

American West College



LIBRARY Handbook and Policy 2024-2025

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1. INTRODUCTION

I. INSTITUTIONAL MISSION STATEMENT

American West College is a higher education institution that equips students so they will be academically enriched and spiritually empowered to lead others

- To Christ
- To deeper lives of discipleship
- And to help fulfill the Great Commission.

This mission is an expression of our passion that our students will spread the knowledge of God throughout the world as the waters cover the sea.

II. INSTITUTIONAL GOALS

To fulfill its mission, American West College is committed to provide its students with:

- Theological knowledge
- Ministry skills and field experience
- Spiritual passion
- God's heart for all nations
- Background to pursue advanced degree programs geared to professional Christian ministry and world missions

As an institutional goal, AMERICAN WEST COLLEGE aspires to

- Supply leaders (Pastors, Associate pastors, Missionaries, Lay Leaders) for the Presbyterian Church International General Assembly and associated churches.
- become one of the most outstanding missionary training programs in the Korean-American community.

III. INSTITUTIONAL OUTCOMES

As a result of graduating from American West College, students will:

- Demonstrate a strong commitment to the Lordship of Jesus Christ;
- Demonstrate the fruits of a Christian lifestyle and mindset;
- Acknowledge and demonstrate the authority of Scripture in their life and ministry;
- Demonstrate an advanced knowledge of Scripture and the ability to effectively

communicate it;

- Demonstrate a mature knowledge of Reform Theology;
- Evidence a commitment to world evangelism and the ability to share their faith;
- Demonstrate the ability to effectively minister in the Korean culture and within cross cultural environments.

IV. LIBRARY PHILOSOPHY

American West College seeks to present truth with a view to the rational integration of the major fields of learning in the context of Biblical revelation. At the same time, it seeks to promote the realization of Christian values in student character. The teaching of the Bible is regarded as an essential aspect of university education, not merely as an additive but as a unifying factor and a necessary foundation in the education process. The primary purpose of AMERICAN WEST COLLEGE is to prepare men and women for Christian ministry. It may also provide training for lay or vocational ministries as well as preparatory courses for advanced studies in areas beyond the AMERICAN WEST COLLEGE experience. The university library assumes its responsibility in this educational process by providing the necessary materials to support the curriculum of the institution. The library assumes the responsibility of providing access to materials that touch on all avenues of human culture. These might include history, literature, art, science, etc. This is an important part of an effort to maintain a balanced collection that will allow for a broader educational experience on the part of the library user.

The university library is also responsible for providing the necessary setting, equipment and atmosphere needed for the educational pursuit of its users.

V. LIBRARY MISSION AND GOALS

The mission of AMERICAN WEST COLLEGE Library is to support the institution's mission, objectives, and curriculum. The purpose of American West College Library is to be a major resource for theological learning and research, serving the information and research needs of the students and faculty. To fulfill this mission, we provide the bibliographic resources, research services, and study environment necessary for the training of men and women for Christian ministry. Recognizing that the school's mission is primarily to prepare men and women for professional ministry, the library's holdings are designed to reflect strong depth in Biblical studies, theology, and ministry. At the same time, a significant general education collection is assembled

to help provide a Christian worldview.

In support of the mission, the library is committed to the following goals:

- To develop a collection which documents the diverse literature and tradition of the church in both the Korean and English languages
- To develop a collection that directly supports each course in the school's curriculum
- To provide useful and easily usable methods of finding information (e.g. catalogs, indices, databases)
- To implement services that meet the information needs of users, programs to teach effective research skills, and strategies for recruiting and training competent staff to deliver these services
- To be both a library with or without walls by subscribing to digital libraries and databases that are accessible wherever students may find it necessary to access information as part of their studies.
- To provide links to local or consortium library systems or resources
- To develop a collection of adequate size and depth to support the curriculum and research needs of faculty and students
- To provide an environment that is conducive to learning, and the delivery of services, collections, and electronic/computerized resources

VI. LIBRARY OBJECTIVES

- To select and collect current and retrospective materials in various formats that will enhance the collection.
- To provide facilities and equipment that will meet the needs of the users and allow access to all forms of materials.
- To provide materials and assistance to the faculty in order to supplement and augment their teaching methods.
- To contribute to the student's educational experience through introductory programs and specialized bibliographic instruction.
- To provide adequate access to materials to meet the needs of the university community.

