

WESTMINSTER SEMINARY CALIFORNIA

LIBRARY HANDBOOK

HOURS

Regular Hours: 7:45 a.m. - 10:00 p.m. Monday - Friday

9:00 a.m. - 5:00 p.m. Saturday

CLOSED SUNDAY

Summer and Semester Break Hours: 8:00 a.m. - 4:30 p.m. Monday - Friday

Closed Saturday (Summer only) and Sunday

Closed on official seminary holidays.

Precise hours will be posted as needed.

1725 Bear Valley Parkway
Escondido, CA 92027
760.480.8474 x126

GENERAL LIBRARY RULES

1. DO NOT highlight, underline, dog-ear, or otherwise mark ANY library materials. Do not leave post-it page markers in any materials.
2. Do not re-shelve any materials in the library. In the Stacks, please place any items you have used on the carts near the rest rooms. In the reference room, please leave books on the cart by the door. In the Periodical Room please place materials on the table nearest the door.
3. Please read carefully the procedures for checking out and returning books in this handbook. Please note how to use materials on the class reserve shelves and what to do with non-checked-out Stacks material.
4. If you use a reserve book (even in the library), check it out. If you take a book to your carrel, check it out. Do not check-out any library materials for friends or relatives, or "loan" your card to them. Please ask them to apply for their own card at the Circulation Desk.
5. Please be considerate of others and lower your voice, particularly in the reference room, periodical room, and stacks. The Atrium is for group study.
6. Cell phones should be set on "silent" mode and answered only outside the library.
7. No food in the library. Consumption of liquids (coffee, coke, water, etc.) is permitted in the library in covered containers, except in the Computer Room.
8. Wearing shoes while walking around is a health code regulation.

BRIEF TOUR OF THE LIBRARY

- **Atrium**
 - The central Atrium contains: the Circulation Desk, online book catalogs (OPACs), Reserve Books shelves, casual seating, general interest newspapers and books with the call #'s **A to BF 789**. Although this is where groups can study, because of the high ceilings, it is important to lower your voice.
- **Stacks**
 - The Stacks area is located behind the double doors to the left of the main entrance. There are over 60,000 items on the shelves in the Stacks. All materials except those with a "Ref.", "Mfiche," "Mfilm," before the call number are shelved in the Stacks. Notice the range finders at the upper outside end of each row of shelves. The oversize books, audio tapes, CDs, and video tapes are shelved last in the Stacks (after the "Z" section).
 - There are three study carrels reserved for day time use, please do not leave anything overnight.
 - There is a shelf of "For Sale" books through the first set of double doors to the left. Please pay at the Circulation Desk.

- The restrooms and drinking fountain are in the Stacks area.
- **Reference Room**
 - The reference room is located at the end of the Atrium and to the right. The books in this room are general reference materials (dictionaries and encyclopedias) and biblical commentaries, and bibliographical tools. Materials with a "**Ref.**" before the call number are shelved in the reference room. An atlas stand and a revolving dictionary stand are also in this area. Reference books do not circulate (cannot be checked out).
 - Reference room books are organized in call # order, beginning inside the door to the left and continuing in a clockwise manner around the room. The exception is the commentary collection (BS at the beginning of call #), located in the shelving in the center of the room.
- **Bookstore/Library Director's Office**
 - Located behind the Circulation Desk.
- **Computer Room**
 - The Computer Room is located to the right of the main entrance before the Periodical Room. The library provides four computers for patron use.
 - These computers print to the Ricoh copier in the copy alcove. Prints are 5 cents per page payable at the Circulation Desk.
- **Copy Alcove**
 - The copy alcove is located across from the Computer Room. The library's copier/printer, pencil sharpener, paper cutter, 3-hole punch, and staplers are located here. Wireless printing can be set up for this copier, see the Circulation Desk Attendant or IT Specialist.
- **Periodical Room**
 - The Periodical Room is located to the right of the main entrance, beyond the computer room and copy alcove. This room houses over 260 current, and 550 total, periodical titles. A list of what periodicals our library owns, "Library Periodical Holdings" (red folder), is located in this room, copies of this list can be found in the computing room and near the computer catalogs in the Atrium, and may also be accessed on the Library's webpage, from the OPAC, and on WorldCat.
 - Please Note: Although the OPAC and WorldCat list call #'s, our periodicals are organized in alphabetical order. Alphabetical order takes into consideration all of the words in the title, except a beginning article such as "The." Therefore, "Journal **for** the..." will come before "Journal **of** the..." Notice the range finders at the upper outside end of each row of shelves.
 - Printed periodical indexes (*Christian Periodical Index, Humanities Index, Bibliografica Teologica Comentada, New Testament Abstracts, Old Testament Abstracts, Elenchus of Biblica,*

