

Northland International University Library



The library of Celsus at Ephesus

Library Users Guide

A general guide for all Northland library patrons

Northland International University Library
Jacquot Education Center
W10085 Pike Plains Road
Dunbar, Wisconsin 54119
Phone: 715-324-6999 ext. 5500
Email: library@ni.edu
Catalog URL: <http://library.ni.edu>
Reference: referencedesk@ni.edu

General Library Information

Students and patrons at Northland have access to thousands of volumes of literature, along with a large collection of periodicals, microforms, rare theological books, audio-visual materials, cassette tapes, audio compact discs, digital resources, databases, videotapes, vinyl sound recordings and DVDs. We believe these features combine to make the library a center of theological and academic pursuit. However, we must be challenged to assume the responsibility of protecting and properly handling this collection. Therefore, we require that all library patrons abide by the following guidelines when enjoying library privileges.

Northland International University Library Mission Statement:

“The mission of the Northland International University Library is to provide services and resources to meet the present and future academic and informational needs of the Northland Baptist Bible College community, and in so far as possible, to share these resources with the broader academic community.

Resources

- The library at Northland consists of thousands of various media items.
- The library currently subscribes to over 150 periodicals and journals with holdings in past issues as well.
- The library holds Bible research software and has access to a host of databases through JSTOR, OCLC FirstSearch, Worldcat, EBSCOhost and the American Theological Library Association (ATLA).
- The library also provides access to 4,800 electronic books through Netlibrary.com
- Ebrary provides access to 54,000+ electronic books
- The library has several forms of computer access:
 1. The library has two dedicated card catalog access computers to connect to our Web Based Catalog, Norcat (EOS).
 2. The library has two dedicated research computers that also have access to the card catalog, Internet, and Bible research software and databases.
- The library utilizes a resource page in the Northland Online interface for delivery of select library services and information. This portal may be reached on the Internet by navigating to library.ni.edu for on-campus access, or libproxy.ni.edu for off-campus access. The library resources may also be accessed from iHeart.

Students may check out the following materials:

- Books
- Inter-Library Loan Resources (ILL)

- Compact Discs
- DVDs
- Videocassette Tapes
- Audiocassette Tapes
- Visual Aids
- Flannel Board and Stand
- Flannel-graph Materials
- Education Materials
- Bulletin Board Fabric
- Puppets
- Pamphlets
- Reserve Books

Some materials may only be checked out for use in the JEC building. They are as follows:

- Periodicals
- Reference Materials

The following materials are available for student use in the library only:

- Microfilm
- Microfiche
- Newspapers
- Rare Books
- Teacher-owned Reserve books
- AV Equipment
- Vertical File Items
- Archival Materials
- Vinyl Sound Recordings (Long Play "LP" Records)
- Periodical Index Materials:
 - *Christian Periodical Index*
 - *Reader's Guide to Periodical Literature*
 - *Religion Index One*

Services

- Librarian Services – Librarians are available for reference inquiries, general questions, guidance and assistance in the library regarding the various items and services.
- Reference services – all librarians are available to aid the student in research, and will be happy to help the student with any research needs. You may also email research related questions to referencedesk@ni.edu.
- Test Proctoring – The library offers examination proctoring services to students.
- Interlibrary Loan – The library provides ILL services through Wisconsin Library Service (WILS) and the Online Computer Library Center (OCLC). By clicking on the Badgercat/Worldcat link found at library.ni.edu, you are able to make your request online. Also, every librarian is available to help find bibliographic information for a particular resource that might possibly be borrowed from another library. There is a

- small charge of \$2 for each ILL item requested. Academic purposes receive priority.
- Laminating Services – The library offers laminating services of various sorts and on different materials for a nominal charge. Please ask a librarian about the specific details concerning this service. The library provides lamination as a next day service.
 - Copier – A copier is available in the library for making personal copies via scanning them to your e-mail. Patrons wishing to copy on transparency film must purchase the transparency film from the library.
 - Audio Services – Headphones are available to check out at the front circulation desk. High fidelity headphones may be used only in the Education Lab of the library proper. If the student requires headphones to use in Lab 1 or 2, he may either purchase a pair of less durable ones for \$7.00 or check out a pair of less durable ones to be used only in the Jacquot Education Center building.
 - Computers - Two computers exist in the library dedicated to the task of catalog access. One computer is at the front of the library and the other in the rear section of the library. The library card catalog can be accessed at <http://library.ni.edu> via the Internet. Library materials may be searched, reserved and renewed through this interface.

