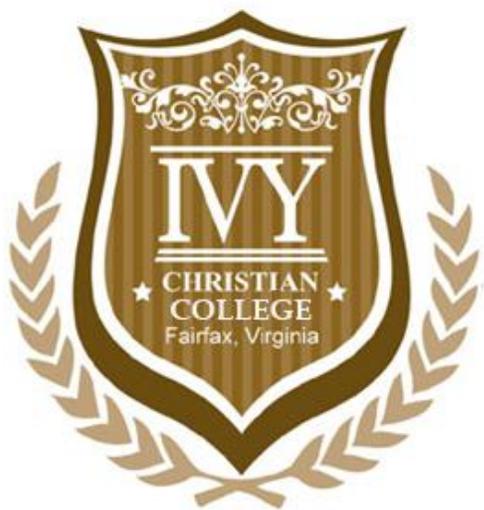


2013 - 2015



IVY
CHRISTIAN
COLLEGE

LIBRARY HANDBOOK



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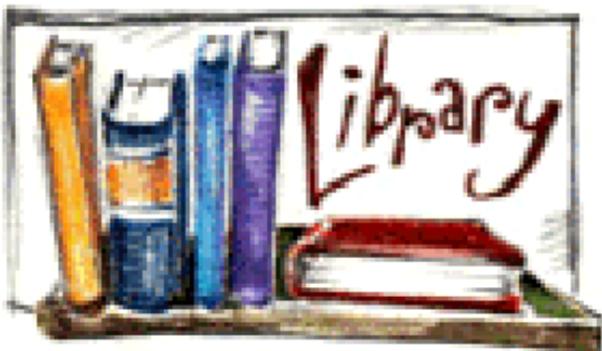
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FROM THE PRESIDENT...

Dear ICC students;

God bless you!

Welcome to the Ivy Christian College.

The scriptural admonition, "study to show thyself approved unto God," is foundational to Ivy Christian College.

The ministry of our school is first and foremost to offer Bible based instruction to those interested in preparing for Christian Service. Day and evening classes are offered in a variety of subject areas by master teachers who know the Master.

An emphasis on fundamental Baptist doctrine and fervent evangelist zeal combine to make Ivy Christian College an exciting place to learn how to "rightly divide the Word of Truth."

The schools proximity to Washington, D.C. presents an unusual opportunity to offer English as a second language to students from varied cultural and ethnic backgrounds using a Bible based curriculum.

As a school we value:

- The message of God's matchless grace to us in Christ through the cross and the empty tomb
- The truth of the Holy Spirit's work in leading us to repentance and in giving us faith to believe this message
- Christ's call to those who repent and believe the gospel to follow him in being sent to our broken world with this message
- The authority of the Bible as God's Word
- Excellence and integrity in our work and in our lives.

As a faculty we value:

- The academic preparation necessary for teaching
- Personal experience in ministry
- Ministry preparation with a clear theological foundation.
- Living and teaching with a passion for the gospel of Jesus Christ.

Sincerely yours

Dr. David Y. Pak
President

FROM THE LIBRARIAN...

The Library Handbook made available for students is of vital importance to your education here at Ivy Christian College (ICC)! Take time to read it from beginning to end. You'll find that it will save you time as you use ICC's Library. Moreover, it will make you a better student and will also aid you in becoming more diligent in your study of God's Word (2 Timothy 2:15).

Most high schools use the *Dewey Decimal* System with which you may be familiar. Our Library, however, is cataloged according to the *Library of Congress* classification system, because that is the one used by most colleges and because it is better suited to a Library such as ours in which the majority of books are in one category. Most of our books, of course, are theological.

There are several other libraries in Fairfax County that you may wish to use. Please come to the library for details.

Please know that the Library staff is here to help you. They will be happy to answer your questions, help you find material pertinent to your needs, and be willing to aid in other ways that may fit your needs. We ask that you help them, also, by being respectful of them, by returning borrowed books by the due date, and by caring for the books and Library equipment.

As you study, as you read, and as you learn to "rightly divide the Word of truth," may you be greatly blessed and may those who hear you preach and teach His Word be led to a deeper understanding of the will of God.



ICC MISSION & GOALS

Ivy Christian College exists to provide trained personnel for the global proclamation of the Gospel and for serving in leadership roles in Bible believing churches.

