

HILDA KROEKER LIBRARY

CALVARY UNIVERSITY

Library Handbook



HOURS:

Monday—Friday	7:45 a.m. to 10:00 p.m.
Saturday	1:00 p.m. to 5:00 p.m.
Sunday	Closed

WEBSITE

<http://www.calvary.edu/library/>

The Hilda Kroeker Library supports the curriculum of Calvary University by providing access to resources that advance student learning and research in order to develop students who are prepared to lead a productive Christian life.

Welcome to the Hilda Kroeker Library!

The library staff welcomes you to Calvary University and the Hilda Kroeker Library (HKL). We are here to assist you in your academic pursuit. Our desire is to create a user-friendly environment and to serve your information needs. Please feel free to ask the staff for any assistance you need.

Miss Hilda Kroeker served Calvary as the Head Librarian for 22 years, from 1962 to 1984. She is the longest serving librarian at Calvary. In 1977 the library was named in her honor. She passed away in 2009 after many years of serving the Lord and blessing His people.

Library Guidelines

To have a successful study environment, everyone needs to work together. To assist in accomplishing this goal, below are standards to follow while in the library.

1. Quietness in the library is appreciated by all, so remember to be considerate of your neighbor's need to study. To help in this area, **cell phones are to be turned off or put on vibrate**. Security personnel are exempt from this. Cell phone calls may be made in the hallway.
2. **Materials checked out on your card are your responsibility**, so follow the check-out procedures properly. This means **not** loaning your card to anyone else and realizing that you are responsible for any materials you choose to check out for another person on your card.
3. Drinks in closable containers and food are allowed in the library; **however, they are not allowed in the computer lab**.
4. Understand that the library is not responsible for your personal belongings. Therefore, do not leave them unattended for long periods of time in the library.
5. Treat the library and its staff with respect.
6. When you are finished with materials, place them in the designated areas: books on the appropriate carts and periodicals in the designated basket. **Do not reshelve any materials**; they need to be recorded for statistics.
8. Dress appropriately in the library (see Student Handbook).
9. Furniture in the library is **not to be rearranged or moved** by the students without permission.

Repeated abuse of the guidelines may result in loss of privileges.

The Front Desk

The front desk is where all materials are checked out. **Your current Calvary ID is your library card, so it is required for the checkout of any library materials.**

The following items may be purchased at the front desk:

Paper 5¢/sheet Printing with your own paper 1¢/sheet

The purchase of the above items is self-service. Please put your payment in the red bucket.

Library Office

The librarian and library staff are available to you any time you need help. The library office is where the library staff maintains the library collection. Patrons are not allowed in the library office without permission. If you need assistance, please come to the front desk. We will be glad to help you.

Library Resources

Periodicals:

Current periodicals and journals are displayed on the shelves on the south wall, in alphabetical order by title. You will find previous months' issues for the current year of each periodical under the shelf. Please **do not** reshelve used periodicals. Leave them in the designated basket for statistical counting.

Back issues of periodicals and journals are shelved in alphabetical order by title in the Periodical Room, in the room next to the current periodicals. Periodicals that are not the current issue can be checked out overnight.

The Periodical Research Indexes are located at the end of the shelved periodicals in the Periodical Room.

- The *Reader's Guide to Periodical Literature* is a standard research tool used at most libraries. It indexes a broad spectrum of periodicals.
- The *Christian Periodical Index* indexes many evangelical periodicals.
- The *Religion One Index* indexes a broader range of religious periodicals.

At the beginning of each index, you will find a list of the indexed periodicals. Depending on which index you use, you will be able to search by author, subject, book review, book citation, or Scripture reference.

The **Galaxie Theological Journal Library** database provides access to current religious periodicals (p.10).

The **ProQuest Research Library** database provides access to current general studies periodicals (p. 10).

The Reference Collection is to the right of the library office. All call numbers of these books begin with REF. Materials include: encyclopedias, dictionaries, bibliographies, indexes, handbooks, concordances, directories, lexicons, atlases, etc. These materials are to be used only in the library. The copy machine is available to copy pages of these materials at 10¢ per page.

The Circulating Collection is shelved in the back half of the library. The shelves are marked with the beginning and ending call numbers for each row.

The Fiction Collection is a selection of fiction books taken from the circulation collection. It is located at the front of the library near the entrance.

New Books are also displayed at the front of the library.

The Children's Collection is housed at the north end of the Periodical Room. It contains juvenile literature and juvenile reference materials.

Instructional Media Curriculum (IMC) is located next to the Children's Collection. Included are curriculum materials for Christian and public schools. Call numbers begin with IMC.

The Missions Information Center contains materials sent periodically from many mission organizations and is located at the south end of the Periodical Room.

