

Horizon University Library Handbook



HORIZON
UNIVERSITY



**CALVARY CHAPEL
BIBLE COLLEGE**
OF HORIZON UNIVERSITY

Updated 5/2020

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General Information

College Mission

To enable students to develop critical thinking skills, a broad knowledge base, and a biblically integrated understanding of their vocation, so that wherever they serve, they will be successful in their profession, as well as effectively:

- Succeed in their chosen profession
- Engage minds, whether in their workplace, graduate school, or the global community
- Win a person to Jesus Christ
- Disciple a person in Jesus Christ
- Send a person for Jesus Christ

Library Mission

To provide library resources and services that support the curriculum of Horizon University and prepare students to *Succeed, Engage, Win, Disciple, and Send*.

Goals

The Horizon University Library will:

- A. Support the curriculum and serve as a useful resource for theological, professional, and liberal arts learning and research
- B. Serve the information and reference needs of their students and faculty
- C. Provide the bibliographic resources, research services, and study environment necessary for the education of men and women to minister and to succeed in their chosen professions.

Goals supporting the library mission are as follows:

- A. Support the curriculum and serve as a useful resource for theological, professional, and liberal arts learning and research
 1. Develop a collection representative of the diverse literature and tradition of the Church
 2. Develop a collection that directly supports each course in the school's curriculum
- B. Serve the information and reference needs of their students and faculty
 1. Offer user friendly and accessible methods of finding information (e.g. catalogs, indexes, and databases)
 2. Implement services (e.g tutorials, guides, on-line-chat) that meet the information needs of users and programs to teach effective research skills
 3. Provide website with accessible online resources, links, and helps
 4. Provide links to local or consortium library systems or resources
- C. Provide the bibliographic resources, research services, and study environment necessary for the education of men and women to minister and succeed in their chosen professions.

1. Develop a print/online collection of adequate size and depth to support the curriculum and research needs of faculty and students
2. Provide a physical/online environment that is conducive to learning and accessing services, collections, and electronic resources

Yearly Obligations

- A. The librarian will conduct the Library Missions & Goals Survey at the end of each semester and collect the data on a spreadsheet. (Appendix E)
- B. The library committee will meet twice yearly, or as needed.
- C. The librarian will keep visitor and circulation statistics for a permanent record.
- D. The librarian will create or revise a list of required and recommended readings from the syllabi of each instructor each semester indicating the LOC# if in the library. This list will be printed and made available for students. Books not in the library will be considered for purchase.
- E. The librarian will request instructors to assess the holdings as to their support value for each course per semester, unless the previous assessment is current. (Appendix A)
- F. The librarian will attend New Student Orientations to announce the library services, and offer instructors the opportunity to bring their classes in for a brief library orientation each semester.

Library Hours

The online library website is available 24/7. A librarian may be contacted through email for assistance with research, resources, and questions.

Facilities

The library is located on the Indianapolis Horizon University campus. Space for study, preparation of assignments, and technology needs is available. Accessible technology consists of WiFi, a copier, and printer. Study tables and computers are available from 8:00 am -10:00 pm. The print collection consists of 7,500 items which is available to students and faculty for eventual check-out.

Holdings

The library holds nearly 7,500 volumes, with the primary focus on Christian theology and religious studies. Our resources are currently cataloged in Libib, a library management system. A number of online journals, additional online resources, and open source ebooks, media, and print journals are also available on the website.

Contact librarian for current login information.

Users

The Horizon University Library welcomes patrons from its Horizon schools and staff community. Horizon faculty, staff and students may borrow items from the library. Those interested in using the library may contact the librarian for Libib log in information. Patrons who will borrow items are responsible to return all them within the standard checkout period and will be charged for any late, lost, or damaged materials.

Currently, materials may be used while in the library or checked out using the Libib app or website. Students may scan or copy specific pages needed for research or study in the library. All books will be left in the basket for the librarian to reshelv.

