



LIBRARY POLICY AND PROCEDURES HANDBOOK FOR STAFF AND VOLUNTEERS
NBC|GR

A Campus of Northpoint Bible College
Haverhill, MA

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Introduction

Thank you so much for serving at Northpoint! We count on people like you to help us provide resources for those who are preparing for ministry. This handbook is intended to assist you in learning how the library functions. We hope your time of service at Northpoint will be a great experience for you!

Northpoint Mission

Northpoint Bible College Grand Rapids Campus exists to create a cost-efficient, educationally and spiritually dynamic community where students are equipped to participate in the continuing work of Jesus through a rigorous curriculum of academic and theological studies, applied learning, and personal spiritual transformation.

Library Mission

The purpose of the Northpoint Library is to provide students with academic resources to equip them to participate in the continuing work of Jesus.

Library Objectives

The Northpoint library seeks to:

- Promote the College's mission by resourcing each academic program
- Secure and maintain a collection that supports the total curriculum
- Sustain an atmosphere that encourages study and scholarly research
- Provide students with access to global information through the use of the internet
- Acquaint students with the resources needed for life-long learning
- Enhance research skills and knowledge of research methods
- Make resources accessible and encourage the participation of faculty and students

Personnel

Northpoint appreciates its library staff and all the volunteers who work hard to develop a library with quality resources and make them available to students. Below you will find job descriptions for the various library positions.

Academic Dean

The Academic Dean at Northpoint is in charge of overseeing all aspects of the library. Particularly, the Dean:

- Recruits library workers
- Provides for the training of all workers
- Secures new resources for the library
- Sorts through donated books
- Maintains the library online resources such as EbscoHost
- Writes policies and procedures

- Provides statistics for annual reports
- Gives a basic introduction at orientation

Executive Assistant

The Executive Assistant does the following:

- Handles all purchases of books and other resources
- Purchases library equipment and furniture
- Provides guidance for library workers

Library Consultant

The library consultant aids Northpoint in practically every area of functioning and development, but some of those areas include:

- Providing information on how to properly catalog books
- Giving guidance in library structure and layout
- Recommending resources, materials for cataloging, and library equipment
- Suggesting policies and procedures for library functioning
- Teaching students how to do research
- Training workers in library skills

Library Staff, Volunteers, and Interns

The library workers perform many of the daily tasks that keep the library running smoothly. Those tasks include:

- Cataloging new books
- Shelving and reshelving books
- Checking out books
- Monitoring the circulation of books
- Keeping the library neat and orderly
- Assisting students in locating resources
- Instructing students in the use of Populi for library research

Work Hours

Library workers are needed on Tuesdays from 9:00am to 5:00pm in order for students to check out books. Library volunteers and interns will schedule additional hours with the permission of the Academic Dean or Executive Assistant. Workers will catalog books and perform library maintenance during those times.

Circulation

Library Management Software

In order to access library records, workers must have an account on Populi, the College's learning management system. The Academic Dean sends login credentials and grants access to

library management in accordance with the worker's responsibilities. If you should lose your credentials, see the Academic Dean in order to have a new login sent to you.

To access the library, click on the "Library" tab found in the black bar on your computer screen.

Need help? *One of the most important features on Populi for getting instructions is the "Help" tab.* It is found in the upper right corner of your screen in the black ribbon. From the dropdown menu, workers may search the knowledge base to get instructions regarding any feature on Populi.

Please note that the library hours and mission are posted on the library homepage on Populi.

Patrons

Only Northpoint students, staff, and faculty have access to library resources. Patrons must have a Northpoint ID badge in order to check resources out of the library. All such patrons will already have an account on Populi.

To learn about the status of library patrons, such as fines owed, overdue books, etc., go to the "Help" tab and "Search the Knowledge Base." Select the "Library" box and then "Patrons" under "Videos," and play the video that explains how to access patron information.

Checking out and Checking in a Book

To learn how to check out a book, go to the "Help" tab and "Search the Knowledge Base." Select the "Library" box and then "Library Circulation" under "Videos," and play the video that explains how to check out a book.

Number of Books

Students may check out a maximum of three books at a time from the General Stacks. Reference books must remain in the library at all times.

