



**Missions College of the  
Greater Washington**

**Library Manual**

2023-2024

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## **INTRODUCTION**

WMCGW library is located on the second floor of the building, with all library books, journals, periodicals, and multimedia materials entered in the school's library database system. The computer lab is equipped with a personal computer for students and faculty to access the school's online resources.

All instructors have access to the computer lab so that faculty and students can use software hands-on. Faculty members also can provide supplemental course material to the students, including videos, slides, and handouts. The library houses over 10,000 volumes in its book collections made available to students for their research and supplemental coursework.

WMCGW has opted for a space sharing and utilization library and learning resource agreement with the Aubrey L. Payne Library of the Carolina Christian College. WMCGW shall work with and under the leadership of Carolina Christian College Associate Dean of Academic Affairs; and with the assistance of the Library Director and the Assistant Librarian.

## **LIBRARY AND LEARNING RESOURCES**

Carolina Christian College maintains a Theological Studies section in its library, and WMCGW students granted access and utilization to these books, as well as the rest of the library's circulating and reference collections.

The WMCGW theological students granted to use the electronic database via the Carolina Christian College Library System, which linked to from the College's Library Resources page.

At the beginning of each academic semester, WMCGW students are given an orientation at the College Library. Pending book orders by WMCGW shall be housed in the College Library. Upon completing the WMCGW Theological book order and receipt, all books must be classified via bar code and call number identification number and placed into the system in a section designated for the WMCGW. WMCGW students shall maintain all specifications and directives provided in this resource manual and are subject to all standards and/or procedures. Further, WMCGW Staff and Faculty will abide by all standards and procedures for funding and assistance as designated within the institution agreement.

The library is a vital part of the educational program at WMCGW. The library supports the WMCGW institutional ministries. It is home to the qualified collection of Korean material that fits to the bilingual research in addition to English written collection.

The library serves a variety of academic disciplines in the humanities and social services, especially concentrating on theology, Bible commentary, church ministries, multi-cultural

immigrant related resources, small business and conflict transformation. The collection of the library numbers currently over 10,000 items including books, journals, videos, tapes, DVDs, and sound recordings. The main collection is in open stacks and arranged according to the WMCGW Classification System. It provides our students, faculty, and staff free access to resources that reflect depth and diversity of opinions, and provides knowledge of the disciplines associated with the WMCGW class offerings and with developing lifelong interests and skills.

Also, within driving distance is the Library of Congress, the second largest library in the world, with collections not limited by subject, format, and research materials in over 450 languages.

## **INSTITUTIONAL INTEGRITY**

Integrity is one of the most important traits of WMCGW. The Board of Trustees, President, administrators, staff, and faculty of WMCGW will operate with integrity, representing itself accurately and honestly to students, and the public. WMCGW shall always strive to glorify and love God in all its endeavors. In furtherance of our stated Mission and Institutional Goals, the Board of Trustees of WMCGW has resolved to adopt the following Ethical Standards which shall be applicable to and adhered to by all members of the College, including all full and part-time employees, faculty, officers, administrators and the Board of Trustees.

### 1. Honesty

WMCGW recognizes that God is the ultimate judge of our intentions and actions. Worldly reputation and temporal recognition are mere derivatives of our earnest prayer to be judged by God with mercy and love. Therefore, as members of the College, we shall always be honest in our intentions and actions toward ourselves, students, and all those with whom we communicate. All records and data shall be created and maintained honestly and with the highest level of integrity and competence by the College.

### 2. Mercy

WMCGW recognizes that we are all sinners whose lives are redeemed solely by God's mercy and Christ's blood. Members of the college shall always look upon themselves and those around them with a merciful demeanor and be spiritually prepared to forgive others as God has forgiven them.

### 3. Financial Responsibility and Transparency

WMCGW recognizes that all material and financial resources are given to us by God's Providence and Grace. Therefore, every member of the WMCGW shall always be transparent in handling matters of finance and in the use of College's resources.

### 4. Avoidance of Conflict of Interest

WMCGW recognizes that excessive personal profit and individual gain must be avoided in all affairs of the College. We exist to serve and to create servant leaders, not to gain wealth. All potential conflicts of interest Standard must therefore be fully disclosed to the Board of Trustees.

### 5. Compliance with the Law and Ethical Standards

WMCGW recognizes that adherence to these Standards clearly must lead to full compliance with all Federal, State and local laws and Ethics regarding governance, operation and financial filing requirements. The College shall therefore strive to continually update its knowledge of these laws and maintain the highest level of compliance with them.

## **LIBRARY SERVICES**

### **PURPOSE**

The purpose of this manual is to serve as a guide for the administration and library staff regarding the daily operations and responsibilities of the library. It includes those policies and procedures to enable the library staff to provide a framework around which the programs and services may most effectively be furnished to students and faculty. As this manual accompanies the WMCGW Faculty and Staff Manual of Policies and Procedures, it will not duplicate those policies and facts provided there. Instead, it will concentrate only on the library's related items.