VII. LIBRARY COLLECTION

AMERICAN WEST COLLEGE's first goal is to provide a study level collection-which means one which "supports undergraduate or graduate course work, or sustained independent study...." In the area of Biblical and theological studies the library will move towards Research Level which includes the major published source material and selection of specialized monographs, as well as an extensive collection of journals. This latter level is a long-term goal.

There are over 18,400 volumes including general and theological reference books, audio-visual materials, videos and periodicals. The library is designed for maximum efficiency to serve bibliographic and research needs for the literature of theology, missions, biblical languages, Christian

education, church history, leadership, anthropology, psychology and practical ministry. Volumes are constantly being added and updated to the valuable collection.

American West College also has a cooperative arrangement with Biola University to allow AMERICAN WEST COLLEGE students access to their library and library services. These agreements greatly enhance the research capacity for AMERICAN WEST COLLEGE students. If there is a need for further research, students have access to the BIOLA University Library and Evangelia University Library.

2. LIBRARY POLICY AND OPERATIONS

A. Facility

The library is spread out on three different floors. The third floor has general collection shelves and a reading room. The second floor has reference and reserved collections, periodicals and newspapers, computers, a copy machine and a circulation desk. The work station is located downstairs which also has a reading room and a copy machine.

B. Hours of Operation

Monday - Friday; 3:00 p.m. to 9:00 p.m.

Saturdays, Sundays and holidays; Closed

C. Circulation

In order to check out book students have to present a library card. All circulated information will be recorded in the computer along with due dates. Those who are not registered students at AMERICAN WEST COLLEGE, an annual fee of \$25 will be charged to make a library card.

General collection: Students - 10 books for 2 weeks.

Faculty - 15 books for 4 weeks.

Others - 7 books for 2 weeks.

Reserved Items: As needed for one day only.

Reference books, periodicals & newspapers: library use only.

D. Returning Items

All items have to be returned within the due date; otherwise a late fee of 25 cents will be charged per item per day.

E. Extensions

The checked-out books could be extended for one more week and would be done so by telephone.

F. Lost Books and Fines

Lost books will be fined \$50 on the top of the current price of the item.

G. Library Users Etiquette

- Do not re-shelve library materials after use.
- Turn off cell-phones in the library.
- Food and drinks are not allowed.

H. Library Staff

Recognizing that the library is an important focal point of the university's life in fulfilling its mission, the institution is focusing resources towards it. AMERICAN WEST COLLEGE has excellent experience and credentialed librarians (MLS).

Librarian: Douho Im, M.S.L.S.

Assistant Librarian for Electronic Resource/Distance Ed: Grace Lee, M.A., MLS Student

Assistants: KyungJa Cho

3. ADMINISTRATION AND PERSONNEL

I. ADMINISTRATION

The administration of the library is the responsibility of the head librarian. The head librarian is assisted by an assistant librarian, library assistants, and various student workers.

A. Place in the institution

The library functions within the educational environment of the university. It provides a service to the students, faculty, staff, and community friends. It also administers a percentage of the overall budget. The academic dean oversees the administration of the library. Policies are developed by the Library Committee to be submitted to and approved by the academic dean.

B. Service Policy

The following policies have been established to emphasize the service aspect of this facility:

- Cell phones should never be used while you are working at the front desk or assisting library users.
- Those assigned to work the front desk are expected to stay in that area.

- It is essential that the library be staffed during the posted hours of operation. In the case of emergencies, the librarian or the librarian's immediate supervisor will determine the best course of action. At no time should the library be left with anyone but library staff without the librarian's approval. Also at no time should the library be left open and not staffed.

