

Library Handbook



Underwood University

2018-2019

Mission Statement

Underwood University's mission is to teach and inspire students to become preeminent professionals in their chosen careers, and effective, selfless leaders in their communities and society at large.

Institutional Goals

- Foster development of professionally competent graduates and creative leaders who will excel in their chosen careers.
- Provide an unsurpassed learning experience where the standard curriculum and cutting edge innovation in the academic and professional field will be integrated with the respect for professional ethics and commitment to serving the community and society at large.
- Concentrate all resources to a limited career oriented academic and professional fields in order to focus on developing and maintaining preeminence in the chosen fields.
- Create a learning environment where human diversity can respectfully coexist, flourish, and be celebrated.
- Network, partner with and engage various business, non-governmental, and governmental entities to enhance the career development of our graduates and alumni.
- Become a model for an efficiently managed and financially ethical higher education institution.

Core Values

- Advance knowledge, truth, and professional skills for the welfare of humanity.
- Seek to find personal and professional fulfillment in serving the community and society at large.
- Identify the needs of others and utilize the knowledge and professional skills to fulfill those needs.
- Cultivate meaningful and lasting relationships between and among the administration, faculty, students, and alumni.
- Respect and love for human diversity is key to creating a more harmonious and effective society at large.
- Honesty is the cornerstone for developing a successful career and fulfilling life.

Message from the Director of Library Services

The Library Handbook is of vital importance to your education while you are here at Underwood University because the Library is an integral component of the university. Take time to familiarize yourself with this handbook so that you can save time as you use the library. Making regular use of the library will make you a better student and will also aid you in becoming more diligent in your study of God's Word (2 Timothy 2:15). Like most colleges in the United States, our library is cataloged according to the Library of Congress classification system. We have a selection of materials geared toward general and biblical studies. The books are in both English and Korean. We are continually acquiring new titles, with the main focus being titles in English. We also subscribe to electronic resources through EBSCO.

Please know that I am here to help you. I will be happy to answer your questions, help you find material pertinent to your studies, and help in other ways that may fit your needs. I ask that you help me, also, by returning borrowed books by the due date, and by caring for the library materials and equipment. As you study, as you read, and as you learn to "rightly divide the Word of truth," may you be greatly blessed and may those who hear you preach and teach His Word be led to a deeper understanding of the will of God.

In Christ,

Debra Giannone

Director of Library Services

Do your best to present yourself to God as one approved, a worker who does not need to be ashamed and who correctly handles the word of truth. 2 Timothy 2:15

Basic Orientation to the Library

Welcome to the Underwood University Library. We look forward to working with you as you pursue the necessary educational credentials to serve God in your chosen field of ministry. We see the goal of our ministry as becoming co-workers with you as you develop the skills and knowledge which will prepare you for your lifetime of service in the Kingdom of God.

UNDERWOOD UNIVERSITY LIBRARY MISSION STATEMENT

The Underwood University Library exists to provide a wide range of materials and services designed to enhance and advance faculty members' and students' personal lives and equip them for services, as well as provide a solid academic foundation in professional and general studies.

UNDERWOOD UNIVERSITY LIBRARY VISION STATEMENT

The faculty, staff, and administration of Underwood University believe that the library is an active, integral, and educational facet of the university. Based on that belief, the library staff is striving to make the library the first source for scholarship and information, where students' needs are the top priority and faculty members find the resources essential for their teaching and research. In order to make this vision a reality, the Underwood University Library will maintain a comprehensive collection to support its curriculum and meet the needs of its clientele, and to become a state-of-the-art collegiate library in its use of electronic resources.

LIBRARY CORE VALUES

Integrity: The Underwood University Library staff will conduct the business of the library according to biblical and Christian standards. Furthermore, the library staff will adhere to the financial policies set forth by Underwood University and our accrediting agency.

Service: The Underwood University Library staff will provide user-centered, prompt, responsive, and friendly service to the entire Underwood University community. We will respond to the evolving needs of the community with flexibility, innovation, and ongoing assessment.

Access: The Underwood University Library staff will provide unhindered and clear access to all forms of information while respecting individual privacy, autonomy, and free inquiry.

Learning: The Underwood University Library staff will educate and assist our users to identify, evaluate, and utilize information in their coursework, research, careers, and daily lives.

Community: The Underwood University Library staff will create a welcoming environment conducive to research, dialogue, and work by treating all members of the Underwood University community with dignity and honesty, and with respect for social and cultural diversity.

Collaboration: The Underwood University Library staff actively seeks partnerships to improve service and increase access to information.

GOALS AND OBJECTIVES

Goals:

1. Provide expert assistance, instruction, and an innovative suite of user services which are responsive to the needs of our community and changing circumstances.
2. Build up resources comprising of print and digital materials using selection criteria that reflect the academic priorities of the university, current collection strengths, and significant research in all areas of study pursued at the university.
3. Provide effective organization and presentation of information and collections.
4. Create and maintain a physical environment that fosters learning and research, and encourages use and interaction.
5. Communicate the library's services and resources effectively, expand outreach, and develop opportunities for our users to provide regular feedback about those services
6. Contribute to the academic, ethical, and cultural growth of the Underwood University community.
7. Secure the necessary resources to meet Underwood University Library's goals and objectives.