Services

Circulation

Library materials will be available for check-out to the Horizon schools and staff community members when the collection has been cataloged. Libib.com will be used to catalog and to check out items. It will function as a tracking system for library materials to ensure their availability to patrons when needed. It will also serve to provide statistical information on daily, monthly, and annual circulation activities.

Books will circulate for three weeks, audiovisual materials for one week. Reference books, reserved copies, and other materials designated as non-circulating can only be used within the library premises.

Patrons will be able to renew items 2 times, but will not be permitted to check out a book for an entire semester.

Library Catalog

The Horizon University library will use a new system called Libib.com to catalog and circulation system. Books may be searched by author, title, subject, call number or ISBN by anyone authorized to access the system. Students will be able to search the HU library collection through the Library webpage, which will also provide the call number of the book. Search tools include basic search, advanced resource browsing, and an alphabetical subject directory. Students will also be able to use the Libib.com app to search the catalog. Contact the librarian for log in information to the Libib website or app.

Internet Availability

Computers with Internet access are available for patron use in the library. Wireless internet access is also available in the building for those with laptops. The password is available at the computer workstation, along with the computer usage policy, computer log-on information, and instructions for accessing library search tools.

Available Online Resources

The library page in the HU website has multiple free resources for students to access articles, journals and other materials.

For HU students who are Indiana residents, the Indiana State Library provides INSPIRE, an collection of online databases, free of charge. Go to the Indiana State Library website, <http://www.in.gov/library/> and click on the INSPIRE box in the center of the page.

Students may get day passes from state colleges and university to access online resources. Students may only access them using college computers in their libraries. Most state funded colleges allow community users to have a library card in order to check out print sources. You will need proof of address and a photo ID. Your Horizon U ID may be helpful too in some cases. Check at the circulation desk and ask about community user privileges.

Library Orientation Services

In addition to the information literacy imparted in courses such as Research and Writing, the library also presents a library orientation for new students or patrons at certain points of their coursework. The orientation will be presented at special request from faculty as well as in regularly scheduled events. The orientation may include a general tour of the library, an introduction to the Library of Congress general order of major subjects, how to search the library catalog, how to read LOC call numbers, an overview of relevant online databases, a summary of research services and resources, and group learning activities. Orientations can be tailored to meet the needs of specific classes.

Reference Services

The librarian is available to assist students and faculty with reference questions, bibliographic assistance, and research problems. Email the librarian with any questions at: librarian@horizonuniversity.edu

The library provides special services to faculty members, such as research assistance for class assignments, special or extended borrowing privileges, and with legally privileged copying services.

Policies

Library User Expectations

- Patrons are welcome to research, study, and fellowship in the library, keeping in mind the needs of other visiting patrons and modify sound level appropriately
- Patrons shall let staff resshelf all materials taken from shelves and place them in the designated book return area. This will enable the librarian to track the extent to which the library is being used by its patrons.
- Patrons should be mindful of the intended use of the library as a research and study resource for students and staff. Library staff reserves the right to ask visitors to leave if their behavior is not in keeping with this intent.

- Patrons shall checkout all resources before removing materials from the library when operational.

Computer Usage Policy

No student may use Horizon University's computers for any purposes that conflict with the moral and ethical views of the college (which would include, but is not limited to pornography and sexually explicit language), or that conflict with the stated student behavior policies. HU is in no way responsible for lost or deleted work. No files or documents may be saved to the computer at any time, but should be saved to a flash drive.

No student may disconnect, interface with, relocate or tamper in any way with computer systems, hardware, printers, peripherals or accessories. No student may download or install any third party programs or software. Any unauthorized use or tampering that results in loss of functionality or damage will be considered as Theft/Destruction.

