



# **LIBRARY HANDBOOK**

## **2023-2024**

2855 Rolling Pin Lane,  
Suwanee, GA 30024  
(T) 770-831-9500 (F) 770-831-8858  
[www.underwooduniversity.com](http://www.underwooduniversity.com)

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# UNDERWOOD UNIVERSITY GENERAL INFORMATION

## Mission Statement

As a Christ-centered institution of higher learning, Underwood University seeks to reflect God's teaching, wisdom, and love in all that we do; 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

1. Produce professionally competent, creative, and community-minded graduates.
2. Provide a learning environment that meets current academic standards and fosters intellectual innovation among faculty and students.
3. Offer a Christ-centered learning experience
4. Network, partner with, and engage churches, citizens, businesses and governmental entities to enhance the development, careers and service opportunities of our graduates and alumni.
5. Be a model of an efficiently-managed and financially ethical Christ-centered institution of higher education.

## Core Values

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

## Philosophy of Education

Underwood University believes that it is incumbent upon an institution of higher learning to cultivate the whole person; not merely to pass along knowledge, but to instill a sense of social responsibility and the desire to use one's education as a force for good. Our students gain the education that they need both to be ambassadors of God's word and professionals of the highest caliber. We send our graduates out into the world with the desire to make society better, more humane, and more just.

## BIBLICAL FOUNDATIONS STATEMENT

We believe in the divine inspiration and power of the Bible as the authoritative Word of God, and it is our guide in all matters.

We believe in the triune Godhead: one eternal, transcendent, omnipotent, personal God existing in three persons: Father, Son, and Holy Spirit.

We believe in God the Father, the first person of the Divine Trinity; sovereign and eternal, who is worthy of honor, adoration, and obedience.

We believe that divinity and humanity are united in the person of Jesus Christ, the Son of God and Redeemer of mankind, who gave his life that we may be forgiven our sins and become worthy to enter the Kingdom of Heaven.

We believe that the Holy Spirit is the third person of the Godhead, who dwells within and seals all believers in Christ. The Holy Spirit gives spiritual gifts to all believers, through which they may come to a deeper understanding of God and can help bring the light of Christ to the world.

We believe in the redemptive sacrifice of Jesus Christ for the sins of the world, through His physical death, burial, resurrection, and ascension into heaven. Christ is the key to our salvation, and only through him may we enter the Kingdom of God. The sacrifice, death and resurrection of Christ redeemed humanity from the eternal penalty of sin, through the grace of God.

We believe in the return of Christ to earth to judge and purge sin, to establish His eternal Kingdom, and to consummate and fulfill His purposes in the works of creation and redemption with eternal rewards and punishments.

We believe that it is the purpose of the faithful Christian to imitate Christ insofar as we are able; to serve others with love and compassion, to concern ourselves with the well-being of our fellows, to love and honor God as our Father and Creator, and to follow His calling through the Holy Spirit.

We follow the command of Christ found in Matthew 22: 37-39:

*Thou shalt love the Lord thy God with all thy heart, and with all thy soul, and with all thy mind. This is the first and great commandment. And the second is like unto it, Thou shalt love thy neighbor as thyself.*

**While Underwood University is a faith-based Christian institute of higher learning, it maintains no official denominational affiliation.**

## MESSAGE FROM THE DIRECTOR OF LIBRARY SERVICES

On behalf of the faculty, staff, and administration of Underwood University, I want to welcome you to our school. This handbook will provide all of the basic information that you need to know about the Underwood University Library. The Library staff is working diligently to develop resources, programs, and services to support your academic and personal goals. We are committed to creating an enabling environment to support cutting-edge research as well as high quality teaching and learning.

Like many colleges in the United States, our library is cataloged according to the Library of Congress classification system. The library collection contains print materials geared towards art, business, general studies, and biblical studies. The development of the print library collection is ongoing, with the main focus being the acquisition of materials in English.

For digital resources, the University is a member of the GPALS (Georgia Private Academic Libraries) consortium, through which we access GALILEO (Georgia Library Learning Online). GALILEO is a one-stop location for a variety of full-text articles, eBooks, educational videos, journals, and more. Please go to <https://www.galileo.usg.edu/> to access these resources. Please speak to your instructor or a member of the library staff for the password. In addition to GALILEO, please visit our library website for access to free, subject-specific resources and guides to the print business and art resources that we have in our library. In terms of Korean resources, we provide access to the catalog of the National Library of Korea. We also hold subscriptions to RISS and KISS. It is also possible to access eBooks in Korean through Kyobo. Please speak to your instructor or a member of the library staff for the username and password.

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. Please feel free to email me at [debra.g@underwood.edu](mailto:debra.g@underwood.edu) with any questions, comments, or concerns about the library or library services. I am on campus on Monday-Friday from 9:00-5:00 for research appointments or to assist you in any other way.

As much as I am willing to help you, I ask that you help me by returning borrowed books by the due date, and by caring for the library materials and equipment as you would your own books and equipment.

As you study and read may you be greatly blessed.

