Cortese Library

CALIFORNIA
CHRISTIAN COLLEGE
Est. 1955

Library Policy Manual

4881 East University Ave.
Fresno, CA 93703

Phone (559) 251-5025
Fax (559) 251-4231

e-mail: library@calchristiancollege.edu
www.calchristiancollege.edu
# Table of Contents

Accreditation .................................................................................................................... Page 2

Student Handbook ........................................................................................................ Pages 3-14

Library Operational Policies ........................................................................................... Pages 15-46

1. Statements ................................................................................................................ Pages 15-18

2. Facilities .................................................................................................................... Pages 19-20

3. Budgeting ................................................................................................................ Pages 21-22

4. Maintaining the Collection ..................................................................................... Pages 23-28

5. Equipment ................................................................................................................ Pages 29-34

6. Usage ....................................................................................................................... Pages 35-39

7. Management ............................................................................................................ Pages 40-44

Index ............................................................................................................................... Pages 45-46
Accreditation

California Christian College is a member of the Transnational Association of Christian Colleges and Schools, having been awarded Reaffirmation status as a Category II institution by the TRACS Accreditation Commission on November 5, 2003, for 10 years. TRACS is recognized by the United States Department of Education (USDE), the Council for Higher Education Accreditation (CHEA) and the International Network for Quality Assurance Agencies in Higher Education (INQAAHE).

TRACS
PO Box 328
Forest, VA 24551
Telephone: 434.525.9539
E-mail: info@tracs.org

California Christian College is recognized by the Internal Revenue Service as a tax-exempt organization, Federal Tax Identification Number: 94-1576850.

California Christian College is recognized by the Immigration and Naturalization Service of the Justice Department as an educational institution certified to grant I-20 Student Visas to F-1 International Students for Business and Theological educational programs. Department of Justice Number: SFR214F0887.

California Christian College is recognized by the Department of Education, Office of Postsecondary Education, Health, Department of Education and Welfare, and has been approved by the Department of Education, Eligibility and Certification Division, to administer Student Financial Aid.

Title IV Institutional Code: 014128. PPA Code: 00884400.
California Christian College is approved to administer Veterans Benefits by the Department of Consumer Affairs, State of California.
VA School Code Number: 3 1 137 2 05.

California Christian College, a private non-profit institution, has approval to operate from Bureau for Private Postsecondary Education,
State of California Institution Code: 1000341 School Code: 1000341
Library Hours

**OPEN**

Monday - Thursday  
7:45 a.m. – 5:00 p.m.  
Friday  
7:45 a.m. – 2:00 p.m.  
Evenings  
6:00 p.m. – 9:00 p.m. Thurs.

**CLOSED**

Monday – Friday  
Lunch: 12 – 12:30 p.m.  
Monday, Wednesday, Friday  
Chapel: 10 – 11:00 a.m.  
Wednesday evenings  
Saturdays and all school holidays

*Please note that library facilities are available by special request. If you need a time that is not listed, PLEASE ASK.*

Mission Statement

*Cortese Library* provides information resources for students and faculty to support their academic and spiritual learning experiences and goals. The library’s growing academic and inspirational collection support and equip students with information literacy skills with a special focus on biblical and spiritual literacy.

*We are never too busy to answer your questions.*  PLEASE ASK.  
*Library Phone # 251-5025*

**Librarian:** Nan Singh, MLIS  
nanhillisng@yahoo.com  
library@calchristiancollege.edu

Nan is available during most library hours. Questions, help, or suggestions may be given to her in person, by e-mail or by phone.

**Library Assistant:** Michele Dell'Olivo, works part time and is available for questions  
dellolio93@yahoo.com

**Library Assistant:** Joy Jones, a new student this year, ready to learn and serve  
joycelynnodingwe@yahoo.com
Library Check-Out
You will be assigned a library ID # in order to check out materials.

Borrowing privileges are extended to faculty, staff, and enrolled students in California Christian College. Pastors in the Fresno area may also borrow from Cortese Library for a ten-dollar deposit per book.