Student Responsibilities:

- Adhere to computer usage policy, or rights to computer access will be revoked at administrations discretion.
- Save all work to a flash drive or attach to email and send to self.
- Please notify the librarian or the Academic Dean if equipment does not work properly

Lending Policy

1. All borrowers are required to have individual Libib accounts.
2. When available, student ID's will be used when checking out books, and other patrons will demonstrate their active Horizon Staff or HSE affiliation.
3. All library materials must be checked out on the Libib website or app.
4. Books may be checked out for three weeks.
5. A fine of 25 cents per day will be charged for overdue materials.
6. Check out policy for textbooks: Student may checkout a textbook for 24-hour check out. Overdue fines are \$1.00 per day. This will ensure that students return the books in a timely manner.
7. Students may not borrow a class required textbook from the library for the semester, but only if there is a delay in obtaining their own copy at the start of the semester. Required reading books need to be available for class reference in the library.
8. Library materials checked out and due to be returned may be extended or renewed for a maximum of two additional three week periods as long as no other patron has requested the material and as long as it is not a required class textbook.
9. Reference materials, including periodicals, are not available for checkout.
10. Faculty reserved materials separately located from the regular collection are for library use only.
11. Lost or damaged library materials will be charged to borrowers for the replacement cost as determined by the librarian.
12. Patrons will need to pay outstanding fines of \$10 or more, and/or return books overdue more than three weeks before checking out additional books.

13. Books may be checked out by a faculty member for three months. Faculty members are not charged overdue fines, but will be charged for lost or damaged materials.

Acquisitions and Collection Development

The development of the library collection is primarily to support the curriculum of Horizon University. Secondary purposes include developing a well-rounded collection with standard works in other subject areas and appropriately providing for the recreational reading interests of HU students. See Collection Development Policy (Appendix B)

To serve these purposes, faculty must take a vital interest in participating in the acquisition process. Selection and evaluation responsibility should be a combined effort between faculty and the librarian. Suggestions from students and staff are also encouraged.

The Library appreciates and accepts donations of materials under the guidelines set forth in the Horizon University Gift Acceptance Policy (Appendix C). Upon request, the HU will provide a Non-Cash Contribution letter to the donor acknowledging receipt of the gift. Horizon University cannot provide any valuation of the gift received.

Confidentiality

According to the American Library Association, confidentiality relates to the possession of personally identifiable information, including such library-created records as closed-stack call slips, computer sign-up sheets, registration for equipment or facilities, circulation records, Web sites visited, reserve notices, or research notes. The library will not release personal borrowing information about any library user to any other individual or organization unless required to do so by law or by college policy.

Procedures

Library Evaluation

The library will be formally evaluated by members of the Horizon University faculty regularly. Library evaluation and inventory will be conducted annually and be related to the specific courses being taught in that semester. Each faculty member teaching a course will complete a Library Evaluation Form (Appendix A) for the section of the library that supports the course. Suggestions for additions to the library are solicited in the Library Evaluation Form as well as collected from faculty syllabus bibliographies. These suggestions are incorporated in library purchase lists.

Library Statistics

Library staff will maintain statistics of gate counts, reference inquiries, browsed items, and circulation. These weekly statistics will be maintained on a spreadsheet or system reports. A summary of monthly stats will be created and put into an annual report for IPEDs, ABHE, and the Horizon Board of Trustees.

Book Check-out

Upon completion of the collection cataloging project, books will be checked-out through the Libib website or app.

Book Renewal

A book can be renewed twice after the original check out date unless it has been requested by another student, in which case it may only be renewed once. A patron is asked to renew through the Libib website or app.

Book Check-in

When a book is due or the patron is finished with a book, the patron will return the book to the library and deposit the book in the “Return Book” receptacle. The librarian will reshelv the book.

Appendix A

Library Evaluation Form

(1) Course Information

Professor Name
Course Name
School Year/Date of evaluation

(2) Number of Books

--

(3) What percentage of books related to this course would you consider to fall under each category?

	Current or cutting edge
	A classic, seminal work in the field
	Not current or a classic, but still useful
	Out-of-date (please list in question 7)

(4) What percentage of these books meet the academic standard for this class?