Based on its Mission Statement, Ivy Christian College will endeavor:

1. To instruct students in biblical knowledge based on the authoritative, inerrant Word of God.
2. To help students integrate biblical principles into the personal, social and professional areas of their lives.
3. To train students to communicate effectively to impact their world.
4. To stimulate within students a spirit of inquiry, investigation and critical thinking so as to equip them to be lifelong learners.
5. To equip students for various kinds of service in the context of the local church and other Christian ministries.
6. To challenge all students at the college to understand and believe the gospel of Jesus Christ.



CLASSIFICATION AND SHELF ORDER

There are two methods of cataloging books in use among libraries -- the Dewey Decimal system, and the Library of Congress (LC) system. At ICC, we use the latter type of classification numbers, because it is more flexible and more suitable to our purposes, since the preponderance of books here is theological.

1. Explanation of LC Symbols

The numbers on the spine of the books have the following kinds of numbers:

For example;

LC classification number BT 301 Life and Times of Jesus

Author's number E 32

Volume number (if the book is one of a set) V. 1

Copy number (if there is more than one) Copy 1

LC Classification Schedule

Each field of knowledge and literature has its own letter prefix and its own particular set of numbers. The letter prefixes for some of the more important fields are founded on the Library of Congress website: <http://www.loc.gov>

2. Library Catalog

All of our books (except a few journals and magazines) are being entered into a new library computer database, LibraryWorld. This system has a user interface (Online Patron Access Catalog) designed specifically for searching the collection. It provides basic and advanced searching with multiple display modes, items status and book jacket display. Simply follow instructions on the computer monitor, using the mouse to point and click, and then typing in the desired author, title, or subject.

Online Public Access Catalog (OPAC)

Before the OPAC can help you find materials, you must tell it what type of materials you need. You have the option of conducting a Simple, Standard or Advanced Search. Click on the specifying tab at the top of the screen.

Follow the instructions on the screen for limiting your search by author, title, subject, call number or other categories. You also have various options to display your results.

The OPAC provides an easy to use clipboard feature that allows you to temporarily save and print your selections.

The Library staff is available for OPAC assistance.

OPAC 24/7 Access

The library's online public access catalog (OPAC) found at <http://opac.libraryworld.com>, extends the Library's hours-of-operation. The OPAC enables researchers to review the school's book and journal inventory (including e-journals and e-books). The OPAC also posts direct links to additional open access books and journals; and database links.

The library's OPAC can be accessed from smart phones at www.libraryworld.com/mobile. Apps are available for the iPhone, iPad and Android.

Additionally, a web-based library guide can be found at <http://www.netvibes.com/ivycc>. This web resource provides links to relevant research databases and websites open access e-resources, as well as links to associations and organizations in the field of Christian studies. The guide also provides helpful information on information literacy.



LIBRARY RESOURCES

A. New Books

Books just received and not yet cataloged are located on shelves in the Librarian's work area. These may be checked out only by permission of the Librarian.

New Cataloged Books

Newly cataloged books are found on the new book shelf. They can be checked out of the Library.

B. Reserve Materials

Faculty members sometimes give collateral reading assignments out of books from their own personal libraries, or from the college Library. Such books are placed in the reserve section to provide for limited circulation, limited only to the class members to whom the assignments have been made. Multiple copies are provided for books in great demand. Loan periods vary from in Library use only to overnight to one week.

The reserve section is located near the Librarians' work area, and books are arranged on the shelf by LC class (e.g. Restoration History) and then by author of the book.

Reserve textbooks are available for use in the Library only.

C. Reference Books

The Reference Section is the central information point in the Library, and it contains the principal encyclopedias, dictionaries, atlases, handbooks, directories, and commentaries that will be useful to you in locating answers to specific questions. These books do not circulate outside of the Library.

Reference Books are marked with "REF" above the LC classification number/call number on the spine of the book. The Library may own additional copies of some of reference books. These copies will have the same call number as the reference book, but will be located in the Circulating Section. These copies may be checked-out.

D. General Section Books

Books whose LC call numbers are not prefaced with "REF" are found in the Circulating Section. They may be checked out of the Library.

About 80% of the Library is made up of these Circulating books. There are books on almost every subject under the LC Classification Schedule.

E. Periodicals (Journals/Magazine)

The Library subscribes many current periodicals, and these are intended to help the students keep pace with the religious and secular world's happenings.

Periodicals are to be read in the Library. Periodicals may not be checked-out of the Library.

Current issues of periodicals are displayed on the periodical rack. When you are finished reading, please replace the periodical in its proper place on the rack. The periodicals are displayed in alphabetical order.