C. Head Librarian

The librarian is authorized to supervise the library and build the collection of material so as to support the curriculum of the school. The collection is to be built with ample input from faculty. The librarian is also responsible to assure that the library provides appropriate information services to students and faculty, catalogues and provides efficient access to cataloguing, safely preserves the collection, and meets all accreditation requirements. The librarian holds faculty status, has the prerogative to attend faculty meetings, and is often expected to give presentations in faculty meetings. It is the faculty that must give the assignments that will cause students to use (and to learn to use) the faculty. Therefore, the librarian must work through faculty to insure the library will be well used by students. A complete job description can be found in the Administrative Handbook (see Duties of the Librarian).

D. Duties of the Librarian

The librarian holds a faculty-level position and is authorized to supervise the library and build the collection of material so as to support the curriculum of the school. The collection is to be built with ample input from faculty. The librarian is also responsible to assure that the library provides appropriate information services to students and faculty, catalogues and provides efficient access to cataloguing, safely preserves the collection, and meets all accreditation requirements. The librarian supervises library staff (including student workers and volunteers), and has full authority to operate a budget to purchase library materials (e.g. librarian does not need to ask permission each time he or she orders books or budgeted equipment). The librarian reports directly to and is supervised by the academic dean.

1. Qualifications

- An earned graduate degree in library science or its equivalent (e.g. MLS, Master of Information Services)
- Ability to organize and develop the library collection

- Ability to organize and supervise staff
- Ability to work with faculty and students, and under the academic dean
- Ability in both the Korean and English language
- Demonstrate a personal ministry and lifestyle reflective of the mission of American West College

2. Duties and Responsibilities

The Librarian determines the hours of operation and makes the appropriate assignments to provide coverage. The library's hours are not always in harmony with other aspects of the institution. However, the librarian should attempt to assure that library services are most available at the times which are most convenient to students.

- Assure that faculty provide input to the librarian (e.g. that instructors visit the library when planning a course, encourage instructors to make assignments that cause students to use the library)
- Takes a leading role in the library committee (e.g. assuring that meetings are scheduled and are productive, assuring that policy is developed and revised)
- Keeps administration informed of library problems and needs
- Interprets library mission, objectives, and policy
- Analyzes, evaluates, and generates recommendations from library data and institutional research
- Sees that library materials are safely maintained, organized, and made accessible (e.g. catalogued)
- Builds a collection that supports the mission, goals, vision and curriculum of the school
- Recruits faculty input in materials selection
- Maintains suitability of student study space
- Oversees the work of the library committee
- Maintains and improves the library handbook
- Sees that library meets all accreditation requirements (including working with faculty and administration to see that student use is appropriate to an accredited school)
- Prepares and oversees library budget
- Maintains program of professional development

3. Appointment

The office of librarian shall be appointed by the COO upon recommendation of the academic dean.

4. Performance Evaluation

The librarian is evaluated annually by the academic dean. The criteria used are:

- Are faculty members meeting with the librarian to plan their courses and evaluate library needs?

- Was annual budget appropriate?
- Did library committee have at least one meeting for planning and one for evaluation?
- Has produced library service data on transactions, faculty/staff input, staff hours, library user data
- Has met with each faculty member before his or her class has begun
- Has made purchases according to budgeted categories
- Has overseen budget in a competent and honest manner
- Has directed and produced minutes for at least two Library Committee Meetings this year

5. Annual Project Calendar

July

August

- Library Committee (annual planning meeting) – Librarian
- New Student Orientation – Library, student ministries, registration, CAO, Student Dean
- New Student Library Orientation – Librarian
- Check which faculty members have not yet met with the librarian – Librarian

October

- Completes library portion of ABHE statistical report – Librarian

November

December

- Check which faculty members have not yet met with the librarian – Librarian

January

- New Student Library Orientation – Librarian
- Library Committee (annual planning meeting) – Librarian

April

May

- May 31 Deadline for submitting Preliminary Budget Request Worksheets to business manager – All who operate budgets – Librarian
- Library Committee (including evaluation and accreditation compliance audit) – Librarian

June

- Produces notes from annual institutional research – Librarian

E. Policies

Written policies and procedures are essential for all AMERICAN WEST COLLEGE community. This policy manual serves as a basis for decision making for the library, its clientele, and services.