Library Hours

Administration, Faculty, and Graduate Students have 24-hour access.

Sunday	6:00 pm to 9:00 pm
Monday, Tuesday, Thursday	7:30 am to 10:00 pm
Wednesday	7:30 am to 5:00 pm and 8:00 pm to 10:00 pm
Friday	7:30 am to 7:00 pm
Saturday	11:00 am to 7:00 pm



Catalog and Classification

The library uses the Dewey Decimal Classification and the Library of Congress Classification systems for cataloging and shelving its holdings. Northland Library's particular implementation of this scheme is as follows:

DEWEY CLASSIFICATION SYSTEM

000	Generalities	640	Home Economics
031	General Encyclopedic Works	700	Fine Arts
100	Philosophy & Psychology	780	Music
150	Psychology	790-792	Performing Arts
160	Logic	800	Literature & Rhetoric
200	Religion	808.042	Composition
220	Bible		
230	Christian Theology	808-83	Short Stories & General Fiction
239	Apologetics & Polemics	813-890	Literature Fiction
248	Christian Life & Practice		Collections
250	Local Church	900	Geography & History
251	Homiletics	92---	Biographies
252	Texts of Sermons		
253-259	Pastoral Theology & Duties	C	– Picture Books
266	Missions	C EASY	– Easy Readers
267	Christian Education/Church & School	C FIC	– Fiction Books
270	Church History	C Dewey Number	– Non-Fiction
291	Comparative Religions	R	Reference Materials
300	Social Sciences	ED370	K-12 Curriculum
340	Law	Rare	Rare Collections
370	Education	VCT	Video Cassettes
400	Language	CT	Cassette Tapes
410	Linguistics	CD	Compact Discs
419	Sign Language	MF	Microform (fiche or film)
423	English Dictionaries	VSR	Vinyl Sound Recording
424	English Grammar		
480-490	Greek		
492.4	Hebrew		
500	Natural Sciences & Mathematics		
510	Mathematics		
570	Biology		
600	Technology (Applied Science)		

LIBRARY OF CONGRESS CLASSIFICATION SYSTEM

A -GENERAL WORKS		D -WORLD HISTORY AND HISTORY OF EUROPE, ASIA, AFRICA, AUSTRALIA, NEW ZEALAND, ETC. E -HISTORY OF THE AMERICAS F -HISTORY OF THE AMERICAS G -GEOGRAPHY. ANTHROPOLOGY. RECREATION H -SOCIAL SCIENCES J -POLITICAL SCIENCE K -LAW L -EDUCATION M -MUSIC AND BOOKS ON MUSIC N -FINE ARTS P -LANGUAGE AND LITERATURE Q -SCIENCE R -MEDICINE S -AGRICULTURE T -TECHNOLOGY U -MILITARY SCIENCE V -NAVAL SCIENCE Z -BIBLIOGRAPHY. LIBRARY SCIENCE. INFORMATION RESOURCES (GENERAL)	
B -PHILOSOPHY. PSYCHOLOGY. RELIGION			
	Subclass B		Philosophy (General)
	Subclass BC		Logic
	Subclass BD		Speculative philosophy
	Subclass BF		Psychology
	Subclass BH		Aesthetics
	Subclass BJ		Ethics
	Subclass BL		Religions. Mythology. Rationalism
	Subclass BM		Judaism
	Subclass BP		Islam. Bahaim. Theosophy, etc.
	Subclass BQ		Buddhism
	Subclass BR		Christianity
	Subclass BS		The Bible
	Subclass BT		Doctrinal Theology
	Subclass BV		Practical Theology
	Subclass BX		Christian Denominations
C -AUXILIARY SCIENCES OF HISTORY			

Patronage

*All patrons with check-out privileges must be
13 years of age or older*

Students – Resident students have access to all library resources and services that are made available to this group of patrons. Non-resident students also have access to all library services limited only in such ways as geography requires. For a nominal fee, non-resident students may request that library materials be mailed to them.

