



Warren A. Hood Library
Handbook

Belhaven University
2016 - 2017

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GENERAL INFORMATION

Warren A. Hood Library

Welcome to the Warren A. Hood Library! We hope our library will be a vital part of your academic experience at Belhaven University. We are here to help you in any way possible—Let us serve you!

Through its collection, its service, and its staff, the Warren A. Hood Library supports the academic programs of Belhaven University by providing resources to explore all areas of human knowledge within the framework of a biblical worldview. The students, faculty, administration, and staff are the library's clientele; the library further recognizes and accepts community and interlibrary loan cooperation as a part of its larger function.

The Warren A. Hood Library is located on the Traditional Jackson Campus. With more than 95,000 print and non-print items and 40+ electronic databases, the library provides a wide range of material to support the curriculum.

The staff is trained to assist all faculty and students with a wide range of research activities. It is the librarians' intent that each student at Belhaven develops transferable skills to enhance life-long learning through instruction and skilled use of the materials available. With these skills, students will be empowered to navigate resources at libraries worldwide.

Physical Building

Completed in 1974, the Warren A. Hood Library building houses the Library and University Archives on the first and second floors. The building also houses Barber Auditorium in the basement, the Wynn Kenyon Think Center on the first floor, as well as the University Computer Lab, the Registrar, and Career Services on the second floor. The library offers comfortable seating and study spaces for individual students and student groups.

Computers and Printers: The Library provides 12 computer stations connected to networked printers on the first floor. Library computers are primarily intended for student class research and projects. Patrons not engaged in academic activities may be asked to relinquish a computer. Students can print from library computers at a cost of 10 cents per page for black-and-white copies and 50 cents per page for color copies.

WiFi: The Library provides wireless access for students' personal devices.

Photocopiers: Two photocopiers are available for use.

Hours and Contact Information

Library Hours:

Monday – Friday 7:30 am – 12 midnight
Saturday 1:30 pm – 12 midnight
Sunday 1:30 pm – 12 midnight

Hours will vary during school holidays, breaks, and summer terms. Times are in **Central Standard Time**.

Contact Information:

Belhaven University
Warren A. Hood Library
1500 Peachtree St., Box 306
Jackson, MS 39202

Phone: 601-968-5948

Text: 601- 345-1550

Web: www.belhaven.edu/library

Email: askalibrarian@belhaven.edu

The Library website *Staff Contacts* page lists staff individual email addresses and phone numbers.

LIBRARY RESOURCES

Electronic Resources

The Warren A. Hood Library offers access to research databases, ebooks, ejournals, streaming audio & video products, and other resources. Simply use your Belhaven online credentials to access these materials from the library website at www.belhaven.edu/library or the library BlazeNet page (under Academics). Research guides, tutorials, and FAQ's providing help and search tips can be found on the library website and BlazeNet page.

Physical Resources

Circulating Collection: Most of the materials in the library can be checked out. The library uses the Dewey Decimal Classification system. Along with adult non-fiction and fiction titles, the library provides DVDs and music CDs as well as children's books.

Reference Collection: The reference collection contains books like encyclopedias, dictionaries, indexes, almanacs, and bibliographies. Reference materials can only be checked out with special permission. Otherwise, these titles must only be used in the library. Our reference collection is located on the first floor.

Reserves: Items professors have placed on reserve for their classes are located behind the circulation desk. Professors decide circulation specifics for each item. Some items must remain in the building.

Periodicals: Current journals and magazines are located on the first floor. Older volumes and issues can be found upstairs. Periodicals do not circulate.

University Archives: University Archives contain historical materials. The Archives are located on the second floor. Materials cannot be checked out and access is restricted. To gain access, contact the Reference/Periodicals Librarian or the Director of Libraries.

LIBRARY SERVICES & POLICIES

Access and Borrowing Privileges

The Warren A. Hood Library provides full access and borrowing privileges to Belhaven faculty, staff, and students. Limited access and borrowing are available for Belhaven alumni and Belhaven neighbors. Others may use library resources in-house only. Users with outstanding fines or fees may have their privileges revoked until monies are paid.

Reference

Belhaven University Librarians are available to answer questions and offer research assistance in person or via telephone, text, or email. An *Ask-a-Librarian* email form link can be found on the library homepage, www.belhaven.edu/library, or the library BlazeNet page (under Academics).