Responsibility for review and revision of policy (i.e., this handbook) is delegated to the librarian (who will rely on the Library Committee for advice on changes that he or she recommends).

F. Library Assistant's Job descriptions

Library assistants should understand the role and the procedure of the library for the effective service. Any library assistant should know the following job descriptions.

- Read library handbook first and get acquainted with library works.
- Book shelving
- Circulation (Check-out and check-in books)
- Answer simple questions
- Preparation of books to process – taping, stamping, barcode & data printing, labeling, and shelving in right place
- Any works (job) at the library that is requested by a librarian

G. Evaluation

The library maintains systematic evaluation of its policies, collection and procedures. The policies contained in this handbook are to be periodically reviewed by the Library Committee. The Library Committee is also to carefully review library-assessment material in annual institutional research reports. Material from the institutional research plan includes comparisons with other ABHE schools (i.e., comparing AMERICAN WEST COLLEGE with schools in our size category on the annual ABHE statistical report), the Library Mission and Goals section of the Student Perspectives Survey, and Division Analysis of Library Collection Form, Concentration Analysis Worksheets, Library Collection and Course Support Information Forms, and personnel evaluations.

H. Budget

The budget is allocated for each year with the fiscal cycle starting on July 1 and ending on June 30. The librarian will participate in the AMERICAN WEST COLLEGE budgeting process through submission of a Preliminary Budget Request Worksheet and by responding to a Preliminary Budget Response Memo. The university plans to normally provide a library budget of around 6% of the school's budget (although extra funds may be provided when special library growth is

needed).

Additional budget may be added to the library budget from the following sources:

- designated donations
- book sales
- special offerings
- payments for damaged, lost and overdue books.

II. IMPORTANCE OF OTHER PERSONNEL

A. Library Committee

The library personnel may include: a head librarian, associate librarians, assistant librarians, library assistants, and student workers. Staff needs are determined through two processes: evaluation and budget. The Librarian may recommend policies for library staff to the academic dean.

The Library Committee is involved in planning, evaluation, policy, and other areas of decisions. Members of the committee include the librarian(s), faculty, and students. Generally, the committee meets two to three times per year. Minutes are taken and maintained by the Librarian.

The important work of evaluating the library is facilitated by various tools. The committee will review annual reports from the institutional research committee (i.e. Library Mission & Goals Survey in the Spring Student Survey which is administered every other year, Benchmarking the ABHE Statistical Report). Other research projects will be conducted by this committee in cooperation with the faculty. Individual faculty members will be asked to analyze library materials appropriate to an upcoming class (see Syllabus Library Section below). The library may also choose to compare holdings with bibliographies (e.g. ABHE lists) or bring in an outside evaluator as a consultant (e.g. a librarian from another school). Such research will be helpful in planning and setting spending priorities.

AMERICAN WEST COLLEGE library committee is as follows:

Chair: Douho Im (Librarian)

Members: James Koo Kim (Academic Dean)

Nam Kim (Student Service)

Grace Lee (Administration)

B. Faculty Participation

Faculty participation is crucial for a university library. Only by faculty input can the library

become an effective tool for the school to achieve its instructional goals. Only by faculty participation will the library be used by students. Therefore, faculty are extensively used to select materials (e.g. via bibliographies on syllabi, via evaluation worksheets, via meetings with the librarian). The academic dean encourages each professor to meet with the librarian while preparing a class. Faculty are also invited to partner with the librarian in conducting one class session in the library.

4. COLLECTION DEVELOPMENT

I. INTRODUCTION

A. Library and its Setting

AMERICAN WEST COLLEGE is established as a four-year Bible university and a graduate theological seminary. The university is committed to providing a strong Christian education in Biblical, professional and general studies. It provides the highest possible quality education for the individual development of each student. It is within this environment that the library operates.