Administration and Faculty –Administration and full time, part time, adjunct and visiting faculty all have full library privileges. Further description of the policies governing faculty may be found in the faculty handbook.

Staff – Full time and part time staff have full library privileges. Seasonal staff may use the library materials and services but do not have check out privileges. Further description of the policies governing staff may be found in the staff handbook.

Community Member – Local community members may secure access to the library and check out privileges by filling out a Community Patron application and paying an annual \$25.00 fee. A photo ID and proof of address will be required to set up an account.

Alumni and Guest – At the discretion of the Director of Library Services, guests of Northland may be given patron privileges to a greater or lesser degree as the situation dictates. All requests for such status should be directed to the Director of Library Services. Please be ready to show a photo ID to the library staff when checking out an item if asked.

Northland library management reserves the right to revoke, suspend or limit any patron's privileges, as it deems necessary.

Policies

Check-out quantity and duration for specific materials:

	Number of Items	Time Allotment (Days)
Ed. Curriculum	2	3
Faculty Course Materials	2	3
Audio/Visual Aids	3	7
DVD	3	7
Audio CD	3	14
Music CD	3	14
Cassettes	3	14
Video	5	7
Children's Books	6	14
Young Adult Books	6	14
Periodicals	1	3 Hours
Reference Books	1	3 Hours
Reserve Books	1	3 Hours
Pamphlets	6	14
Flannel Board and Stand	3	7
Flannel-graph Materials	3	7
Bulletin Board Fabric	3	7
Puppets	3	7
ILL Resources		Per lending library

Check-out quantity and duration limitations for library books (other materials differ; see previous list):

	Number of Books	Time Allotment (Days)
Community	6	14
Freshman	6	14
Sophomore	8	14
Junior	10	14
Senior	12	14
Library Staff	12	14
Graduate Student	15	14
Staff	6	21
Faculty/Staff Relative	6	21
Faculty	15	21

Patrons with fines may not check-out or renew any library materials

Renewal Policy:

Checked-out library materials may be renewed once on or before the due date unless they have been placed on hold or reserve. Renewals may be requested face to face, by phone, or at library.ni.edu. Renewals will not be granted if the item is overdue, if there is a fine on the patron's account, or if the item has a hold on it. For library items that must be returned (i.e. no renewals or no renewals left), the items must circulate back to the shelf before check out.

Placing a 'Hold' on Materials:

Occasionally a patron may wish to check-out an item from the library's holdings that is already checked-out. If this happens, the patron may request that the library hold the item. This hold may be placed by giving the appropriate bibliographic material to a librarian or by using the Internet form found at library.ni.edu. When the book is returned to the library, an e-mail will be sent letting the patron know the item is available. The item will be held three (3) days for the patron. After 3 days, the hold will be released and the item will be reshelved.

Reference Materials: Reference materials may not be taken outside the Jacquot Education Center; however, they may be taken out of the library proper, down to the computer lab. Patrons may only check out one (1) reference or reserve item at a time. The duration of this check-out time shall be three (3) hours or until the library closes, whichever comes first. The item must be returned directly to a librarian, not in any of the book drops. Failure to return a reference item to a librarian on time will result in a \$1.00 per hour fine, accruing the first minute after the due date/time. If the material is not returned before closing, the fine is \$25 per item, per day.

Periodicals: If a patron needs a periodical that is not on the shelf but is in storage, he or she may ask a librarian to retrieve it from the storage room. A patron may only request five (5) periodicals at one time. The periodicals from storage may be checked out for three (3) hours or until the library closes and can be taken out of the library proper to the computer lab, but must remain in the Jacquot Education Center. The periodicals must be returned directly to a librarian, not in any of the book drops. A list of periodicals in the basement is kept at the front desk. Newspapers may not be checked out and must remain in the library.

Reserve Materials: Library-owned reserve materials may be taken outside the Jacquot Education Center; however, teacher-owned reserve materials must be kept within the library proper. They are all kept behind the circulation desk and must be requested by the patron. A patron may check-out one (1) reserve or reference item at a time, and the duration of this check-out time shall be three (3) hours or until the library closes. The item must be returned directly to a librarian, not in any of the book drops. Failure to return a reserve item to a librarian on time will result in a \$1.00 per hour fine accruing the first minute after the due date/time.

Compact Discs: CDs may be checked out for the duration of two (2) weeks.

