

McCaslin Library

at Saint Louis Christian College



Handbook for
Students and other Library Patrons

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HOURS OF OPERATION

Many of McCaslin Library's patrons are commuters with families, full-time jobs, and ministries. As such, it can be difficult for such patrons to find the time to visit the library. McCaslin Library, therefore, makes every effort to accommodate the busy lives of our patrons by posting library closings and keeping hours according to the following general schedule:

Spring and Fall Semesters

MON-THURS 8AM – 11PM
 FRIDAY 8AM – 4PM
 SATURDAY 10AM – 4PM
 SUNDAY CLOSED

CLOSED FOR CHAPEL ON TUESDAYS AND
 FRIDAYS FROM 10:20AM – 11:30AM

Summer

MON-THURS 10AM – 8PM
 FRIDAY 10AM – 4PM
 SATURDAY 10AM – 2PM
 SUNDAY CLOSED

Holidays

Holiday hours are generally posted about seven days in advance in the following locations:

- Our web site - slcconline.edu/academics/library_resources
- Facebook - <http://www.facebook.com/McCaslinLibrary>
- Twitter - <http://www.facebook.com/McCaslinLibrary>
- The library's front entrance
- The AIM Board (located in Keystone Complex)

The college observes the following holidays annually by closing the institution's offices: New Year's Day, Martin Luther King Jr. Day, Good Friday, Memorial Day, Independence Day, Labor Day, day before Thanksgiving, Thanksgiving, day after Thanksgiving, Christmas Eve, Christmas, New Year's Eve. See SLCC's [Academic Calendar](#)¹ for specific dates.

Closings due to inclement weather and other unexpected circumstances are posted as soon as possible. If you are unsure whether we are open or not, it is always a good idea to call us (314.837.6777 x1512) or check the Internet resources mentioned above before making the drive to the library.

¹ slcconline.edu/academics/course_schedules/pdf/AcademicCalendar2012-2013.pdf

POLICIES YOU NEED TO KNOW ABOUT

ATMOSPHERE

Quiet and Studious

McCaslin Library is committed to maintaining an environment conducive to study. We ask that you assist us in this effort by reserving collaborative study and/or social engagement beyond that which is typical of a library for other SLCC facilities intended for such interaction, such as Kool Beanz.

Conversations

McCaslin Library recognizes that conversations do and should occur regularly inside the library and that cell phone conversations are generally no more or less disruptive than are other conversations. However, we ask that you keep your ringer at a low volume or on vibrate while inside the library.

BORROWING

General

Patrons who have overdue materials or who owe fines of any kind are not permitted to borrow from McCaslin Library.

All SLCC students (DAY, AIM, certificate students, Jesus 101/other non-degree seeking students); students from other colleges/universities using SLCC facilities as part of a cooperative arrangement (i.e. Central Methodist University); and students of Ozark Christian College, Central Christian College of the Bible, and Lincoln Christian University and Seminary are permitted to borrow materials from McCaslin Library without paying a membership fee. Non-degree seeking students may be required to submit an application in order to borrow materials.

Identification

A photo ID is required for patrons to borrow any materials, including reserves. State IDs are normally only accepted in lieu of SLCC IDs when patrons have not been issued SLCC IDs. Returning students are expected to provide SLCC identification; IDs from previous semesters are acceptable.

Collateral

McCaslin Library cannot accept collateral (cell phones, car keys, etc.) in lieu of identification in order to borrow reserve materials.

Circulating Materials

- Books may be checked out for two weeks.
- AV materials may be checked out for one week.

Reserve Materials

According to the preference of each professor, reserve materials may be checked out for the following periods:

- In-house (two hours)
- Overnight
- Three days

Reference

At this time reference materials may not be checked out.

Periodicals

At this time periodicals may not be checked out.

CIRCULATION DESK/WORKROOM AREA

Only faculty, staff, and library workers are allowed in the circulation desk/workroom area unless invited by a staff member.