Information Literacy

EMPOWER: Self-paced EMPOWER information literacy modules are available to increase student information literacy and knowledge. The EMPOWER link can be found on the library homepage, www.belhaven.edu/library, or the library BlazeNet page (under Academics).

Research Guides: Research guides on various academic subjects and general research help guides are available at <http://belhaven.libguides.com/>.

Circulation and Fines

Patron Registration: All borrowers need to fill out a patron registration form. Belhaven University students, faculty, and staff must present their BU ID card at the Circulation Desk, and a barcode will be affixed to the back of the ID card. BU alumni and Belhaven neighbors must show a current driver's license or MS State ID and will receive a paper library card.

Borrowing Library Materials: All borrowers must take their items to the Circulation Desk and present their Belhaven ID or library card. A date-due receipt will be provided. The library catalog, <http://belhaven.polarislibrary.com/>, allows borrowers to view a list of their checked out material. The individual who checks out library material assumes responsibility for those items until they have been turned in, regardless of who uses them during the time they are checked out.

The total checkout limit is **30** items.

| MATERIAL TYPE | LOAN PERIOD | LIMITS | FINE RATE | MAX FINE | GRACE PERIOD | RENEWALS |
|------------------------|--------------------|---------------|------------------|-----------------|---------------------|-----------------|
| Books | 21 days | 15 books | \$0.25/day | unlimited | 1 day | 2 |
| CDs | 7 days | 10 CDs | \$0.25/day | unlimited | 1 day | 1 |
| DVDs & VHS | 7 days | 10 items each | \$0.25/day | unlimited | 1 day | 0 |
| Course Reserves | varies | 5 items | \$3.00/day | unlimited | none | varies |

Renewing Library Materials: Patrons may renew items in person at the Circulation Desk, through the library catalog, <http://belhaven.polarislibrary.com/>, or via telephone, email, or text. Items will not be renewed if another patron has requested them.

Placing Holds: Patrons may place holds on items in person at the Circulation Desk, through the library catalog, <http://belhaven.polarislibrary.com/>, or via telephone, email, or text.

Returning Materials: Library materials may be returned to the Circulation Desk or in the outside book drop. To prevent damage, DVDs and CDs should be returned to the Circulation Desk if possible.

Course Reserves: Students may request course reserves from staff at the Circulation Desk.

Fines: Fines are not charged for the days the library is closed. Fines will accrue until materials are returned. When accumulated fines exceed \$5.00, borrowing privileges are suspended. Unpaid fines and/or overdue books will prevent a student from receiving transcripts, receiving a diploma, or registering for a new term.

Interlibrary Loan (ILL)

Interlibrary Loan provides articles and books from other libraries that the Warren A. Hood Library does not own. ILL is restricted to Belhaven University students, faculty, and staff. For full information and request forms, go to http://www.belhaven.edu/library/inter_library_loan.htm.

Other

Faculty and Staff Resources are linked through the library BlazeNet page.

Smart Cases: The Hood Library makes available Smart Cases for Belhaven University faculty and staff on the Jackson and LeFleur campuses to use for classes and events. A Smart Case consists of a laptop and projector. A projection screen is also available. To request a Smart Case, go to http://www.belhaven.edu/forms/smart_case_form.asp.

Acquisition Requests: The library welcomes suggestions for new material. To request new resources, go to http://www.belhaven.edu/forms/acquisitions_request_form.htm.

Course Reserves: Belhaven University faculty and staff members may use the Course Reserve Form to place personal and/or library materials on reserve for a course. To fill out the form, go to http://www.belhaven.edu/forms/course_reserve_form.asp.

Shelving: When using books and periodicals in the library, please do not re-shelve them. Leave them on tables or at the circulation desk for re-shelving.

ACCESSING OTHER LIBRARIES

JACKSON, MS CAMPUSES

Central Mississippi Library Council and InfoPass

Belhaven University is a member of the Central Mississippi Library Council (CMLC), a consortium of eighteen libraries (<https://centralmiss.wordpress.com/>), whose purpose is to promote optimal access to books and other informational materials, to provide reference services to patrons of member libraries, and to further develop interlibrary cooperation.

Access to other libraries within the CMLC is provided via the Information Passport or InfoPass which provides a means by which participating libraries may refer patrons with serious research needs to another library when the patrons require access to sources of information not housed in the home library.

Since participation in the InfoPass program is voluntary, cooperating libraries are free to determine the extent of service they will render to individuals from outside their own user community.

