

Midwest University Library Manual

2018



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851 Parr Rd.
Wentzville, MO 63385

PREFACE

The Library Administration of Midwest University has developed the following Library handbook to describe the mission and objectives of the Library, to delineate for the patrons of the Library the policies concerning usage and circulation, and to acquaint the patrons with the major kinds of resources available to patrons.

This handbook contains three main sections:

1. Basic library information such as location, hours of operations, the Library Mission Statement, and the objectives and goals of the Library.
2. Basic description of the resources available in the library. This section describes the general circulation materials, the resources on reserve, and the special collections in the Library.
3. Policies, which govern behavior in the Library, patron privileges (including circulation), and patron responsibilities.

A copy of this handbook will be made available to every student enrolled in degree programs at Midwest University. In addition, each faculty member who is actively teaching will be provided with a copy. Additional copies will be kept in the following locations:

- 1) Circulation desk in the Library available for quick reference by the Library staff
- 2) Permanent reserve in the Library for public perusal
- 3) Director of Library Services
- 4) Academic Dean
- 5) Academic Affairs Committee

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I. ORIENTATION TO THE LIBRARY

Welcome to the Midwest University Library. We look forward to working with you as you pursue God's direction, especially as that pursuit involves your educational and intellectual development. We see our ministry as becoming co-workers with you as you develop the skills and knowledge which will prepare you for the particular lifetime of service in the Kingdom of God which lies ahead for you.

Library Information

The library is located in the Library Building of Midwest University, 851 Parr Rd., Wentzville, MO 63385. It is a fully functional library with adequate furniture and several computers for students use. The hours of operation for the library coincide with the office hours of the Administrative offices: Monday through Friday, (8:30 AM through 4:30 PM).

Midwest University Library Mission Statement

Midwest University Library is an integral component of Midwest University and is guided by its mission statement. Midwest University Library will support and enhance the curriculum of the University and will provide resources for the intellectual and spiritual growth of its patrons through traditional means and state-of-the-art technology. The library personnel will guide, assist, and serve as a catalyst for the research, education, and information needs of its patrons.

Objectives and Goals

The following goals and objectives of the Midwest University Library are more specific ways in which the library will carry out the fulfillment of the Midwest University Library mission statement:

The Midwest University Library will be characterized by Biblical and Christian standards in its entire operation.

The Midwest University Library will maintain a collection to support its curriculum and meet the needs of its patrons.

The Midwest University Library staff will provide assistance for research and teaching.

The Midwest University Library will employ employees who are both competent and personable. The Director of Library of Services shall hold an MLS or MIS degree from an ALA accredited school or equivalent.

The Midwest University Library will become a state-of-the-art collegiate library in its use of computer and internet technologies.

The Midwest University Library will maintain two percent annual growth rate in the number of items added to its collection.

The Midwest University Library will adhere to the financial policies of Midwest University and the financial guidelines established by our accrediting agency.

II. LIBRARY RESOURCES

The Library contains many different kinds of items available for patron use. Currently the Library has approximately 34,000 items including audio visual materials, electronic databases, monographs, anthologies, collections of scholarly essays, reference works, journals, and Midwest University theses and dissertations. These materials are available for patron use subject to the guidelines of the library outlined elsewhere in this handbook. The materials are grouped into four categories of materials according to their level of access for patrons.

General Circulation Materials

The bulk of the Library collection is included in the general circulation. These materials include materials, which may be checked out of the library by patrons subject to the guidelines given elsewhere in this handbook. Most of the items in this category are books shelved on the stacks according to the Dewey decimal system.

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

Patrons may retrieve these materials from the shelves, but should not reshelve items. 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 more accurate evaluation of the usage demands of the items in the collection.

Reference Materials

The Library also maintains a helpful collection of reference materials including atlases, encyclopedias (including specialized encyclopedias such as encyclopedias of the Bible), 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.

One of the Library staff will be assigned the particular responsibility of assisting patrons with reference needs. This staff member will be familiar with the reference materials available in the Library and should be able to direct patrons to additional resources online or elsewhere should those be required.

Reserved Materials

The Library maintains a group of items identified by professors to be available to students as reserved materials. Access to these items is limited in order to provide fair sharing of resources by multiple patrons. These items are collected promptly after faculty requests and are shelved in a separate location accessible only to library personnel.

Items on reserve may be used in the library only. They may be checked out overnight, but must be returned within the first hour the library is open. Fines for reserved materials returned late will be significantly higher than those assigned for circulating items returned late.

Journals and Newspapers

The Library maintains a collection of local newspapers and of scholarly journals, which include current research in the various emphases of the degree programs. Current and recent issues of these items are shelved separately, in alphabetical order. 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 assign the material to students as reading requirements. The students may read them in the Library and may copy material subject to copyright laws.

Students are encouraged to set aside time during their education to read current journals in their field of interest. Occasional time spent reading these materials will make the student aware of current trends in the field, and will acquaint the student with significant journals in the field.