Back issues of periodicals currently subscribed to (and some no longer published) are available for study. Ask the Librarian for the issues you want, or you may search the stacks yourself. When you have finished with the back issue, bring it to the Librarian, and the Librarian on duty will return it to its proper place.

F. Audio-Visual Aids

A few AV aids are housed in the Library. These may include DVDs and CDs. These materials may be checked out just as any book, without rental fee. Computers are available for use of these items in the library.

G. Photocopier

In an effort to aid the student, and to save many hours of tedious copying by hand, the Library makes a photocopier available for student use. Copies are 10 ¢ (ten cents) a copy.

Copyright Policy

Many of the resources that you find on the Internet and in our library are copyright protected. The U.S. Copyright Act, 17 USC §§101-801, gives the owner of the copyright exclusive right to reproduction, distribution, sales, performance and public display to the copyrighted work. You may use all or part of a copyrighted work IF YOU HAVE THE OWNER'S PERMISSION or your use falls under a legal exemption.

Check the documents you are viewing for appropriate statements indicating copyright ownership and what the person or entity holding the rights is asserting. It is your responsibility to respect all copyright laws.

NO ILLEGAL PHOTOCOPIES ARE ALLOWED IN THE ICC AND THE LIBRARY.

PAPER IN THE COPIER/PRINTERS IS NOT FREE FOR THE TAKING.

H. Rare Books

Certain books of archival value are kept in the cabinets by Librarian's desk. Please ask the Librarian for help in gaining access to the rare books.

Rare books may not be removed from the Library, and are to



be handled with extra care, for many are brittle and fragile.

I. Computers for Student Use

Computers are available in the Computer Lab (in 2nd Fl) and the Library for student use. The Library has 3 computers available for student use. All work done by the student is to be saved not on the computer's hard drive, but on thumb/flash/USB drives owned by the patron. In order to preserve drive space, the Library or IT staff may delete files left on the hard drive.

Christian character and courtesy is expected from everyone, and students should be aware that visiting inappropriate websites might result in the loss of access to the network and Internet service or other Library privileges.

A printer networked to the computers may be used to print out completed projects. Work printed through the network will be charged 10¢ per page.

Scanners are available for use upon request to the office.

Rules to insure a virus-free Library; use only drives you know are virus-free. Anti-virus tools are available on the each computer.

If a patron does not take reasonable care to help us guard against a contaminated computer system, the patron may lose the privilege of using the Library's computers.

Help patrons at computer terminals may expect. It has been our intention to make the computers in the Library computer user friendly. We assume our patrons will know how to use a mouse, and the keyboard to perform tasks.

It is not part of the Librarian's job description to teach patrons how to type or how to use a computer. Patrons who are not computer literate should not expect extensive instruction in the use of the terminals. Of course, if the computer "balks," the Librarians are here to help. The Librarian is happy to give instructions to first-time users concerning the use of the Internet, or CD-ROMs, printers, scanners, and databases.

Computers are "allergic" to liquid spills, so care must be taken at all times. Should you damage any equipment, you will be required to pay for the replacement.

J. New Book Lists (and bundles of periodicals)

From time to time, annotated lists of new books just added to the collection, will be found on the Librarian Desk.

Certain periodical publishers send bundles of their papers to the Library for free distribution to the patrons. These may be displayed in the Library, and patrons may help themselves as long as copies last.

K. "Borrow Supplies"

Patrons in the past have asked to "borrow" such items as scotch tape, paper clips, glue, ruler, correction tapes, scissors, staplers, etc.



Many of the most asked-for items are at the Librarian Desk. Please, ask at the desk for the desired item. Students are welcome to use what they need and return the items to the desk. We ask that you help offset the cost by donating any extra items you may have.

L. Other Resources

The faculty members at ICC each have their own personal libraries, including a number of volumes not available in the college Library. The student can often find the information he/she needs by borrowing a book from a faculty member.

M. Other area libraries include:

1. The ICC has an articulation agreement with Lancaster Bible College. The ICC students may use the library of Lancaster Bible College, check out books and must follow the rules of the library of Lancaster Bible College. If you have more questions, visit <http://www.lancaster.edu/> or please ask the librarian or librarian assistant.
2. The Public Library in Fairfax County, "Fairfax County Public Library (FCPL) [www.fairfaxcounty.gov/library]. To checkout from FCPL take your driver's license to open an account for free.
3. The Library at the George Mason University (<http://library.gmu.edu>). There is an annual charge to borrow from the University Library (last known charge was \$40.00) but using material there is possible.