InfoPasses are required for several of the CMLC libraries and can be obtained from a library staff member.

MS County Library Systems

Students are encouraged to obtain a library card from their local public library. In addition to borrowing privileges, it will entitle you to selected interlibrary loan service and perhaps other services as well. The three main library systems in the Jackson area are listed below:

Jackson-Hinds Library System

Website: <http://www.jhlibrary.com/>; phone: 601-968-5811
Main Library: 300 North State Street, Jackson, MS 39201

Central Mississippi Regional Library System
Website: <http://www.cmrls.lib.ms.us/>; phone: 601-825-2672
Main Library: 1475 West Government Street, Brandon, MS 39042

Madison County Library System
Website: <http://www.mcls.ms/>; phone: 601-859-3202
Main Library: 102 Priestley Street, Canton, MS 39046

ATLANTA, GA CAMPUS

GALILEO

Georgia Library Learning Online (GALILEO), <http://www.galileo.usg.edu/welcome>, a statewide library consortium, provides access to over 100 databases for any Georgia resident. Visit <http://www.galileo.usg.edu/guest> for GALILEO access or <http://about.galileo.usg.edu/institutions> to locate a participating library.

PINES

Georgia Library Public Information Network for Electronic Services (PINES), <http://pines.georgialibraries.org>, provides access to 10,000 full-text journals and 10 million books and materials available at public libraries throughout Georgia. PINES print materials can be delivered to the user's home library. Request a PINES library card from a participating library, <http://www.georgialibraries.org/directories/publiclibdir.php>.

Georgia State University

The University Library of Georgia State University, <http://library.gsu.edu>, provides visitor access to print volumes, electronic journals, and other resources. GSU offers BBA, BSW, and MBA degrees, undergraduate and graduate degrees similar in content to those at Belhaven. Read the visitor access policy here, http://library.gsu.edu/files/2012/11/Library_Access_Policy.pdf. The library is located at 100 Decatur Street Southeast, Atlanta, GA 30303-3202.

Public Libraries

Students are encouraged to obtain a library card from their local public or county library. <http://www.georgialibraries.org/directories/publiclibdir.php> provides a searchable index of public library systems including web and physical addresses. The three main library systems in the Atlanta metro area are listed below:

Atlanta-Fulton Public Library System
Website: <http://www.afpls.org>; phone: 404-730-1700
Main Library: 1 Margaret Mitchell Square, Atlanta, GA 30303

DeKalb County Public Library
Website: <http://www.dekalblibrary.org/>; phone: 404-370-3070
Main Library: 215 Sycamore Street, Decatur, GA 30030-3413

Gwinnett County Public Library

Website: <http://www.gwinnettpl.org/>; phone: 770-978-5154
Main Library: 1001 Lawrenceville Highway, Lawrenceville, GA 30045-4707

CHATTANOOGA, TN CAMPUS

Tennessee Electronic Library

The Tennessee Electronic Library (TEL), <http://tntel.tnsos.org>, provides access to over 400,000 electronic resources available to any Tennessee resident. Users are asked to provide a valid Tennessee zip code and phone number to access search results.

University of Tennessee at Chattanooga

The UTC Library, <http://www.lib.utc.edu/>, provides visitor access to 1.7 million items, including nearly 500,000 volumes. UTC offers BSBA, BSW, and MBA degrees, undergraduate and graduate degree similar to those at Belhaven. The library is located at 600 Douglas Street, Chattanooga, TN 37403; visit <http://www.utc.edu/Administration/ParkingServices/campusMaps.php> for a campus map. Full access with check-out privileges is available for a fee.

Chattanooga Public Library

Students are encouraged to obtain a library card from their local public library. The Chattanooga Public Library system, <http://chattlibrary.org/>, provides access to over 100,000 items from 4 locations. To find the nearest branch, call 423-757-5310, visit <http://chattlibrary.org/locations>, or visit the main library at 1001 Broad Street, Chattanooga, TN 37402.

DALTON, GA CAMPUS

GALILEO

Georgia Library Learning Online (GALILEO), <http://www.galileo.usg.edu/welcome>, a statewide library consortium, provides access to over 100 databases for any Georgia resident. Visit <http://www.galileo.usg.edu/guest> for GALILEO access or <http://about.galileo.usg.edu/institutions> to locate a participating library.