Restricted Access Materials

The Library maintains a small collection of audio-visual materials.

Requests for the use of audio-visual equipment are made through the IT department. Maintenance of this equipment is also handled by that department.

Electronic Databases

Midwest University will subscribe to various databases, online for Library use. 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.

Interlibrary Loan

Every effort will be made to secure interlibrary loan for items requested by students. All copyright laws of the United States government will be observed and obeyed. Students 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 or one of the assistants for the proper forms. All required information must be supplied before the process of an interlibrary loan can begin.

III. POLICIES FOR PATRONS

Who are the Midwest University library patrons?

The Library serves several different kinds of library patrons. The following paragraphs describe a portion of the Library patrons and outline the unique circulation policies, which pertain to that category. In case of multiple requests for the same resource, the requests will be honored in the order in which the patrons are discussed below and then in the order in which the request is made.

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

Faculty who are teaching courses might be able to procure certain reference items and other restricted Library resources for use in classes, but these arrangements have to be made in writing with the Library Director, and the materials are not to leave the campus and 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.

Faculty who are not currently teaching classes may borrow items from the library in accordance with the established circulation procedures outlined elsewhere in this manual. These patrons may renew their resources twice unless otherwise noted in the circulation policy for those items.

Students who are currently taking classes may borrow items from the library in accordance with the established circulation procedures outlined elsewhere in this manual. Students may renew borrowed items twice unless otherwise noted in the circulation policy for those items.

Distance students will be allowed 6 extra working days of circulation time from the Library in order to allow for shipping. Materials to be returned must be postmarked on the due date.

Staff may borrow items from the Library in accordance with the established circulation procedures outlined elsewhere in this manual. These patrons may renew their borrowed items twice unless otherwise noted in the circulation policy for those items.

Special library patrons may borrow items in accordance with the established circulation procedures outlined elsewhere in this manual. These patrons may renew items one time. In addition, if any student or faculty requests a resource which has been borrowed by a special library patron, that patron must return said resource to the library within 2 working days of the request or within 5 working days of the request if the patron is returning the resource by mail.

Expected Library Behavior

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

In addition, the following specific requirements will be observed. Patrons 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 patron usage can be suspended for a period of time to be determined by the head Director of Library Services, in consultation with the Academic Dean or the Dean of Student Affairs.

1. No open containers of food or drink of any kind is to be allowed into the library.
2. Patrons are not allowed to use audible electronic equipment in the library. This includes personal CD players, radios, cassette players, and so on. Patrons who are using portable computers should turn off the sound.
3. Patrons should handle library materials with care. Pages should not be bent. Patrons should not write in library materials. When copying materials patrons should take care not to damage the spines.
4. Patrons should return items to the Library in the condition in which those materials existed when checked out.

Privileges of Library Patrons

Library patrons are able to check out general circulation materials according to the following guidelines. Bachelor degree students may check out a maximum of 5 books for 21 days. Masters degree students may check out a maximum of 5 books for 21 days. Doctorate degree students may check out a maximum of 7 books for 21

days. Faculty may check out a maximum of 10 books for 30 days. Staff may check out 5 books for 21 days. ESL students may check out 3 books for 21 days.

Library patrons 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 of charge per page for printing or copying will be posted in the Library.

Library patrons are entitled to prompt, informed, pleasant assistance from the Library staff upon request.

Responsibilities of Library Patrons

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

In addition, library patrons are expected to treat the Library staff with due courtesy and respect. Library patrons should be reminded that the Library director 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 patrons of the Library.

Library patrons 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 Committee with approval of the Academic Affairs Committee. The amount of these fines will be published and posted in the Library. Library patrons 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 may a transcript be provided until all financial obligations to have been resolved including library fines.

Midwest University reserves the right to charge a library fee which will need to be paid in accordance with all other financial obligations.

BIBLICAL FOUNDATIONS STATEMENT

The Bible in its entirety is the inspired Word of God, infallible, sufficient, and authoritative for faith and practice.

There is one God, eternally self-existent in three Persons: Father, Son, and Holy Spirit.

God, through the Word, created the heavens and the earth, and all that is in them for His own good purpose.

Jesus Christ, born of a virgin, is God who came in the flesh; His death provides substitutionary atonement for our sins; He rose bodily from the dead and ascended to the right hand of God the Father where He intercedes for the believers.

The Holy Spirit indwells believers to enable them to live godly lives and empowers the Church to carry out Christ's Great Commission.

The human race was created in the image of God, fell after being tempted by Satan, and because of sinfulness, is inherently in need of salvation found exclusively in Jesus Christ through faith by the power of the Holy Spirit.

The one holy Christian Church, the body of Christ, includes all who have come to faith in Jesus Christ.

Jesus Christ will return to earth in the Second Advent to judge the living and the dead, to consummate, and to fulfill His purpose in the works of creation and redemption with eternal rewards and punishment.