B. Library Clientele

The **AMERICAN WEST COLLEGE** Library is a learning resource center for the students and staff of **AMERICAN WEST COLLEGE**. Its primary goal is to provide adequate research and curriculum support materials for the immediate university. Pastors, church leaders and lay people of the community are welcome to use the facility according to the established policies for use. This may involve a fee. (See circulation policies.)

C. Library Organization

The university employs a Librarian with an A.L.A. accredited M.L.S. or similar graduate degree in library science. It may also have positions for an associate, an assistant, a library assistant, and an archivist and work-study student.

D. Classification System

AMERICAN WEST COLLEGE library materials are classified according to the U.S. Library of Congress Classification Schedule (LCC). Resources can be found by the author, title, and subject through the library web site. The web site address is: <https://americanwestuniversity.com/library/>

R	Reference Material
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BS 1320	Classification Number
.P52a	Author Number
2005	Publication Data
v.2	Volume Number
c.2	Copy Number

The Library of Congress Classification is as follows:

A	General Works
AE	Encyclopedias
AN	Newspapers
AP	Periodicals
B	Philosophy
BC	Logic
BD	Speculative Philosophy
BF	Psychology
BH	Aesthetics
BJ	Ethics
BL	Religions, Mythology
BM	Judaism
BP	Islam, Bahaim
BR	Christianity
BR140-1500	Church History
BR1320	Korean Church History
BS	The Bible
BS1-699	Bible
BS 700-1900	Old Testament
BS 901-3000	New Testament
BT	Systematic Theology
BT 1-97	Doctrinal Theology
BT 98-180	God
BT 198-696	Christology
BT 700-848	Anthropology
BT 819-1480	Eschatology
BV	Practical Theology
BV 1-525	Worship
BV 590-1650	Ecclesiastical Theology
BV 1460-1612	Religious Education
BV 2000-3705	Missions
BV 4000	Pastoral Theology
BX	Denominations and Sects
BX 9400	Reformed, Calvinism
C	Auxiliary Science of History
D	History, General
DS 90-940	History of Korea
E-F	History of America

G	Geography
H	Social Sciences
J	Political Sciences
K	Law
M	Music
N	Fine Arts
P	Language and Literature
Q	Science
R	Medical Science
S	Agriculture
T	Technology
U	Military Science
V	Naval Science
Z	Bibliography and Library Science

Since our library majors in theological materials, the majority of our materials are listed under BL through BX.

II. SELECTION

The library collection should be a reflection and extension of the entire AWC mission. Thus, library materials are selected in keeping with the AWC mission, goals, program objectives, and program curricula. One implication of this policy is that acquisitions (whether gifts or purchases) always have to be evaluated on the basis of need, available funds for purchasing and processing, balance of holdings among subject areas or curricular programs, and weaknesses or strengths of existing collections.

A. Selection Responsibility

Faculty members, administration and students are encouraged to make recommendations for materials. These recommendations are submitted to the Librarian. Upon submission it will be determined if: (a) the material is already in the collection, or (b) if the material is available, or (c) if the material falls within the selection criteria for the collection. If the material is not already in the collection, is available and falls within the scope of the collection it is placed on a request list.

The ultimate responsibility for the quality and balance of the collection rests with the Librarian. All of the decisions for the selection and acquisition of materials must be approved by the Librarian.

B. Recommendation Procedures

- Requests may be submitted at any time.

- Publisher's catalogs may be submitted with the items for consideration checked. Requests may also be submitted on paper with the author, title, publisher and ISBN listed. Requests with the same information may be submitted by email to the Librarian.
- Upon receipt of the requests, the library staff will review and notify the faculty member if:
 - The material is in the collection
 - It does not meet the criteria for selection
 - It is out of print
 - Budget allocations are sufficient or insufficient for the request
 - It was placed on order and its expected arrival

C. Selection Criteria

In selecting and acquiring materials, the following criteria will be considered:

Scope: Primary attention will be given to the support of the curriculum of AWC. Areas outside the range of the curriculum will be supported minimally with reference tools such as: handbooks, encyclopedias and dictionaries. It is not the intention of the library to compete with local public libraries in collecting materials of a recreational nature.