and a list of periodical holdings in the library) are shelved against the wall shared with the Computer Room.

- The red boxes on this shelving are the *Evans American Bibliography*. This bibliography contains the full text of all titles printed in America from 1639 to 1800. These boxes are on the shelves against the wall shared with the Computer Room. See the library staff for help with this material.
- The library has extensive microform holdings. The largest collection is the early English material dating from 1475-1700 (nearly 60,000 titles). These boxes of microfilm are located on the metal shelving opposite the shelving with the *Evans American Bibliography* (on the same side as *The Biblical Archaeology Review*). Printed indexes for this material, and the *Evans American Bibliography* are shelved at the beginning of the collection.
- Two steel microfiche storage cabinets serve as tables for the microfiche readers, and house more than 15,000 microfiche. The drawers in these cabinets are locked. See the library staff for help with this material.

POLICIES & PROCEDURES

- **Online Public Access Catalog (OPAC)**

- The Online Public Access Catalog (or OPAC) contains records for all materials that have been processed by the library staff. Author, title, subject, and call number searches are possible. Westminster Seminary California's OPAC is called WorldCatLocal.
- Entries with "Ref." before the call number are shelved in the reference room. Entries with "Mfilm" or "Mfiche" before the call number are shelved in the Periodical Room or in the desks holding the Microfilm machines in the Periodical Room. Entries with "Cass." (audio cassettes), "VT" (video), "CD-ROM" (compact disk), or "Oversize" (for large books) before the call number are shelved last in the Stacks (after the "Z" section). Entries with "Periodical" before the call number are shelved alphabetically (excluding first article such as "the") in the Periodical Room.
- Do not hesitate to ask library staff for help with using the computer catalog. It will take only a few minutes to help you understand how to search the database.
- Do not bring books that you do not plan to check out to the Circulation Desk. Leave them on the appropriate carts in the Reference Room or in the Stacks area.

- **Borrowing Privileges**

- Westminster Seminary California faculty, students and their spouses may obtain a library card free of charge from the Circulation Desk attendant.
- Outside patrons may obtain a library card by seeing the Circulation Desk attendant between the hours of 8:00 AM and 4:00 PM Monday through Friday, submitting to a brief interview, completing the application form, and paying a \$20.00 yearly fee (cash only). Upon completion

of these items, the Circulation Desk attendant will issue a library card, a copy of your application, and a copy of the *Library Handbook*.

- WSC students are able to check out books free of charge from other theological libraries in Southern California. See the Library Director for a list of participating libraries, and for a "SCATLA Card" that is required to secure borrowing privileges.

- **Circulation Policies**

- Students are allowed to check out thirty (30) items (books, audio, video, etc.) for a period of thirty (30) days. Students are allowed unlimited renewals to the end of the semester. However, any item is subject to immediate recall by the Library Director. Students may renew by bringing items to the Circulation Desk for re-scanning.
- Outside patrons are allowed to check out ten (10) items (books, audio, video, etc.) for a period of thirty (30) days. Outside patrons must return all items at the end of thirty (30) days. No renewals are permitted for outside borrowers.
- Reference books, microfilm, microfiche, and periodicals do not circulate.
- Overdue items are fined 10 cents per day per book for students. Overdue reserve books are fined 50 cent per day per book for students. For outside patrons, overdue items are fined 25 cents per day per book (charged for each day the library is open).
- Patrons who lose items and/or severely damage items will be charged the cost of replacement. Out-of-print materials will be charged at an estimated replacement cost.
- Do not return any items by mail. Doing so will subject you to revocation of your borrowing privileges.