Reserve Materials are items placed on reserve by professors and are kept at the front desk. The library staff will gladly retrieve requested materials.

- **Regular Reserve** materials may be used in the library or checked out overnight. If checked out overnight, they are due the next morning by 9:00 a.m.
- **Strict Reserve** materials are to be used for a maximum of two hours in the library. These are overdue after two hours. Some materials may be checked out overnight, one hour before closing. They are due by 9:00 a.m. the following day.

The fines for these materials are 50¢ an HOUR up to \$5/day and \$5 per day until returned. Please understand that if these materials are left in the drop box or at the front desk, you may receive additional fines. Hand them to a staff member at the front desk to avoid additional fines.

DVDs are displayed on the shelves in front of the front desk. DVDs may be checked out for 3 weeks.

CDs are located on the shelves in front of the front desk. They may be checked out for 3 weeks.

Library of Congress Classification

The materials in the library are organized by Library of Congress Classification (LCC). The call numbers in this system begin with letters. The following LCC Schedule gives you a brief outline of the subject areas.

A	General works	M	Music
B	Philosophy and Religion: Part I, B-BJ Philosophy Part II, BL-BX Religion	N	Fine Arts
C	History-Auxiliary Sciences	P	Language and Literature
D	History-General & Old World	Q	Science
E-F	History-The Americas	R	Medicine
G	Geography, Anthropology, Recreation, etc.	S	Agriculture
H	Social Sciences	T	Technology
J	Political Science	U	Military Science
K	Law	V	Naval Science
L	Education	Z	Bibliography and Library Science

Library Services

The Copy Machine is located to the left of the front desk. To use, place the long edge of your original page (8.5 x 11) along the left side of the glass next to the green stripe. If using another size of paper, please ask for assistance from the library staff. Wait until the communication panel indicates the machine is ready. Place money in the red bucket at the front desk to pay for your copies. Copies are 10¢ each.

The Lamination Station is where your projects are laminated. To have it laminated on the same day, please drop it off at the front desk by 3 p.m. Projects may be picked up after 5 p.m. Please be prepared to pay when you pick it up. The price is 60¢/running foot, including the lead material.

Library Cards are issued to all current students. They also serve as your Student ID.

- **You are required to present your card each time you check out materials.** This is your *permanent* card until you are no longer a student. If you lose it, there will be a replacement cost of \$5.00.
- You will need your card number and PIN to place a hold on an item, whether requesting Calvary materials that are checked out or requesting materials from other libraries in the consortium through the online catalog.
- Remember, due dates and returning materials are your responsibility; however, email notices will be sent to you. Whether you receive the notice or not, you are still responsible for returning the materials on time.
- Guest cards are available for \$10 per year to community members who reside in the following Missouri counties: Cass, Clay, Jackson, Platte and the following Kansas counties: Johnson, Leavenworth, Wyandotte.
- Guest cards are available to all alumni at no charge

Interlibrary Loan (ILL) is a service that provides materials not owned by our library or the consortium. See page 12 for instructions on requesting materials online through the consortium. See page 13 for instructions on requesting materials not found in the consortium.

UMKC Courtesy Cards can give you temporary, on-site borrowing privileges for many academic libraries in the Kansas City area. If you would like to apply, speak with one of the library staff at the front desk. A list of participating libraries is kept at the front desk. These courtesy cards are good for one semester.

The Card Catalog is located on the left side of the library and is **no longer current (as of 1999)**. Use it to search for Church Education Curriculum, only. Please use Calvary's online catalog for any other materials. **See pages 12 and 13 for online catalog information.**

The Chart Below Outlines Circulation Policies

MATERIAL TYPE	CHECKOUT POLICY
Circulating Collection	21-day checkout 1 renewal; 50¢ fine per day up to \$5
Curriculum	21-day checkout 1 renewal; 50¢ fine per day up to \$5
Christian Education Materials	21-day checkout 1 renewal; 50¢ fine per day up to \$5
Audio/Visual Materials	21-day checkout No renewal; 50¢ fine per day up to \$5
Reference Materials	In-library use only
Current Periodicals	In-library use only
Bound & Unbound Periodicals (back issues)	Overnight checkout Due 9:00 a.m.; 1 renewal 50¢ per hour fine
Regular Reserve Materials	Overnight checkout Due 9:00 a.m.; 1 renewal Return to a staff member 50¢ per hour fine
Strict Reserve Materials	In-library use / 2 hours at a time Return to a staff member 50¢ per hour fine
Textbook Reserves	In-library use / 2 hours at a time Return to a staff member 50¢ per hour fine
Mentors' Collection	21-day checkout 1 renewal; 50¢ fine per day up to \$5

Library Policies

Return of Library Materials:

All RESERVE and overnight checkout materials are to be handed to a staff member at the front desk during library hours (pp. 5, 8).

