

WESTMINSTER SEMINARY CALIFORNIA

LIBRARY HANDBOOK

ACADEMIC YEAR HOURS

7:45 a.m. - 10:00 p.m. (Monday – Friday)

9:00 a.m. - 5:00 p.m. (Saturday)

Closed (Sunday)

SUMMER, HOLIDAY, & BREAK HOURS

8:00 a.m. - 4:30 p.m. (Monday – Friday)

Closed (Saturday and Sunday)

1725 Bear Valley Parkway
Escondido, CA 92027
760.480.8474 x126

GENERAL LIBRARY RULES

1. Please do not highlight, underline, or otherwise mark any library materials. Do not splay or dog-ear.
2. Please do not re-shelve any materials in the library. Place books that you did not check-out on the carts in the stacks. Return reference books to the cart in the reference room. Return periodicals to the white table by the door.
3. Please check-out reserve books even if you use them in the library.
4. Please check-out library books stored on study carrels.
5. Please be considerate of others and lower your voice. The atrium can get particularly loud.
6. Cell phones should be set to "silent" mode and answered outside the library.
7. No food in the library. Liquids only in covered containers.
8. Smoking on the library's balcony is prohibited.

- **Circulation Policies**

Book Limit:

- Students: 30 books for a period of 30 days. Students are allowed unlimited renewals to the end of the semester. However, any item is subject to immediate recall by the Library Director, particularly after the first renewal. Renewals may be done at the circulation desk or online.
- Outside patrons, alumni, staff, and spouses: 10 items for 30 days. No renewals.
- Reference books, microfilm, microfiche, and periodicals do not circulate.

Fines:

- Students: 10¢ per item per day. Overdue reserve books are fined 50¢ per item per hour.
- Outside patrons: 25¢ per item per day.
- Patrons who lose items and/or severely damage items will be charged the cost of replacement. Out-of-print materials will be charged at an estimated replacement cost.
- Do not return any items by mail. Doing so will subject you to revocation of your borrowing privileges.

Borrowing/Returning:

- Bring items to be checked-out to the circulation desk. The Circulation Desk Attendant will scan the bar-code on your library card and then the item bar-codes. The due date slip in the back of each book will be stamped and the material will be de-magnetized.
- Bring items to be returned during operating hours to the circulation desk. Only use the outside book drop after hours. Do not return checked-out books to the carts in the stacks or the reference room.
- You are responsible for all the books that you check-out.

Reserve Shelf:

Books on the reserve shelf in the atrium are intended to provide students with assigned readings. Please check-out reserve books even if you use them in the library.

- Reserve items may be check-out for in-library-use 2 hours at a time.
- Reserve items may be checked-out overnight at 4pm, Monday – Thursday, to be returned by 9am the following morning. Late fee: 50¢ cents per item per hour.
- Reserve items may be checked-out over the weekend at 1pm Friday to be returned by 9am Monday. Late fee: 50¢ cents per item per hour.

Stacks:

- Notice the range finders at the upper outside end of each row of shelves. The oversize books, and audio/visual materials are shelved by format and call # and located after the "Z" section.
- The library uses the Library of Congress Classification (LCC). Books are organized from broad to more specific categories: **B** is for Philosophy, Psychology, Religion; **K** is for Law, etc. Then a more specific letter is used. Much of our collection is **B**, simply (but not technically) **BR** is Church History, **BS** is Biblical Studies, **BT** is Biblical Theology, **BV** is Pastoral Theology, **BX** is denominational.

Please be aware that all books that may be related may not be shelved together. For example, although the bulk of Plato has been classified as **B**, Plato's *Republic* has been classified as **JC**. Computer searches by keyword/topic will provide a broader range of results.

Call # label:

- **LB** --Read first line in alphabetical order (A, B, L, LA, LB...)
- **2395** --Read second line as a whole number (3, 45, 45.3, 1295....)
- **.C95** --Read the letter alphabetically but the numbers individually/as a decimal (. E36 comes after . E359, .E359 comes before .E39)
- **2012** --The final number is year of copyright or publication.

- **Computing**

- The two computers in the atrium are for searching for books, accessing online databases, and requesting interlibrary loans.
- The four computers in the computer room are Internet accessible, have Microsoft Office, Bible Works, and other software loaded on them. Please do not download/save personal files on these computers.
- All of the computers are connected to the workroom printer in the alcove across from the computer room.
- The library's wireless network is "MWC." Please see the circulation desk attendant for instructions for wireless printing.
- The "student printer" may also be used for copying resources within legal restrictions and scanning material to email.
- Westminster Seminary California is not responsible for material viewed by patrons from the Internet on the library's computers. Patrons are cautioned that many of these pages include offensive, sexually explicit, and inappropriate material. Patrons accessing the Internet do so at their own risk.
- Westminster Seminary California has the right, but not the duty, to monitor all aspects of its computer systems.
- Priority use will be given to enrolled WSC students.