N. Reference Services

The library provides research guidance, tools, and materials to ICC faculty and students. Assistance is available for a wide range of research intents – from the specific needs of a "life-long learner"; to the student looking for resources to complete an independent paper; or to a researcher conducting a literature review for a thesis statement. The library provides both traditional and electronic resources and research tools.

Information Literacy

In a complex and rapidly changing environment, higher education must help students to become information literate. Information literacy enables students to recognize the value of information and use it to make informed choices in their personal, professional, and academic lives. An information literate student effectively accesses, evaluates, organizes, and applies information from a variety of sources and formats. The library is committed to developing programs and instructing students to become information literate.

GENERAL INFORMATION

1. Library Hours

Week		Library Room
Monday		10 A.M. ~ 7 P.M.
Tuesday		10 A.M. ~ 6 P.M.
Wednesday		10 A.M. ~ 6 P.M.
Thursday		10 A.M. ~ 6 P.M.
Friday		10 A.M. ~ 6 P.M.
Sat. Sun. Holidays	Closed	Lunch : 1 P.M ~ 2P.M

The Library is open Monday through Friday during the hours noted above according to the library handbook.

A library assistant will be on duty each morning, afternoon, and evening, with some minor exceptions due to illness and mandatory meetings. A librarian assistant will be available when the librarian is not in. The librarian assistant maintains the same library procedures that the librarian requires.

The Library will be closed on weekends, legal holidays (Thanksgiving, Christmas, New Year's Day, etc.), during authorized all-school activities, and special all-school events.

Please be quiet when using the library. You will be expected to pick up any mess you make, leave books stacked on tables and throw away all trash.

CELL PHONE USE SHOULD BE RESTRICTED TO THE ENTRYWAY. NOBODY WANTS TO KNOW YOUR BUSINESS.

OTHER COMMUNICATION DEVICES ARE SIMILARLY TO BE RESTRICTED INCLUDING COMPUTERS, IPHONES, ETC. TEXT MESSAGING IS ACCEPTABLE WITH A MUTED RINGER.

2. Check- Out Procedures

A. How to check out a book:

Currently, we are using a traditional check-out system.

Updated April 2 2014



When you check out materials, please see the librarian or librarian assistant. Display your student ID, and then the librarian or assistant will record your check-out materials. If no Library attendant is on duty, please, wait for the worker to return to desk.

Books are not to be carried out of the Library unless they have been properly checked out. Any deviation from this regulation may result in severe fines or in curtailment of Library privileges.

We do not require that brief cases/backpacks be checked at the entry, as some colleges have found it necessary to do. Please help us to keep from instituting such a rule. Just do not put books into your brief cases/backpacks to take them home for study purposes without first having them properly checked out for our records. Thus you will help us to keep you from being accused of theft!

WORD OF CAUTION: Never ever check out material in your name for someone else unless you are willing to be held liable. If material is lost you will be held responsible. If borrowed by you and loaned to another person you are still responsible. It is not the librarian's duty to track the chain of borrowers from you to someone else. Return the items to the library for the other person to borrow.

B. Non circulating materials – These are not allowed to be checked-out.

- 1). Reference Books
- 2). Course Reserve Materials (some exceptions)
- 3). Periodicals/Journals
- 4). Newspapers

C. Circulating materials

1) Books

- | | |
|---------------------|--------------------------|
| a) Faculty Members: | Up to 10 books – 4 weeks |
| b) Students: | Up to 5 books – 2 weeks |

2) DVDs and CDs

- | | |
|---------------------|-----------------------------|
| a) Faculty Members: | Up to 5 materials – 2 weeks |
| b) Students: | Up to 2 materials – 1 week |

D. Late Fees

There are penalties on late returns.

Non-reserved materials: 25 ¢ / day / material



Course Reserve materials: \$2.00 / day / material

3. Returning Procedures

Please return the borrowed materials to the librarian before due date and verify your returning of the items by sign on the check-out list. If the librarian or ICC officials do not know about your materials return, a late fee will be charged.

4. Renewal

In order to renew previously borrowed materials, you must make a renewal request either in person or over the phone before the due date. Only one-time renewal will be allowed.

5. Lost or Damaged Materials

If the patrons have lost or destroyed any library materials, he/she must report to the librarian and the student will have to pay for 150% of the original price of the book to the library. Otherwise, a late fee will be charged until the book is replaced. Every effort should be made to find any Library material that has been misplaced, because many of them may be difficult or impossible to replace.