General Rules for the Library
- Please limit talking in the study area. With the availability of wireless Internet connection, which is also accessible in other areas of the campus, we are requesting that the library area be limited to quiet conversations related to study or information acquisition needs. The student who needs absolute quiet in order to concentrate may use the table in the back of the library.
- Food or drink is not permitted in the Library.
- Do not shelf any item. Leave selected books or materials on the tables or shelves or put them in the Book-Drop. Return borrowed or used items to the Circulation Desk or the Book-Drop.
- Do not deface books by marking, underlining or folding pages. If you find books where this has been done, please report these to the Circulation Desk. Your help is appreciated.

Fines and Holds
A twenty-cents-per-book-per-day fine will be charged for items not returned by the date due. A phone call or verbal request to the librarian on duty will renew borrowed books. In the case of unpaid fines, instructors will be notified that those students must take care of fines before taking finals or graduating. Holds will be placed on all student records with outstanding fines.

Copy Machine
Copies may be made for $.05/page for class work and $.10/page for personal use via the honor system. A collection box is available at the counter and a chart is available for you to individually track your charges for copies when you do not have the correct change. Accounts must be brought current by the end of each semester.
New to Cortese Library for 2012

Logos Bible Software and New Gateway Computers

Logos Bible Software is maintained on a Toshiba laptop, which is available by request. Logos Bible software includes the Scholar’s Library, Silver level, which contains over 775 (growing continually) Bible resources in multiple formats for ease of use. Tutorials are available to help. Materials are free to copy onto a Word document and then printed, if necessary. Citation help is instantly available.

Two HP laptops are also available by special request for faculty use. Students may use the HP laptops in the library only. Six Gateway computers with wireless mouse and keyboard connectivity are now available.

Circulation

General Collection: Books from the general collection may be checked out at the Circulation Desk for a period of two weeks, with renewal privileges, unless another student has issued a request for the book. No more than ten books may be borrowed at a time unless by special arrangement. Books may be renewed by phone or request.

The following items do not circulate:

1. Reference books
2. Periodicals
3. Reserve books (placed for classroom use by the professor)
4. CDs
5. DVDs

These items must be used in the Library. Books on Reserve (professors’ selected books) may be borrowed for a two-hour period (if no one else needs the book, it may be kept longer) to be used in the Library only.

Lost Items

Please notify the Librarian should a borrowed item be misplaced or lost. A ten-dollar processing fee plus the cost of replacement will be charged. If the item is found later, before a replacement is purchased, this fee will be refunded. Processing books is time consuming and costly. AVOID FINES, RETURN ON TIME!
The Collection: Dewey Decimal Classification System

The Cortese Library is arranged according to the Dewey Decimal System as outlined below. In a given Call number, each Dewey Decimal number represents a specific area of knowledge. The Cutter number, a letter/number below the Dewey Decimal number, further identifies the work by the author's surname. For example, the call number for Thomas Watson's The Ten Commandments is as follows:

241.52 = Christian moral and devotional theology.
W338  = Watson

The .52 is a decimal number and thus is a smaller number than .6 therefore, 241.52 would be shelved before 241.6 and after 241.5.

All areas of knowledge are organized 000-999. The majority of the Cortese Library collection is filed under Religion, 200-299.

| 000 – 099 | Generalities                  |
| 100 – 199 | Philosophy & related disciplines |
| 200 – 299 | Religion                      |
| 210      | Natural religion              |
| 220      | Bible                         |
| 230      | Christian theology            |
| 240      | Christian moral & devotional theology |
| 250      | Local church & religious orders |
| 260      | Social & ecclesiastical theology |
| 270      | History & geography of church |
| 280      | Christian denominations & sects |
| 290      | Other & comparative religions |
| 300 – 399 | Social Sciences              |
| 400 – 499 | Language                     |
| 500 – 599 | Pure Sciences                |
| 600 – 699 | Technology (Applied Sciences) |
| 700 – 799 | The Arts                     |
| 800 – 899 | Literature                   |
| 900 – 999 | General Geography & History  |
**The Call Number**

The call number (Dewey classification and Cutter number) is the address of the book in the library. Copy the complete number from the computer screen. It helps you locate the materials quickly and easily. If you have any difficulty locating the book, do not hesitate to ask for help.