Planning: Special needs, such as the development of a new study program, have important implications for new acquisitions and require appropriate proportions of library funding. Such needs (and required funds) are often apparent in the current Five-Year Plan.

Value: The selection process shall give major consideration to the authority, accuracy, timelessness and reputation of the author and publisher. Evaluation of the material may be made through the use of reviews, bibliographies and/or professional judgment of the faculty and professional librarian.

Format: The library may collect and preserve materials in any type of format that can be adapted or used in the present library facilities. This includes print, cassettes, video, manuscripts, microforms, slides, computer software and various other audio-visual formats. The need to support distance education students (and the convenience for on-campus students) is increasing the importance of electronic resources.

Duplication: Only one copy of an item will be purchased. There are occasions when duplicates are acquired. The retention of these items will be determined (by the Librarian) based on usage and age.

Categories not acquired: (a) materials that are excessively priced, particularly rare, out of print,

antiquarian books, (b) textbooks of a general survey nature published for classroom use (c) Foreign language materials (i.e., neither Korean nor English) for which neither faculty nor students have reading skills.

Language: Priority is given to materials in the Korean language.

D. Selection Levels

Materials that do not directly support the curriculum will be collected from the minimal to basic range. This provides for the specific reference tools or well-known classics to introductions. This allows the library to have a broad selection of cultural and religious materials, thereby offering a balanced collection.

Curricular support materials will be collected in the range of initial to advanced study. This will provide support for the course work on both the undergraduate and graduate level.

E. Selection Aids

Numerous materials are used as selection aids for acquisitions. These include: specialized bibliographies, reviews, recommendations, reputable publisher announcements, faculty reading lists and faculty suggestions.

F. Selection of Serials, Indexes and Databases

Serials are purchased or gift subscriptions accepted for the following reasons:

- To provide electronic resources necessary for distance education students and to enable on-campus students to find useful resources when not on campus.
- To provide current information in the various field of study.
- To provide information not available in any other format.
- To offer current scholarship for the faculty in various fields of study.
- To provide current news items, religious current events and cultural exposure.
- Suggestions for new serial subscriptions should be submitted in the fall of the year to be considered in the next annual budget. Additions or deletions to the serial holding are determined by the following criteria:
 - Curriculum support
 - Number of serials currently in that field
 - Accuracy and objectivity of the serial
 - Accessibility of the serial through indexes

- Availability of the serial through a database
- Subscriptions identified for deletion will be discussed with the appropriate division head before the final decision is made.

III. COLLECTION DEVELOPMENT POLICY & PURPOSE

The primary purpose of the Library's collections is to support the educational programs of American West College. To promote use, our librarian assists both students and faculty. Assisting students includes user assistance, training, guidance materials, new student orientation, information on website, and listing new books. Assisting faculty includes meeting with the librarian to evaluate materials present and needed for an upcoming class, encouraging faculty to make assignments that make use of reference, offering scan and ransack sessions for students, and other resources, and other help as requested.

A. Evaluation

A growing collection requires systematic and periodic evaluation. There are three evaluative approaches. The first involves the curriculum. The various courses are matched to the appropriate subject. Quantity, scope and publication dates are evaluated to determine coverage and needs. The second approach involves the use of specialized bibliographies. A select list may be used and matched to the correct holding. Areas of strengths and weaknesses are noted and selection lists are developed to increase holdings in the appropriate areas. The bibliographies also help to determine what gift materials will be kept and what will be discarded. The third area involves usage and the user. Surveys for students and staff are distributed as part of the institutional research plan (see samples in Appendix I). These provide more information than just collection strengths and weaknesses. They also serve to evaluate achievement of the library mission and goals, hours of operation and staff effectiveness.

B. Deselection

The library collection will be examined periodically and weeded as necessary on a regular basis. The weeding of library materials will be performed by the librarian in consultation with the faculty. The weeded materials may be on book sale to generate additional budget for the library. The following criteria is used for this process:

1. Does the library possess a later edition or superior revision?
2. Is the material outdated?

3. Is it relevant to the present curriculum?
4. Is it a duplicate? Are there multiply copies available?
5. Is the material in need of repair or beyond repair?
6. What is the circulation history?