Only books and materials in reasonable condition are circulated. When books and materials are loaned, the Librarian notes the condition. Equipment is in satisfactory working condition when loaned, etc.



Borrowers are held responsible for the condition of the books checked out in their name. It is not wise to give the book to another student, with the book checked out in your name. If the other person loses it, you are the one who will be held accountable!

Keep library materials away from little children and pets. Do not leave books, and especially video or audio-tapes, in the hot sun (on the seat or roof of your car), or where they might get wet.

If the book is lost and later found and returned, and is in satisfactory condition, a partial refund will be made (charged amounts minus late fee).

Patrons who chronically lose books will not be permitted to check out any new books or other Library materials.

While we expect loving care and respect for our Library's materials -- there is a special care the patron must exercise if the materials are borrowed by us from other libraries. We do not wish to lose the privilege of borrowing from others because our patrons lose what they have borrowed. So, do not leave the borrowed materials on a shelf in the hall, or in someone else's car, etc. Take special care of it, and return it in good condition, please!

Persons who mark, underline, or highlight in borrowed books will be asked to either replace the item or pay a \$30 fine for each marked book depending on the damage done.

6. Returning Unwanted Books to the Shelf

It is preferred that unwanted items be brought to the Librarian Desk or left on a table. We will be able to scan the item as used and return it to the proper place. A book that is shelved in the wrong place is lost to the next searcher, so please, DON'T RESHELF.

7. Books not found in the Stacks

If a book listed in the Catalog is not found in its place on the shelf, the student should make inquiry of the person on duty at the desk.

The records may show that the book is already checked out to another student, or it is on reserve. If not checked out, the book may be in use on one of the tables, or out of place for some other reason.

The Librarian on duty will make a special search for it, and it will be available to you as quickly as it is located.

8. Handling books and other Library materials

BE CAREFUL! HANDLE TENDERLY! Some of our books are very old, and will not hold together if treated harshly.

NEVER BREAK THE BACK OF A BOOK, or otherwise mutilate it -- else you will be expected to pay the cost of replacing the book. (If the book will not lay open easily, take a moment to properly "open" it!) – we will be happy to show you how to handle a book.

DO NOT WRITE IN OR UNDERLINE OR DOG EAR LIBRARY BOOKS!

DO NOT CUT OUT PAGES OR ARTICLES FROM PERIODICALS OR BOOKS!

NEVER USE TAPE OR GLUE ON LOOSE PAGES. RETURN TO THE LIBRARIAN ON DUTY FOR REPAIR.

9. Holding material

When a student wants material that is already checked out, a “hold” should be requested at the Front Desk. A notice will be sent, and the book shelved behind the Front Desk. In this way, it will be available for others to use in the Library, and still be available for the one requesting it. Items “on hold” should be picked up within 48 hours of the notice that the material is available.

LIBRARY MEMBERSHIP CARDS

Every faculty and student registered for classes at the Ivy Christian College is eligible to use library services with their student identification cards.

- Faculty / Students should carry the cards with them at all times in order to check out, return or renew books.
- If Faculty / Students lose their identification cards, they must apply for a new card at the college main office.
- If there is any change in their information, faculty/students must notify the librarian and college main office.

CONFIDENTIALITY POLICY

- In accordance with all federal, Virginia, and local laws, confidentiality of all library patrons' library use will be maintained.

LIBRARY STAFF AND ASSISTANTS

Duties of the Librarian Consultant

- a). Assists staff and public with using electronic information sources, software, and the Internet.
- b). Provides assistance/instruction with on the use of library facilities and resources.
- c). Evaluates collections of library materials and selects appropriate material for purchase.
- d). Uses computer to perform a variety of circulation or collection-related duties.
- e). Compiles bibliographies and user guides.
- f). Performs original and edits cataloging, resolves cataloging problems and maintains online public catalog.
- g). Appraises, organizes and processes special archival collections
- h). Provides basic conservation of archival material.
- i). Performs other tasks as required such as destroying or acquiring books and materials recommended by the faculty and the President.
- j). Stays abreast of library and archives issues and trends, reports revenues collected as fines and printing costs to the Academic Dean.

Duties of the Library Assistant

- a). Assists staff and public with using electronic information sources, software, and the Internet.
- b). Provides assistance/instruction with on the use of library facilities and resources.
- c). Perform other duties assigned by the Library Consultant.



- Director of Library: Posted on the Library
- Telephone contact: (703) 425 – 4143
- Email contact: library@icavausa.org