

The PIU George M. Manuel Library Handbook



Contents

FOREWORD.....	3
GENERAL INFORMATION.....	3
HOURS.....	3
CONTACT INFORMATION	3
CIRCULATION POLICIES AND RESOURCES.....	3
GENERAL POLICIES	4
MAIN COLLECTION.....	4
REFERENCE COLLECTION.....	5
RESERVE ITEMS.....	5
PERIODICALS COLLECTION (Digital and Print)	5
INTERNET AND LOCAL COMPUTER RESOURCES	5
EDUCATION LAB COLLECTION	7
Ph.D. DISSERTATIONS, D.Min. PROJECTS, MASTERS THESES, AND B.R.E. THESES COLLECTIONS	7
WILLIAM P. THOMPSON RARE BOOK COLLECTION	7
MICROFORM COLLECTION	7
DVDS, CDS, CASSETTE TAPES, AND LP RECORDS COLLECTIONS.....	8
AUDIO-VISUAL RESOURCES.....	8
SOCIAL MEDIA	8
STUDENT CONFERENCE ROOM POLICY.....	8
PULLING ITEMS SERVICE	8
SCANNING SERVICE	9
SHIPPING SERVICE.....	10
INTERLIBRARY LOAN	10
LIBRARY COOPERATIONS	11
ATLA Reciprocal Borrowing Program	11
ACL Reciprocal Borrowing Program	11
CTLIC Reciprocal Borrowing Program.....	11
Carolina Consortium.....	12
Public, Academic, School, and Special libraries:	12
AUXILIARY SERVICES POLICIES	12
GENERAL POLICIES	13

(Updated May 2017)

FOREWORD

The George M. Manuel Library contains more than 60,000 volumes and subscribes to numerous periodicals for student, faculty, and community use. Other resources include online databases and AV materials. The primary goal of the library staff is to make available the necessary materials that each student needs during his/her training period at Piedmont International University. The current facility was built in 1970. It was named for George M. Manuel, the first full-time librarian. With Piedmont International University's merger with Spurgeon Baptist Bible College in 2004, Atlantic Baptist Bible College in 2008, and Tennessee Temple University in 2015, certain holdings of the Oluf and Lois Jensen Library, E. Wayne Thompson Library, and Cierpke Memorial Library were incorporated.

GENERAL INFORMATION

HOURS

During the Fall and Spring semesters, the library hours are:

Monday.....	8:00 AM – 11:45 PM
Tuesday.....	7:30 AM – 10:00 PM
Wednesday.....	7:30 AM – 5:00 PM
Thursday.....	7:30 AM – 10:00 PM
Friday.....	7:30 AM – 5:30 PM
Saturday.....	12:00 PM – 4:00 PM

The library is occasionally closed for chapel (10:35-11:45 on Tue-Fri).

During the Summer and extended breaks, the library hours are:

Monday-Friday.....	9:00 AM – 5:00 PM
Monday, Tuesday, Thursday during 1-week class modules.....	9:00 AM – 8:00 PM

The hours are available on the library website and on the library doors.

CONTACT INFORMATION

Library: library@piedmontu.edu; 336-725-8344 ext. 7009

Assistant Library Director, Jason Seymour: seymourj@piedmontu.edu; 336-714-7952

Library Director, Dr. Cathie Chatmon: chatmonc@piedmontu.edu; 336-714-7953

CIRCULATION POLICIES AND RESOURCES

The purpose of the George M. Manuel Library's circulation policies is to allow maximum access to the collection for all its clientele and at the same time exercise judicious control over materials. Available materials and the policies which govern the use of each are as follows:

GENERAL POLICIES

1. All materials must be checked-out by a library attendant, including materials retrieved by faculty and staff. The patron may ring the bell if an attendant is not present at the checkout counter.
2. The normal checkout period is 2 weeks. Patrons who live at least 45 minutes from PIU may receive a 7-week checkout period. Piedmont's Ph.D. students may checkout items for up to 3 months. Piedmont's faculty and staff have an unlimited checkout period (with the exception of AV-exclusive items) but are expected not to take unfair advantage of this.
3. Items may be renewed for additional checkout periods unless someone else is on the waiting list for them. The additional checkout periods are limited to two. If the additional checkout periods are used up, the patron must wait until two days after the item is returned before the item can be checked out again. If there are extra copies of the item available for checkout, additional checkouts over two may be requested.
4. Seven *books* on a given subject may be checked-out at one time. A maximum of eighteen *books* and thirty total *items* may be checked-out. Piedmont's Ph.D. students may checkout up to twenty-five *books*. Piedmont's faculty and staff have no limit but are expected not to take unfair advantage of this.
5. If a desired item has been checked-out, the patron may request that he be put on the waiting list for the item so that it is reserved for him when it is returned.
6. When returning items, patrons should place them on the shelf of the checkout desk on which the computer monitor stands.
7. Patrons should not reshelve items. Items taken from the shelves but not checked-out should be placed on the shelf of the checkout desk on which the computer monitor stands. This helps to avoid the loss of items and also helps the library staff to keep statistics which are needed for reports to the government and accrediting organizations.
8. The fine for an overdue item (besides reserve and AV-exclusive items) is 50 cents per day.
9. A patron may not check out items if he has an overdue item or fine. A hold on a student's portal access and other disciplinary measures may also be used for overdue items and fines.
10. If an item's due date falls on a day the library is closed, the due date will be changed to the next available day.
11. When a patron damages or defaces an item or returns an item which has been damaged or defaced while it was checked out to him, he may be assessed a repair fee. In the event an item is *severely* damaged or defaced, a fee equal to its replacement value may be assessed. The item will remain the property of the library even if one of these fees has been paid.
12. An item that is lost must be replaced or a replacement fee paid and, in addition, a \$5 fee paid for replacement labor. The replacement fee will be commensurate with the current replacement cost for the item.

MAIN COLLECTION

1. This is the chief collection of books.

2. These may be checked-out.

REFERENCE COLLECTION

1. Reference items include dictionaries, encyclopedias, atlases, yearbooks, and almanacs.
2. These are limited to use in the library.

RESERVE ITEMS

1. Each semester, at the request of professors, some items are kept on the shelves behind the Desk and are known as reserve items. These are items for which heavy use is anticipated.
2. There are seven categories of reserve items, the particular designation to be determined by the professor as follows:
 - 2.1. Closed Reserve items may not be taken out of the Library. Items are often given this designation when there is likely to be a high volume demand for them.
 - 2.2. Overnight Reserve items may be checked-out and must be returned the following day.
 - 2.3. Two-Day Reserve items may be checked-out for two days.
 - 2.4. Three-Day Reserve items may be checked-out for three days.
 - 2.5. One-Week Reserve items may be checked-out for one week.
 - 2.6. One-Month Reserve items may be checked-out for one month.
 - 2.7. Semester Reserve items may be checked-out for the entire semester.
3. The fine for an overdue reserve item is \$1.00 per day.
4. Because of the limited number of reserve copies, only currently enrolled students are permitted to check-out reserve items. In unusual circumstances faculty are permitted to check-out these items but are encouraged to return them quickly.
5. Reserve items should be obtained from a library attendant, but limited browsing is allowed.

PERIODICALS COLLECTION (Digital and Print)

1. Digital periodicals are available through the library's internet databases and periodical sites—see the "Internet and Local Computer Resources" section below.
2. Current print periodicals are located on the south wall of the library.
3. Selected back-issue print periodicals which have been bound are shelved on the north walls of the library.
4. If a person needs a back issue of an unbound print periodical, it may be requested from a library attendant.
5. Print periodicals are limited to use in the library. A \$25.00 fine may be assessed to anyone who takes a print periodical out of the library.