- **Circulation Procedures**

- Bring items to be checked out to the Circulation Desk. The Circulation Desk attendant will scan the bar-code on your library card and then the item bar-codes. The due date slip in the back of each book will be stamped, and the material will be de-magnetized.
- Bring items to be returned during operating hours to the Circulation Desk. Items to be returned after hours can be dropped in the book return to the right of the front doors. Do not return books you have checked out to the carts.
- You are responsible for all books that you check out from the time they are checked out until the time they are checked in. You will also be required to pay for any books that have been damaged or lost.
- If you cannot locate a title that appears to be "available" according to the OPAC, ask the library staff for assistance.

- **InterLibrary Loans**

- The library is able to obtain materials from other libraries throughout the country. InterLibrary loan (ILL) forms are located next to the OPAC computers in the Atrium and online at the library's web page. Students are limited to 15 ILL books per semester. InterLibrary loan is not available for outside patrons.
- InterLibrary loan materials must be treated with care. Misuse or delayed return may compromise the borrowing relationship between WSC and other libraries. If either infraction occurs, a patron's InterLibrary loan privileges may be revoked from a patron.
- When requesting an InterLibrary loan resource, allow 5-10 business days for the item to arrive. Upon its arrival, the borrower will receive notice to pick up the item at the Circulation Desk.
- Overdue InterLibrary loan fees are 25 cents a day per book.
- InterLibrary Loan books must be picked up and returned to the Circulation Desk; they do not need to be checked out.
- **Prior to filling out a request form please do the following:**
 1. Check our holdings, doing both a title and an author search for a book.
 2. Check the Library Periodical Holdings list for a periodical.
 3. Go on Worldcat and find the OCLC or the ISSN/ISBN number (top of record). You can copy and paste this to your email: ILL@wscal.edu.
 4. Provide as much information as possible—such as the author's full name, the periodical's full title, year of publication, etc. This helps our ILL coordinator distinguish between similar items and numerous editions, etc.

- **Reserve Shelf**

- Books on the Reserve Shelf in the Atrium are intended to provide students with the readings for the classes in which they are enrolled. Students may check out these materials at the Circulation Desk for in-library use. At 4pm they may be checked out overnight, to be returned before 9 am the following morning. On Saturday at 4 pm, Reserve readings will be due on Monday before 9 am. Late fee: 50cents/bk

- **Study Carrels**

- Three study carrels, reserved for Day Time use are available for anyone on a daily basis and must be vacated by the close of the library each day. Those with permanent carrels need to abide by their contract.

- **Copying/Printing**

- The copy machine is located in the alcove across from the Computer Room. Copies are 5 cents per copy payable at the Circulation Desk.

- Print jobs from the student computers and the wireless network go through the copier in the alcove. Prints are 5 cents per page payable at the Circulation Desk.

- **Periodical Room**

- Periodicals removed should be returned to the white table by the door in the periodical room. Periodicals are organized in alphabetical order by title (excluding the first article, “the” etc).

- **Computing**

- The library provides four computers for patron use.
- Computers are to be used for research. They are Internet accessible, have Microsoft Office, Bible Works, as well as other software loaded on them.
- The library has access to the following databases online:
 - FirstSearch (50 databases, including WorldCat, ATLA, BooksinPrint, etc.)
 - ProQuest (Religion/Research Library)
 - Oxford English Dictionary
 - Ebsco Online
 - Digital Library of Classic Protestant Texts
 - Religious and Theological Abstracts
 - Thesaurus Linguae Graecae
 - Early English Books

Online databases (except OED, Digital Library of Classic Protestant Texts, and the Thesaurus Linguae Graecae) can also be accessed off campus via a password; FirstSearch databases can be accessed by students and alumni via EZ-proxy. See IT Specialist for more information.