Borrowing privileges are extended to faculty at Northpoint Bible College. They are neither limited in the number of books borrowed nor the lending length. A faculty member may not lend a library book to a student. The transaction should follow proper procedure, i.e., the book should be returned to the library and the student should check the book out in the customary manner.

For Reserve Books, the library will put "on reserve" any book or collection of books requested by faculty for a specified period of time.

Renewing a Book

Books can be renewed simply by going to the "Circulation" tab on Populi, clicking on the name of the patron, and selecting "renew." Books may not be renewed until at least one week has passed since the previous return date.

Library Fine Schedule

All library users must sign a library fine schedule prior to checking out any books and agree to pay any fines incurred while using the library.

Late Fees

Books must be returned by or on the Tuesday following checkout. After this a fine of \$1.00 per day late ensues. For example, a book returned 23 days after the due date will incur a fine of \$23.00.

After 30 days the student will be charged for late fees, the replacement cost of the book, and an additional \$25.00 processing fee. If the book is not permanently lost, it must still be returned to the library.

Fines may be paid with a card or check in the administration office. Students may not check out any books until all fines are paid. No student will be allowed to enroll for the next semester until all fines have been paid. For graduating or terminating students, all transcripts will be held until fines have been cleared.

Lost Books

If a borrower (whether student, faculty, or staff) loses a book, the borrower should notify the librarian as soon as possible in order to reduce the amount of late fees. The borrower will be charged for any late fees, the replacement cost of a new book, and an additional \$25.00 processing fee.

Damaged Books

If a book is damaged to the point that the librarian deems it unsuitable for circulation, the borrower must pay for the replacement cost of a new book plus a \$25.00 processing fee.

In the case of major damage such as a torn cover or water damage, there will be a \$10.00 fine.

The fine for minor damage such as a missing barcode or label, torn page, or similar is \$3.00.

Searching for a Book

Searching on Populi is very easy. From the main library screen, simply select "Search Resources" and then type in the name of an author, title of a book, or partial title. If you need to do an advanced search, click on the "Read about advanced search options" right below the search box. Instructions on how to do an advanced search will pop up. You may also go to the "Help" tab and "Search the Knowledge Base." Select the "Library" box and then "Library Basics" under "Videos," and play the video that explains how to search for a book.

Patron Reserve

To get instructions for placing a hold on a book, go to the "Help" tab and "Search the Knowledge Base." Select the "Library" box and then "Library Basics" under "Videos," and play the video that explains how to place a hold on a book.

Cataloging Books

There are essentially four basic steps in cataloging new books in the library: (1) adding the new resource into Populi, (2) printing out spine labels, (3) printing out bar codes, and (4) shelving the book.

Northpoint classifies books according to the library of congress classification system (see Appendix A for the classification system). For instructions on how to add a resource, go to the “Help” tab and “Search the Knowledge Base.” Select the “Library” box and then locate the “Getting started with Populi Library” section. Click on “Step four: start adding resources.” Follow the instructions provided.

Locating Call Numbers

Often times Populi will automatically load the call number (Library of Congress number), but sometimes extra work is required to find the number. The first place to look is in the front matter of the book on the copyright page. The call number is sometimes recorded there toward the bottom of the page. Another great place to look is in the various libraries found in WorldCat WorldCat.org: The World's Largest Library Catalog. It is recommended that library workers keep this link available on the computer desktop for easy access while cataloging books. The worker can search other libraries to locate the book and its call number.

If a call number cannot be located, notify the Academic Dean, and the Dean will provide instructions on how to create a call number. This is occasionally necessary for old, foreign, or rare books.

Printing Labels

Instructions on how to print out spine labels are located in the same Populi “help” place as noted above but under the “Reference” section. There is also a “Label Templates” video. If the type is not properly centered on the label, adjustments can be made. Go to the “Step five: set up label templates” instruction link.

It is recommended that each library worker designate his or her own “research batch” (on the main library page above the search box) in order to organize all newly cataloged books into a single location. This allows the worker to print out all the labels at once from the resource batch.

Shelving Books

Please put books on the shelves whenever they begin to pile up.

The Northpoint Library uses the Library of Congress System. A Library of Congress Call Number will look something like this: BS2575.3 .C37 1985. It will look like this on the spine of a book:

BS
2575.3
.C37
1985

Library of Congress books are shelved as follows:

1st line letters in alphabetical order
B then BR then BS etc.