INTERNET AND LOCAL COMPUTER RESOURCES

1. The library catalog, i.e. mostly the library's physical resources, is searchable on the two aisle computers (i.e. the "Search Computers") and through a link on the library homepage. Assistance in searching the catalog or in locating an item on the shelf is always available from the library staff.
2. These databases are available through the library homepage. Video-tutorials for these are also available through the Library website or through the library's YouTube channel.
 - 2.1. EBSCO's American Doctoral Dissertations, 1933-1955 – This is a database of the dissertations accepted by American universities during that time period, most of which are full-text.
 - 2.2. EBSCO's ATLA Religion Database with ATLASerials – This is the premiere database with respect to theological issues. Although one may find it somewhat limiting with regard to full text availability, it does index major theological journals.
 - 2.3. EBSCO's Audiobook Collection – This is a small database of religious audiobooks.
 - 2.4. EBSCO's Business Source Premier – This is a premier database for business research resources, many of which are full-text.
 - 2.5. EBSCO's eBook Collection – This is a database of over 4000 full-text books, many of them religious.
 - 2.6. EBSCO's Education Source – This is a database for education resources, many of which are full-text.
 - 2.7. EBSCO's Regional Business News – This is a database of regional business publications covering the United States, most of which are full-text.
 - 2.8. Galaxie – This focuses on many of the more conservative journals in the area of Bible and theology. Everything is full-text; it is a valuable resource tool.
 - 2.9. Health Reference Center – This is a database of articles and videos, etc. related to health and psychology. This will be helpful to psychology, counseling, youth ministry, and physical education courses.
 - 2.10. JSTOR – This is a robust, multi-disciplinary generally full-text database. Probably most effective for general education and education, although its use for select Bible subjects should not be ruled out.
 - 2.11. ProQuest's Dissertations & Theses Global – This is the premier database for dissertations and theses, most of which are full-text.
 - 2.12. TREN – This is a full-text database of theses and dissertations from graduate schools and seminaries. Because the library is limited to five hundred initial downloads per year, it attempts to reserve these for graduate students. Once a document is downloaded, it becomes the property of the library.
3. Current digital periodicals to which the library subscribes are linked through the library's homepage.
4. Many free Internet research resources are linked through the library's Outside Resources section on its website.
5. These computer programs are installed on the Research Computer adjacent to the two aisle Search Computers.
 - 5.1. BibleWorks 8
 - 5.2. Encyclopaedia Britannica

5.3. Oxford English Dictionary

EDUCATION LAB COLLECTION

1. Education Lab resources include teacher-aid materials, juvenile literature, flannelgraph, illustrated lessons, and illustrated songs.
2. These may be checked-out.

Ph.D. DISSERTATIONS, D.Min. PROJECTS, MASTERS THESES, AND B.R.E. THESES COLLECTIONS

1. Dissertations and theses from graduating students of previous years have been placed in the library.
2. These are limited to use in the library.

WILLIAM P. THOMPSON RARE BOOK COLLECTION

1. This unique collection of older and significant publications is named for a long-time faculty member and library director.
2. Access to retrieve an item from the Rare Book Collection is limited to Library personnel.
3. Anyone seeking to use an item from the Rare Book Collection must agree and do the following:
 - 3.1. Sign in the Rare Book Researcher Registry and indicate nature of research
 - 3.2. Sit and work at the table closest to the Rare Book room
 - 3.3. Remove briefcase or backpack and other personal materials to the other end of the tables
 - 3.4. Use only laptop or paper and pencil (provided in Rare Book room) for note taking
 - 3.5. Wash hands (with very little soap) and dry thoroughly before handling archival materials
 - 3.6. Handle wearing white gloves (provided in Rare Book room) those items indicated by signage. After being used once, such gloves should be set aside as soiled.
4. Personnel are responsible to retrieve the items requested.
5. No more than three items should be brought out at a time. The researcher should then be visibly monitored from the circulation desk while working with materials.
6. Once the researcher is finished with the items, they should then be checked for added material, damage, etc. before being carefully returned to a designated shelf.
7. Browsing in the Rare Book Collection is a special privilege and is allowed only by permission of the Library Staff.

MICROFORM COLLECTION

1. Equipment for viewing is in the library.
2. Microfilm and microfiche materials are limited to use in the library.

DVDS, CDS, CASSETTE TAPES, AND LP RECORDS COLLECTIONS

1. These collections include items on popular and academic levels.
2. Each of these (except LP records and restricted items) may be checked-out.