COMPUTER USAGE

Only registered patrons may use McCaslin Library's computers. Computer usage requires a login/password, which is obtained through the tech office. Password requests can be submitted to the Tech Office via email (helpdesk@slcconline.edu), the Web (<http://helpdesk.slcc.ad/portal>), or by calling 314.837.6777 x1250.

DRESS CODE

All patrons of McCaslin Library must adhere to the dress code as detailed in the [Guide To Student Life](#)². In general, the following guidelines should be observed:

- Shoes must be worn at all times.
- Modest apparel must be worn.
- Cleavage is not permitted.
- Sagging pants and/or exposed undergarments (including bra straps) are not permitted.

FINES/FEES

General

Fines are only calculated for days in which McCaslin Library is open for business. Any portion of an hour or a day will count as a full hour/day for the purpose of calculating fines.

Printouts & Photocopies - \$.10/page

² slcconline.edu/academics/catalog/pdf/guide_to_student_life.pdf

Overdue Materials

AV Equipment - \$2.00/day plus \$1.00/hour for the first five hours

Books - \$.10/day

AV Resources (such as CDs/DVDs) - \$.25/day

Inter-library Loans (ILL) - \$1.00/day

Reserve Items

In-House Use - \$.50/hour

Overnight - \$2.00/day plus \$.50/hour for the first five hours

Three Days - \$2.00/day plus \$.50/hour for the first five hours

FOOD AND DRINK

Food (including snacks) is not permitted in the library.

Only beverages in containers with screw-on lids are acceptable in McCaslin library. This includes soda and water bottles, sport bottles, thermoses, and the like. Beverages without lids are not permitted, nor are canned beverages or containers with lids such as those generally found on fountain drinks or paper coffee cups. Food and prohibited beverages may be placed on the table just inside the library's entrance.

Examples of permissible and prohibited beverages are pictured below.

Permissible



Prohibited



INTER-LIBRARY LOANS (ILL)

Only patrons in good standing with McCaslin Library may utilize our inter-library loan service.

Requests may be submitted in person, via email (ltreat@slcconline.edu), or via the [library resource page](#)³.

³ http://slcconline.edu/academics/library_resources/request.php

RENEWALS

Patrons may renew materials up to three times providing no other patrons have requested the materials. Renewals may be used to stop the accumulation of overdue fees, but after three renewals the borrowed materials must be returned or a replacement fee will be assessed.

Renewals of Inter-library loans are at the discretion of the lending institution.

Renewals of AV Equipment are not permitted.

RESEARCH ASSISTANCE/TUTORING

McCaslin Library's staff members are happy to *assist* patrons in research and bibliographic instruction. McCaslin Library's staff members are also happy to *demonstrate* research methods/techniques.

The Student Center for Success (aka The Hundred) is available for assistance with 504 matters, tutoring, MLA formatting, grammar instruction, document formatting, and testing). The Hundred is located in Keystone Complex; room 100.

TECHNICAL DIFFICULTIES/COMPUTER PROBLEMS

Library staff are happy to assist with questions regarding Rosie (our pay-to-print station) and our Web Print service. Alternatively, you can access our YouTube tutorials for help. Just search YouTube for McCaslinLibrary or type in these addresses:

Using the Print Station:

<http://www.youtube.com/watch?v=6hoP8Xp-Wjk>

Using Web Print:

<http://www.youtube.com/watch?v=wctM4eK71Qk>

Library staff members are not equipped/trained to handle other computer-related problems. Patrons experiencing such difficulties should notify IT in order to expedite a resolution. Preferred methods of contact are via email (helpdesk@slcconline.edu) or the Web (<http://helpdesk.slcc.ad/portal>). These instructions are also located on the bottom left-hand corner of every computer monitor in the library.

APPENDIX A

Summary of Civil and Criminal Penalties for Violation of Federal Copyright Laws

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or “statutory” damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For “willful” infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys’ fees. For details, see Title 17, United States Code, Sections 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense. For more information, please see the website of the U.S. Copyright Office at www.copyright.gov.

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