



# **Library Handbook**

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# Table of Contents

<b>Table of Contents .....</b>	<b>3</b>
<b>Library Hours.....</b>	<b>1</b>
<b>Library Mission Statement.....</b>	<b>1</b>
<b>Statement of Philosophy .....</b>	<b>2</b>
<b>Description.....</b>	<b>2</b>
<b>Resources.....</b>	<b>2</b>
Reference Services.....	2
Instructor Reserve (Closed Reference) Materials .....	2
Technology.....	3
Library ID cards .....	3
Projectors.....	3
<b>Library Check-Out &amp; Circulation Policies .....</b>	<b>3</b>
External Borrowing Privileges.....	3
<b>Confidentiality of Library Records.....</b>	<b>4</b>
<b>Collection Development Policy &amp; Purpose .....</b>	<b>4</b>
<b>Additional Guidelines .....</b>	<b>7</b>
<b>Special Collections and Materials.....</b>	<b>8</b>

This handbook is a statement of the policies, personnel, curriculum, and financial arrangements of Faith Theological Seminary as projected by the responsible authorities of the Seminary. It is not a contract between the Seminary and students or staff. The Seminary reserves the right to make alterations without prior notice, in accordance with the Seminary's institutional needs and academic purposes. Most recent catalogs and handbooks are at [www.FTS.edu](http://www.FTS.edu).



## Library Hours

The Library hours may be changed during breaks and summer break.

<b>Monday</b>	9:00 am—9:00 pm
<b>Tuesday</b>	9:00 am—9:00 pm
<b>Wednesday</b>	9:00 am—6:00 pm
<b>Thursday</b>	9:00 am—9:00 pm
<b>Friday</b>	9:00 am—9:00 pm
<b>Saturday</b>	9:00 am—9:00 pm

## Library Mission Statement

The mission of the John Norris Library is to provide students, faculty, and staff with the bibliographic resources, research tools, and study environment necessary for the academic training of men and women for Christian ministry. Our collections, catalogs, services, policies, and facilities all work to support this goal. This mission is supported by the following goals:

### Bibliographic Resources

- To develop a collection that is comparable to accredited seminaries
- To develop a collection that effectively supports each course

### Quality Tools

- To provide tools that facilitate research and easy access to information

### Quality Services

- To provide reference and research assistance
- To provide training in information literacy and research skills

### Quality Resources

- To provide access to additional resources from other collections (such as cooperative agreements, inter-library loan, access to databases)

### Quality Facilities

- To provide sufficient, safe, and attractive space for display, processing, and storage of the collection
- To provide comfortable, well-lit, and attractively furnished study space

### **Other Goals**

- To promote library use
- To partner with faculty in developing and implementing possibilities of using library resources to better support their instruction

## **Statement of Philosophy**

The Library exists to facilitate and improve learning by supporting and expanding the instructional capabilities of FTS and by providing students with the opportunity to develop information-seeking skills for self-directed studies and lifelong research and learning.

## **Description**

<b>Library size</b>	25,000 volumes 5,100 square feet
<b>Student seating</b>	30
<b>Catalog Browsing</b>	25,000

## **Resources**

The FTS Library has approximately 25,000 volumes on Biblical exegesis, theology, missions, and related subjects. Periodicals contain articles of interest on the church, missions, and theology, as well as Archaeology and Biblical Studies. Some of this collection contains highly prized and rare volumes. The library and staff offer reference services, instructor reserve (closed reserve materials) and technological support.

The library offers reference services for the entire range of academic programs that Faith Theological Seminary offers. All required texts are housed in the Instructor Reserve or Closed Reference Section and are available for short-term student use. Computers and wireless Internet access are available along with copiers and printers.

Work study students provide tutoring and test preparation (coordinated with instructors). The library also supports study groups as well as writing and math labs.

### ***Reference Services***

The librarian and staff members are on duty to provide assistance during hours of operation. Library staff can get help in locating needed information in the Library or outside sources. We also provide instruction in the use of the reference tools, audiovisual materials and equipment.

### ***Instructor Reserve (Closed Reference) Materials***

Reserves are books and materials placed on short-term loan periods at the request of both students and instructors. This enables all students in the class an opportunity to read or review material for their assignments. These materials are available on request at the Circulation Desk.

## ***Technology***

The library has computers available for word processing, Internet access, and CD-ROM. In addition, computer stations are available for access to the library catalog. Wireless Internet access is available throughout the campus for students and faculty.

## ***Library ID cards***

All student and alumni library users must have a valid photo library card issued from the FTS IT Office. All non-student library users must have a Guest Library user's photo-id card (\$25 payable in the Business Office).

## ***Projectors***

Video projectors are available for use from the Business Office.

## **Library Check-Out & Circulation Policies**

### *Checking-Out Library Materials*

#### **Books and Periodicals**

Once library users have found the materials they desire, they may take their selections to the Circulation Desk. The staff member at the desk will assist in checking out the materials. Books may be borrowed for a two-week period. They may be renewed once -- at the end of the two-week period -- for a total of four weeks.