AUDIO-VISUAL RESOURCES

1. These include a laptop, digital projectors, iPad, projector screens, wireless presenter remote, easels, VGA adapters for various Apple products, Kindle, cassette player, CD player, TV, DVD player, VCR, transparency projectors, scanner, laminators, copier, and transparencies.
2. Some of these resources may be checked-out. The checkout period may vary depending on the circumstances and availability.
3. Some of these resources, called AV-exclusive items, may only be used for class periods that require their use, for student organizations, and for school sponsored activities. The overdue fine for these items is \$2.50 per day.
4. To guarantee availability when needed, some of these resources should be reserved in advance.
5. Equipment failures should be reported to the library staff.

SOCIAL MEDIA

1. Library's Facebook [PAGE](#).
2. Library's YouTube [PAGE](#).

STUDENT CONFERENCE ROOM POLICY

1. The room is available to the following groups (in order of priority of use):
 - a. Student groups, meeting for academic or associational purposes
 - b. Auxiliary classroom for small groups
 - c. Division meetings
 - d. Administrative Committee Meetings
 - e. Other purposes as approved by the Library.
2. The room may be reserved by signing up on the calendar in the Library office.
3. Food and beverages are permitted, but all debris must be removed from the room.
4. Any monies necessary for cleanup or repair will be incurred by the party who reserved the room.
5. Please leave the room as it was found.
6. Please remember this is not an entrance to the Library.

PULLING ITEMS SERVICE

What is the Pulling Items Service and who can use it?

The library will pull items to have them waiting for PIU students, faculty, and staff. The limitations are as follows:

1. 1 item if the patron lives 15-44 minutes from PIU.
2. Up to 10 items if the patron lives at least 45 minutes from PIU.

How do I make a request?

Call the Manuel Library (336-714-7894).

How do I get my item?

If the item is available, the library will retrieve the item and hold it for the patron. The patron needs only to come to the Library Desk and explain the situation to receive the item.

What does it cost?

Nothing.

What else do I need to know?

The library will call the patron if an item is not available.

The library will only pull items specifically identified by the patron.

SCANNING SERVICE

What is the Scanning Service and who can use it?

The library will scan and email portions of a print item to any PIU student, faculty, or staff member who lives at least 45 minutes from PIU. The scan limitations are as follows:

3. up to 50 pages of a non-circulating print item, including periodicals
4. up to 25 pages of microfiche or microfilm
5. up to 10% or one chapter (whichever is less) of a circulating print item

How do I make a request?

Fill out a request [HERE](#). Access requires a PIU Google account.

How do I get my scan?

If the item is available, the library will find the item, do the scanning, and email the scans to the patron.

What does it cost?

Nothing.

What else do I need to know?

The patron must allow the library 24 hours from the time of the request, not including Saturdays and days closed, to fulfill the request.

Exceptions will be made on a case-by-case basis for patrons with disabilities.

Notice: Warning concerning Copyright Restrictions. The copyright law of the United States (title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted material. Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specified conditions is that the photocopy or reproduction is not to be “used for any purpose other than private study, scholarship, or research.” If a user makes a request for,

or later uses, a photocopy or reproduction for purposes in excess of “fair use,” that user may be liable for copyright infringement. This institution reserves the right to refuse to accept a copying order if, in its judgment, fulfillment of the order would involve violation of copyright law.

SHIPPING SERVICE

What is the Shipping Service and who can use it?

The library will ship circulation items to PIU student, faculty, and staff members who live at least 45 minutes from PIU.

How do I make a request?

Fill out a request [HERE](#). Access requires a PIU Google account.

How do I get my item?

If the item is available, the library will retrieve the item, check it out to the patron, and have it shipped to the patron’s address.

What does it cost?

The library will pay the postage to send items to the patron, but the patron must pay the postage to return items to the library and any other monetary cost.

What else do I need to know?

The patron must allow the library 24 hours from the time of the request, not including Saturdays and days closed, to prepare the item to ship.

The Manuel Library cannot handle international shipping.

The standard checkout period is 7 weeks.

Exceptions will be made on a case-by-case basis for patrons with disabilities.

