

Watne Memorial Library Handbook 2007-2008

Introduction

This is not your grandfather's library! Unlike libraries in your grandfather's day, food and drink are allowed in this library. Talking is also allowed, although we ask you to be considerate of those around you who are studying. We like people to be comfortable so feel free to take your shoes off and curl up with a book, magazine, or laptop computer in one of the cushioned chairs in the study area where we offer the best scenic view on campus! If you happen to fall asleep, no problem...you've probably earned it.

There is much more to the Watne Memorial Library than meets the eye. Some people used to think of libraries as repositories for books. More and more, libraries are coming to be seen as places to access information in any format. While our library has 100,000 cataloged volumes, it also has about 35,000 e-books, 70,000 books on micro-cards, and provides access to literally millions of full-text magazine and journal articles.

If you have any questions, suggestions or complaints about the library, please bring them to the director. Contrary to appearances, he never bites and hardly ever barks (unless someone harasses his staff).

Hours

We are open every day of the week, and from Sunday to Thursday we're open until midnight

Monday-Thursday	7:30AM --- midnight
Friday	7:30AM --- 6:00 PM
Saturday	10:00 AM---6:00 PM
Sunday	6:00PM— midnight

Closed for Chapels

Obtaining Information

The primary way to obtain information in our library is the library web page at www.crown.edu/library/ and the library research page at <http://home.crown.edu/ingolfsland/library/>

From these pages you can access our library online catalog, millions of full-text journal articles, thousands of full-text books, extensive world-wide news sources, and much, more. This web page can be accessed through any computer on campus that is connected to the campus network, or from any computer in the world connected to the World Wide Web. The amount of information available thorough this site is massive and overwhelming, so please don't hesitate to ask one of the librarians for help. That's a big part of what we're here for--and it provides us with job security. ☺

Library Resources and Services

- **2 Computer labs**
One of our labs has 15 computers using windows. The other one has 15 Macintosh computers. All computers are connected to the campus network and the world wide web.
- **60+ electronic indexes**
In addition to religious indexes like the Christian Periodical Index and Religion Index One, the library has access to dozens of indexes and full text databases. See the library web page at www.crown.edu/library
- **Over 15,000 full-text periodicals**
See the "A-Z List of Crown Journals" link on our library web page for the complete list.
- **200+ hard copy journals**
- **185,000 volumes**
The library has over 90,000 volumes of books videos, DVD's, CD's, and e-books cataloged in our online catalog, plus 25,000 e-books that are not in the online catalog (e-brary), and about 70,000 volumes in micro-form, for a total of approximately *185,000 volumes*.
- **Listening and video rooms**
Three listening/viewing rooms are available for viewing videos, DVD's or for listening to CD's.
- **Curriculum lab**
The curriculum lab is intended primarily for use by the Teacher Education Department.
- **Children's collection**
The children's collection is intended primarily for use by the Teacher Education department but is also available for children of Crown College patrons.

- **Popular fiction collection**
The library has a special collection of popular fiction from Christian and secular authors. Some of the Christian authors include Lori Wick, Janette Oke, Gilbert Morris, Bodie Thoene, Michael Phillips and Judith Pella and many more.
- **Free interlibrary loans**
For resources not available at Crown College, the library has access to literally millions of books and articles through our interlibrary loan service. There is no charge for this service but it usually takes a week to 10 days for delivery so you will need to plan ahead.
- **Camcorder's for assignments**
- **TV / VCR / DVD units for assignments**
- **Virtually every book printed in the U.S. from 1639-1812 in micro-card format**
The library owns the complete Evans and Shaw-Shoemaker collections on micro-cards. These collections contain virtually everything printed in the United States from 1639-1812--an incredible wealth of information for historical research with authors like Thomas Jefferson, Benjamin Franklin, Jonathan Edwards, John Wesley and thousands of others.

Circulation Policies

Circulation

Fine Policy

Regular fines:

- \$0.25 per day, \$5.00 limit per item (i.e. 20 days overdue)
- When students reach the limit on any one item, checkout privileges are suspended until the fine is paid and the materials returned.
- Applies to:
 - a. General collection
 - b. A/V materials
 - c. Periodicals

High fines

- \$2.00 per day, \$20.00 limit per item.
- When students reach the limit on any one item and checkout privileges are suspended until the fine is paid and the materials returned. In the case of reserve books, the professor is also notified.
- Applies to:

- a. Reserve books
- b. Interlibrary loans
- c. Recalled materials: after five days

Very high fines

- \$2.00 per hour
- Applies to reference books

At the end of each semester the names of students with outstanding fines will be submitted to the registrar's office and grades will not be released until the fine issue is resolved.

Book Returns

Materials that you've checked out should be returned to the book return slot in the circulation desk (due to construction, we no longer have an after-hours book return).

For materials you used only in the library, please don't bother to put them back. Just leave them on the tables or return them to one of the bright red carts. A library staff member will shelve them for you. We don't mind, really. This helps us keep track of what materials are being used so we know what to purchase.

Lost or Damaged Books

The charge for lost materials will be \$15.00 for processing plus the cost of the material. If the material is no longer available, the library director will determine the cost to purchase a suitable replacement.

Patrons from the Community

As a community service, Crown College makes its regular checkout material available free of charge to area residents who have a valid ID. Only five books may be checked out at one time unless an exception has been approved by a library staff member. No material will be checked out to a non-student who has outstanding fines.

Since the Watne Memorial Library exists primarily to support the curriculum of Crown College, the library reserves the right to place additional restrictions on the use of our library by non-students.

Americans with Disabilities Act

It is the policy of this library to assist disabled students to the fullest extent practical. This may include, but is not limited to, getting materials off the shelf,

ordering audio books, and considering the purchase of special equipment to make information access possible.

Computers and the internet

Numerous IBM and Macintosh computers are available for student use when they are not being used for classes. Food and drinks may not be placed on computer tables. For Crown College policy on internet use, see Technology Services Department internet policy.

Satellite Video Taping

- The library will video tape programs only on request from professors.
- The date of recording must be written on the tape.
- Library retains ownership of the tape, but will check it out to the requesting professor for one week.
- The tape will be erased no more than 10 days after it was produced.
- If the professor indicates that she or he would like to use it in subsequent classes, the library will attempt to purchase the video/DVD for the library.
- The library will keep records of all programs taped.

Personnel

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