#### **Number of Items Borrowed**

Students, faculty and staff may have a maximum of (6) items (including any combination of books, videos, CDs, or DVDs) checked out at one time.

### ***External Borrowing Privileges***

FTS also has borrowing privileges with the St. Mary's Seminary Marion Burk Knott Library (five minutes' drive from FTS). FTS students with an FTS ID card may obtain a Marion Burk Knott Library card for borrowing privileges for a \$20 fee per semester. FTS students have full access to the Marion Burk Knott Library's extensive electronic databases and periodicals. Marion Burk Knott Library also has reciprocal borrowing privileges with Baltimore Hebrew University which allows students access to interlibrary loan services for a small fee. The Marion Burk Knott Library also has catalog access to Johns Hopkins University and the Catholic University of America.

FTS has borrowing privileges through the Friends of the Loyola program with Loyola Notre Dame University Library. FTS students with an FTS ID card may get a Loyola Notre Dame University Library card for borrowing privileges at a fee of \$25 per year.

With these libraries, FTS students can access some 550,000 volumes and on-site electronic databases in addition to the FTS collection.

### Loan Schedule

Collection	Kind of Material	Length of Loan
Books	Circulating Reference Reserves	Two Weeks Library Use Only 1 Hour/ 1 Day/ 3 Days/ 7 Days
A/V	Videotapes, compact discs, DVDs, and cassettes Reserve AV	One Week Library Use Only or 1 Day

## Confidentiality of Library Records

FTS Library formally recognizes that all records identifying the names, social security numbers, or I.D. number of library patrons and the library materials that they use are confidential in nature. Such records are not to be revealed to anyone other than the patron in question without either the express written permission of the patron in question or the adherence to proper legal or Seminary procedures regarding required access to such information.

## Collection Development Policy & Purpose

The primary purpose of the Library's collections is to support the educational programs of Faith Theological Seminary.

**Collections:** The library collection includes 25,000 books, as well as a CD, video and DVD collection. Use the Library Computer to search for these materials. Books and other materials are shelved in the stacks for check-out.

**Periodicals:** The Library subscribes to magazines and journals which can be browsed in the library.

### Selection Responsibility

The Library Committee, consisting of the Academic Dean and the Librarian, supervises the collection development process. Although the Library Committee is responsible for the overall development of the library collections, faculty in all disciplines of the seminary are expected to take an active role in selecting library print and media materials. The Library Committee members act as contact persons for each of the academic areas and assist faculty with library resource selection and use.

Students, seminary staff, and administrators are also encouraged to make recommendations for book and media purchases to the Library faculty. Requests for purchase of library materials, from all sources, will be considered in light of this document and in relation to the overall instructional and educational purposes of the seminary. After requests meeting these criteria have been made by faculty, staff or students, orders will be placed for materials if resources are accessible. If funds are not available, the requests will be placed in a future-orders file. Requests will be



reconsidered for purchase when funds become available.

### **Questioned Materials Procedures**

The Library Committee requests that persons or groups who question or challenge materials to make a formal request in writing to the Librarian and the Academic Dean for appropriate action. In handling criticisms of material or attempts at censorship, the Dean will provide the persons or groups a copy of this policy and a written response.

### **Allocation of Funds and Collection Development**

The Library Committee is responsible for determining how funds will be allocated within the materials budget. Funds are allocated for reference and general materials, acquisitions, cataloging and processing, as well as an equitable distribution of funds for subject materials. In all areas of the allocation of funds, and the comprehensiveness of the collection, student need factors into the demand for materials and the discipline areas. Consideration will be given to the materials available in other area libraries in the immediate geographic locale.

There are numerous, local public and college libraries. The FTS Library collection is not designed to support all research needs in any area, but provides at least basic information support in all the academic disciplines. Each subject area allocation includes funds for print materials, including serials, audiovisual and electronic materials.

### **Selection and Evaluation of Materials**

Materials for the library will be selected in the following order of priority:

- Curriculum support
- Outstanding items in other fields of knowledge; and
- Materials for professional growth of faculty and staff

Materials considered for addition to the collection will be evaluated with attention given to:

- Written reviews
- Size and adequacy of the current collection
- Potential use of materials by students and faculty
- Appropriate seminary use, and
- Currency (current material is given high priority).

### **Library Materials**

#### **Books (Circulating Collection)**

The Library may purchase single copies of hardbound books whenever possible. Paperbound books will be acquired when the Library must exercise judgments of economy. Relative price when compared to the perceived long-term value and use will be considered.

## **Reference**

The reference collection is composed of information sources that are most successfully used in the library and which the Library faculty need close at hand to assist in responding to information requests. With few exceptions, reference materials are not meant to be read continuously from beginning to end, but contain relatively short and discrete articles or bits of information which users will consult one or a few at a time. Reference materials include, but are not limited to, indexes, encyclopedia, handbooks, directories, Bible Commentaries, dictionaries and compilations of statistics.

