, have a fever over 100.4, and/or have been exposed to a person who has COVID-19.
- All employees will be required to wear a face covering. Masks will be provided for anyone who does not have one.
- All employees will be instructed on the proper use of face coverings, including the need to daily wash their reusable face covering.
- Disinfectant and other cleaning supplies will be available in the custodial closets located in each building.
- Gloves will not be required when cleaning. When an employee is finished with a certain task, handwashing will be required.
- Employees are instructed to follow proper hygiene practices including frequent handwashing, use of hand sanitizer, and use of gloves when necessary.

## Library Patron Updates

- Patrons who feel ill with excessive coughing, running nose, sneezing, high fever, or shortness of breath, should report the illness immediately and avoid visiting the library.
- Quarantined patrons may contact or email the library at [library@wcbc.edu](mailto:library@wcbc.edu) to renew any library materials.
- Hand-washing is recommended after handling library materials.
- Patrons may bring water bottles into the library.



- When visiting the library, patrons must wear a face mask. WCBC students must bring their Eagle ID.
- Personal items should not be shared.

### **Cleaning Checklist**

The following areas need to be cleaning at the beginning of each shift

- All library door handles/bars.
- Library computers (including the keyboard, mouse, book scanner).
- Library desk surface space (including sign).
- Library desk phone and related office items.

### **Library Workers' Training**

- The library worker's training meeting will adhere to social distancing policies or be moved to an online format.
- New workers will begin training using the library's Canvas training course.

### **Library Book Sale Updates**

- The book sale will only accept cash with the approval of the finance office. Credit or debit card purchases will be encouraged to limit exposure to germs.

## *Online Library Adaptations*

### **Online Resources**

- The WCBC Library will update the online resources page as more relevant materials are made available. Users may use their WCBC login at [resources.wcbc.edu](https://resources.wcbc.edu) to access these resources.
- Any recommendations for additional resources should be emailed to the library director.

## *Pandemic Resources for COVID-19*

### **Resources**

Considerations for Institutions of Higher Education

<https://www.cdc.gov/coronavirus/2019-ncov/community/colleges-universities/considerations.html>

What to do if you are sick

<https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html>

Handling Library Materials and Collections During a Pandemic

<http://www.ala.org/alacts/preservationweek/resources/pandemic>



WCBC Coronavirus (COVID-19) Update  
<https://wcbc.edu/coronavirus-covid-19-update>

## Contact Information

The library is here to help serve patrons' informational needs. Please let us know if we can help in any way!

WCBC Library  
[library@wcbc.edu](mailto:library@wcbc.edu)  
888-694-9222 ext. 7202  
4010 E. Lancaster Blvd Lancaster CA 93535

