McCaslin Library

at Saint Louis Christian College

Handbook for
Library Patrons

2012-2013

CONTENTS

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 on the library's web site, Facebook, Twitter (you can have updates sent right to your phone), the library's front entrance, and the AIM Board (located in Keystone Complex). Generally speaking, 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 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.

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 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. 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

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.

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, or via the library resource page (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 tutoring and 504 concerns (grammar instruction, document formatting, 504 matters, 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, the following video tutorials may be viewed online:

> Using Web Print
> Using the Print Station

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.

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