IV. Midwest University Library Personnel

Library Staff positions

The Midwest University Library staff includes a Director of Library Services and Library assistant. As the collection grows and the needs of the patrons increase, the Director of Library Services in consultation with the Academic Dean and Academic Affairs Committee will hire additional staff including full-time specialty librarians (for reference, acquisitions, etc.) and assistants. The Midwest University Academic Dean is the supervisor for the Midwest University Director of Library Services.

The Midwest University Director of Library Services is a member of the University faculty and has all the rights and responsibilities connected with that designation. The Director will be expected to

have earned a master's degree in Library Science. It is desirable that the librarian has at least 5 years work experience in a library and especially in a theological or religious collection. Knowledge of the Korean language would be advantageous.

The Midwest University Library staff must be skilled at data entry, record keeping, and have good interpersonal skills. It is desirable that each Midwest University staff member has previous library experience especially in theological or religious collections. Bilingual in Korean and English would be helpful.

Assignment of Responsibilities

In general the Library staff should be trained and take initiative to become familiar with the library collection, its cataloging and location within the physical plant, and the policies included in this manual. Specific responsibilities for the Librarian are identified below in this manual and may be supplemented by written signed directives from the Academic Affairs and approved by the Library Committee.

The *Midwest University Faculty/Staff Handbook* and the *Midwest University Policies and Procedures* set forth the basic hiring, termination and job performance expectations for all Midwest University faculty and staff.

Director of Library Services (Librarian)

General Responsibilities:

The librarian is responsible for overseeing all matters pertaining to the Midwest University library in accordance with the library and Midwest University mission statements. The librarian shall have faculty rank. He/She will assist students and faculty in finding materials for research and personal growth. He/She will work to develop, enhance and disseminate the holdings to all Midwest University students both on-campus or in the distance-learning program.

Supervisor: The librarian is responsible to the Academic Dean

Specific responsibilities:

The responsibilities are identified below and may be supplemented by written signed directives from the Academic Dean and approved by the library committee. These responsibilities are:

- To report regularly to the Academic Dean who is the direct supervisor of the librarian
- Contact faculty directly or through the Academic Dean in order to provide the necessary resources for the students and faculty involved in current instruction
- Secure the necessary resources to supplement new courses, new curriculum, and new programs of study
- Regularly work with the faculty to evaluate the current collection with a view to improving the fulfillment of the mission of the library
- To oversee, evaluate, correct, and provide training for the library staff
- In consultation with the Academic Dean to prepare an annual budget for the library to be submitted to the executive committee in preparation for the annual consideration of the Midwest University budget by the Board of Trustees
- To assist student and faculty in answering reference questions or in obtaining resources
- To serve as a member of the Academic Affairs Committee

Qualifications:

- Master's in Library Science
- It is desirable that the librarian has at least 5 years work experience in a library and especially in a theological or religious collection.

Library Assistant/Aide

General Responsibilities:

The library assistant/aide will assist the Director of Library Services in the overall operation of Midwest University Library.

Supervisor: The library assistant/aide will be responsible to the Director of Library Services.

Specific Responsibilities:

1. The library assistant/aide will assist the Director of Library Services in the acquisition, processing, organizing, circulating and maintaining of the library collection as well as other tasks assigned by the Director of Library Services.
2. The library assistant/aide will also be responsible for assisting students in the location of materials.
3. The library assistant/aide will provide assistance to the librarian in the interpretation of the Korean language and will provide translations when required.
4. The library assistant/aide will be provided with a schedule of working hours designated by the Director of Library Services with the approval of the Academic Dean.

Qualifications:

The library assistant/aide must be bi-lingual (Korean-English) and should possess good clerical skills, computer skills and be proficient in the use of the Internet. A background in theological education would be preferred. The library assistant/aide must adhere to the goals and purposes of Midwest University.

This position shall be considered part-time. The CEO will determine salary, with input from the Academic Dean and the Director of Library Services.

Professional Development

The Director of Library Services and the Library staff will be provided additional training through a variety of opportunities including in-service training, attendance at workshops, formal credited coursework, and product orientation by company reps. The Director will oversee the development of a regular, mandatory in-service schedule for all Library staff. Other training opportunities will be encouraged and full or partial financial assistance may be provided depending on the suitability of the training to staff responsibilities, the availability of budgeted funds, the job performance of the staff, the cost of the training, and so forth. Decisions about the dispersal of training funds will be recommended in writing by the Director, endorsed in writing by the Academic Dean, and approved in writing by the Academic Affairs Committee.

Budget

The Director of Library Services in consultation with the Academic Dean will prepare an annual budget for the Midwest University Library. This proposed budget will be presented to the Midwest University Academic Affairs for review and approval whereupon it will be submitted to the Midwest University executive committee as part of the annual Midwest University budget presented to the Midwest University Board of Trustees for their approval.