Regular books and other items may be returned in the Book Return slot at the front desk or in the drop box.

Please return DVDs to the front desk to prevent damage. Items that are damaged will be charged to the last patron who used them.

The drop box, located in the hallway, is available 24 hours a day for you to return materials. Please understand that if you are returning overnight checkout materials, they are considered late after 9:00 a.m. (p. 5).

Library Fines:

Patrons have a three-week checkout for regular circulating items. Once the material is overdue, the patron's account will be charged 50¢ per day until the item is returned or until the fine reaches \$5.

Reserve book or periodical fines are 50¢/hour up to \$5/day (pp. 5, 8). Reference materials may not be checked out.

It is the patron's responsibility to return items on time whether notified or not (p. 7). Grades will not be mailed or seniors allowed to graduate if there are any outstanding fines or materials checked out to the account. At the end of each semester, any materials not returned will be marked as lost and charged to the patron's account.

Two or more checked out and overdue materials will block an account. These items must be returned before the account can be cleared to allow further checkouts. Any account with \$25 or more in fines will be blocked. Permission to allow checkouts on a blocked account may be given by the librarian or librarian assistant.

Dress Code:

See the Calvary University Student Handbook for the campus wide dress code.

Technology Resources

Online Databases:

ProQuest Research Library is a general studies database which can be accessed on the library computers. The computers have buttons at the top of the screen to access ProQuest. It is a searchable database of magazine, essay, and journal full-text articles or abstracts.

Galaxie Theological Journal Library is a religious database provided for your use. The computers in the lab also have buttons at the top of the screen to access Galaxie. This database can be accessed outside of the library through the student portal.

EBSCO provides the Christian Periodical Index in electronic format as well as a number of eBooks. This database is available outside the library after contacting the Librarian.

The Online Catalog can be accessed through our OPAC (Online Public Access Computer). Our library is a member of the Kansas City Public Library Consortium. You will be able to browse our materials as well as the materials of the consortium libraries. One computer is dedicated to the online catalog. It is located at the front of the library. Simply select the Explorer/Calvary Online Catalog icon to access HKL's materials (pp. 12-13).

Technology Services

Computer Lab Equipment & Software:

All of the computers located in the library have access to the Internet through a broadband connection, and the content is filtered. Please see the librarian if you need help accessing research materials that are blocked.

The computers are equipped with Office 2013. Patrons working on homework will be given first priority on the computers. The library staff reserves the right to schedule the use of computers or to ask patrons not working on homework to stop using a computer when necessary.

The computers in the lab are not to be moved. Please do not plug or unplug any cords on the back of the CPUs. Memory sticks are to be used in the *front* of the computers. If you need memory sticks plugged in the back, please see a staff member at the front desk. Headphones can be plugged into the extension cords that are provided at each computer.

Email: Calvary provides you with a student email account. All correspondence from the library will be sent to your student email address.

Technology Policies

Laptops used in the library can access the campus wireless Internet. Please ask a library staff member if you need help with wi-fi access.

Internet Policy:

The Internet should be used as a research tool to support Calvary University's mission: "to prepare Christians to live according to a biblical worldview and to serve as Christians in the church and in the world." The following cautions are recommended:

- 1) Please remember when using the Internet that some material may be outdated, wrong, biased, or inappropriate for Christian use. The Hilda Kroeker Library does not validate the integrity of Internet sources. **Patrons should exercise judgment and discrimination in choosing viable information sources.**
- 2) **Patrons are asked to limit their search time** if other patrons are waiting for the computer. During busy weeks of the semester, computer time may be reserved and a two-hour time limit strictly observed.
- 3) The Internet is to be used as a research tool; therefore, patrons should not play games or enter chat rooms.
- 4) The highest standard of moral purity is expected of Calvary students. Any patron accessing morally inappropriate materials (see Student Handbook) will be reported to the Dean's Department for discipline, and library privileges may be revoked.

Objectionable Internet Site Access:

To help guard against objectionable material, filtering software has been placed on all of the computers. However, **if the filter fails and objectionable material comes on the screen**, the following actions should be taken **immediately**. Following these procedures can protect you from disciplinary actions and serve to prevent further access to this site by others at Calvary.

- 1) Close the browser *immediately*.
- 2) Contact a library staff member *immediately*.
- 3) Fill out an Objectionable Internet Site Access Incident report form. (This is available at the front desk and will be turned in to Information Services.)
- 4) Speak to no one other than listed personnel (Library Staff, Manager of Information Systems, and Dean of Students) about this incident.

