

## **Library Guide**

2005-2006 Edition

The Ida J. McMillan Library  
Of  
The Baptist College of Florida  
Graceville, Florida

### Fall and Spring Semesters Hours:

Monday, Tuesday & Thursday

7:30 AM-10:30 PM

Wednesday & Friday

7:30 AM- 4:00 PM

Saturday

10:00 AM-4PM

Closed Monday-Wednesday

10:00-11:00 AM for Chapel

### January Term Hours:

Monday 8:00 AM-4:30 PM

Tuesday & Thursday 8:00 AM-8:30 PM

Wednesday & Friday 8:00 AM- 4:00 PM

Saturday- Closed

### Summer Semester Hours:

Monday 8:00 AM- 4:30 PM

Tuesday & Thursday 8:00 AM- 8:30 PM

Wednesday & Friday 8:00 AM- 4:00 PM

### Library Web Page:

<http://www.baptistcollege.edu/Library/home.htm>

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## **Introduction and Mission**

The primary purpose of this library is to serve the teaching, learning, and research needs of the college faculty, staff, and student body in fulfilling the purposes of the college.

You will need to use the library as efficiently and effectively as possible in completing your assignments in an expeditious manner.

This manual is designed as a guide to users of the Ida J. McMillan Library of the Baptist College of Florida. It's purpose is to acquaint the user with the library by surveying the location of various materials within the building, present a guide and regulations for use of library materials and outline the services available to you as a patron of the library.

The Division of Library Services will provide essential library resources and services that will enable the students of The Baptist College of Florida be prepared to serve in the capacity that they will be called to in Christian ministry.

## **PERSONNEL AND CONTACT INFORMATION**

### **Director of Library Services**

John E. Shaffett, M.L.I.S., M.A. Ext. 449  
[jeshaffett@baptistcollege.edu](mailto:jeshaffett@baptistcollege.edu)

**Technical Services** Ext. 422

### **Administrative Assistant/Acquisitions**

Trisha Bollinger Ext. 423  
[tbollinger@baptistcollege.edu](mailto:tbollinger@baptistcollege.edu)

**Inter-Library Loan Services** Ext. 509

**Circulation Desk** Ext. 424

**Media Support and A/V** Ext. 455

## **Library Departments and Services**

**Public Services Department:** The Public Services Dept. consists of those individuals that assist patrons in locating needed items. These individuals are responsible for material check in and out and work the front desk service area of the library. The Public Services Librarian supervises this department and provides reference help and bibliographic instruction.

**Technical Services Department:** The Technical Services Dept. consists of those individuals responsible for acquisitions, serials, Inter-library loan, cataloging and processing.

**Media-Audio/Visual Department:** The Media-A/V Dept. consists of those individuals responsible for chapel sound and video recordings and any campus events that require taping.

## **Inter-Library Loans**

If you need a resource that is not located in the library, it may be possible to acquire it through the interlibrary loan (ILL) service. Once you determine the specific source you need and have not found it in the McMillan Library, contact the ILL Dept. You can search WorldCat which has over a billion records from the library's home-page. Just click on web resources and from the web resources page click on Florida Electronic library: firstsearch.oclc.org... Fill in the request form giving as much information as possible and any print-outs attach to the form. PLEASE ALLOW A MINIMUM OF TWO TO FOUR WEEKS FOR ITEM. If you need a item from ILL it is best to order it at least a month before the assignment is due.

There is usually no cost to you unless the lending library requires a cost, in which case the requesting patron assumes the cost. Usual loan periods are for 30 days, unless it is a photocopied article. For further information see the Director of Library Services.

## **Photocopying, Micro printing and Laminating**

There is one photocopy machine, two microfiche readers, one microfilm reader and one microfiche/microfilm printer. You may make photocopies and print items for 10 cents a copy. There is a coin operated panel for the copy machine that will take coins, \$1 or \$5 bill and give change. The person making copies will be responsible for any copyright infringements.

The microfiche are located in the same work area as the photocopier. The holdings are filed alphabetically in the microfiche cabinet. Once you locate your article on microfiche, you may print your article for ten cents per page and pay for the copies at the main circulation desk of the library. A laminating machine is located in the Education Curriculum Lab in McRae-Morrow Hall. Please contact the secretary of the Education Division for laminating use.

## **Fine Structure**

**Circulation books** – 10 cents for the first day, 25 cents for the second day and each day following

**Reserve Books** – 25 cents first day, 50 cents second day and each day following

**Video Tapes and Kits**- after 11:00 A.M. on due date \$2.00, \$2.00 each additional day.

There will be three overdue notices sent:

- (1) Within a week after the item becomes overdue
- (2) One week following the first notice
- (3) One week following the second notice

When a patron has an overdue item or fine, checkout privileges are suspended until the matter is resolved. A letter will be sent to the patron and the charges will be added to the student's account.

If you lose an item, report it as quickly as possible. You will have one month to locate the item or you will be charged for: replacement cost + \$5 processing fee. Once charges are incurred, they will not be refunded.

## **Checkout Procedures**

**Videos-** No more than two videos may be checked out at a time. Only commercial videos can be taken out of the library. All video checkouts are overnight and are due back by 11:30 a.m. the following day.

To view school produced videos in the Music-A/V Listening Room in the library, you must check them out at the circulation desk and leave your school ID until the video is returned.

**General circulating books** can be checked out for two weeks.

**Music CDS – can be only checked out by faculty.**

**Reference Materials-** are to be used in the library. Only faculty may check them out.