The annual budget of the Midwest University Library will reflect the following emphases:

- 1) Funds sufficient to expand the existing collection by 2% of the number of resources in the current collection. This figure shall be based on the most recent inventory.
- 2) The Library budget will request at least a minimum of 4% of the educational and general portion of the Midwest University budget.
- 3) 38-42% of the annual library budget will be designated for material costs, and 58-62% of the annual library budget will designated for personnel costs.

Maintaining the Library budget is the responsibility of the Director of Academic Affairs with input from the financial office, Academic Dean and Academic Affairs Committee.

Planning and spending money within the budget is an ongoing process and usually done with the advice of the Academic Affairs Committee. Routine expenditures such as supplies are made according to the established budget procedures and purchase orders.

Reports from the Director of Finance are received quarterly, unless requested otherwise.

Monies for 2018 Library expenditures meet or Library budget.

Purpose: To standardize a method of creating and approving requests for purchases within Midwest University.

Objectives:

1. Standard form for all purchase order requests
2. Standard documented process for handling and approving purchase requests.
3. Provide a means of monitoring requests and tracking against budget.

Process Outline:

1. When a staff identifies a need to purchase additional products or services from an outsider supplier, that person must complete the attached requisition form.
 - a. That staff person is responsible for gathering the needed pricing/delivery information from the supplier
 - b. The Requisition Form may be completed on printed form or use the Microsoft Excel form for entry and print.
2. This form is then submitted to the supervisor and may require additional approval if it is a large value or outside of the budget.
3. The Business Office Manager will be responsible for ensuring that all requests have appropriate approvals and for submission to the Finance Department
4. The Finance Department will create an official purchase order within the accounting system. The purchase order will be mailed or faxed by the Finance Department. Or if using the internet or phone, the approved purchase requisition (or purchase order) can be submitted to the supplier by the person requesting the order.

Supplied Documents:

- A. Purchase Requisition Form
- B. Purchase Requisition Process flow

POLICY FOR TRANSFERRING BOOKS TO THE BOOKSTORE

To provide more space in the Library for new materials the following policy has been adopted within the Library to allow for the transfer of books for which we have multiple copies.

1. Title with more than two copies will be considered for transfer. Up to 4 copies will be kept in the Library of those titles most relevant to Midwest University curriculum.
2. To transfer title purchased through the Library budget, the titles will be appropriately marked to show that the title is no longer part of the Library collection. Moneys or books from the bookstore should be restored to the Library in an equal amount for books transferred to the bookstore.
3. To transfer donated copies, each title will be listed in the discarded books file and show the word transfer in the column for listing the reason for deletion.

ACQUISITION OF MATERIALS

Suggestions for items to be purchased for the Library come from faculty, staff, students, consultants, vendors, catalogs, and the library staff.

Approval for suggested items for purchase begins with the Academic Dean who may request that they go before the Academic Affairs Committee. Approved requests are submitted to the President for authorization before going to the Chief Financial Officer via the appropriate forms. Forms are returned to the Librarian for ordering unless other arrangements have been made.

Requests for large money items go from the Academic Affairs to the Finance Committee before going to the financial officer. If approved by the Finance Committee, the paper work begins as for any other purchase.

Requests for routine purchases (such as supplies) follow the same procedure as materials but do not go to the Academic Affairs Committee before going to the financial officer with the appropriate paperwork. Forms are returned to the librarian for ordering unless other arrangements have been made.

Items received are checked against the purchase order forms. If deemed correct, the invoice/ packing slip is marked for payment and given to the Chief Financial Officer.

Gifts

Donations and gifts to the Library are gratefully received with the understanding that they must meet the needs of our curriculum and fall within our established policies. These gifts will be acknowledged and entered into our record of donations. The Library does not offer appraisals. Items given to the Midwest Library become the property of the Library.

Items not meeting our curricular needs, or that are in disrepair will be disposed of according to policy. Midwest Library does not guarantee that the items not useable will be returned to the donor. However, if this is the donor's wish every effort will be made to do so.

Weeding

Weeding worn, old, and non-relevant materials from our collection is an ongoing process. For accounting purposes Midwest University has kept a record of all items deleted from the collection, whether or not they were processed. The record is kept in the form of a spreadsheet, with backup on a computer disc. It is accessible through the Director of Library Services computer. After several books are entered on the spreadsheet, a printed copy is made and filed.

Before discarding anything that could possibly be used if curricular changes are made, the Academic Affairs Committee is consulted.

Processing of Materials

After materials are received in the Library and checked against the packing slip/invoice processing begins.

Cataloging:

All materials are catalogued using the Dewey Decimal System and the Sears List of Subject Headings. The option **B** is used for biography, **920** is used for collective biography and **F** is used for fiction. **R** is used to denote reference. **RF** is used for those materials in the reserved, faculty, and special authors' collection.

If the materials are in the Korean language or other foreign languages, the bibliographic information is translated and given to the Librarian who writes a brief summary and assigns the Dewey Decimal Classification number and lists the subjects. This information is then entered into our English OPAC (Spectrum). In the alternate title field the title for Korean Language books is entered using Korean characters.

