

# Biersdorf Library

## Student Manual

### 2010-2011

#### **I. Mission**

##### **A. Mission Statement**

The Biersdorf Library serves a unique community of students, faculty, alumni, and local pastors in an urban Detroit setting. The library's primary mission is to identify, acquire, organize, make accessible, and preserve information resources to support Ecumenical Theological Seminary's curriculum and mission. Also the Library works to share with and to teach the community about the library's resources and to provide information literacy training. Finally, the Biersdorf Library offers outreach programming to the neighborhood and religious communities to advance the mission of Ecumenical Theological Seminary. The Library holds the following statements as key to understanding its mission:

- The Five Laws of Library Science by Shiyali Ramamrita Ranganathan:
  1. Books are for use.
  2. Books are for all.
  3. Every book has its reader and every reader has his/her book.
  4. Save the time of the reader.
  5. A library is a growing organism.

#### **II. Freedom to Read**

The Biersdorf Library strongly believes that our patrons, regardless of origin, age, class, race, gender, sexual orientation, or views have the freedom to read materials from all points of view. The library will not exclude, censor, proscribe, abridge, or remove materials because of doctrinal disapproval, origin, background, or point of view.

### **III. Collection Development**

#### **A. Collection Development**

Collection development at the Biersdorf Library is carried out by the Director of Library Services following the Collection Development Policy. A copy of this policy is kept at the Reference Desk in the library and may be reviewed upon request. Suggestions to have the library purchase materials may be submitted to the Director of Library Services by e-mail or letter.

#### **B. Gift Policy**

The library's collection does not develop solely through the purchase of materials, but also through receiving unsolicited and solicited donations. All donated materials will be evaluated by the librarian in charge of collection development using the same criteria applied to materials being considered for purchase.

The library is not obliged to retain any gift materials that fail to meet the selection criteria. All unwanted donations are property of the library and will be disposed by (1) book sale, (2) donation to another charity, or (3) recycling or discarding. This policy is explained to any individual who contacts the library about making a donation.

Legal restrictions do not allow the library to appraise any donation, but the librarian will provide a thank you letter to the giver that will include a description of the gift. If the giver requires a professional appraisal of the gift to assign a monetary value to the materials, then it is the giver's responsibility to make those arrangements.

The library does not usually accept the following types of materials:

- Records
- Tapes
- Videos
- Materials outside of the scope of the collection
- Newspapers
- Single copies of serials
- Small paperbacks

### **IV. Circulation**

#### **a. Borrowing Privileges**

1. Students – All ETS students (UMD, MDiv, DMin, and Cooperative MDiv) may check out an unlimited number of books for six weeks at a

time with three additional renewals unless there is a hold on their account for unpaid fines or lost materials. An item may be recalled after six weeks if another student has requested it. All holds must be cleared through the Director of Library Services before additional materials may be checked out.

2. Faculty, Faculty Emeritus, Staff, Alumni, and Board of Directors – All ETS faculty, staff, and board members may check out an unlimited number of books for six weeks at a time with three additional renewals unless there is a hold on their account because of unpaid fines or lost materials. All holds must be cleared through the Director of Library Services before additional materials may be checked out.
  3. People in Pastoral Ministry – All people in pastoral roles in the metro Detroit area may check out 3 books for six weeks at a time with one additional renewal unless there is a hold on their account because of lost materials or unpaid fines. For first time borrowers, the people should present a valid ID with current address and information on their location of ministry. All holds must be cleared through the Director of Library Services before additional materials may be checked out.
  4. College Students – All college students from institutions with reciprocal borrowing agreements may check out six books at a time with three additional renewals unless there is a hold on their account for lost materials or unpaid fines. A student must present a valid ID from their college. All holds must be cleared through the Director of Library Services before additional materials may be checked out.
  5. Community – The Biersdorf Library allows members of the general public to purchase a membership to the library for \$25.00 per year to check out materials from the library. They may check out three books for six weeks at a time with one additional renewal unless there is a hold on their account because of lost materials or unpaid fines. For first time borrowers, the people should present a valid ID with current address. All holds must be cleared through the Director of Library Services before additional materials may be checked out.
- b. Loan Periods** – Materials may be checked out from the Biersdorf Library for six weeks with three additional renewals.
- c. Interlibrary Loan** – The Biersdorf Library does not provide interlibrary loan unless there is a very special need. With ten-week quarters, most interlibrary materials would not arrive in time for most paper deadlines. Using WorldCat Database, nearly all information needs may be met using libraries in the metro area. Also, if the item fits the Library's collection, ETS will order the material for the library.