Objectives: The numbers in parentheses correspond to the goal or goals addressed by the objective.

To create and implement a library Strategic Plan. (1-7)

To assist with the creation and implementation of the Technology Strategic Plan. (1,2,4-7)

To determine the information literacy competency of the UU student body. (1, 3- 7)

To use the data collected from the Information Literacy Competency Survey to create an information literacy curriculum for UU. (1,3-7)

To create and implement a schedule for Library Orientation. (1, 4-7)

To create and implement the library's financial policies. (7)

To grow the budget to address curricular and research needs. (1,2,4,7)

To revise the current survey questions about the library to make them more specific. (1,5)

To develop library outreach materials in a variety of modalities. (1,5,6)

To increase the University community's awareness of issues related to copyright, fair use, open access, and licensing. (1,4-7)

To improve the signage for the stacks and the area outside the library space. (3-7)

Information Literacy Standards

It is the duty of the Underwood University Library staff to make sure that all students are competent in information literacy. These standards were created by the Association of College and Research Libraries, a branch of the American Library Association.

College students must be information-literate learners who can:

- Determine the extent of information needed.
- Access the needed information effectively and efficiently.
- Evaluate information and its sources critically.
- Incorporate selected information into one's knowledge base.
- Use information effectively to accomplish a specific purpose.
- Understand the economic, legal, and social issues surrounding the use of information, and access and use information ethically and legally.

Location and Hours of Operation

The library is located on the main floor of the school building, across from the Chapel. At present, the hours of operation for the library are Monday and Tuesday 9:00 a.m. to 6:00 p.m., Wednesday through Friday (9:00am to 5:00pm). The hours of operation are reviewed by the Academic Affairs Committee and changed when necessary.

Library Resources

The library collection contains many different kinds of items available for use by all members of the Underwood University community. Currently the library holdings include approximately 10,000 volumes. The library holds subscriptions to electronic databases through EBSCO. These materials are available for use subject to the guidelines of the library outlined elsewhere in this handbook.

General Circulation Materials

The majority of the library collection is included in the general circulation section. These materials include items which may be checked out of the library by users subject to the guidelines outlined elsewhere in this handbook.

These items are in the process of being catalogued in the online catalog. Library personnel are available during hours of operation to assist users in locating and checking out such materials.

Users may retrieve these materials from the shelves, but should not reshelve items themselves. In addition to ensuring the proper reshelving of general circulation materials, this practice will allow the staff to note damaged items on a more regular basis and will allow for a more accurate evaluation of the usage demands of the items in the collection.

Reference Materials

The library also maintains a collection of reference materials including general and specialized encyclopedias, dictionaries, statistical and demographic studies, concordances, standard commentary sets, periodical guides, and the like. Reference materials will not be allowed to circulate. Faculty members may request, subject to the approval of the Director of Library Services, the use of certain reference materials for a particular class period, but the materials must be returned immediately at the close of that class session, and the Director of Library Services is not obligated to honor every such request.

Reserve Materials

The library maintains a group of items that are placed on reserve at the request of various professors. Access to these items is limited in order to provide equal access to multiple users. When a professor requests that an item be placed on reserve, the item is promptly shelved in the bookcase next to the Circulation Desk.

Items on reserve may be used in the library only. They may be checked out overnight during the last hour the library is open, however, they must be returned within the first hour the library is open on the next day. Fines for reserved materials returned late will be significantly higher than those assigned for circulating items returned late. Failure to return reserve materials could result in the loss of library privileges.

Journals and Newspapers

The library maintains a collection of local newspapers, other newspapers related to Christianity, and scholarly journals which include current research in the various emphases of the degree programs offered. These items are not to be checked out of the library. Professors who wish to use articles from these items in their classes are encouraged to do so, with the understanding that the material cannot leave the library. Users may read the material in the library and may copy it subject to copyright laws.

Computers

Computers are available in the computer lab, which is adjacent to the library, for student use. There is also Wi-Fi access in the library so students can use their own personal computers.

Electronic Databases

Underwood University holds a number of database subscriptions through EBSCO. Students will be made aware of these databases through orientation sessions and various other means of communication. Training in the use of these databases will also be available. Students in good standing, faculty, and staff can obtain the necessary passwords by contacting the Director of Library Services. These databases are accessed through the library page on the Underwood University website (www.underwooduniversity.com).

OPAC (ONLINE PUBLIC ACCESS CATALOG)

An OPAC (Online Public Access Catalog) of our library holdings is available through Kanopy or the library page of the Underwood University website (www.underwooduniversity.com). Tutorials for its use are available from the library staff.