English language materials are catalogued by the Librarian using the same process as for foreign language books except that no summary is written unless time permits or it is deemed necessary to provide greater usage of the material. Since Spectrum has the Z39.50 feature which allows for searching of cataloged records in other libraries and downloading them into our system, it is used as much as possible. Due to the specialized nature of Midwest University's Library the number of hits is not numerous.

To easily recognize those materials in the cataloging process, pink paper is used for cataloging information, writing call numbers, etc. The letter "E" is entered in pencil on the inside right hand corner of the first page and on the pink slip (paper) to denote that the material has been entered into the Spectrum database.

The Spectrum database is located within the Library Server, which is housed in the computer room at the administration building. It is maintained by the Midwest University's Director of Information Technology.

Spine Labels

After materials are entered into the English database, spine labels are printed using the Spectrum label program. These are attached to the spine about one inch from the bottom of the material and covered with a label protector. Books and non-print items with a spine too small to make the reading of a spine label possible will have their spine labels attached to the front cover next to the spine approximately one inch from the bottom. The labels can be ordered from any library supply source, but need to meet the requirements set forth in the Spectrum manual. Currently, Highsmith Co. is used.

Bar-coding

All materials are given a barcode number. For books, regardless of language, this barcode sticker is placed approximately one inch from the bottom on the front of the book. The barcode number is also written on the title page. Non-print items are given a barcode number, which is placed on the front cover of the case of the item about one inch from the bottom, if applicable. The barcode number is also written on the item itself in an appropriate location depending on the size and nature of the item.

Stamping

All materials will be stamped with the library stamp showing ownership of the materials. Whenever possible stamping should be done on the inside covers and somewhere within the body of the material.

Book Jackets

Books with jackets should have both the jacket and book covered for protection.

Completed Processing

After books are processed, the packing slip should be compared to the processed books to be sure the order is complete and ready for use. One final check should be made to see that each item in the processing process is complete. Materials can now be shelved.

Security

While no purchased security system is in place for materials housed within the library, there is a security mirror and the library is locked after hours.

Every effort is made to monitor students while they are in the library to discourage borrowing without check-out.

A library security system will be considered at a later date.

Circulation

Circulation Procedures:

The Midwest University Library staff will provide in a timely fashion, requested Library resources to all students and to all faculty.

Spectrum Library Management Software will be utilized for circulation. For materials not entered into the Spectrum Program, a paper checkout system will be used.

Each student will have his/her own student number for checkout. This number will be their student ID number used for registration purposes.

A manual published by the company for the Spectrum software is available in the Library office for use by the Library staff.

Rules and policies governing circulation are established by the Director of Library Services with the approval of the Academic Affairs Committee.

Distance Education students may request that materials, which are generally circulated be mailed to them. Books must be postmarked on the date due. Six extra working days will be allowed for mailing; however, the student must pay all postage costs. Students will be responsible for any materials lost or damaged. Late fees could be charged.

We encourage our distance-learning students to use libraries with which we have contractual agreements as well as the public libraries where they live. This will eliminate mailing costs. Access to Midwest University's databases could also help alleviate the need for mailing.

Reserve Books:

These must be used in the Library. They may be checked out overnight, but must be returned within the first hour the Library is open following the checkout date.

Interlibrary Loan:

Midwest University has There are many academic and theological libraries in our geographic region. Students are usually welcome to use their libraries, but cannot check out materials. Some libraries will allow students to obtain circulation privileges for a nominal fee. Students are encouraged to obtain library cards and check out privileges from public libraries near their homes.

CIRCULATION RULES

Number of materials that can be checked out:

Type of Patron	Number of Items	Number of Days
ESL Students	3 books	21 days
Bachelor Students	5 books	21 days
Masters Students	5 books	21 days
Doctoral Students	7 books	21 days
Faculty	10 books	30 days
Staff	5 books	21 days

- NO PERIODICALS OR REFERENCE MATERIAL MAY BE CHECKED OUT!

Non-Catalogued Materials

Non-catalogued material may not be checked but requests can be made to have it catalogued as soon as possible. Cataloging is a detailed process. Your patience is appreciated.

Fines

Fines will not be charged at this time but if patrons do not bring back materials on time a fine program can begin. Patrons will be charged replacement costs plus shipping for items not returned.

Respect Others

Please be quiet in the Library. Remember Midwest University's Library is for studies.

Special requests concerning these rules can only be granted by the Director of Library Services and/or the Academic Affairs Committee.

Patrons of Midwest University Library

For the purpose of circulation there are six types of patrons:

ESL Students

Bachelor's Degree Students

Master's Degree Students

Doctorate Degree Students

Faculty

Staff

Diploma (Includes students who are auditing classes and do not fit into another category)

Inactive (Includes students, faculty and staff who are not currently enrolled or who are not teaching during a certain time period, or persons who are in the database but not eligible to check out materials at this time)

Students

Midwest University students who are currently taking classes may borrow items from the library in accordance with the established circulation procedures outlined elsewhere in this manual.