2nd line of number in numerical order
1, 2, ... 516 etc.

3rd line and or 4th line Author and/or country identification by alphabetical then numerical order
by digit
.A1 then .A2 but .A12 before .A2

4th and or 5th line year of publication with the latest edition first
1999 then 1996 then 1982

B	B	B	B	BF	BL	C
21	21	21	44	21	21	21
.C22	.C3	.C44	.C44	.C44	.C44	C44
1992	1993	1995	1993			

It is important to remember to go one letter or number at a time because the differences may be small but the order is still important.

When shelving books, adjust bookends where needed. Put books in order and straighten shelves as you go along. If the book is too large to stand on the shelf it should be placed spine down on the shelf.

Move books if needed. If the shelf is too crowded, please do not squeeze books in. Keep the shelves as neat as possible.

Appendix A: Library of Congress Classification

General Works	A
Encyclopedias	AE
Yearbooks	AY
Philosophy, Psychology & Religions	B
Philosophy (General)	B
Logic	BC
Metaphysics	BD
Psychology	BF
Ethics	BJ
Religions, Mythology	BL
Judaism	BM
Christianity	
Church History	BR
Bible	BS
Doctrinal Theology	BT
Practical Theology	BV
Christian Denominations	BX
Auxiliary Sciences of History	C
General	C
History of Civilization	CD
Archaeology	CD
Genealogy	CS
Biography (Collective)	CT
History:General & Old World	D
British	DA
Austria, Hungary, Czechoslovakia	DB
French	DC
German	DD
Mediterranean Region	

Low Countries	
Belgium, Luxembourg	DH
Southern Europe	
Scandinavia	DL
Spain, Portugal	DP
Switzerland	DQ
Balkan Peninsula, Turkey	DR
Asia	DS
Africa	DT
Australia, New Zealand	DU
History Western Hemisphere	E-F
America	E
U.S. Local, Canada, Latin Amer.	F
Geography, Anthropology, Recreation	G
General, Atlases Maps	G
Physical Geography	GB
Oceanography	GC
Human Ecology	GF
Anthropology	GN
Manners & Customs	GT
Recreation, Sports, Games	GN
Social Sciences	H
Transportation Communic.	HE
Statistics, Economics	HA
Land Agriculture, Industry & Labor	
Transportation, Communication	HE
Commerce, Finance	HF_HJ
Sociology, Social History	HM-N
Family, Marriage Women	HQ

Classical	DE
Greece	DF
Italy	DG

Communities, Classes, Races	HT-HV
Socialism, Communism	HX

Political Science	J
Political Science (General)	JA
Political Theory, The State	JC
Constitutional History	JF-JQ
Government	JS
Law	K
Education	L
General	L
History of Education	LA
Theory & Practice of Education	LB
Special Aspects of Education	LC
U.S. Universities & Colleges	LD
American Univ. & Colleges	LE
European	LF
Asian, African, Oceania	LG
Music	M
General	M
Literature	ML
Music Introduction	MT
Fine Arts	N
Architecture, Sculpture	NA, NB
Drawing, Design, Ill., Print	NC-NE
Painting	ND
Engraving, Painting	NE
Decorative Arts, Applied Arts	NK
Language and Literature	P
Classical Language & Lit.	PA
Celtic Languages	PB
Romantic Languages	PC
Germanic, Scandinavian Lang.	PD

English Language	PE
Other European Lang. & Lit.	PE-PH
Oriental & Asian Lang & Lit	PJ-PL
General Literacy History	PN
Romance Literatures	PQ
English Literature	PR
American Literature	PS
Germanic Literature	PT
General Fiction, Juvenile	PZ
Science	Q
Mathematics	QA
Astronomy	QB
Physics	QC
Human Anatomy, Biology	QM-R
Medicine	R
Internal Medicine, Psych.	RC
Nursing	RT
Agriculture	S
Plant Culture, Forestry	SB-SD
Animal Culture, Fishing,	SF-SK
Technology	T
Mechanical Engineering	TJ
Electrical Engineering,	TK
Photography	TR
Handicrafts, Arts & Crafts	TT
Home Economics	TX
Military Service	U
Naval Science	V
Bibliography, Lib. Science	Z