### **LIBRARY MISSION STATEMENT**

The mission of WMCGW Library is to provide accessible, affordable, high-quality education for students to accomplish their academic or career goals by offering programs that meet the learner's needs in a challenging and nurturing Christian environment. To help accomplish this mission, the WMCGW Library must provide a source of quality materials and information in a setting that will encourage students to search for academic, Christian, and personal truth, to become lifelong learners, and to become leaders and builders in their communities.

### **LIBRARY VISION**

The vision of the WMCGW Library is to provide library services to both students and faculty that will enable them to study effectively and to have current and accurate materials available to support both their curriculum and personal needs for information in their search for academic excellence. This will be done through an up-to-date print collection planned around the course work offered by the college, the addition of computer databases and internet access, provision of reference help, and trained library personnel able to aid students and faculty in learning to use the library efficiently. As the school grows, the library also will grow, working as a partner to the affiliated programs of the school and local community, such as the child-care center and continuing education programs etc.

### **COLLECTION**

The collection will be built around the curriculum, religious, career, general information, and life skill needs of the students. Because work/life balance and relaxation are also important to students' mental health, the library will also provide a small collection of popular leisure reading materials. The library will promote the appreciation of diverse cultures, providing a base of spiritual, historical, and cultural materials to support the study of the heritage and traditions of all ethnic and other cultural groups, in particular the Asian American community.

## **LIBRARY GOALS**

1. To provide a complete, integrated, up-to-date Online Public Access Catalog.
2. To refurbish and re-organize the library to promote student and classroom use by students and faculty.
3. To provide a friendly, studious environment with full reference and support services to students and faculty.
4. To provide a computer study area with internet access, online database access, and software for students to use in the preparation of class work.
5. To maintain an up-to-date reference collection.
6. To build an adequate and balanced collection to support the research and continuing education needs of students and faculty.
7. To provide instructional and awareness programs to teach library and study skills and to increase student consciousness of the beauty and needs of the world around them and the differences they can make upon it.
8. To seek and build financial support to provide adequate materials and services.

## **CIRCULATION POLICY**

The WMCGW Library provides service to students, faculty, and staff with full access to all materials. As the direct circulation agent for library materials, the professional library staff maintains the management responsibility for the entire collection to ensure the availability of information and materials to fill the needs of individual patrons and protect the collection and its integrity for the use of future patrons. As a means of fulfilling this mission, these policies will be followed.

## **LIBRARY USE**

The WMCGW Library is open to the public for the use of the collection within the physical premises. While the general reference and stacks are completely open, not all items can be checked out. Items marked as Reference and items in other special non-circulating collections may be used within the library but cannot be checked out. Items of rare or historical value that cannot be readily replaced or those on reserve for class assignments will be held on a restricted shelf requiring the patron to sign them out for use within the library. Those items will not be allowed to leave the library.

## **BORROWING PRIVILEGES**

Borrowing privileges will be extended to current students, faculty, and staff only upon registration with the library and issuance of a valid Library Card. To obtain a library card, a patron must present proof of current enrollment or employment with WMCGW, most

commonly in the form of a school-issued photo ID. A patron must present their library card each time they check out any library materials. If a patron is without their library card, a driver's license or school-issued photo ID can be used to pull up the patron's account. Each term, a student must renew his card by showing proof of enrollment for the new term. Faculty members will be automatically renewed if currently on the teaching schedule. No person with an outstanding balance for lost or damaged items will be allowed to renew his card until the balance has been paid.

### **BORROWER CONFIDENTIALITY**

As required by Virginia law, the WMCGW Library protects the confidentiality of each patron. Therefore, the library staff will not disclose information concerning any patron's borrowing record unless required by law to do so or unless it is necessary to recover the item borrowed. If the item is urgently needed, the staff will attempt to contact the patron about returning the item.

### **NON-CIRCULATING MATERIALS**

Reference books, periodicals, and some other Special Collections are not circulated by the WMCGW Library. Faculty members only may arrange for short loans of reference books and periodicals for classroom use. Items in the non-circulating Special Collection areas may be used In-Library only.

Materials must be returned to the Circulation Desk during library hours. Patrons are responsible for ensuring that all materials are returned in the same condition in which they were checked out, and that all supplementary parts and pieces are present.

While overdue notices will be sent to the address on record, these notices are a courtesy only as delivery cannot be guaranteed. Failure to receive a notice does not constitute a basis for altering or negating a fine.

### **RENEWALS**

Patrons may renew any materials borrowed from the library provided that no other person has made a request for the item, but in no instance should the renewal last beyond the last day of the term. Books and audiovisual materials may be renewed up to 3 times. Games may be renewed only once.