Midwest University distance students may request that materials be mailed to them. Six extra working days of circulation time will be allowed for mailing. Materials must be postmarked on the date due to avoid any late fees. Materials lost in the mail are the responsibility of the person requesting the materials. Replacement cost will be charged.

Faculty

Faculty who are teaching courses at Midwest University may borrow general circulation items in accordance with established circulation rules for faculty.

Faculty who are teaching courses at Midwest University might be able to procure certain reference items and other restricted library resources for use in classes, but these arrangements have to be made with the Director of Library Services. These items are not to leave the campus and must be returned immediately after the close of the class session on that day. The Director of Library Services is not obligated to honor such requests.

Faculty who are not currently teaching classes at Midwest University may borrow items from the Library in accordance with the established circulation procedures outlined elsewhere in this manual. If these items are needed by faculty or students for current coursework, they must be returned.

Fines/Lost or Damaged Materials

Fines

At this time fines are not collected, but the Director of Library Services with input from the Academic Affairs Committee reserves the right to institute a fine policy at any time. Should a fine policy be adopted, it will be posted in plain view at or near the entrance to the library, at or near the circulation desk and at other appropriate locations in the Library. It will also be included in orientation materials.

Lost or Damaged Materials

The Midwest University Library will assess fees for lost or damaged items as follows:

- Penalties for lost items will be assessed at the replacement cost of the item plus shipping and handling. If irreplaceable items are lost, the Director will assess a reasonable fee.
- Penalties for damaged items will be assessed at the cost of repairing the damage, if possible, and include both materials and labor.
- Penalties for damaged items, which will not or cannot be repaired, shall be assessed at a reasonable rate to be determined by the Director of Library Services.
- The total fee assessed for any one item for any one patron shall not exceed the replacement cost of the item including shipping and handling fees.

Copying and Printing

A copy machine is available for use within the Library. The cost is 10 cents per page. For security reasons a password is required to operate the copy machine, therefore Library personnel operate the machine. Copyright laws are observed.

A printer is also available for student use at 10 cents per page. The printer is located behind the Library circulation desk so Library personnel retrieve the printed copies and collect the money. The computer at the circulation desk must be on in order for the printer to operate.

Money collected from these sources is deposited in the main office in accordance with office procedures. A receipt of deposits is kept.

Copier: Imagistics, Model DL20

Serial Number: 3060128

This copier was transferred from a lease program to ownership in fall, 2008. To order supplies contact Midwest University's Business Office.

Periodicals

Periodicals are purchased to enhance Midwest University's curriculum and provide for leisure reading of Midwest students, faculty and staff. The selection of periodicals is made with faculty and staff input and approved by the Academic Affairs Committee.

Whenever possible, periodicals/ journals are ordered through a subscription service. Subscription service renewal orders are placed in June and October. Those periodicals renewed/ordered in June are an ongoing renewal with a September probable renewal date. The October renewal/new orders are for those periodicals/journals that only renew on the calendar year. Korean language periodicals and newspapers are ordered through Midwest University site in Seoul, Korea. A notebook containing subscription information and an inventory of each periodical received is kept. Back issues are filed in the periodical bookshelf under the current periodical until no more room is available. Back issues are boxed and kept in the back issue section of the Library. The basement of the old administration building is used for overflow.

Numerous newspapers are available in the Library including some in the Korean language. These are purchased through each individual newspaper. These are ordered through Midwest University's Business Office. Subscription information on newspapers is also kept in the periodical notebook.

Midwest University is grateful to individuals who donate their personal copies of periodicals for Midwest students to use. The acceptance periodicals comply with the gift policy outlined elsewhere in this manual.

Several free publications are also available in the Library.

See the budget folder for the appropriate year to find a list of periodicals/journals ordered and the subscription service used.

Inventory

An inventory of the entire Midwest University Library collection will be performed at least every other year during summer break when classes are not in session. The inventory will be completed under the direction of the Director of Library Services and a written report will be presented to the Academic Dean and to the Academic Affairs Committee within one month of the completion of the inventory.

The inventory component of the Library Management Program, SPECTRUM, will be used to perform the inventory.

Evaluation and Assessment

The evaluation of Library services is an on-going process both formally and informally. Students and faculty are often asked for input concerning materials, service and facilities. The end of the year evaluation of resident students also provides information on the Library and its services. The Library staff consistently evaluates the collection and student use of the facility. Circulation reports, patron use counts, database access are only a few evaluation tools utilized.

More formal evaluations are done in accordance with the University's assessment plan calendar.

Results of the evaluation process are shared with the Academic Affairs Committee, The Academic Dean, library staff and to the appropriate personnel as deemed necessary.

Semi-annual reports based on the evaluative process are prepared in January and June of each year and submitted to the Academic Dean, the Academic Affairs Committee, the President and included in reports submitted to institutional accreditors. These reports are also made available to others when requested by the appropriate personnel.