C. Inventory

A systematic, rotating inventory is done over a period of 3 years. Missing items are identified and removed from the database. A lost list is checked against gift material. Items that meet replacement criteria are placed on an acquisition list. Monies for replacement may come from the restricted library fees paid by community users.

D. Replacement

Resources that are missing, lost, or withdrawn because of wear will not automatically be replaced. The merit of the book, serial, audio-visual material, or other material must be evaluated by the librarian before replacement copies are authorized. Demand for the resource, its value to the collection, and whether or not it has been superseded by a new edition or newer material should be considered as criteria in requesting replacements.

E. Conservation and Preservation

The following general policies will be followed to preserve the collection.

1. Materials available in paperback will be covered with laminate styles covering.
2. Hardback materials are preferable to paper unless the cost is too prohibitive.
3. Acid free products will be used for repairs.
4. Dust jackets on new items will be covered.
5. Humidity & temperature settings will be kept constant as the system allows.
6. The library will be kept clean to avoid insect infestations.
7. Materials that have become moldy or contain mildew will not be added to the collection. Items in the collection that have become diseased will be removed.

IV. BOOK DONATIONS AND OTHER GIFTS TO LIBRARY

Gifts of books or other materials should be subject to the same criteria as books purchased. Materials should be in usable condition, should support the mission and curriculum of AWC, and should not contribute to a serious imbalance in types of books in the library's holdings. Gifts of books or other materials are accepted only on the condition that the librarian may make other

disposition of the donated materials if they do not meet a current need and the school's mission.

A. Policies for Gifts of Material

The library is sometimes offered books and other materials. The following policies have been established for gift materials:

1. The Librarian shall reserve the right to refuse gifts of materials that do not fall within the selection criteria or will not contribute to the mission of the library.
2. If materials are accepted for consideration, that donor should be aware that:
 - a. The Librarian shall determine the classification, housing and circulation policies for all gift items.
 - b. The Librarian reserves the right to dispose of duplicates or unneeded items as they see fit.
 - c. Gifts will be acknowledged with a letter from the business office. This letter will describe the gift (e.g., number or type of items donated) but the university can make no tax evaluation.
 - d. Gifts, once accessioned, are subject to all the policies governing the library materials.

B. Policies for Gifts of Funds

The library welcomes donations to the Restricted Library Fund. It should be understood that: (a) the Librarian reserves the right for the disposition of these funds, (b) donations, with strict or limiting restrictions, that do not fall within the collection development policy may be refused. In this event, suggestions will be made as to where the monies might prove more helpful and stay within the limits of the donors wishes.

C. Special Collections

Any gifts of materials that would require special handling are considered a special collection. The library facility is not designed to handle large displays. If a special collection would be a substantial addition (over 3,000 usable items) and have materials that would be unique, the administrative leadership of the university would be asked to consider the possibilities for inclusion. If a donor chooses, collections can be identified with bookplates and then integrated into the collection.

D. On Loan items

Faculty members may place their own materials on loan in the library. These are identified as

such in the library catalog. On loan materials are normally placed in reference to reduce the possibility of loss. A loaned collection for the support of a particular class will be clearly identified as supporting that class and use may be limited to students in that class.

V. ACADEMIC FREEDOM/ CENSORSHIP

The primary function of the library is to support the curriculum. With this in mind, the collection development policy limits to some extent the scope and nature of the collection. Within this framework care is taken to allow free access to materials that differ from, or might be in opposition to, the doctrinal statement of the university. This is especially important for graduate students whose critical thinking skills should be being developed by grappling with alternative viewpoints. The Library makes available to its users materials offering the widest variety of viewpoints, regardless of their popularity or the popularity of the author or authors.

The Library will seek to provide materials representing the best spokesperson in the areas, issues or beliefs where there is honest disagreement.