- **Online Databases**

Online databases can be accessed off-campus by browsing to the online database page on the library's website and authenticating using your library account's user-name and password.

- ATLA Religion - Indexes over 2,200 religion journals of which 450 are full-text
- Religious and Theological Abstracts - Summaries of articles appearing in more than 400 scholarly religion and theological journals
- New Testament Abstracts - An index with abstracts for more than 33,000 articles, 12,600 books, and software on the New Testament and its time period
- Old Testament Abstracts - An index with abstracts of over 450 articles and books related to the Old Testament and its time period.
- Early English Books - Literature of English Christianity from the first book published in English (1473) through the age of Cotton Mather (1700)
- Historical Monographs Collection: Series 1 - Consists of monographs from the late 13th Century through 1893
- Historical Monographs Collection: Series 2- Consists of monographs from 1894 through 1922.

- Digital Library of Classic Protestant Texts - Full-text access to biblical commentaries, confessional documents, and polemical treatises from the Reformation & Post-Reformation eras
- TLG - Full text access to Greek literature from antiquity to the present era
- Oxford English Dictionary - The accepted authority on the evolution of the English language
- Proquest Religious Periodicals & General Reference - Contains 115 full-text religion journals and 3,800 general interest journals and newspapers
- EBSCO Online - Full text access to over 50 journals to which WSC subscribes
- Article First - Indexes over 16,000 journals, many full-text
- **Study Carrels**
 - You may neatly store owned or checked-out books on the top shelf. No stacking of books. Students are limited to one shelf, but shelves may be shared. Keep other materials to a minimum. No clutter.
- **Reference Room**
 - The reference room is located at the end of the atrium to the right. The books in this room are general reference materials (dictionaries and encyclopedias), biblical commentaries, and bibliographical tools. All with "Ref." before the call number. Reference books do not circulate (cannot be checked-out) and are not to leave the Reference Room unless for scanning or copying.
 - Reference books are organized by call number around the outside shelving with the exception of the BS section (commentaries and concordances) which is located on the center shelving.
- **Bookstore/Library Director's Office**
 - The bookstore and Library Director's office is located behind the circulation desk through the double doors. Please ask the Circulation Desk Attendant for any help locating items in the bookstore. Please pay for bookstore items at the circulation desk.
- **Periodical Room**
 - The periodical room is located to the right of the main entrance beyond the computer room and copy alcove. This room houses over 260 current and 550 total periodical titles in a variety of languages. A list periodical titles is found in the "Library Periodical Holdings" red folder located on the white table by the door.
 - **Please Note:** Periodicals are organized in alphabetical order by title. Remember to consider all of the words in the title (except the beginning article such as "The") Therefore, "Journal **for** the..." will come before "Journal **of** the...." Notice the range finders at the upper outside end of each row of shelves.
 - All used items should be left on the white table by the door. Please do not reshelve. As with Reference Room materials, periodicals should be used in the room except to be scanned/copied.

- **InterLibrary Loans**

- Prior to filling out a request for an interlibrary loan, please do the following:
 1. Check WSC's book holdings - doing both a title and an author search.
 2. Check WSC's online periodical databases and periodical holdings for the title you are seeking.
- If the library does not own a book or journal article, we may be able to obtain a copy from another library. Although students are allowed up to 15 requests per semester, please use this privilege sparingly as the library does incur the cost of postage. This is not available for outside patrons and alumni.
- Prior to filling out the ILL request, please find identifying information about the item by searching "Libraries Worldwide" rather than "WSC Library." The more information provided, the easier it is to distinguish between editions and related items.
- For a book: please provide title, author, publication date, and the ISBN number (usually begins with 978).
- For a Journal article: please provide the journal's full title (not abbreviation), volume/number, year, and ISSN (an 8-digit code e.g., 1234-5678). Also provide the article title, author, and page numbers.
- For a portion or chapter of a book: please provide the information for the book (see above); and then the chapter title, author, and page numbers you'd like to have scanned.
- Materials obtained from other libraries must be treated with care. Misuse or a delayed return may be cause for this privilege to be revoked.
- Please allow 1-3 weeks for a book to arrive. You will be notified when it is available for pick-up at the circulation desk. Please return the ILL to the circulation desk.
- Some lending libraries will renew books if they are notified ahead of time. Overdue ILL books will be fined 25 cents/day.

Please do not hesitate to ask any questions or for any assistance from the Circulation Desk Attendant, the Reference Librarian, Mrs. VanDrunen, or our Librarian, James Lund.