Reference material is chosen because of its authority, scope, treatment, arrangement, cost and need. It must be as up-to-date as is necessary for the provision of current and reliable information. Superseded editions that are removed from the reference collection may be added to the circulating collection if the information in them is not obsolete or likely to be misleading to users.

## **Textbooks**

We will purchase every text that is being used for courses at the seminary. The Library may accept as gifts relevant texts that are not superseded by a subsequent edition.

## **Foreign Language Materials**

Foreign language material will not be acquired, except for those materials, whether in monograph, serial or audiovisual format, which support the foreign language teaching programs of the seminary.

## **Serials**

Serials include journals, magazines, newspapers, newsletters, print and electronic abstracts and indexes. Since every journal title represents a continuing expense, titles will be added very selectively.

Local, regional, and national newspapers may be acquired but not preserved in paper issues.

Gift subscriptions will be accepted if they meet the criteria of this collection development policy. However, in no case will serials older than four years be accepted on a routine basis.

## **Media Resources**

The Library will purchase audiovisual materials needed to support the curriculum in all formats for which it has equipment or facilities. Current formats include disc recordings, CDs and DVDs and videotapes. These formats may expand as technology changes.

The Library normally acquires audiovisual materials at the request of faculty members. Requests for more expensive material will be scrutinized more closely than requests for inexpensive material. Factors such as potential use, published reviews, the quality of the product, and overlap with material already owned will be considered. The Library may

choose to purchase an item for which demand is great even if the item is available from a free-loan source.

### **Conclusion**

The collection development policy will be evaluated and changed as necessary by the Library committee, based on the growing and changing needs of FTS and the Library.

## **Additional Guidelines**

### **Instructional Reserve (Closed Reference) Collection**

The Reserve Collection supports the instructional program by providing library resources, which are directly related to curricular offerings. The specific aims of this collection are to:

- Provide reserve materials as required or recommended and chosen by the faculty for student use whose use must be limited because of the high number of students who must access the material.
- Reserve materials, which usually are borrowed from the general collection or from a faculty member's personal collection and are returned when no longer needed, have a more restricted loan period. The reserve loan period may range from "Library Use Only" to one week. A few selected sources of which duplicates exist may circulate on a limited basis. Faculty, seminary personnel, and professional staff may request that materials be placed in this collection, but ultimate responsibility lies with the librarian. At the end of each semester, photocopied and faculty-owned reserve materials are returned to the faculty member. Some general policies which govern the collection include:
  - Faculty members are responsible for providing the appropriate number of copies of photocopied materials in accordance with the copyright law.
  - Adding personal copies including photocopies (which are in compliance with the copyright law) when the library does not own a copy or cannot supply sufficient copies.
  - If a faculty member wishes to put a large number of library materials on reserve, he/she must (1) take the books to circulation or prepare a list of titles with call numbers for circulation to pull, (2) provide written requests for each item, and (3) allow one week for the items to be placed on reserve.
  - Faculty must provide containers for storing their materials on the reserve shelves, such as folders, 3-ring binders, CD-ROM caddies, and videotape cases. The FTS will provide identification and reserve labeling and check-out cards.
  - Faculty must provide a written request for each item. The request will include faculty name, course number and section, and identification of material to be placed on reserve (author, title, call number, etc.), the

date that the reserve becomes effective, when it should be removed from reserve, and loan period as specified on the card.

### **Gifts**

The selection of materials received as gifts will be governed by the same criteria that govern the selection of purchased items. The Library reserves the right to dispose of duplicate and unwanted material. Disposal may be by direct sale, by discard, or other appropriate means. The Library is not responsible for a monetary statement to the donor for tax purposes, but will acknowledge receipt of the gifts. The Library assumes no responsibility for the use donors make of such acknowledgments.

## **Special Collections and Materials**

### *Seminary Archives*

The Library will maintain materials selected to document the history of the development of the Seminary. These materials will be maintained in scrapbooks, binders or electronic format as appropriate.

### *Collection Maintenance/Unneeded Materials*

The librarian will withdraw library materials when, in his/her professional judgment, such a course of action, is necessary to remove unneeded material. Continuous evaluation of holdings is an essential ongoing routine, in which unneeded materials are removed permanently from the library collection. Examples of unneeded materials which might be targeted for withdrawal could include multiple copies, badly damaged or deteriorated materials, out-of-date or chronically unused materials, dated periodicals, and obsolete media materials. The Librarian may also withdraw materials because of a shortage of shelf space or other serious constraints.

Whenever possible, faculty members and other subject specialists should be invited to participate in the weeding process to assure that materials of historical or research interest are not inadvertently removed. Weeded materials are officially withdrawn from the collection and disposed of by direct sale, by discard, or other appropriate means.

Missing Library materials are not replaced automatically. Instead, potential replacements are evaluated using the same criteria as are used for selecting as other library items. Materials determined to be necessary for teaching or research will be replaced as quickly as possible if they are still available. Other materials will be replaced upon the recommendation of the Library staff. If after two (2) years an individual bibliographic item is still missing and cannot or will not be replaced, it is to be considered permanently lost and all records of it will be deleted from the catalog.