Vinyl Sound Recordings: May be used on the turn tables in the Education Lab but may not be checked out.

3-Day Items: Some materials may only be checked out for three (3) days, such as the Education materials. Please observe due dates after check-out. Normal fines will begin to accrue after the designated due date.

Audio Headsets: The library has a limited supply of headsets to be checked out for three-hour time blocks. These may only be used in the library proper and carry a fine of \$1.00 per hour for each hour late. All damage is assessed to the last person who checked out the headset.

Rare and Archived Materials: This category of library materials may not leave the library proper at any time. Permission to examine these materials must be granted by the Director of Library Services or the Library Archivist, and the patron must follow their instructions when examining these materials.

Faculty Course Materials (FCM): The library keeps materials specifically for faculty use when teaching certain subject material. In effect, these materials are on hold by and for

the faculty. A student may check these materials out for three (3) days with faculty permission. Permission may be granted by email, phone call, in person or by signed note; but never by word of mouth.

Arts and Crafts Cupboard: The contents of the Arts and Crafts cupboard is reserved for use by Education students only.

Book Return:

- When the library is open, all non-reserve and non-reference materials must be returned to the library drop slot that is located within the library.
- When the library is closed, all non-reserve and non-reference materials must be returned to the library drop slot that is located in the JEC Lobby near the elevator.

All reserve and reference materials must be returned directly to a librarian.

Please do not reshelve books. Place them on the book cart in the middle of the library or put them in the library's drop slot.

Fines:

All materials must be returned on the date or time due. Otherwise, fines will begin to accrue at the following rates:

- All materials except reserve or reference items - \$.20 per item per day for each day after the due date.
- Reserve Materials - \$1.00 per hour, up to \$10 per item, beginning with the first minute after the minute in which the item was due. If the material is not returned before closing, the fine is \$25 per item, per day.
- Reference Materials – When the student checks out these materials for the computer labs and fails to return them within the three hour limit, the fine is \$1.00 per hour, up to \$10 per item, beginning with the first minute of the hour in which the item was due. If the material is not returned before closing, the fine is \$25 per item, per day.
- The library management reserves the right to issue fines for any infraction.

Patrons with fines may not check-out or renew library materials

Lost and Damaged Materials:

If an item belonging to the library is lost or damaged, the patron's account to whom it was checked-out will be charged a \$10.00 processing fee *in addition to* the replacement cost of the item. If the item is found before the replacement is ordered, the replacement cost will be refunded, but not the \$10.00 processing fee. **Items that have not been returned for a period of two months past their due date, or items that are not returned after the student has left campus will be considered lost.**

Phone Policy:

Patrons may not use the library phones, except in an emergency at the librarian's discretion. There is a phone in the JEC lobby for your convenience. Likewise, the library

personnel will not page or search for a library patron as requested by someone placing a call to the library, except in an emergency or for official campus business.

Consumable Goods Policy:

Patrons may not borrow consumable goods from the library's circulation desk. These items include, but are not limited to tape, glue, and paperclips. However, patrons may use items such as rulers, scissors, staplers, and the hole punch. These items must be used at the front desk. They may not be taken to the Ed Lab.

Library Conduct:

- Talking – No talking is the rule in the library. If a patron is carrying on a conversation, a library worker will be forced to give the offending patron a yellow warning ticket. This ticket informs the patron that they are in need of ceasing from improper library behavior. At the discretion of library staff, further action may need to be taken by handing out an additional orange ticket informing the patron that they have received a \$5.00 fine on their library account for not following library etiquette. A third step that could be taken by library personnel as deemed necessary, would be a ticket informing the patron of a personal meeting with the Director of Library services for further disciplinary action. This includes hallways and entrances.
- Food – No food is allowed in the Library, with the exception of the Grad Room.
 - Beverages – To protect the valuable library materials that belong to each and every class that passes through Northland, all drink items in the library must be contained in a sealed cup or container. *Note: The Daily Grind disposable cups with plastic lids are not approved.
- Improper behavior – Student patrons engaging in disruptive or damaging behavior in the library will be asked to leave, may be given fines, and may have the matter referred to the Student Life Office.
- Furniture—Tables may not be moved by patrons.
- Security System – The library's materials security system and access security system must not be set off by students. While mistakes will happen, the student must make an effort not to leave the library with any materials that have not been checked-out. The library staff will confirm the source of the alarm by any means necessary. **Library fines will be assessed to the patron's account for exiting the library improperly, failing to return to front desk when the alarm goes off, etc.**
- Unattended belongings – The Library will not be held responsible for stolen property.
 - If you choose to leave your belongings (especially laptops) unattended for an extended period, you may have your belongings removed and your library account fined \$5.00.
 - If you leave your belongings in the Library after closing, they will be removed to the lobby coat racks, and a fine (\$5.00) will be assessed to your account.
- Please do not reshelve books. The library staff will be happy to do this for you.

