

***Your library number is \_\_\_\_\_. This number also serves as your username and password when you access the library catalog from your own computer.***

## **Library Handbook**

### **Welcome to Gibson Library**

Gibson Library, located in the Davis Memorial Building, was named in honor of Miss Celia Gibson, who organized the library of the Kentucky Mountain Bible Institute and served here for 38 years. The Davis Building is named for David and Myrtle Davis, from whose estate came the initial gift of \$148,000 toward this building. The library moved from the present location of the student center upon the completion of the Davis Building in 1995. The library occupies the entire main floor and part of the lower level of the building. The rest of the lower level houses faculty offices, which may be reached either by way of the elevator or the stairs at the end of the building. The second floor of the Davis Building houses classrooms and a snack room.

### **WHO MAY USE THE LIBRARY?**

The library is designed for the use of the Kentucky Mountain Bible College community, and purchases are made with their needs in mind. However, others are also welcome to use the library. This includes people from WMTC, Mount Carmel, the farm, KMHA churches, and the Jackson-Vancleve area.

### **HOW IS THE LIBRARY TO BE USED?**

The library is to be used for research and study. We make every effort to keep it quiet and conducive to study. Persons wishing to visit with each other and hold extended conversations should do it elsewhere, in order to preserve a quiet atmosphere.

**Food and drink should not be brought into the library.** Persons who want to eat while they study will find that they may do this in the coffee shop.

Persons violating these policies will be asked to leave the library.

### **STUDY CARRELS**

The 28 study carrels in the library are for use of everyone. No individual has a “right” to a specific carrel.

“Home decor” is not to be practiced in the study carrels. They are not to be adorned with your pictures, statues, toys, or other personal belongings. The only items that may be left in the carrels are study-related things. Reference books are **never to be left in study carrels**, nor are books that are not checked out. Such books that are found in the carrels will be removed and reshelved.

Do not leave purses or other valuables in the study carrels. We cannot be responsible for the safety of your personal belongings.

## **USING YOUR OWN COMPUTER IN THE LIBRARY**

If you are using a computer that needs to be plugged in, you need to be either in a study carrel (all of them have outlets) or be seated right by an outlet. We cannot allow cords running across where people would normally be walking; it is too dangerous.

## **WHEN IS THE LIBRARY OPEN?**

Monday-Thursday  
10:00 a.m. - 9:00 p.m.

Friday  
10:00 a.m. - 5:00 p.m.

Saturday  
2:00 p.m. - 4:00 p.m.

Sunday  
Closed all day

The library will be unlocked earlier than the official opening times and available for use, but not staffed. The library is open but not staffed during the lunch and supper hours. The library is closed during chapel services, Convocation services, socials and other

special events. The library is unlocked on Saturdays, but not staffed until the official open hours of 2-4. At 4, the library and the building are closed.

## **WHAT RESOURCES ARE AVAILABLE IN THE LIBRARY?**

- **Periodicals**

There are more than 150 periodical subscriptions, covering a wide spectrum of subjects. These include news magazines, denominational publications, missions magazines, homiletical helps, and many others, including some recreational reading.

- **Videos, DVDs, and CDs**

The audio-visual room contains more than 1300 videos and DVDs. Some professors use some of these in class, but they are also available for general checkout. Also in the A-V room there are over 300 CDs. Many of these are classical music. They may be checked out for 2 days.

- **Children's books**

With the addition of the elementary education program, the collection of children's books has been growing, and now totals over 1100. A number of these are winners of either the Newbery Award or the Caldecott Medal. At present, these books are located directly across from the circulation desk. While they are intended primarily for the use of elementary education students taking the Children's literature course, many of the campus children also enjoy using them.

- **Reference books**

More than 1600 items are designated as Reference books. These books do not circulate like other items. However, they may be checked out for a very limited amount of time, for use only in the upstairs computer lab. They are never to leave the building. These sources include several sets of encyclopedias, a variety of Bible commentaries, and other items of both general and specialized knowledge.

- **Overnight reference**

Several commentaries and other Bible study books have been designated as Overnight reference. They may be used in the library during the day, but may be checked out overnight. When this is done, they are due at opening time the next morning.

- **Teaching materials**

Just inside the door in the lower level of the library, there are two file cabinets and a low dresser. These contain a collection of more than 400 teaching materials. Most of these are for use in teaching Sunday school, VBS, etc. They include flannelgraph sets (a method so old now that it may be new to many younger children), flashcards, puppets, visualized songs, storybooks and other items. A list posted on the file cabinet shows how these items are organized.

- **Reserve books**

This is a collection that changes each semester. Professors put books, tapes, videos, etc. on reserve in order to keep them available for the students in their classes. These items are located in the first stack across from the Circulation desk. Each set of items will have a label on the shelf giving the name / number of the class, and the name of the professor teaching the class.

- **Audio tapes**

We have a large collection of cassette tapes, housed in the old card catalog. The top section contains tapes of Focus on the Family tapes that were played on WMTC before the days of satellite transmission. The lower section contains many sermon tapes, including a few tapes of Lela G. McConnell. We also have a few books on tape. These are on the shelves with the books, with a call number preceded by the letters AB. Some tape sets in larger containers are also on the shelves, with a Dewey number preceded by the letters CT.

### **FOR HOW LONG MAY THINGS BE CHECKED OUT?**

Most library materials may be checked out for two weeks. There are some exceptions to this.

- Reference items go for one hour.
- Videos and DVDs go for one week.
- Current periodicals go for one day.
- Older periodicals go for one week.
- Compact discs go for 2 days.

