

HILDA KROEKER LIBRARY



Library Handbook

HOURS:

Monday—Thursday	9:00 a.m. to 8:00 p.m.
Friday	10:00 a.m. to 4:00 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.

January 2020

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 outside.
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. Payment for printing and copying is due at the time of printing.
4. Drinks in closable containers and food are allowed in the library; **however, they are not allowed in the computer lab**.
5. Understand that the library is not responsible for your personal belongings. Therefore, do not leave them unattended in the library.
6. Treat the library and its staff with respect.
7. When you are finished with materials, place them on the appropriate carts. **Do not reshelf any materials**; they need to be recorded for statistics.
8. Dress appropriately in the library (see Student Handbook).
9. Furniture rearranged or moved must be returned where you found it.

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 Coping 5¢/sheet

The purchase of the above items is self-service. Please put your payment in the red bucket. Payment is due at time of printing.

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:

Periodicals and journals are displayed on the shelves by the couch in the room adjacent to the computer lab, in alphabetical order by title. Please **do not** reshelf used periodicals. Leave them on a designated return cart.

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

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

The **ATLA Religion Database and Serials** database provides access to current religious periodicals from a variety of viewpoints (p.10)

The Reference Collection is in the first row of the collection. 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. Please **do not** reshelf used reference materials. Leave them on a designated return cart.

The Circulating Collection is shelved in the room adjacent to the computer lab. The shelves are marked with the beginning and ending call numbers for each row. Please **do not** reshelf used materials. Leave them on a designated return cart.

New Books are shelved within the regular reference and circulating collections. They are designated by a yellow dot.

The Juvenile Collection is housed at the south end of the collection. It contains various levels of juvenile literature.

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

Reserve Materials are textbooks currently being used by courses 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. (or 2:00pm on Saturday)
- **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 (or 2:00pm on Saturday).

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.

Pamphlets are displayed on the shelves in front of the front desk. Pamphlets are part of the reference collection and may not be checked out.

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:	N	Fine Arts
	Part I, B-BJ Philosophy		
	Part II, BL-BX Religion		
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 with the corner touching the arrow in the top left corner. 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 and payment is due at the time of printing.

The Lamination Station is where your projects are laminated. To have something laminated, please drop it off at the front desk. You will be notified when it is ready to be picked up. 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, you will need to contact security for a replacement.
- 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 (regardless of location of residence)

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 (January-June or July-December).

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
IMC Materials	21-day checkout 1 renewal; 50¢ fine per day up to \$5
Audio/Visual Materials	21-day checkout 1 renewal; 50¢ fine per day up to \$5
Reference Materials	In-library use only
Current Periodicals	In-library use only
Periodicals (back issues)	Overnight checkout Due 9:00 a.m. (2:00 p.m. on Saturday); 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
Pamphlets	In-library use only

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 Drop at the front desk.

Items that are damaged will be charged to the last patron who used them.

The drop box, located by the Circulation Desk, is available during library hours for you to return materials. Please understand that if you are returning overnight checkout materials, they are considered late after 9:00 a.m. (2:00pm on Saturday) (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). Graduating students may be penalized if there are any outstanding fines or materials checked out to the 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 only be given by the librarian.

Dress Code:

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

Technology Resources

ProQuest Research Library is a general studies database provided for your use. The computers in the library 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. This database can be accessed outside of the library through the student portal.

Galaxie Theological Journal Library is a religious database provided for your use. The computers in the lab 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 ATLA Religion Database and Serials as well as a number of eBooks. This database is available outside the library after you create an account on campus (if you are not on campus, please contact librarian@calvary.edu to request access).

Theological Libraries Ebooks Lending Project provides religious eBooks. This database is available outside the library after you set your password through an email from DigitalLibrary@odilotid.es (your username will be your Calvary email address). (if you cannot find this email in your inbox, email librarian@calvary.edu and request access)

The Online Catalog can be accessed via any computer connected to the internet. 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.

The Library Website can be accessed at www.calvary.edu/library via any computer connected to the internet. You can find information about the library, hours, resources, etc.

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 library staff if you need help accessing research materials that are blocked.

The computers are equipped with Microsoft Office. 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 and headphones can be plugged into the front of 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. Please note that this access is only available to current students.

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:

Access the online catalog at www.calvary.edu/library.

- 1) Enter a word or phrase to search.
- 2) Select “Author,” “Title,” “Subject,” or “Keyword.” Click on the “Search” button.
- 3) 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.
- 4) The “ Go Back” on the gray 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).
- 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 place, check, and/or cancel materials on hold.
- to check for any fines 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:

Interlibrary loans may not be placed on textbooks nor on any other books owned by Calvary.

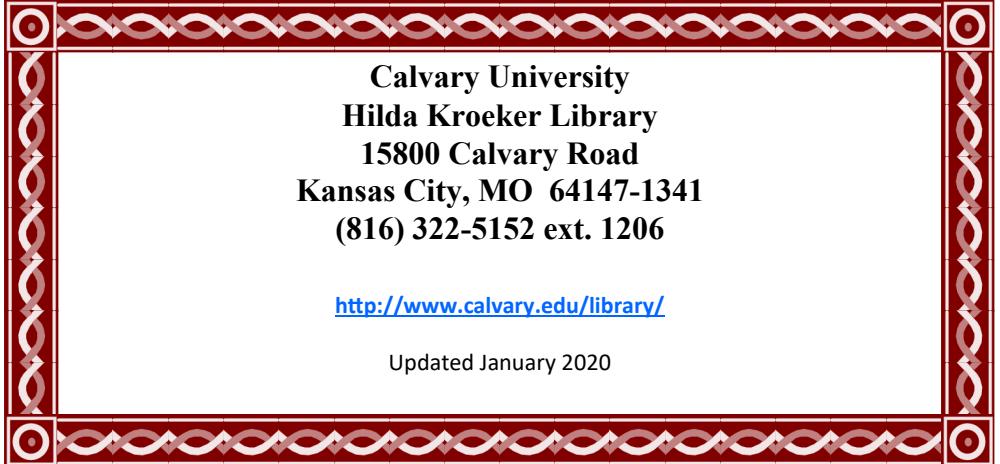
To place a request for materials from libraries outside of the consortium:

- 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: cidene.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, etc.) 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**.



**Calvary University
Hilda Kroeker Library
15800 Calvary Road
Kansas City, MO 64147-1341
(816) 322-5152 ext. 1206**

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

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