- The library provides students access to its wireless network via their laptop computers. See Circulation Desk Attendant for details.
- The library maintains a website at <http://www.wscal.edu/library/searchtools.php> Patrons are able to access online databases via a link on the library’s website.
- Westminster Seminary California is not responsible for material viewed by patrons from the Internet on the library's computers. Patrons are cautioned that many of these pages include offensive, sexually explicit, and inappropriate material. Patrons accessing the Internet do so at their own risk.
- Computer resources are not unlimited. **Network bandwidth has finite limits, and all users connected to the network have a responsibility to conserve these resources.** Patrons must not deliberately perform acts that waste computer resources or unfairly monopolize resources to the exclusion of others. These acts include, but are not limited to: sending mass emails, playing online games (e.g. World of Warcraft), accessing streaming audio and or/video files (e.g. YouTube), or otherwise creating unnecessary loads of network traffic associated with non-library related uses of the Internet.

- Westminster Seminary California has the right, but not the duty, to monitor any and all aspects of its computer systems.

How to Locate a Monograph (Book) in the Stacks

The Westminster Library uses the Library of Congress Classification (LCC). LCC moves from the broad subject category to more specifics.

1. The first letter in the call # is the top level class. Each letter signifies a different broad subject. For example **A** is for General; **B** is for Philosophy, Psychology, Religion...**K** is for Law, **L** is for Education. -for more information go to www.loc.gov/catdir/cpsolcco/

2. If there is a second letter, it is for a subclass. The bulk of our library contains books classified as **B** (Philosophy, Psychology, Religion). Here are some helpful hints:

a. **BR** (Church History)

b. **BS** (“Biblical Studies”—it doesn’t officially stand for this but it helps to remember it this way)—commentaries, introductions to...--arranged in canonical order, OT first by book order, then NT ...Second sets of commentaries are in the Stacks.

c. **BT** (“Biblical Theology”—again just an easy way to remember this section)—broken down into topics such as Life of Christ (.301), etc.

d. **BV** (Pastoral Theology)—evangelism, homiletics (sermons), etc.

e. **BX** –the grouping here is largely “denominational”—Early Church, Church of England, Baptist, etc. –For this section you’ll want to work from the online catalog to get call #s.

f. **PA** –New Testament Language

g. **PJ** –Old Testament Language

3. The Arabic numbers that follow (1-9999) should be read as a complete #. For example, BS245 will come before BS2354. The Subclass letters and the numbers ensure that books of like subjects are shelved together no matter when they are added to our holdings.

4. The letter and numbers after the decimal point make it possible to shelve new books within the Stacks without disrupting the order. The letter usually stands for the first letter of the subject or author’s last name. For example, BX9225 **.M24** is where the bulk of J. Gresham **M**achen’s work is shelved.

Please Note: the numbers after the decimal and letter are read individually, not as a whole number; for example .M24 comes before .M5.

The last part of the call # is the date of publication.

How to read a call # label:

LB --Read first line in alphabetical order (A, B, L, LA, LB...)

2395 --Read second line as a whole number (3, 45, 45.3, 1295....)

- .C95** --Read the letter alphabetically but the numbers individually/as a decimal (.E36 comes after .E359, .E359 comes before .E39)
- 2012** --The final number is year of copyright or publication.

For a helpful tutorial see www.library.kent.edu/page/13760

The monograph (book) stacks “begin” with **A through BF** clockwise in the Atrium, then continue through the door nearest the Atrium fireplace. **Z**, oversized books, and other media (cassettes, VHS, etc) will be found at the end.

Please be aware that all books that may be related may not be shelved together. For example, although the bulk of Plato has been classified as **B**, Plato’s *Republic* has been classified as **JC**. Use our library computers to help with specific call #s.

Westminster Seminary California Library