Library Assessment Plan

The Library Assessment Plan falls within the Midwest University Plan and calendar. However, the Library also conducts its own assessments using the following calendar as a means of collecting its own data to use in improving its program.

Assessment Calendar:

On-going Tasks:

Weeding the collection

Conversations with faculty, staff and students about library service

Suggestions for purchase

Specific Timeline:

January:

Feedback from winter seminar

February:

Budget Evaluation

Budget Requests

March:

Evaluation of current budget with Director of Finance

April:

Collection Assessment

May:

Evaluation of the periodical collection

Student Surveys with Library component

Periodical Collection Review

June:

Library Manual review

Inventory

July:

Library Handbook review

Evaluate statistics of Library use for the past academic year.

August:

Library Orientation Packet review and revision

September:

Periodical Collection Review

October:

Evaluation of Library personnel

November:

Review of Assessment policies

December:

Review of first semester Library statistics

Review selection of materials for spring semester

LIBRARY SURVEY

Date of survey:

Did you use Midwest Library to do assignments for this course?

Where you able to find resources to support your assignments?

Did you use the databases available in the library?

If yes, which one (s)

Did you use the Database accessible through the internet?

How would rate our library collection? Good___ Fair___ Poor___

How would you rate library service? Good___ Fair___ Poor___

What suggestions do you have for improving library service?

Are there specific materials you would like to see added to the library collection? If yes, list here.

Name (optional)

Reports

A library progress report was generated monthly; currently progress of the Library is discussed within the Academic Affairs Committee, which replaced the Library Committee. A semi-annual report in January and June are generated with a calendar indicating the progress within the Library. This report is given to the Academic Dean, Academic Affairs Committee, the President and other appropriate personnel as deemed necessary.

Some reports generated within the Library are:

- Circulation statistics
- Inventory of materials
- Patron Use Statistics
- Discarded books
- Copy statistics
- Database use

Patron Count Sheet

JULY				AUGUST			
	Day	Evening	Total		Day	Evening	Total
1				1			
2				2			
3				3			
4				4			
5				5			
6				6			
7				7			
8				8			
9				9			
10				10			
11				11			
12				12			
13				13			
14				14			
15				15			
16				16			
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25				25			
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27				27			
28				28			
29				29			
30				30			
31				31			

Databases

The databases to which the Midwest Library subscribes depends on need and finances available. New databases are investigated as well as good internet sites for our students since many of our students are in our Distance Education program. Links to these databases are on our website.

Following are a list of current databases to which the Library subscribes:

DBpia Database and KISS Database

Christian Periodical Index

Logos Scholar's Library (stand alone—library access only)

Theological Journal Library CD-ROM Version 6 (stand alone—library access only)

A link to this free website is found on our library website:

Korean Language Religious Periodical Index (free)

Christian Periodical Index

The Christian Periodical Index is a database available to Midwest University students anywhere in the world with an internet connection. It is an index to Christian literature found in periodicals. This is only an index and does not have full text articles, but does include links to some of the articles online. Other articles would need to be obtained through the Midwest Library, interlibrary loan, online publications, etc. The Librarian can help you with this process.

To Access This Database:

Visit the Midwest University website ~ www.midwest.edu

Go to the Library homepage

On the right hand side you will find a link to the Christian Periodical Index

Click on the link

Enter the username and password (these will be given to you by the Librarian)

☛ The password will change periodically and without notice. So if you have difficulty please contact the Librarian. The index is for current students, faculty, and staff of Midwest University.

You may enter your search term in the appropriate blank. Search tips are listed on this page. For additional assistance in how to search the database use the **Database Guides**. A link is provided on the red bar toward the right. These are in English but give you detailed information in how to use the Christian Periodical Index. If you have further questions contact the librarian at library@midwest.edu or call Midwest University at (636) 327-4645 and ask to be transferred to the Library.

Search Help:

Important: By clicking on “Search”, you are agreeing to accept the terms of the Ovid Technologies License Agreement, which governs your use of Ovid Technologies databases and proprietary search-and-retrieval software. The text of this license can be viewed in English, French, German, Italian, Portuguese and Spanish.

WebSPIRS Search Hints

Which Search?

- Use Search for a search as simple or complex as you like.
- Use Advanced to combine search terms and specific fields.
- Use the index to locate specific terms within a database.

If available with the databases you are searching:

- Use Suggest (on the Search page) to get suggested alternatives to your search terms.
- Use the Thesaurus to search using the database’s controlled vocabulary.
- Use the Database Table of Contents to look up and display full text records.

Tips:

Pressing **Enter** is like clicking the main action button (such as **Search**, **Go to Term**, or **Print**). **Full Text Options** next to a record means it has links to easy ways to see the full text

If you perform a complex search, or the same search regularly, save your Search History to use it in future sessions.