Internet Use:

The computers in the library exist for research purposes **only**. The dedicated catalog computers exist specifically for card-catalog research. Patrons using the computers for purely recreational or frivolous activities will be asked to surrender their use of the computer to someone who has legitimate research to perform. Library personnel reserves the right to judge in such matters.

Facilities:

Conference Room: Patrons may use the Conference Room provided the following conditions are met:

1. There are between 3 and 10 patrons in the group intending to use the room.
2. The group has the permission of a librarian who is on duty.
3. The group gives up their use of the room if it has been previously reserved.

Education Lab: Patrons may use the education lab for listening and/or viewing audio-visual media, or working on craft projects. There are shadow boxes, letter dies, stencils, craft paper and a paper cutter that may be used for these purposes. Due to the unique nature of the room, this room may not be the most conducive for study.

Lecture Room 3: After 5 p.m. on weekdays and during open hours on weekends, Lecture Room 3 may be used as a group study room where talking and collaboration are allowed and encouraged. **Patrons must enter and exit through the library.**

Lecture Room 4: After 5 p.m. on weekdays and during open hours on weekends, Lecture Room 4 may be used as extra study area. Patrons may use this room as an extension of the library where normal library conduct must be observed.

Patrons must enter and exit through the library.

Graduate Studies Room (Grad. Room): The Grad Studies room is reserved for graduate students only. Various other rooms are available for undergrad students for studying purposes.

Archives Room: Patrons may research the items in the Archive Room with the Archivist's permission.

Library Offices: All library offices are off limits to patrons except by permission of either the Director of Library Services or the office occupant. This includes the area behind the circulation desk, the workroom, and the storage room.

Audio-Visual Devices: All audio-visual material that is being viewed and/or listened to in the library must be done in a single person context. Group use of audio-visual equipment can only be done in the Conference Room and may only be done for academic purposes.

Personal Property: The library is not liable for any lost or stolen personal patron property left in the library. If a patron leaves personal property in the library unattended for an extended period of time, librarians will remove the personal property and place it on the shelf above the coat rack in the JEC lobby.

Power Cords: No power cords (such as those used for a laptop) may run across the aisles or walkways in the library.

Exit: Except in an emergency, all students must exit through the main library exit doors. This includes those studying in Lecture Rooms 3 and 4.

Textbooks:

We advise each student to purchase his or her own textbook for each class. The library does not purchase each book and the student cannot rely on a copy of the textbook being available in the library.

Tips for using the Library

- Need quiet study? – Use the tables and cubicles toward the back of the library.
- Want or need good grades? – Visit the library often.
- Need to talk to someone other than library staff? -- Please take the conversation outside the library.
- Doing lots of research? - Use the tables near the fountain.
- The fountain is to provide background noise, please do not try to talk over it.
- Having trouble finding information? E-mail or talk to a librarian.
- Want to study with friends? – Use Lecture 3 in the evenings or the conference room.
- Need specific Bible research? Try the research computers in the back, near the stained glass windows – you will find Logos, Bible Works etc.
- Is your laptop battery running low? Use one of the gray carpeted tables; they have multiple plug-ins for such a purpose.
- Need credible information? – see the Library Resources page on iHeart where our databases are available.
- Want to hang-out with friends? – Use the Commons, Rec Hall, or Dining Hall; NOT the library.
- Need a book that is already checked out? Log into library.ni.edu and place a hold on that item. The front desk can help you with this also.
- Forgot which book you used in the research of your paper? Log into library.ni.edu and look at your reading record. All the bibliographic information is right there.



Further questions?? Email us at library@ni.edu or call at extension 5500.