Call Number Examples:
If a letter appears over the call number, it indicates a particular area of the library. "R" represents the Reference area. "F" stands for Fiction and is located in a separate section at the back of the library. The Biographies are numbered 920 or 092 and further identified by the Cutter number below the 920, an alphabetical arrangement, and are located on the wall left of the fiction area.

Locating Books: The OPAC (Online Public Access Catalog)
[www.libraryworld.com/opac](http://www.libraryworld.com/opac) is the online location of our automated catalog. This system allows patrons to identify items in the Library. The OPAC is available online in the Cortese Library address (above) at [Libraryworld.com](http://Libraryworld.com) and can be accessed from any computer that has internet access. Depending on your computer you may be asked to identify the library. Enter Cortese in both boxes; on some computers you may need to try Cortese Library in both boxes. Another choice is calchristian, which would also be entered in both boxes. Searching the system can be done by keywords, titles, authors, barcodes, ISBN numbers or subjects. In Library World’s latest version, 2.0, the drop down menu features identifying terms.
In the drop down menu below you can choose to search Library World from the following key words...
The following is an example of a possible book selection and how it will appear on the Library World screen.

In the above example **seven words** was entered in *Title includes*. Three choices are listed. When you click on the second listing *The seven words* the following screen opens:
The seven words/ (Book)

Control Number : 5825
Control Number
Identifier :
Modification Date Time : 20070926172943.0
General (Fixed Fields) : 740116s1952 nyu 000 0 eng
LCCN : 51014681
Library of Congress Call BT455 .C414
No :
DDCN : 232.963 C467 1988
Main Entry-Personal Chappell, Clovis Gillham, 1882-1972.
Name :
Title Statement : The seven words/ by Clovis G. Chappell
Publication Distribution New York, Abingdon-Cokesbury Press [1952]
Data :
Physical Description : 78 p. 20 cm.
Subject-Personal Name : Jesus Christ Seven last words.
Subject-Topical Term : Methodist Church Sermons.
Subject-Topical Term : Sermons, American 20th century.

<table>
<thead>
<tr>
<th>Status</th>
<th>Bar Code</th>
<th>Branch</th>
<th>Location</th>
<th>Call Number</th>
<th>Volume</th>
<th>Issue</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>IN</td>
<td>00003026</td>
<td></td>
<td></td>
<td>232.963 C467 1988</td>
<td></td>
<td></td>
<td>$2.95</td>
</tr>
<tr>
<td>IN</td>
<td>00006762</td>
<td></td>
<td></td>
<td>232.963 C467 1958</td>
<td></td>
<td></td>
<td>$2.95</td>
</tr>
</tbody>
</table>

There are 13,000 + titles in OPAC this semester; titles continue to be added. Should you select books that have not been bar-coded, try to bring them to the desk early enough in the day so that they can be cataloged and bar-coded before you check them out.
Useful websites

_Cortese Connection 10, Cortese Connection 11, and Cortese Connection 12_ are Google websites that can be accessed from _Library World’s_ Homepage. These sites contain a collection of useful websites relevant to CCC students. _Cortese Connection 11 and 12_ also contain a generic student gmail account that is recognized as an editor on the site. This means that the student can add relevant resources as well as edit the pages on the site. The gmail account name is _cortesestudent@gmail.com_ Password is _calchristian_

The following websites can be accessed on each computer under **Favorites** and then under **Library Resources.**

1. **Fresno Pacific University’s Hiebert Library**
   
   [http://www.fresno.edu/library/](http://www.fresno.edu/library/)
   
   **OPAC:** Hiebert’s online catalog is useful for finding many materials by title, author or subject. With a permission slip available from CCC’s circulation desk you may borrow books from Hiebert Library. See also information about Library of Congress subject headings below, (13.), useful for working with Hiebert’s OPAC.