INTERLIBRARY LOAN

What is ILL and who can use it?

If a needed item is unavailable at PIU, any PIU student, faculty, and staff member may request the item by Interlibrary Loan (ILL) thru the Manuel Library. Another library may be willing to provide the item, but this is not guaranteed. Physical items and digital items may be requested thru ILL.

How do I make a request?

Fill out a request [HERE](#). Access requires a PIU Google account.

How do I get my item?

When an item is requested, the Manuel Library will attempt to obtain it. The library will contact the patron when the item arrives here. If it is a digital item, it will be emailed to the patron. If it is a physical item, it may be picked up at the library or shipped to the patron if the patron lives at least 45 minutes away from PIU.

What does it cost?

The patron must pay any monetary cost (including postage and fees) incurred in the transaction except that the library will pay the postage to ship items to patrons who live at least 45 minutes away from PIU.

What else do I need to know?

The lending library will specify as to when the loan item is due back, and certain items on interlibrary loan may be limited to use inside the Manuel Library.

The patron should allow sufficient time for the Manuel Library to return the item to the lending library by returning it to the Manuel Library by the date assigned to the patron.

The Manuel Library cannot handle international shipping.

The patron must allow the library 24 hours from the item's arrival, not counting Saturdays and days closed, to prepare the item to ship.

LIBRARY COOPERATIONS

ATLA Reciprocal Borrowing Program

The Manuel Library is an institutional member of ATLA (the American Theological Library Association). This association includes a large number of libraries throughout the United States and even a few in Canada.

One benefit to the library's membership is participation in the ATLA Reciprocal Borrowing Program, which allows PIU students, faculty, and staff in-person borrowing privileges to the physical collections at any of the participating libraries in accord with their borrowing policies.

Though not an agreed-upon aspect of the Program, it is possible that these libraries would also allow on-site access to their digital resources as well.

For more information on the Program and for locating a participating library, go [HERE](#).

ACL Reciprocal Borrowing Program

The Manuel Library is a member of ACL (the Association of Christian Librarians). This association includes a large number of libraries.

One benefit to the library's membership is participation in the ACL Reciprocal Borrowing Program, which allows PIU students, faculty, and staff in-person borrowing privileges to the physical collections at any of the participating libraries in accord with their borrowing policies.

Though not an agreed-upon aspect of the Program, it is possible that these libraries would also allow in-person access to their digital resources as well.

For more information on the Program and for locating a participating library, go [HERE](#).

CTLTC Reciprocal Borrowing Program

The Manuel Library is a member of CTLC (the Carolinas Theological Library Consortium). This consortium includes a number of libraries in North and South Carolina.

One benefit to the library's membership is participation in the ACL Reciprocal Borrowing Program, which allows PIU students, faculty, and staff in-person borrowing privileges to the physical collections at any of the participating libraries in accord with their borrowing policies.

Though not an agreed-upon aspect of the Program, it is possible that these libraries would also allow in-person access to their digital resources as well.

For more information on the Program and for locating a participating library, go [HERE](#).

Carolina Consortium

The Manuel Library is a member of the Carolina Consortium. This consortium includes a number of libraries in North and South Carolina. Through it, member libraries receive discounts on many databases and other products. For more information, go [HERE](#).

Public, Academic, School, and Special libraries:

Although no formal agreement exists between the Manuel Library and any public library, patrons who live in a state, even if only for part of the year, are strongly urged to obtain a public library card or membership. This will give them free access to both the public library's physical and digital resources. For example, the North Carolina public library system's online resources website is www.NCLive.org, and extensive access to eBooks, audiobooks, videos, periodicals, etc. can be found here.

There are thousands of libraries of various types throughout the United States and other countries. Many of these allow on-site access and use of their physical and digital resources as well and possibly even allow checkout privileges with or without a fee. Patrons are encouraged to make use of these libraries as well.

www.WorldCat.org is an excellent site to use when searching for an item when one does not know what library would have it. WorldCat searches thousands of libraries around the world and sorts the search results by proximity to your location. With this information, one can then contact the library to find out its policies regarding usage and borrowing of its physical and digital resources.