The Library will base selection on the criteria stated, regardless of the controversial manner or language which an author may choose to use in dealing with subjects of religious, political, economic, scientific, philosophical or moral issues.

Criticisms or questions of reconsideration should be addressed to the Librarian.

5. PUBLIC SERVICES

I. REFERENCE

A. General

The Library staff provides general reference service. The para-professional staff can deal with a variety of reference questions. The professional staff (when on site) is always available to answer the more difficult questions. The professional staff may be reached through email or by phone during many of the hours when not on site.

B. Bibliographic Instruction

It is the university's intention that students learn to access and evaluate information. Learning to access information includes learning to use the library, as well as the ability to find information from other sources (e.g., the Internet). Evaluation of source material is also an important component of this "information literacy." Just because a viewpoint can be found in a book or a

webpage does not necessarily indicated that the viewpoint is well-informed, correct, or even honest. A library orientation is given each semester to begin helping students learn to use the library and other sources. Specific courses are used to continue in the development of research skills and information literacy. The Librarian is also eager and available to help students grow in research skills and information literacy.

II. CIRCULATION

A. Circulating Materials

See “Appendix III: Library Patron Guide / Circulation.”

B. Reference Materials

The “R” that precedes the classification number identifies reference materials. These materials do not circulate. Removal of reference materials without specific without specific permission by the Librarian may result in suspension of library privileges.

C. Reserve Materials

Reserve materials are circulating materials that have had their circulation period restricted. Faculty members may request certain items be placed on reserve. These requests should be made at the beginning of each semester.

Closed reserve materials must stay in the library.

D. Periodicals

Printed versions of a number of periodicals are available in the library. These periodicals circulate for the same time frame as books. ProQuest, an electronic database is also available. It requires a username and password. These can be obtained from the Librarian.

E. Resource Sharing

F. Interlibrary Loan

Students can use the libraries of Biola University and Evangelia University. AMERICAN WEST COLLEGE has reciprocal agreement about library use with the two Universities.

G. Internet Resources

H. Statistics

I. Equipment

6. TECHNICAL SERVICES

I. CATALOGING

Records in the catalog are entered in accordance with established national or international bibliographic conventions, such as rules for entry, descriptive cataloging, and classification and subject analysis.

II. CATALOG MAINTENANCE

The library maintains an online public access catalog. The catalog may be edited and materials may be deleted if identified a lost or no longer needed in the collection.

III. SHELF MAINTENANCE

The collection must be maintained to provide materials needed by the library users.

A. Shelving

Material is shelved in a timely fashion to provide access to the collection. Care is taken so that the material is placed on the shelf in proper order.

B. Preservation

Conservation and preservation have been discussed in more detail in the collection development section. Preservation is an important part of shelf maintenance. Shelves are dusted on a regular basis to reduce accumulations that may harm materials. Materials are also checked periodically for insect infestation, mildew or moisture problems.

IV. PROCESSING

A. Book Processing

- Stamp the library property stamp on top of the book
- Stamp the library donation stamp on the inside cover of the book and write the donor's name
- Attach a date due slip to the inside back cover of the book.
- Attach the call number label.
- Affix the barcode label on the inside of the book cover.

B. Periodicals

- Check in new issues of periodicals using the check-in form.

- Stamp the periodicals with the library property stamp on the cover. If the periodical is thick, stamp on top of the periodical like books. (Do not stamp if a label containing the university name and address exists.)
- Place the latest issue on the periodical display shelves.
- Back issues are placed by title on the shelves behind the circulation desk.

C. Newspapers

- Put the latest newspapers on the rods for display
- Pull the oldest newspapers out of the rods and discard them daily

D. Reserves

When reserve materials are given by the faculty, put them by title on the shelves behind the circulation desk.

When reserve materials are selected from the collection, interfile them by title with other reserve materials on the shelved behind the circulation desk.

E. Audio-Visuals

Record new titles in the audio-visual title list.

Shelve them by title behind the circulation desk

F. Cataloging

Assign the call number using the Library of Congress Classification system

Input the cataloging data into the cataloging module of the library automated system.