### **HOLDS**

A patron may request that a hold be placed on any item checked out to another person by either logging in to the library's online catalog and placing a hold from there, or by making a request directly to library staff, either in person or by phone or email. When the item is



returned, two attempts will be made to notify the patron that the book is available. If the item is not called for within three days one week, it will be returned to the shelf for others to use.

## **RESERVES**

WMCGW faculty members may place materials needed for course assignments on reserve by making a request to the librarian. The materials will be pulled and placed behind the desk. Students may request these at the Circulation Desk for use only within the library unless otherwise directed by the faculty member as requested otherwise.

## **LOST AND DAMAGED BOOK CHARGES**

Patrons are responsible for returning library materials on time and in the same condition in which they were checked out. Any items checked out are automatically marked as Lost once they have been overdue for 90 days. When an item is marked as Lost, a replacement fee is automatically assessed to the patron's account equaling the current retail cost of the item, or \$40 if the current retail cost of the item is unknown and cannot reasonably be assessed. A replacement fee is also charged if an item is returned with damage sufficient to render it unsuitable for further circulation, at the discretion of the librarian. Library items that are returned with parts missing (e.g., a disc missing from an audiobook or pieces missing from a game) will remain checked out until the missing parts are returned. Efforts will be made by the library staff to contact the patron who checked out the item and inform them of the missing parts. If the missing parts are not returned in a timely manner, a replacement fee will be charged to the patron's account.

Patrons with fees or overdue items on their account cannot check any more items out until their record is cleared. Any fees must be paid directly to the business office for crediting to the library account, and the receipt returned to the library to clear the library record. An unpaid replacement fee for a missing item may be waived if the item is returned before the fee is paid. If a patron has paid a replacement fee, that fee cannot be refunded, even if the item is returned later.

## **ONLINE RESOURCES**

The library is a partner with the Carolina Christian College which has many available periodicals, newspapers, and other reference online databases through this program. The library includes multiple separate databases with full-text access to thousands of periodicals and other references, many of them with many years of retrospective files. The WMCGW students and faculties can access the Carolina Christian College's library (<https://carolina.edu/payne-library-test/about/>) database for the research and study in each program.

## ***AUBREY L. PAYNE LIBRARY***

WMCGW has entered into an agreement with Carolina Christian College that allows all students and faculty to access online materials from the Aubrey L. Payne Library. This agreement provides students with access to online library systems and resources available in religious material databases. Several of these resources offer remote access passwords that allow access from off-campus computers. See the librarian for this information and help with using these resources.

There are computer workstations available for use in the adjacent computer lab for students to access online databases. The L.I.R.N. (Library and Information Resources Network) database for general and religious database (<https://www.lirn.net>), ATLA Religious Database (<https://www.atla.com/research-tool/atla-religion-database/>) online offers thousands of statistical datasets to facilitate research, reference, and analysis. The DBpia (<https://www.asiaportal.info/journal/dbpia/>) provides a formal database structure of KOREAN and other Asian resources for the students who are more familiar with their own language. Christian Periodical Index (<https://www.acl.org/christian-periodical-index-cpi/>) is a collection of many databases that provide access to thousands of journals, magazines, newspapers, dissertations, and other publications by the keywords of Christianity. Our online subscription services are provided to students with login credentials.

The Librarian helps form queries while on duty so that learners derive the maximum impact possible from these resources. The librarian compiles study guides that relate to different offerings in the curriculum.

## **LIBRARY INSTRUCTION**

The library staff is responsible for giving organized instruction in the use of the library, its resources, and services to the faculty, staff, and students. The librarian will arrange to present orientation classes to all incoming students. Additional training will be presented on an as-needed basis through regular classes, particularly English, Writing, Humanities, Speech, History, and Government. Topics can range from simple tours and basic "How to use the catalog" to access online databases and explanations on how to research topics via the internet. Faculty members are encouraged to meet with the librarian early in the term to schedule library instruction and prepare for class assignments and other research assignments. The librarian staff will do all within reason to assist with those requests.

## **REFERENCE ASSISTANCE TO PATRONS**

Reference assistance is individualized help in finding a specific piece of information or locating specific items or materials on a particular topic. The reference librarian is ready to provide such assistance to all library patrons. The library staff will provide assistance with the use of computer databases, the electronic catalog, searching the internet, and using computer word processing and presentation programs to prepare class assignments and other personal informational needs.

## **COORDINATION OF LIBRARY AND FACULTY GOALS**

The library staff will work to establish ongoing relationships with faculty members with the goal of enhancing better communications to improve resources and services. Efforts will be made to facilitate library/faculty collaboration in collection development activities, increasing library awareness of faculty needs for teaching and research, developing innovative means of improving services to the college community, and building student use and appreciation for the role of a library in everyday informational needs.