PINES

Georgia Library Public Information Network for Electronic Services (PINES), <http://pines.georgialibraries.org>, provides access to 10,000 full-text journals and 10 million books and materials available at public libraries throughout Georgia. PINES print materials can be delivered to the user's home library. Request a PINES library card from a participating library, <http://www.georgialibraries.org/directories/publiclibdir.php>.

Dalton State College

The Derrell C. Roberts Library at Dalton State College, <http://www.daltonstate.edu/library>, provides visitor access to print volumes, electronic journals, and other resources. DSC offers BBA and BSW degrees, undergraduate degrees similar in content to those at Belhaven. The library is located at 650 College Drive, Dalton, GA 30720.

Northwest Georgia Regional Library System

Students are encouraged to obtain a library card from their local public library. The Northwest Georgia Regional Library System, <http://ngrl.org/>, provides access to 272,000 items. Visit the Dalton branch at 310 Cappes Street, Dalton, GA 30720 to get a library card or call (706) 876-1360 for more information.

DESOTO, MS CAMPUS

Mississippi Library Partnership

The Mississippi Library Partnership, <http://library.msstate.edu/mlp>, includes the libraries of Mississippi State University and Mississippi University for Women. Desoto students can access these resources through their local public library, First Regional Library, and request to have books from a member library delivered.

Desoto Center

The Desoto Center, <http://www.northwestms.edu/library/>, is a cooperative between University of Mississippi-Desoto and Northwest Mississippi Community College. UM-D offers BBA, BSW, MAT, and MED degrees, similar in content to those at Belhaven. The Center is located at 4975 Hwy 51N, Senatobia, MS 38668-1701.

First Regional Library

Students are encouraged to obtain a library card from their local public library. The First Regional Library, <http://www.firstregional.org>, the local five-county library cooperative provides access to almost 700,000 items. Visit the Southaven branch at 8554 Northwest Drive, Southaven, MS, 38671-2411 or call 662-342-0102 for more information.

HOUSTON, TX CAMPUS

TexShare

Houston students who are Texas residents may utilize TexShare, an extensive library network of public and academic libraries. Among the services available through TexShare are remote access to online databases and a card that allows some checkout privileges at member libraries, including libraries at publicly funded state universities. Any Texas resident who holds a valid library card to a TexShare-member institution may take advantage of these resources. For more information and to find out which libraries are TexShare members, visit <https://www.tsl.texas.gov/texshare/index.html>.

Public Libraries

Students are encouraged to obtain a library card from their local public library. In addition to borrowing privileges, it will entitle you to selected interlibrary loan service and perhaps other services as well. Two of the Houston metro area's library systems are listed below:

Houston Public Library System: <http://www.hpl.lib.tx.us/hpl-locations>

MEMPHIS, TN CAMPUS

Tennessee Electronic Library

The Tennessee Electronic Library (TEL), <http://tntel.tnsos.org>, provides access to over 400,000 electronic resources available to any Tennessee resident. Users are asked to provide a valid Tennessee zip code and phone number to access search results.

University of Memphis

The Ned R. McWherter Library at University of Memphis, http://www.memphis.edu/libraries/about/about_ul_overview.php, provides access to over 1 million items. Visit the library at 126 Ned R. McWherter Library, Memphis, TN 38152 and provide a valid Tennessee driver's license to obtain a Community Special Privilege Card. Call 901-678-2201 for more information.

Memphis Public Library

Students are encouraged to obtain a local library card. The Memphis Public Library system, <http://www.memphislibrary.org/mplic-home>, provides access to over 1 million items. Visit the main library at 3030 Poplar Avenue, Memphis, TN 38120, call 901-415-2700, or visit <http://mpub.ent.sirsi.net/client/default/?rm=ADDRESSES+HOUR0||1||0||true> to find the nearest branch.

ORLANDO, FL CAMPUS

University of Central Florida

The Warren A. Hood Library has secured a usage agreement with the University of Central Florida (UCF), <http://library.ucf.edu/>. This agreement provides Belhaven University faculty and students with an array of valuable resources available through UCF.