In Christ,  
Debra Giannone, MLS  
Director of Library Services  
Underwood University

# BASIC ORIENTATION TO THE LIBRARY

## LIBRARY MISSION STATEMENT

The Underwood University Library exists to provide students and faculty access to various learning and teaching resources, information, and services designed to provide a solid academic foundation in order to teach, equip, and prepare students to become preeminent professionals in their chosen careers, and effective, selfless leaders in their communities and societies at large.

## LIBRARY VISION STATEMENT

The faculty, staff, and administration of Underwood University believe that the library is an active and integral 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 encourage 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 (numbers in parentheses correspond to the goal or goals addressed by the objective)

- To create and implement a schedule for Library Orientation. (1, 4-7)
- To grow the budget to address curricular and research needs. (1,2,4,7)
- 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)

## 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.

## **LIBRARY TOURS AND INSTRUCTION SESSIONS**

Our attendant at the information/circulation desk can assist students with research questions immediately. However, if you feel you need more help with using the library resources, you may schedule a tour by contacting the Director of Library Services by phone, email, or in person. Seven days advance notice is requested.

The Director of Library Services will:

- Give you a tour of the Underwood Library
- Teach you how to find books and other documents
- Teach you how to access and utilize GALILEO
- Teach you research strategies that can help make the best use of your time.

Instruction sessions are provided in four ways:

- Individual or Small Group Instruction: Individual or small group instruction is provided to students any time during the semester. Students need to submit a request with seven days advance notice.
- Discipline-Specific Instruction: This instruction session is provided upon request from the faculty and geared to specific assignments given to the students.
- New Student Orientation: A section of New Student Orientation is devoted to library use. The Director of Library Services provides an overview of library resources, services, and policies.
- Faculty Workshops: Faculty Workshops are held once a year. The Director of Library Services is given time during each workshop to provide an overview of library resources, services, and policies.

### **LIBRARY SATISFACTION SURVEYS**

The library is interested in user's comments, observations, and suggestions about the services, programs and resources provided to our students. Every semester, there are questions on the surveys that relate to the library; however, we encourage students to take this opportunity and throughout the semester to let us know if we are meeting your academic needs.

### **Location and Hours of Operation**

The library is located on the main floor of the school building, across from the Chapel. The current library hours of operation are Monday through Friday, 9:00 a.m. to 6:00 p.m. 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 print library holdings include approximately 20,000 volumes. For digital resources, the library belongs to the GPALS consortium, through which we access GALILEO. For Korean eBooks, the library subscribes to Kyobo. The library materials are available for use subject to the guidelines 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 cataloged in the OPAC (Online Public Access Catalog), which you can access from the Library tab on Populi. Library personnel are available to assist users in locating and checking out such materials.

Users may retrieve these materials from the shelves, but should not reshelve them. In addition to ensuring the proper shelving of general circulation materials, this practice will allow the staff to be more aware of the materials' condition and the frequency of their use. There is a cart that is clearly labeled where users can put materials they have finished using.

### **Reference Materials**

The library also maintains a collection of reference materials including general and specialized encyclopedias, dictionaries, concordances, standard commentary sets, 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 selection of materials that are placed on reserve at the request of various professors. Access to these materials is limited in order to provide equal access to multiple users. When a professor requests that materials be placed on reserve, it is promptly shelved in the bookcase next to the circulation desk. These materials 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.

### **Periodicals**

The library maintains a collection of periodicals 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.

### **Electronic Databases**

The library belongs to the GPALS consortium, through which we access GALILEO. GALILEO is a one-stop location for a variety of full-text articles, eBooks, educational videos, journals, and more. Students will be made aware of this resource through orientation sessions and various other means of communication. Training in the use of GALILEO will also be available by appointment. 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.underwood.edu](http://www.underwood.edu)). In terms of Korean resources, we provide access to the catalog of the National Library of Korea. We also hold subscriptions to RISS and KISS. It is also possible to access eBooks in Korean through Kyobo. Please speak to your instructor or a member of the library staff for the username and password.

## **OPAC (ONLINE PUBLIC ACCESS CATALOG)**

An OPAC (Online Public Access Catalog) of our library holdings is available through Populi or the library page of the Underwood University website ([www.underwood.edu](http://www.underwood.edu)). Tutorials for its use are available from the library staff.

### **Interlibrary Loans**

Every effort will be made to secure interlibrary loans for materials requested by any member of the UU Community. The library director belongs to the ILL listserv through the Association of Christian Librarians. 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 material will be responsible for all costs incurred with the interlibrary loan process, and will be responsible for any and all applicable fines.

### **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. Underwood University also belongs to the Reciprocal Borrowing Program through the Association of Christian Librarians. Students are also encouraged to obtain library cards for their local public libraries which will afford them access to other quality databases as well as a broad range of curricular resources.

# **POLICIES, PRIVILEGES, AND RESPONSIBILITIES OF USERS**

Who can use the Underwood University Library?

The library serves several categories of library users. Each of the following paragraphs describes a category of library users and outlines the unique borrowing privileges 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 order in which the request was made.

Members of the Underwood University community are welcome to use the resources of the library at any time during regular hours of operation. Anyone who uses the library is entitled to prompt, informative, and courteous service from the staff at all times. Hours of operation will be posted and are subject to change at any time.