- d. **Other Libraries** – The Biersdorf Library has a reciprocal borrowing agreement with Marygrove College. ETS students may borrow materials from Marygrove by presenting their student ID card at the circulation desk of the Marygrove Library. The Detroit Public Library also has a historical religion collection, and anyone who is a resident of the state of Michigan has borrowing privileges.
- e. **Fines and Holds** – After the materials have been overdue from the Library for one week (except for holidays), all library users are charged a fine of .14 cents per weekday until the book is returned. Notices are sent out the first week of every month. After three overdue notices, user's will be charged for the replacement cost of the materials plus a \$10 restocking fee or the total amount of fines, which ever is higher The borrower will be placed on hold for classes and graduation until their bill is settled.
- f. **Checking Out and Returning Materials** – All materials leaving the library MUST be checked out to the user. A security system at the door will sound if materials are not properly checked out. All materials MUST be returned in the Library Drop Box to ensure that they are checked back in to both the library and the security system. The Drop Box is emptied daily to assure that materials are credited in a safe and timely manner.

## V. Privacy

The Biersdorf Library does maintain personal information concerning library accounts. It is stored in the library's circulation catalog and is not accessible to anyone but library staff. Patron confidentiality extends information sought or received; materials used, borrowed, or acquired, reference questions, and circulation records. This information will only be released for a court warrant. If you have any question about this policy, please contact the Director of Library Services at 313-831-5200 ext. 222.

## VI. Catalog

The library's catalog is available online at [http://www.etseminary.edu/page\\_library.htm](http://www.etseminary.edu/page_library.htm) If you have any question or problems with the catalog system, please contact the Director of Library Services at 313-831-5200 ext. 222.

## VII. Databases

The library maintains 10 databases for patrons use. All of the online databases, including the ATLA Religion database with ATLAS full text, from any online computer.

**TO ACCESS THE ONLINE DATABASES**

A. As of July 1, 2010, the ALTA Religion and ALTA Serials Databases can only be accessed at:

**http://search.ebscohost.com/login.aspx?authtype=ip,uid&profile=ehost&defaulddb=rfh.** To log in: In the box next to “USER ID” type: **S6876142**; in the box next to “Password” type: **theological 123**. *These are case sensitive.*

B. The remaining databases can still be accessed at **firstsearch.org**. To log in: in the box next to “Authorization” type **100-209-164**; in the box next to “Password” type **brxne!adx**.

C. Select a database. You can do this a few ways. Click “list All Databases” underneath the tab labeled “Home” or use the dropdown menu that says “Select a Topic or Database” to select a database to search. Some recommended databases:

search.ebscohost.com	<b>ATLA Series:</b> <i>Full text</i> articles on religion and theology
	<b>ATLA Religion:</b> Catalog of books and other materials in libraries worldwide
firstsearch.org	<b>ArticleFirst:</b> Index of articles on general topics
	<b>ERIC:</b> Journal articles and reports in education
	<b>WilsonSelectPlus:</b> <i>Full text</i> articles in science/humanities/education/business
	<b>WorldCat:</b> Catalog of books and other materials in libraries worldwide

D. **Search for an article.** Enter a keyword in the "Search for" box. Try using different words related to your topic for more results.

E. **Locate the article.** In databases with access to full-text articles, this is simple: underneath the title of an article you are interested in. Click the link that says “View Full Text” in PDF, GIF, or HTML format (these are just different ways of looking at the article—any should work.) If the article isn’t available in full text, you will need to locate the print volume of the periodical that the article is in.

The *BibleWorks 6.0* databases are available only in the library. If you have any question or problems with the database system, please contact the Director of Library Services at 313-831-5200 ext. 222.

## **VIII. E-Books**

The library maintains a collection of over 9,000 e-books for its patrons. Patrons may search the e-book through the library's catalog or through the NetLibrary interface. To use the collection from an online computer, a patron must first set up an account on a library computer to get IP recognition as an ETS patron; then they may go to the URL <http://netlibrary.com> and enter their chosen user name and password. If you have any questions or problems with the e-book system, please contact the Director of Library Services at 313-831-5200 ext. 222.