Search Examples:

A search like this:	Finds records containing:	A search like this:	Finds records containing:
cat	the word “cat” in any field	travel or tourism	either or both terms in any field
2000 Olympics	the phrase “2000 Olympics” or “Olympics 2000” in any field	2000 adj Olympics	the phrase “2000 Olympics” in that order in any field
child*	child, children, childhood, and so on	internet and sales	both terms in the same record in any field
wom?n	woman or women	smith-n*	the name N (or N L or Nancy, and so on) Smith. For authors, select ‘in Author’ from the Find Terms list.

NOTICE TO ALL STUDENTS

1. DBpia Database

(Korean academic Journal Research Program / Daily Update)

*accessible to personal computer in order access the online DBpia database

www.dbpia.com

Operate as a proxy server

***Note:** address & port will be changed periodically. Contact Librarian if you have problems.

2. KISS Database

(Korean academic Journal Research Program / Daily Update)

*accessible to personal computer in order access the online KISS database

kiss.kstudy.com

Operate as a proxy server

***Note:** address & port will be changed periodically. Contact Librarian if you have problems.

3. Korean Theology, Religious Periodicals Indexes & Abstracts Database Version 3 (1905-2002)

From Institute Fore Korean Theological Information Network (IKTINOS) available in Library only

****Korean Theology, Religious Periodicals Indexes & abstracts Database Version 3 (1905-2002) Instructions**

1. Ask for CD from Library staff
2. Insert CD
3. Follow instructions on CD
4. Write title, author, year, etc.
5. Click on <search>

How to Use the DBpia Database and KISS Database

Midwest University has acquired the DBpia Database and KISS Database. The Midwest student can access them through the internet.

Steps to access:

1. Go to Midwest University web site: www.midwest.edu
2. Click on the Library tab
3. Click on the DBpia Online DB tab
4. There is a link to the website where any needed information may be found.

DBpia Database:

DBpia is the No.1 Knowledge platform in Korea with the number of papers and number of visits. DBpia is an online service that provides domestic academic journals, professional magazines, electronic books, and web DB. Abstract provides full-text downloading as well as bibliographic information access to theses and theses. The number of publications DBpia serves is about 2,000 including SCI class journals, about 10,000 new paper are being updated every month.

KISS Database:

KISS is an integrated search system that provides bibliographic and information of Korean journals. (e-journal, Proceedings, e-Book)

Service Field: Theme (Humanities, Social Sciences, Medicine, Engineering, Natural Science, Art, Marine, Marine, Complex)

NON-PRINT MATERIALS

Non-print materials will circulate in the following manner:

CD's, DVD's, Video and Audio Tapes:

These items may circulate overnight. Special permission can be granted by the Director of Library Services for longer use.

Electronic Equipment:

At the current time the Director of Library Services and staff are not responsible for the circulation or maintenance of electronic equipment, except for the computers that are part of the Library.

Non-Print materials will use the following call number descriptors to identify the type of non-print materials.

CS	audio cassettes
VHS	video cassettes
CD	compact discs
DVD	dvd discs

ORIENTATION OUTLINE

How to use Midwest University's OPAC. Online Public Access Catalog:

English OPAC (Spectrum)

Can search by author, title, subject, ISBN, keyword (even in summary)

For Korean Language books:

Korean Language listed as a subject

Entered Korean language title after English title

Will not search by Korean language – English only.

If using Korean operating system, Korean language is readable when you pull up the record. All Korean language books have summaries to aid in translation.

For English language books:

Explain how to enter search terms

Advanced search

Browse

DBpia Database:

DBpia is the No.1 Knowledge platform in Korea with the number of papers and number of visits. DBpia is an online service that provides domestic academic journals, professional magazines, electronic books, and web DB. Abstract provides full-text downloading as well as bibliographic information access to theses and theses. The number of publications DBpia serves is about 2,000 including SCI class journals, about 10,000 new paper are being updated every month.

KISS Database:

KISS is an integrated search system that provides bibliographic and information of Korean journals. (e-journal, Proceedings, e-Book)

Service Field: Theme (Humanities, Social Sciences, Medicine, Engineering, Natural Science, Art, Marine, Marine, Complex)

OPACS

An on-line catalog called **Spectrum** is available for student use. This catalog can be accessed through the Midwest website by clicking on the Library and Spectrum. It can only be searched using English, but materials in Korean language include the Korean title and a summary to facilitate translation and meaning. Demonstrations will be given at orientation but individual instruction is available upon request.

TELEPHONE

The telephone in the library is for Library use only. Please do not use cell phones in the Library since it may cause a disturbance.

LIBRARY HOURS

The Midwest University Library will be open during business hours, from 8:30 am to 4:30 pm, Monday through Friday. Extended hours will be offered during seminars.

COMPUTERS & COPY MACHINE

Computers are for student use only. Please do not turn them off when you are finished. A staff member will do this. A printer is available. Printing costs are 10 cents per page.

A copy machine will be available. Copies are 10 cents per page. A staff member will assist with making copies.

NO FOOD OR DRINK

The Library asks that everyone help Midwest University maintain the Library facility by not eating or drinking in the Library unless a closed container such as a water bottle is used.