Special Borrower Card

Faculty and students may request a Special Borrower Card from the Academic Dean or the Dean of Student Services for the Orlando campus. You may use the special borrower card with a photo ID to check out materials from the general collection, the browsing collection, audio-visual general collection, government documents, and the vertical files. Faculty and students are welcome to use reference books, newspapers, reserve materials, periodicals, and the Curriculum Materials Center (CMC) materials in-house, however they do not circulate. Interlibrary loan services (see below) are available through your local public library. Additional services and privileges associated with the Special Borrower Card follow below:

- **Database Access** – Access to most library databases is available via terminals located throughout the Library. Off campus access is restricted to current UCF faculty, staff, and students only due to licensing requirements.
- **Loan Periods** – The loan period for materials from the Library's general collection is three (3)

weeks, unless otherwise indicated on the date due slip. Audio-visual materials are loaned for one (1) week only. A maximum of ten (10) items may be on loan to any single borrower at any given time.

- **Renewals** – Materials from the general collection may be renewed unless another individual has placed a hold request. To renew, either bring your Special Borrower Card and the loaned materials to the Library Circulation Desk, or renew them online. Telephone and mail renewals are not permitted. If 10 items have been borrowed, the items need to be brought into the library to be renewed due to the lending limits.
- **Hold or Search Requests** – By completing a HOLD form at the Circulation desk or online, the borrower can be notified that the requested material has been located and is ready for use. The material is held in the borrower's name at the Circulation Desk for one week.
- **Overdue Material** – Materials are considered overdue at 8:00 a.m. following the due date, or in case of reserve materials, one hour after the time indicated on the due date.
- **Fines and Charges** – Patrons using the Special Borrower Cards are subject to all standard library fines and fees. The Florida State Board of Education has provided a uniform schedule for all libraries in the State University System (SUS): Regular Loans, overdue: \$0.25/day. Although the fines accrue from the stamped due date, they are not collected until the amount reaches \$1.00 (four days overdue).
- **Lost, Damaged or Stolen Materials** – Please report any lost, damaged or stolen materials to the Circulation Desk immediately so that fines may be stopped. A Reported Lost form will be completed for each item. If material is reported lost, damaged or stolen, or is more than 42 days overdue (assumed lost), the repair cost or the replacement cost for the material is billed to the borrower. Please report any errors or discrepancies in Circulation notices or billings promptly to the Circulation Desk or call 407-823-5289.
- **Lost Library Cards** – Report lost cards to the Academic Dean or Dean of Student Services immediately.
- **Change of Address** – Report change of address to the Circulation Desk immediately.
- **Revocation of Privileges** – Library privileges, including borrowing privileges, may be revoked for infringement of Library rules.
- **Study Rooms** – Demand for study rooms is such that their use is restricted to UCF-affiliated patrons only.
- **Interlibrary Loans** – Interlibrary loan service is available to all Florida residents at no cost through their local public libraries, such as the Orange County Public Library.
- **Parking** – Parking is available at any of the parking garages located on campus, metered parking

spaces or at the visitors' parking lot. A parking sticker can be purchase from vending machines located in the garages and from the Visitors' Booth.

Additional Services

Email, Chat with, or Text a Florida Librarian at <https://askalibrarian.org/>

Ask A Librarian (AAL) Phone Hours

Phone 407-823-2562 or 1-866-271-7589 (toll free)

Monday – Thursday 9:00 a.m. – 9:00 p.m.

Friday -- 9:00 a.m. – 5:00 p.m.

Saturday – 1:00 p.m. – 5:00 p.m.

Sunday -- Closed

Reformed Theological Seminary

Students of Belhaven University's Orlando campus are encouraged to use the library resources at the Reformed Theological Seminary Orlando campus (RTS Orlando), <http://library.rts.edu/>. This includes in-house use of the library resources and circulation of up to five (5) titles. Students are welcome to make use of the computers, printers, and photocopiers in the Library.

In order to check out material, students will be required to present a valid identification card, phone number, and an e-mail address at the Circulation Desk of the RTS Orlando Library. After providing this documentation, a library card will be issued.

To contact the Library, dial 407-366-9493 and ask to be transferred to the Reformed Theological Seminary Library. The Library is located at 1231 Reformation Drive, Oviedo, FL 32765.

Orange County Library System

Students are encouraged to obtain a library card from their local public library. In addition to borrowing privileges, it will entitle you to selected interlibrary loan service, and perhaps other services as well. The addresses, contact information, and hours for each of the Orange County Library System branch locations can be found at <http://www.ocls.info/Locations/default.asp>.

ONLINE STUDENTS

Contact the public library in your area; access is available for local residents with a public library card.

Contact local academic libraries in the area to see what special privileges are allowed for visitors to access their services. This information can be found by calling or visiting the library's web site.