## **Faculty, Staff, and Administration**

Faculty members who are teaching courses at Underwood University (or who have signed a contract to teach beginning no more than 3 months in the future), administrators and staff may borrow a maximum of 10 books in the general circulation collection for 30 days. They may continue to renew the material as long as another user has not requested it. They are exempt from fines unless they damage or lose a book. They will need to pay the replacement cost of the book, or replace the book at their cost. Any terminated employee who fails to return library materials will not receive their final paycheck until the materials are returned, replaced, or paid for.

Faculty members who are teaching courses might be able to procure certain reference or reserve materials for use in their classrooms, but these arrangements must be made in writing with the library director, and the materials must be returned as soon as the class is over, and should not leave the campus. The library director is not obligated to honor such requests.

## **Students**

Students who are currently taking classes may borrow a maximum of 5 books for 21 days. They may renew the materials twice, and they must bring the materials to the library for a staff member to process the renewal. If they fail to return their library materials after the 7 day grace period, they will be charged a fine of \$1 per day, with a maximum fine of \$40. If they lose or damage the book, they will need to pay the replacement cost of the book. Current students will not be eligible to register for courses, or receive transcripts, enrollment verification letters, etc. if they do not return library materials and or fulfill their financial obligations to the library. Students who wish to transfer out will not have their SEVIS records transferred until they return outstanding library materials and or fulfill their financial obligations to the library. Graduation candidates will not be approved for graduation if they do not return library materials and or fulfill their financial obligations to the library.

## RESPONSIBILITIES OF LIBRARY USERS

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

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, and should be treated as a colleague by other faculty members.

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 have been established by the library staff with approval of the Academic Affairs Committee. After a 7 day grace period, overdue fines for students are \$1 per day, with the maximum fine being \$40. These fines should be paid in a timely manner. Students will not be allowed to enroll for additional studies if library materials are not returned or fines remain unpaid. Students' transfers will not be completed if library materials are not returned or 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 a 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.

## ACADEMIC INTEGRITY

### Plagiarism

Most students know that plagiarism is illegal, and it is a punishable offense, but many do not know quite what it is or how to avoid it. In short, plagiarism is taking credit for someone else's words or ideas - either intentionally or not. Examples might be taking an idea from an article and putting it in a research paper or presentation without crediting the original source, using someone's exact words without citing them, or even going so far as to buy a paper off the Internet and turning it in as your own work.

Plagiarism is a violation of copyright law; to use all or any part of a document, either verbatim or with trivial changes, except when applying the Fair Use guidelines.<sup>1</sup> Plagiarism is "a form of academic misconduct in which an individual submits or presents the work of another person as his or her own".

Plagiarism is the most serious academic offense you can commit. Plagiarism destroys the integrity of your research and is a misuse of academic freedom.

1. If you use someone else's ideas, you should cite the source.
2. If the way in which you are using the source is unclear, make it clear.
3. If you received specific help from someone in writing the paper, acknowledge it.

### Copyright

Copyright<sup>2</sup> is a form of protection grounded in the U.S. Constitution and granted by law for original works of authorship fixed in a tangible medium of expression. Copyright covers both published and unpublished works.

The Library supports the copyright law and recognizes "fair use" by educational institutions.

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<sup>1</sup> For more information about Fair Use guidelines, visit the following website: <https://www.copyright.gov/fair-use/>

<sup>2</sup> For more information about copyright, visit the following website: <https://www.copyright.gov/>

## DISTANCE EDUCATION

The Library supports Underwood's Distance Education program. All Library resources that are available to in-person students are also available for Distance Education Students located in the continental US. As the Librarian is a member of the Association of Christian Librarians (ACL), students may procure interlibrary loans with other institutions whose librarians are also members. Additionally, students at the instructional sites and Distance Education students may access physical resources through the school library catalog on Populi. Book requests can be made and the volumes shipped to the instructional sites or to the student personally (for students in the continental US). Students at the instructional sites and those enrolled in Distance Education have the same checkout privileges as those at the main campus. Please contact the Librarian for more information about checking out physical volumes.

Additionally, all Distance Education students have access to UU's large collection of digital resources, from anywhere in the world:

- RISS (Resources Information and Sharing Service of the Korea Education and Research Information Service), and KISS (Korean Studies Information Service System), both of which provide access to academic theses and monographs
  - Crunchbase, which provides access to Business and Business Administration-related databases
  - The Art Story, a database providing research material and information on art and artists
  - The online collection of the National Library of Korea
- GALILEO (Georgia Library Learning Online), a vast virtual library operated by the University System of Georgia. GALILEO provides access to more than 200 databases, with full-text access to academic research materials including journals, government documents, newspaper archives, and so on. It also includes access to the Digital Library of Georgia, Academic Search Complete, ProQuest and ProQuest eBook Central, EBSCO eBooks, and Literary Reference Center Plus. Students can also access the online content of many Georgia college and university libraries through GALILEO's GIL (Georgia Interconnected Libraries) initiative

For more information regarding access to Library materials for Distance Education students, please contact the Librarian at [debra.g@underwood.edu](mailto:debra.g@underwood.edu).