### **BOOK SELECTION**

Book selection is a major responsibility of the librarian. In order to have a relevant, well-rounded, useful collection, the librarian is encouraged to seek the recommendation of faculty members for new acquisitions. If possible, faculty recommendations are honored and all patron suggestions will be considered for purchase. To implement book selection, the following criteria should be used when recommending library materials

1. curriculum-related
2. authoritative research sources
3. current and up-to-date subjects and topics
4. standard sources
5. not available in current library resources
6. recommended resources from peer-reviewed journals
7. recommended book reviews

The sources for selection should come from reliable sources such as the following: 1) CHOICE Reviews; 2) scholarly journals; 3) reviews in library and book trade journals; 4) published bibliographies; 5) recommended readings for the college's courses, and 6) publisher's catalogs

Recommendation forms are available in the library and will be distributed from time to time at faculty gatherings. In addition, a suggestion box is kept at the circulation desk for patrons to leave comments and suggestions.

### **HOLDING OF BOOKS**

The library's holdings consist of both print and digital titles. There are over 10,000 print books and huge number of eBooks are accessible through the online resources. The library maintains subscriptions to print journals, magazines, and newspapers. WMCGW also subscribes ATLA Religious Database and other resources, which offer thousands of datasets to facilitate research, reference, and analysis. This helps ensure the students have access to scholarly work in their field of study and research.

<b>CATEGORY</b>	<b># of PRINT TITLES</b>	<b># of DIGITAL eBook TITLES</b>
Biblical Theology, Commentary	1,000	Depends on online resources
Systematic Theology	1,000	Depends on online resources
History & Literature	1,000	Depends on online resources
Pastoral Theology (Ministry & Counselling)	1,000	Depends on online resources

Missiology	500	Depends on online resources
Education & Sprituali	1,500	Depends on online resources
Homiletics	1,500	
Generals & Humanities	2,000	Depends on online resources
Thesis & Journals	500	Depends on online resources

## **LIBRARY RULES OF CONDUCT**

Rules and regulations are made for the general good of the library and to assure that all patrons have the opportunity to learn and use the library materials in a pleasant, attractive setting. Please be considerate of others by following these guidelines.

1. Quiet: The library is a place for reading and research; therefore, a quiet atmosphere must be maintained in all areas. Keep voices low and conversation to a minimum. If you are using AV materials, please keep the volume as low as possible to avoid disturbing others.
2. Patrons should not lend materials checked out in their name to anyone else. The borrower is still responsible for materials until return or payment for the loss.
3. Failure to maintain suitable standards of conduct or dress in any part of the library will lead to disciplinary action through referrals to the dean. Noisy or offensive behavior will result in being asked to leave the library. All patrons are expected to always treat everyone with courtesy and respect.
4. Smoking is not permitted in the library.
5. Cell phone use in the library is discouraged. Please keep phones on vibrate within the library and speak softly if their use is necessary.
6. Food and drink are not permitted in the public areas of the library.
7. Anyone entering the library under the obvious influence of either alcohol or drugs will be asked to leave. Security will be called to escort anyone refusing to leave voluntarily.
8. Patrons should help maintain the appearance and use of the library by returning all materials to the desk for shelving and by cleaning up wastepaper and other debris or clutter around their work area.
9. All patrons are asked to sign into the library when entering in order that statistics may be obtained for the use of the library. This information is frequently needed when applying for accreditation or grants. Only totals will be reported or kept. No personal information will be divulged to anyone outside the library staff.

## **CODE OF CONDUCT FOR LIBRARY USE**

Enrollment in the college places on each student the responsibility to conduct himself / herself in accordance with the standards of behavior acceptable to the college. Among these are the following:

1. The personal and social behavior of students should demonstrate that they are maturing and responsible members of the college community.
  - a. Every student is held responsible for any damage he or she may do or cause to be done to the property of the college or to that of any member of the college community.
  - b. Any student whose deportment embarrasses or harms the college will be deprived of the privilege of representing the college at any public event and may be subject to further disciplinary action.
  - c. Any student who causes another person to suffer physical harm or indignities may be expelled from the college.
2. Personal behavior of students and other members of the college community must conform to standards of propriety consistent with the maintenance of a Christian atmosphere, with the laws of the state and of the nation, and with safety precautions.
  - a. Keeping or using firearms on campus or in or near college housing is prohibited.
  - b. The use of or possession of illegal or non-prescribed drugs having narcotic or hallucinogenic effects is prohibited on campus.
  - c. The illegal use or possession of intoxicants among members of the college community will not be tolerated. Public intoxication of a student may lead to expulsion or other disciplinary action.
3. Student-sponsored activities are expected to be consistent with the purposes and goals of the college. For more information about college rules and regulations, see the Student Handbook.