



Champion Christian College Francis Grubbs Library

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Champion Christian College Francis Grubbs Library

I. GENERAL REGULATIONS AND CONDITIONS OF USE

The Francis Grubbs Library is provided to students as the primary means of finding access to materials for research. Therefore, there are certain regulations and conditions of use students are requested to adhere to while using resources in the library.

A. Regulations

1. Please maintain an atmosphere conducive to study by being as quiet and respectful. Please turn off ringer on your cell phone and set it on vibrate mode. You may conduct cell phone conversations outside of the library entrance.
2. Absolutely no food, drink, or water bottles are permitted in the library outside the student's bag or backpack. There is a snack area in the Student Center or outside the library in the cafeteria.
3. After browsing through books, DO NOT try to re-shelve them. Leave them on tables or on the check-out desk for me or one of the student workers to reshelve.

B. Conditions of Use

1. The library is designed primarily for the use of the students, faculty, and alumni of Champion Christian College. Local students may not use the library hours.

II. LIBRARY SERVICES

A. Circulation Policies

1. *Availability of Collection:* The Library holds a collection of more than 22,000 books as well as access to electronic journals.
2. *Limits of Availability:* While the majority of these resources are available for check out, included in the library resources are some items that are not to be removed from the library premises, such as: the reference

collection, periodical collection and antique books.

3. *Borrowing Material*: Students may check out any item not limited by library policy. Up to ten items may be checked out at one.

4. *Due Dates and Late Fees*:

Type of Material	Loan Period	Renewals	Overdue Fines
Circulation Books	30 Days	1 (15 days)	\$.05 per day

Overdue notices are issued as a courtesy to all library users. However, non-receipt of an overdue notice does not exempt a borrower from applicable fines or billing.

It is against CCC policy to remove any materials from the library without checking them out first! Students who remove library materials without authorization will be subject to disciplinary action as deemed appropriate by the library administration. A stiff fine is usually imposed, but the nature of the infraction may lead to more severe penalties.

5. *Returning Material*: Materials may be returned to the Circulation Desk and given personally to one of the library staff.

6. *Overdue, Lost or Damaged Materials*: Students are responsible for returning or renewing items by their due date. Students are assessed replacement charges when materials are damaged beyond repair, when materials are declared lost by the borrower, or when materials are presumed by the library to be lost. An item is presumed "lost" if it is more than 30 days overdue. For each lost or damaged item, the borrower will be billed for the replacement cost of the item, and a \$10 processing fee. All library borrowers will be assessed a fee for repair of damaged materials they have checked out.

7. *Reference Books*: Reference books are those books intended by the library to be used only within the library. They may not be checked out for any reason. All reference books are to be checked out at the circulation desk even though they are used only in the library. All reference books must be returned to the circulation desk.

8. *Fines and overdue notices*: The library usually issues notices to students regarding fines and overdue fees. However, these notices are sent as a courtesy and should not be considered a right of the student nor an excuse for

non-payment or late returns.

B. Computer Catalog

The catalog contains more than 22,000 bibliographic records. It contains entries for all library materials which can be checked out, and is available for the students to locate research materials at any one of the college's computers or online through Populi.

C. Library Tours & Instruction Sessions

Our circulation desk can assist students and staff with any research questions. If a student or faculty member feels they need more help with using library resources, he or she may schedule an individual or small group session by emailing or speaking with the Head Librarian. Please be courteous and give a few days advanced noticed.

A librarian or trained library worker will:

- Give you a tour of the Francis Grubbs Library
- Teach you how to find books and other documents
- Teach you research strategies that can help make the best use of your time.

III. LOCATING MATERIALS

When browsing the library or looking for items, students need to know where each item is located. There is signage that shows what type of books can be found in each section. If you have difficulty locating the materials you are looking for, please consult library staff. This section reviews the material types and their location in the CCC Library.

A. Circulating Books- Books designated for circulation can be found in the main part of the collection.

B. Reference Books- These can be found in their own section along one of the side walls of the library.

IV. EXTERNAL LIBRARY RESOURCES

In addition to resources that can be found in the CCC Library, other resources are provided to help aid students with research. These are external to the library and may not be in accord with doctrinal statements and beliefs. However, the links provide excellent research material.

VI. REFERENCE HELP

The library has made every effort to provide students with as much support as possible in their research needs.

A. Personal Assistance

1. **Staff Availability:** Students can receive personal help with any questions from a library staff member in person or by email. If requests for personal assistance are made during non-business hours, they will be met during business hours the next day.
2. **Email Assistance:** Students can receive support by emailing the librarian, Mrs. Reed, at kimee.reed@championchristiancollege.com