Library Online Catalog

To Use the Online Catalog Computer:

We have a dedicated OPAC (Online Public Access Computer) for the catalog. It is located in front of the front desk.

- 1) Select a **BROWSER** (e.g. Internet Explorer or Chrome). This will bring you directly to the Hilda Kroeker Library Online Catalog site.
- 2) Enter a word or phrase to search.
- 3) Select "Author," "Title," "Subject," or "Keyword." Click on the "Search" button.
- 4) The search results will give you a list of titles. Click on the "Details" button to see the call number and availability information for the selected title.
- 5) The "Go Back" on the grey menu bar will return you to screens you have previously accessed.

Anywhere you have access to the Internet, you can check your patron account, place holds, and renew your books (one time for each book) using your card and PIN. PINs are the last four digits of your library card number.

Placing Holds:

To search and place our materials on hold or to request an item from other libraries in the consortium:

- From the search page, under Library, select **Calvary University** or **All**.
- Fill in the title, keyword, or author you want to search.
- Click on the word "Search."
- Find the item you would like to request.
- Click the hyperlinked title of book to see its record
- Click the "Place Hold" button.
- On the following screen, type in your complete card number without any spaces. Then, enter your four-digit PIN (the last four numbers of your library card).
- Select Calvary University in the dropdown menu as the location to send your materials to.
- Click "OK."

The material you request will be delivered to our library in approximately seven days. We will notify you by email when your material arrives, and you can pick it up at the front desk. Please return the requested material to the **Hilda Kroeker Library**.

Also Available on the Online Catalog

My Account is found at the top right of the search screen. You will be asked to enter your card number and PIN.

You can check your account:

- to see **items currently checked out** and their due dates.
- to **renew** your books.
- to **change your PIN**.
- to place, check, and/or cancel materials **on hold**.
- to check for any **fin**es that may be due.

If any books are overdue, the system will block patrons from renewing books over the Internet, even if those materials are not the ones which are overdue. Please see the library staff for assistance.

To Request Interlibrary Loan (ILL) Materials:

To place a request for materials from libraries outside of the consortium:

- Visit the library and ask for an Interlibrary Loan Request form.
- Fill out the form completely.
- Turn the form in at the library front desk.

OR

- Send an email from your Calvary email account to: eidene.anderson@calvary.edu.
- The subject line of your email should say: ILL request.
- Be sure to include your name, phone number, and the maximum amount that you are willing to pay for the material (ie. only if free, \$3, \$5, \$10, \$20) in your email.
- Include all the information that you can about the material.
- For books include author, title, edition, publisher name, publisher location, date of publication, and ISBN.
- For articles include title of serial/magazine, ISSN, volume #, issue #, page numbers, title, and author.

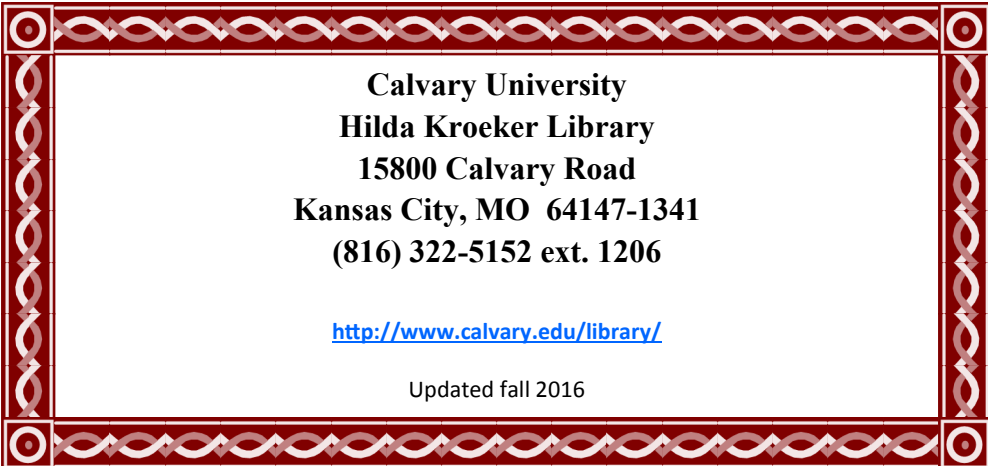
The library staff will attempt to fill your request; however, other libraries may choose not to loan their materials to us. If applicable, the student is responsible to pay the cost of shipping to and from the lending library. The material you request may take *at least* two weeks to arrive. Please return the requested material to the **Hilda Kroeker Library**.

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**Calvary University
Hilda Kroeker Library
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<http://www.calvary.edu/library/>

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