AUXILIARY SERVICES POLICIES

1. The library has a photocopier available for patrons. The cost is 10 cents per copy and should be paid into the adjacent money machine at the time of photocopying. All photocopying done for class periods that require them, for student organizations, and for school sponsored activities may use the copier money machine override key to pay nothing at the time of photocopying, but then an entry for the photocopying must be

made in the *Copier, Laminator, and Transparency Use* sheet in the copier notebook so that the charge can be applied to the appropriate account in the Business Office. Piedmont Faculty and Staff personal photocopies are half-price.

2. The library will do binding for patrons using a comb binding machine. Projects will be charged at the rate of 3 cents per page but no less than \$2 per bound project. An optional vinyl cover and cardboard back can be requested at an additional 50 cents each, which is not included in the \$2 minimum project cost.
3. The library will laminate projects as soon as it can, depending on the circumstances. Regardless, all projects will be completed and ready to pick up within a three business days. The projects will be done so as to cost the least amount possible, while maintaining quality.
 - a. Projects are expected to be paid for at the time they are picked up, but projects over \$10 are required to be paid for at the time of pickup. Projects done for class periods that require them, for student organizations, and for school sponsored activities do not have to be paid for upfront; they will just be marked on the *Copier, Laminator, and Transparency Use* sheet in the copier notebook so that the charge can be applied to the appropriate account in the Business Office.
 - b. Projects that have been colored with crayons will be ruined by the laminator. Colored pencils and markers are fine.
 - c. The library is not responsible for the machine's "bad hair days."
 - d. Prices:
 - i. For the small Office laminator, the cost is 50 cents for the projects that take the sleeves that are roughly 9x11.5 inches and 25 cents for the projects that fit into the smaller sleeves that are roughly 6x9 inches.
 - ii. For the large Education Lab laminator, the cost is 50 cents per foot but at least \$1.00 for every project. Fractions of a foot will be rounded up to the nearest half.
 - iii. Piedmont Faculty and Staff personal laminations are half-price.

GENERAL POLICIES

1. Casual conversation is allowed in the library except in the Silent Zone. The area around the cubicles on the east side of the library is called the Quiet Zone, and any talking in this area should be kept at a very low volume. Extended conversations, such as those at study groups, should occur in the Student Conference Room or on the west side of the library called the Casual Zone where tables have been put to facilitate these conversations. All talking or noise in the library should be kept at or below a moderate volume.
2. Beverages and food may be consumed in the library.
3. Although there will be some interaction, the library office is primarily a work area and not a place for socializing.
4. Cell phones should be turned to vibrate or manner mode while in the library, and extended phone conversations should be taken outside the library.

5. The two aisle computers (i.e., the “Search Computers”) are exclusively for searching the catalog, and one of the two computers beside them (i.e. the “Research Computer”) is only to be used for the research tools on it.
6. The rest of the computers in the library (i.e., the “General Use Computers”) may be used for all other computer needs
7. The library welcomes any who are not a part of the university family (students, faculty, staff, board members, alumni) to use the library, but they must abide by library policies. Further, the library requests that those who are not part of the university family or involved in full-time Christian service or members of a consortia library (Carolinas Theological Library Consortium or Association of Christian Librarians) pay a one-time fee of \$5.00 as part of the application procedure to check items out.
8. Children whose parents are not patrons of the library may check out items from the library in accordance with the following policy:
 - a. Children under 16 may obtain library check-out privileges by applying for it and paying the one-time \$5 fee, if a parent or guardian signs the application.
 - b. They may only check out items on their viewing or reading level.
 - c. They may have 2 items checked out at a time.
9. No more than one General Use Computer may be used by those who are not part of the university family (students, faculty, staff, and board members) at any given time. This computer use will be assigned on a “first come first serve” basis, with priority being given to adults. Those who are part of the university family have priority over those who are not.
10. Disciplinary action may be taken against anyone found to be defacing or mutilating library materials or property.

Since our resources are limited we must make every effort to see that they are equally available to all. We appreciate your cooperation in helping us to achieve this goal. Let us know how we may serve you!