

LIBRARY HANDBOOK

Bishop G. E. Patterson Memorial Library



All Saints Bible College is authorized for operation as a post-secondary education institution by the Tennessee Higher Education Commission.

All Saints Bible College holds Applicant status with the Association for Biblical Higher Education, 5850 S. T. G. Lee Blvd., Ste. 130, Orlando, FL 32822, 407.207.080.

Library

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<i>Mission Statement</i>

All Saints Bible College (ASBC) provides Christian-oriented academic programs, to create a stimulating intellectual environment, and to promote spiritual renewal as it equips men and women for Christian ministry and service in church and in society

LIBRARY

Statement of Policy

The Bishop G. E. Patterson Memorial Library functions as an equipping ministry All Saints Bible College.

Its primary purpose is to provide adequate research and study materials in a learning atmosphere to the staff, Church members and students of All Saints Bible College.

“For Ezra had devoted himself to the study and observance of the Law of the Lord...” Ezra 7:10

Procedures:

1.0 USE OF THE LIBRARY

.01 The Bishop G. E. Patterson Memorial Library exists primarily to meet the needs of the staff, Church members and All Saints Bible College students and teachers. All persons in good standing at All Saints Bible College students currently enrolled at college are entitled to full library privileges, subject to the adherence to Library rules.

.02 The needs of others for the facilities and services of the Bishop G. E. Patterson Memorial Library, including Church visitors, student alumni, and other persons temporarily on the school campus, will be met according to their specific needs. The overall concept shall be that the facilities and services of the Bishop G. E. Patterson Memorial Library are to be extended as widely as possible, consistent with the religious, educational and spiritual principles of All Saints Bible College and as determined by the Library Director.

.03 The Bishop G. E. Patterson Memorial Library users are required to show consideration for the rights of others, and shall not behave in a manner which inconveniences or offends users or Library staff in matters of access to space or materials, noise or general conduct. Reasonable

complaints may result in disciplinary action being taken against the offender. In cases of flagrant and repeated breach of these rules, or for other good cause, the Library Director may suspend the offender's privilege of access to Library facilities and/or report the matter to the Academic officer or ASBC administrative staff.

2.0 LIBRARY HOURS

.01 The Bishop G. E. Patterson Memorial Library hours shall be set by the Library Director in consultation with the President of All Saints Bible College.

.02 The Library Director is guided by the general rule that the reading rooms and circulation facilities and services shall be open as often and as long as is feasible.

.03 Hours of opening are posted at the entrance to the Bishop G. E. Patterson Memorial Library and in appropriate notices and school publications.

3.0 CIRCULATION GUIDELINES

.01 Guidelines regarding loan periods, recalls, renewals, and reserve material are determined by the Library Director.

.02 Books and other library material may be borrowed only by holders of valid ASBC I.D. cards and valid driver's licenses.

.03 Fines, as determined by the Library Director, shall be charged:

- If material is not returned by the date specified on the recall notice.
- If reserve material is not returned within the specified loan period.

.04 Fines are to be paid at the ASBC Administrative Office in L. H. Ford Building. Failure to pay fines on the part of students will be referred to the President. Failure to pay fines on the part of the faculty or staff will be referred to the Library Director.

.05 In addition to the levying of a fine, as provided above, failure to respond to requests for the return of overdue material will lead to suspension of library borrowing privileges in accordance with the guidelines determined by the Library Director.

.06 All students, faculty members and staff members are required to clear their library account with the college before graduating, transferring to another college, or obtaining an official transcript.

4.0 BOOKS LOST, DAMAGED OR NOT RETURNED

.01 A borrower is responsible for library material borrowed in his or her name. Lost material shall be promptly reported to the Librarian.

- .02 Borrowers losing or failing to return material or returning material in damaged condition are subject to the following charges:
- A charge for a replacement copy and processing as determined by the Library Director.
 - All accumulated fines.
 - If a book is returned, but the binding is broken, the cost of rebinding plus a handling charge as determined by the Library Director.
- .03 A clean copy of the same edition of a lost book may be accepted in lieu of the replacement cost, but the borrower will still be subject to the cost of processing.
- .04 All lost material, or material not returned, even if paid for or replaced, will remain the property of the library, and must be returned if found.

5.0 STUDY SPACE

- .01 Study space cannot be reserved.
- .02 Books and personal belongings left unattended, will be at the owner's own risk.

6.0 NOISE

- .01 Conversations shall not take place in study areas and other noise shall be kept to a minimum.

7.0 FOOD, DRINKS AND SMOKING

- .01 Food or drinks are generally prohibited anywhere within the perimeters of the Bishop G. E. Patterson Memorial Library.
- .02 Smoking is never allowed in any part of the school campus or the historical Mason Temple.

8.0 THEFT OR MUTILATION OF LIBRARY PROPERTY

- .01 ASBC considers theft, misappropriation, mutilation, or tampering with materials, equipment or property by any user to be a serious offence. Offenders will be liable to suspension of the privilege of access to library facilities and possible legal actions.
- .02 The Library Director has the authority to impose the following penalties on those using the Bishop G. E. Patterson Memorial Library:
- Replacement costs and/or a fine, the fine not to exceed \$100; and/or suspension of the privilege of access to library facilities for an appropriate period of time.

- Additional sanctions appropriate to students include notification of the student's Dean for appropriate Faculty or School action, with the ultimate sanction being suspension or expulsion from the All Saints Bible College.
- .03 Theft, misappropriation or mutilation of library materials includes:
- Unauthorized removal of material from the library.
 - Falsification of circulation records by willful use of a wrong I.D. card.
 - Deliberate misplacement of library material.
 - The mutilation of books, journals, or other library materials.
 - Tampering with library data files or computer programs.

9.0 LIBRARY DIRECTOR'S DISCRETION

.01 The Library Director may institute other operating rules and procedures for the library, to cover matters not provided in these general guidelines, as are deemed necessary and appropriate for good library economy and service.