## **IX. Music Collection**

The library maintains a choir music collection that may be searched in the library catalog. This collection contains the music collection of the First Presbyterian Church of Detroit, and new selections are only added through donation. All musical selections are marked in the catalog with call numbers, which begin with the word "Music." The music circulates for the normal six week loan period and may be renewed three times. Please return all music to the Circulation Desk and wait for the number of pieces to be counted. Please ask for the librarian's help to use this collection.

## **X. Audio-Visual Collection**

The audio-visual collection of the library contains audiotapes, CDs, videotapes, DVDs, and computer programs. This collection may be searched in the library catalog and all materials have call numbers, which begin with the letters "AV." All AV materials circulate for the normal period with no renewals. Please return all AV items in the Book Drop Box upstairs.

## **XI. Archives**

The Beirsdorf Library maintains an Archives and Rare Book collection. The collection contains a number of religious titles and the records of the First Presbyterian Church of Detroit, other Detroit religious groups, and the historic records of Ecumenical Theological Seminary and its parent organizations. A finding tool for this collection may be used at the Circulation Desk. All materials from the Archives may only be used under the supervision and direction of a librarian. See the Beirsdorf Library Archives Policy, at the Circulation Desk, for more information.

## **IX. Computer Etiquette Policy**

Transmission, reception, or display of any material or communications in violation of any U.S. or state regulation is prohibited, including but not

limited to: copyrighted material, threatening or obscene material, or material protected as trade secrets. Any display of sexually explicit, obscene, or graphic material will result in the immediate revocation of Internet privileges for one year.

Unauthorized copies of copyrighted or licensed software or data are prohibited on all computers in the library and Information Technology Center. Violation of U.S. copyright law can leave the user liable to civil damages and criminal penalties.

Users may bring documents, images and other work to load into applications or programs that already exist on public access computers in designated areas. New applications or programs may not be loaded into public access computers. Work can be opened on the computer from the student's own USB drive or CD to continue work or to print, and can be saved on the same media. Work can also be emailed to oneself. Saving work on the library's computers is not recommended, as the library cannot be responsible for work left on public access computers.

Materials downloaded from the Internet may contain computer viruses. ETS is not responsible for damage to any user's disk or computer, or any loss of data, damage, or liability that may occur from patron use of the Library's computers. Malicious tampering with computer hardware or software is prohibited and will result in a one-year suspension of a customer's computer privileges

Due to the public nature of the library's computers, the library does not advise patrons to conduct commercial transactions on public access computers. The library cannot be held responsible for any losses incurred if patrons choose to use the public access computers to conduct commercial transactions.

*Keep your personal information personal!* You must LOG OFF your email or other personal accounts to maintain your privacy and security, and to prevent others from accessing your accounts. The library cannot be responsible for access made to open email, Amazon, and other accounts left accessible on the public computers.

The password to access the ETS wireless network is the seminary phone number, with no spaces or dashes: 3138315200.

Moodle can be accessed through the [etseminary.edu](http://etseminary.edu) website under "Student Resources," or at <http://moodle.etseminary.edu>. Your Username is the first letter of your first name + your last name, no spaces. Your password is your student number. Assistance with Moodle can be obtained by contacting the ETS Library.

## **X. Handicap Accessibility**

The library strongly regrets that its building is not completely handicap accessible. Our long-term building plan does move the library into a new building, which will be totally handicap accessible, but in the meanwhile all students with a physical handicap that prevents them from entering the library should contact the Director of Library Services to make alternate arrangements. There is a computer workstation on the first floor where patrons may search the library's catalog, and library staff will bring the materials up to them.

## **XI. Cell Phone Policy**

The library asks that everyone turn their cell phone off or switch it to a silent mode while working in the library. If anyone must answer a call, please take the conversation outside of the library.

## **XII. Quiet Study Space**

The library offers several areas for group study in the library. The Church Library classroom, right up the steps from the library, is a designated quiet study space from 9 am until 5 pm daily. If you have any difficulties using this space, please see library staff.

## **XIII. Work Study**

The library offers work-study opportunities for students in any of the ETS's programs. Open positions are posted on the student listservs. Students interested in a position should contact the Director of Library Services for additional information.