2. **Electronic databases:**
   
   **Hiebert Library has a wealth of databases, including EbscoHost which supports several databases useful to CCC students. Currently you must be in Hiebert Library to use these databases. Their user ID # and password are only accessible for registered FPU students via their individual student ID #’s. We have borrowing privileges for their materials but the electronic databases are restricted to in-library use.**

3. **Reference Desk**, a site that includes dictionaries, encyclopedias and a large variety of useful sites.
   

4. **Internet Public Library** has compiled numerous websites and lists them by subject. The religion section is under **Arts and Humanities**. Sites are maintained by library and information science students.
   
   [http://www.ipl.org/](http://www.ipl.org/)

4. **Fresno County Library.** The closest branch is the Sunnyside branch at Clovis and Kings Canyon. Books can be ordered online from any of the branches in the county and picked up here. The website also has several databases that can be accessed by students who have a library card. The card is free and can be obtained by simply filling out an application at any of the libraries in the system.
   
   [http://www.fresnonlibrary.org/index.html](http://www.fresnonlibrary.org/index.html)
5. Fresno State University’s **Henry Madden Library**
   [http://www.csufresno.edu/library/](http://www.csufresno.edu/library/)
   Madden Library also has a wealth of databases accessible from the computers in the library. Because their students either bring in their own laptops or check out a laptop in the library, the in-house computers are usually available to anyone walking into the library. You do not need a library card or permission slip to access their databases or use these computers. Materials may be borrowed through Inter-Library loan or by purchasing a community borrower’s card.

6. **World Catalog**, millions of books, periodicals and online articles. Enter the title to find MLA and other reference styles of correct citation.

7. The **Wabash Center** Internet Guide for religion and related sites—an extensive collection of informative sites useful to religion students.
   [http://www.wabashcenter.wabash.edu/resources/guide_headings.aspx](http://www.wabashcenter.wabash.edu/resources/guide_headings.aspx)

8. **Purdue University’s Owl Writing Lab**—help with writing research and other papers. It features easy to follow instructions for bibliographic citations.
   [http://owl.english.purdue.edu/](http://owl.english.purdue.edu/)

9. **Answers.com** [http://www.answers.com/](http://www.answers.com/) is a useful website. Enter “define” and your word or simply ask a question for quick and useful information. A variety of definitions for words are given pertinent to how the word is used.

10. **Directory of Open Access Journals.** These are scholarly journals that are available free on the internet.

    **Intute**, the best as well as give you training experience for searching, selecting and evaluating information on the web related to your question. When you select the Virtual Training Suite you then select the area of information you are interested in. The [religion tutorial](http://www.vts.intute.ac.uk/he/tutorial/religion) is available at

    [http://www.vts.intute.ac.uk/he/tutorial/religion](http://www.vts.intute.ac.uk/he/tutorial/religion).

    Each tutorial can be geared to a particular subject field like literature or psychology and will help you gather sites that focus on those resources.

11. **Library of Congress Subject Headings** [http://authorities.loc.gov/](http://authorities.loc.gov/). Subject headings will give you categories of information useful for searching the OPAC of any library for information on your topic. ASK for help in using this excellent resource.
12. **Library of California Heartland Region**

*Cortese Library* is a member of the *Heartland Region Library of California*. Our staff and students have access to the holdings in a number of libraries in our area, including Fresno State, Fresno Pacific, and Fresno City. Heartland is accessed through the Fresno County Library System. Check with the Librarian to see how this can be done.

Information on books and access to full-text articles are available through First Search by **password only**. Ask the librarian for help in accessing password protected information through Heartland’s access to OCLC’s First Search database of more than 50 journals.

13. **web sources for education and research,**

[http://www.intute.ac.uk/](http://www.intute.ac.uk/)

Based in England the *Intute* search engine has an amazing collection of sites. By selecting *Arts and Humanities* and then going to *Religion and theology* in the middle of the selections you can find a wealth of sites including the above listed *Wabash Center*. *Intute* is a scholarly annotated version of *Google* in terms of a search engine. It also covers all areas of information.

14. On the left of the *Intute Home page* is a selection for a tutorial, *Virtual Training Suite*. This is a simple tutorial, well worth the short time it takes to go through it, that will help you select sites geared to your research project or field of study