## **IS THERE A FINE IF THINGS ARE RETURNED LATE?**

Yes, there is. Most items will cost you 20 cents a day; some will cost more.

- Reference.....\$3.00 per hour
- Overnight reference..... .50 per hour
- Videos.....\$1.00 per day
- Overnight reserve..... .25 per hour

If you pay your fine when you return the item you are charged only half of the amount due. If you return the item without paying the fine, you will be charged the full amount. ***You must pay the fine before you can renew an overdue item or check out any other item.*** Remember, ***finer are totally avoidable.***

## **MAY ITEMS BE RENEWED?**

Most items may be renewed up to three times. Overnight or reserve items and compact discs may not be renewed. Videos, DVDs, teaching materials, and current periodicals may be renewed once.

## **WHAT HAPPENS IF AN ITEM IS LOST?**

If an item has been missing and the patron cannot find and return it by exam time at the end of the term, it will be considered lost and fines will be assessed. If a patron cannot find an item that is due, the patron should come tell us that immediately. The fine will continue to grow until this has been done. **Do not ignore your overdue notices.** The charge for lost items:

- hardback books..... \$50.00
- Paperback books..... \$15.00
- Out-of-print books.....added fee \$10.00
- Periodicals..... \$ 1.00
- Audio tapes ..... \$ 5.00
- Compact discs..... \$20.00
- CD-ROMs..... \$30.00
- Processing fee..... \$15.00

## **WHAT DO I DO WITH THINGS I HAVE USED IN THE LIBRARY BUT AM NOT CHECKING OUT?**

Everything you use in the library but do not check out should be placed on the dresser or table in front of the circulation desk. *Do not put these items back on the shelf. Do not leave these items in the study carrel.*

## **WHERE DO I PLACE ITEMS I HAVE CHECKED OUT AND AM RETURNING?**

Any item that has been checked out can be returned to the counter of the circulation desk, just inside the front door. Unless the item is overdue, it can simply be left on the counter. If the item is overdue, bring it to the person at the desk and pay the fine. This will save you money.

## **HOW DOES THE CATALOG OPERATE?**

The library is organized by the Dewey Decimal system. All library materials are entered into the the computer catalog; we no longer have a card catalog. You may search for materials by author, title, subject, or keyword. You may access the library catalog via the catalog computer in the library, or on your own computer anywhere on campus via the KMBC intranet. You will discover that the catalog is somewhat different in these two sites. The information is the same, but is presented differently, and there are differences in what you can do on each site. Please feel free to ask any library staff member for help.

## **WHAT DO ALL THESE FUNNY NUMBERS AND LETTERS MEAN?**

The majority of our holdings wear a call number consisting of two or three lines. The first line is the Dewey number, telling in what section of the library you will find it. The second line is a letter with a number, and sometimes another letter. This indicates the initial of the author and its position on the shelf. The final letter indicates the title. Sometimes a third line gives the year of publication, or the number of a volume in a set or series.

Some things in the library have a line above the Dewey number. Here is what they mean:

- PAM This indicates a pamphlet, not a book. They are in the green boxes in the last stack on the main floor of the library.

- VC or DVD This indicates a video or a DVD. They are in the audio visual room.
- CD MUS These are the music CDs. They do not have Dewey numbers, but are numbered chronologically by when we got them.
- J This indicates a juvenile book. These are shelved on the back side of the stack where the reserve books are, and on the next stack.
- CT These are cassette tapes. If the next line is a Dewey number, it is on the shelf with the books. If the next line is just a plain number, it is in the old card catalog.
- CTFC These are the Focus on the Family tapes, housed in the top part of the old card catalog.
- AB These are books on tape, shelved with the books.
- R This is a Reference book, shelved in the first sections after the juvenile books.
- RO These are the overnight reference books, shelved immediately after the reference books.

### **WHAT ENTRANCE/EXIT SHOULD I USE?**

There are two entrances/exits for general use: the main entrance at the front of the library building, and the end door toward the Administration building. All other doors are emergency exits only. The lower level of the library is reached by the stairway in the center of the main floor. The doors in the lower level are emergency exits only. Persons with physical disabilities that prevent them from using the steps may use the elevator after asking a staff person to go down and open a door to let them into the library lower level.

### **ARE THERE OTHER LIBRARIES AVAILABLE TO US?**

We have agreements with the Breathitt County Public Library and Lees College library, both in Jackson, that our students may use their facilities. You may check items out of these libraries. We also have agreements with Asbury University and Asbury Seminary, both in Wilmore. You may go to Wilmore and use their facilities. This will require planning ahead. It is a 2 hour drive to go to Wilmore. The librarian can give you directions if you do not know the way. You should plan to use Asbury materials in their library. If you do use these, or other, libraries, please let us know. We will give you a simple form to complete so that we can document that use for our accrediting association.

## **SPECIAL SECTION FOR COUPLES WITH CHILDREN**

Babies Please feel free to bring your baby to the library. We love to see them! If there are people studying, you will need to take the baby out if s/he becomes noisy.

Toddlers Toddlers also are welcome, as long as they do not disturb people who are studying. Toddlers must **NEVER** be permitted to run around alone, whether anyone is studying or not. They must be with a parent or other caregiver at all times.

Older children Many of the children on campus like to read books from our juvenile collection. A parent or caregiver should accompany the younger ones to help them choose books. Children who are older may come by themselves if they wish. We will give children their own library number.