

# Guidelines

1. Tables are designated *LADIES* or *GENTLEMEN*. Students are required to sit at an appropriate table. The table in the main room is co-ed unless the noise level becomes unacceptable.
2. **Quiet please.** Be courteous to others trying to study or read.
3. **No food will be permitted. Drinks with lids are permissible.**
4. When books or materials are taken from the shelves, students must place them in the circulation desk cart for a staff member to reshel.
5. Each patron should leave their work or study area as neat and clean as they found it.
6. Keep phones on vibrate while in the library.
7. **Any item taken from the library must be checked out or appropriately signed out depending on whether it is a barcoded item or an item taken from the Teacher Resources area.**



# Bob L. King Library Handbook



2018-2019

---

*To the Student:  
Southeastern Free Will Baptist College  
Library exists to be a vital part of your  
education. Our staff wants to encour-  
age you to use the materials that are  
available here as well as the facility as  
a quiet environment for studying. We  
realize that your first experience using  
your library may be a little over-  
whelming, so we want to assure you  
that our staff is available to assist you  
in your research and learning  
endeavors and to answer any questions  
that you might have. We look forward  
to seeing you in the Southeastern  
Library!*

*Mrs. Pendley  
Librarian*

---

## Table of Contents

Hours of Operation.....	3
Our Mission .....	4
Our Goals .....	4
Services and Procedures.....	5
Entrance .....	5
Patron Identification Cards.....	5
Checking Out Materials.....	5
Reserved Books.....	6
Reference Books .....	6
Magazines .....	6
Overdue Fines.....	6
Card Catalog.....	7
Vertical File/Teacher Education Vertical File.....	7
Audio/Visual.....	7
Teacher Resource Area .....	8
Copier .....	8
Laminator .....	8
Guidelines.....	9

# Hours of Operation

## Monday, Tuesday, & Thursday

8:00 a.m.—8:30 p.m.

## Wednesday & Friday

8:00 a.m.—4:00 p.m.

## Saturday

12:30 p.m.—6:30 p.m.

## Sunday

Closed

*Closed for Lunch*

*Mon.-Fri. 12:00 n.—12:30 p.m.*

*Closed for Dinner*

*Sat. 5:00 p.m.—5:30 p.m.*

\*Times may change due to special events on campus or unforeseen circumstances..

# Overview

## Our Mission



The purpose of the library is to enhance the learning experience of our students and to support the faculty and programs of Southeastern by providing adequate and appropriate materials, services, and facilities.

## Our Goals



- To consistently update materials and resources to support the academic and curricular needs of our institution
- To encourage students and faculty to use our materials, resources, and facility
- To provide a clean, quiet, and pleasant facility for study, reading, and research
- To have materials organized and labeled in a manner easily located and accessible to our patrons
- To display guidelines that would ensure every patron would be respectful of others' study needs
- To be Christ honoring as we seek to accomplish our mission and the mission of our institution

# Services and Procedures

## Entrance

Always enter the library on the south end, by the “Bob King” sign. All other exterior doors are for emergency use only.

## Patron ID Cards

Each student will be issued a *patron identification card*. On the front of your card will be a barcode with the library patron number which will be used when checking out an item.

## Checking Out Materials

- Books may be checked out for two weeks. CD/DVDs vary in the number of days that they may be checked out. Items may be renewed for one (1) additional checkout period when necessary if no other patron is waiting for the material. Renewal can be done in the library or by emailing the request to [catherine.pendley@sfwbc.edu](mailto:catherine.pendley@sfwbc.edu).
- No student may check out more than five (5) books at a time.
- A staff person will be glad to assist any patron who needs help in locating an item.
- **The person to whom the book is checked out will be held responsible for paying any late fines or for the cost of any book that is lost or damaged.**
- Returned books should be placed in the *Book Drop* just inside the library entrance.

## Reserved Books

The *Reserved* section of the library contains materials that have been reserved by the professors for the students' research. These materials are for use **in the library only**.

## Reference Books

Reference books are also used **only in the library**. If it is absolutely necessary, a reference book may be checked out during the last hour of the evening and returned by 9:00 a.m. the next morning. **The fine for late reference books is \$1.00 per hour.**

## Magazines

The library subscribes to a number of magazines and periodicals. These items are **not** to be removed from the library, but articles may be copied as needed. Magazines from past years are archived and select articles are recorded in our database for easy access.

## Overdue Fines

- Overdue fines are \$.10 per day (Monday through Saturday) for **each** late item. We do not include Sunday, holidays, or other days that the library is closed.
- Reference book overdue fines are \$1.00 per hour.
- Students will be notified weekly by email of any overdue books they have and/or late fines they have incurred. Late fines are not tallied until a book is returned.

## Card Catalog

All cataloged items are listed in our computer and may be easily searched by title, author, subject, etc. A library staff member will be on duty to assist patrons in locating items.

## Vertical File

This file consisting of magazine articles, pamphlets, and booklets is indexed by subject. The subjects chosen are those on controversial issues, current events, or topics of interest in the classroom. These topics are listed just above the file area. The files are **not** to be taken from the library. When a student uses a file, the needed information may be copied and the file returned to its proper place.

## Teacher Education Vertical File

The library has a *Teacher Resource Area* that consists of a variety of curriculums for different grade levels in various subjects, children's books, and other teaching aids. Any materials in this area may be borrowed for use outside the library by simply signing a form provided at the librarian's station. Also, in this area there is an Ellison Machine available along with ample dies to help in bulletin board preparation, etc.

## Audio/Visual

There are many CDs, DVDs, and VHS tapes covering a wide range of topics available for checkout. Also, there is equipment in the library for patron's convenience in listening to and/or viewing these items.

## Teacher Resource Area

The library has a *Teacher Resource Area* that consists of a variety of curriculums for different grade levels in various subjects, children's books, and other teaching aids. Any materials in this area may be borrowed for use outside the library by simply signing a form provided at the circulation desk. Also, in this area there is an Ellison Machine available along with ample dies to help in bulletin board preparation, etc.

## Copier

Students may use the copier in the library for a charge of \$.10 per copy. **Copy Cards** are used for payment and may be purchased in the Business Office.

## Laminator

For the student's convenience there is a laminating machine located in the library. For a small charge a staff member will be glad to laminate an item for you. We ask that only library staff use this machine