Interlibrary Loan

Every effort will be made to secure interlibrary loans for items requested by any member of the UU community. Since the Director of Library Services belongs to the Association of Christian Librarians, she can request materials on their listserv. All copyright laws of the United States government will be observed and obeyed with regard to providing materials through interlibrary loan. The user requesting the item will be responsible for all costs incurred with the interlibrary loan process and will be responsible for any and all fines should any be applicable.

To apply for an interlibrary loan see the Director of Library Services. All required information must be supplied before the process of interlibrary loan can begin.

Other Libraries

Geographically, Underwood University is located within easy driving distance of many prestigious university and seminary libraries. While most libraries will not allow check-out privileges, many will allow students to use their facilities. See the Director of Library Services for more information. Underwood University also belongs to the Reciprocal Borrowing Program through the Association of Christian Librarians, so students can borrow materials through that program as well.

Students are also encouraged to obtain library cards for their local libraries which will afford them access to other quality databases as well as a broad range of curricular resources.

Policies for Users

Who can use the Underwood University Library?

The library serves several different kinds of library users. Each of the following paragraphs describes a category of library users and outlines the unique circulation policies pertaining to that category. In case multiple requests are made for the same resource, the requests will be honored in the order in which the users are listed and discussed below and then in the order in which the request was made.

Faculty who are teaching courses at Underwood University (or who have signed a contract to teach beginning no more than 3 months in the future) and staff may borrow general circulation items in accordance with established circulation rules for faculty. In addition, they may continue to renew the material as long as another user has not requested the material.

Faculty who are teaching courses might be able to procure certain reference or reserve materials for use in their classes, but these arrangements have to be made in writing with the Director of Library Services, and the materials are not to leave the campus. The materials must be returned immediately after the close of the class session that day. The Director of Library Services is not obligated to honor such requests.

Members of the faculty who are not currently teaching classes are welcome to use the library, but may not check out materials.

Students who are currently taking classes may borrow items from the library in accordance with the established circulation procedures outlined elsewhere in this handbook.

Staff members borrow items from the library in accordance with the established circulation procedures outlined elsewhere in this handbook.

Basic Library Behavior Expectations

Library users are expected to abide by the same behavior expected of the users of any library. Users should work quietly, should engage in a minimum of personal discussion, and should be respectful of the needs of the library staff and other users in terms of space to study, access to library materials, and so on.

In addition, the following specific requirements will be observed:

1. No open containers of food or drink of any kind is allowed in the library.
2. Audio equipment is permitted in the library as long as headphones are used and it is not disturbing to others. Anyone using portable computers should turn off the sound.
3. Users are requested to step outside the library to use their cell phones.
4. Users should handle library materials with care. Pages should not be bent. Users should not write in library materials. When copying materials, users should take care not to damage the spines.
5. Users should return items to the library in the condition in which those materials existed when checked out.

Anyone repeatedly violating these guidelines will be reprimanded formally by library staff and may be asked to leave the premises if the problem persists. In extreme cases, a user's library privileges can be suspended for a period of time to be determined by the Director of Library Services, in consultation with the Director of Student Affairs or Director of Academic Affairs.

Privileges of Library Users

Library users are able to check out general circulation materials according to the following guidelines:

- Students may check out a maximum of 5 books for 21 days.
- Faculty, Staff, and Administration may check out a maximum of 10 books for 30 days.

Materials may be renewed twice unless otherwise noted. You must bring the materials to the library in order to renew them. Users needing materials beyond these time limits may seek special permission from the Director of Library Services.

Members of the Underwood University community are welcome to use the resources of the library at any time during regular hours of operation. Hours of operation will be posted and are subject to change to accommodate our students and staff.

A copy machine and printers are available for use in the library. Charges for these services will be made and may be changed without notice. The amount charged per page for printing or copying will be posted in the library.

Library users are entitled to prompt, informative, and pleasant assistance from the library staff upon request.

Responsibilities of Library Users

Users are expected to abide by the general guidelines outlined above in this handbook.

In addition, library users are expected to treat the library staff with due courtesy and respect. Library users are reminded that the Director of Library Services is a member of the faculty with the full privileges and responsibilities pertaining thereunto. The Director of Library Services should be treated as a colleague by other faculty and with the respect due a faculty member by the other members of the Underwood community.

Library users are expected to handle the library resources, including materials in the collection, the physical plant of the library, the furniture, and the equipment, with appropriate care.

Fines may be established by the library staff with approval of the Academic Affairs Committee. The amount of these fines will be published and posted in the library. Library users are expected to pay any assigned fines in a timely manner. Students will not be allowed to enroll for additional studies if library fines remain unpaid. After the completion of coursework, a student will not officially graduate, nor will a transcript be provided, until all financial obligations have been resolved, including library fines.

Lost materials will be assessed at full replacement value and should be paid in a timely manner. Failure to do so could result in the same lost privileges as those for not paying library fines.