	Meets the academic standard
	Does not meet the academic standard

(5) How well does this group of books represent the breadth of the field? (please check one)

	Very representative
	Somewhat representative
	Somewhat not representative
	Not representative

(6) How could the collection be improved to represent the field in more breadth?

(7) What books should be added that are not currently a part of the collection? (continue on back)

Title	Author

(8) What books would you consider to be out-of-date? (continue on back)

Title	Author	Call #
Title	Author	Call #
Title	Author	Call #

Appendix B

Collection Development Policy

Horizon University

Fall 2017

Purpose Statement

This policy will determine the long-term direction in which the library's collection should grow as related to the college and library mission, accepted standards, and the needs of its constituency. It also provides a written basis on which to rely when challenges to the material in the library occur, when accepting or rejecting donations, and when selecting and deselecting materials.

College Mission

Horizon University enables students seeking Christ-centered instruction to develop critical thinking skills, a broad knowledge base, and a biblically integrated understanding of their vocation, so that they will successfully inspire servant leadership as they excel in their profession and as they win, disciple, and send others for Christ.

Upon successful completion of studies, Horizon University graduates are prepared to:

Succeed in their chosen profession

Engage minds, whether in their workplace, graduate school, or the global community

Win a person to Jesus Christ

Disciple a person in Jesus Christ and

Send a person for Jesus Christ

Library Mission

To provide library resources and services that support the curriculum of Horizon University and prepare students to *Succeed, Engage, Win, Disciple, and Send*.

Intellectual freedom and censorship

Horizon University is a private college with an evangelical Christian worldview. Therefore, the library collection does emphasize this worldview. However, because students need to be aware of multiple viewpoints and to develop critical thinking skills, the library will collect some materials that may not agree with the beliefs of Horizon University faculty, staff, or students. Decisions to purchase library materials are based solely on the criteria listed in this document, not on the race, nationality, political views, or religious views of the author.

Constituencies Served by the Library

The Horizon University Library serves the students, faculty, staff, and alumni of Horizon University. The collection's emphasis is to provide service to the undergraduate student population, with a secondary focus on service to faculty, staff, and alumni.

- Horizon University is a private, Christian college that offers day, evening, and online classes. Therefore, the student body is a mix of traditional students as well as working adults. The college does not have on-campus housing, so all students commute to campus.
- The college currently offers a Bachelor in Biblical and Theological Studies, an Associate of Arts degree in Bible, and certificates in Bible and Counseling. Though the major curriculum area is specifically focused, classes are also required in several liberal arts subjects. In the future, Horizon University intends to move into a liberal arts format for traditional classes as

well as to offer an evening accelerated degree completion program. This indicates that, though the current needs of the users incline toward the areas of Bible and Theology, the collection should begin to move in a broader direction.

The Process of Collection Development

Collection development is a continuous process that consists of the selection of new materials and the weeding of materials that no longer raise the value of the collection. The entire collection should be reviewed, and weeded if necessary, once every two years at a minimum.

Levels of Collection

Developed by the Research Libraries Group, the [RLG Conspectus](#) describes the depth of each collection level. The Horizon University Library collects at the Basic Information Level, Instruction Support Level, and at a basic research level conducive to requirements for undergraduate studies Levels 2, 3, and 4).

Basic Information Level: At the basic information level, a collection's purpose is to introduce and define a subject. The collection also leads to information available elsewhere. The material is general and up-to-date. Materials included: dictionaries and encyclopedias

- Selected editions of important works
- Historical surveys
- Bibliographies
- Handbooks
- A limited collection of major periodicals

Instructional Support Level: At the instructional support level, a collection is adequate to support undergraduate instruction. Independent study may also be sustained. The collection is designed for associate degree level research purposes, and provides adequate knowledge of a subject for limited or generalized purposes. Materials included:

- A wide range of basic monographs
- A complete collection of works of more important writers
- Selections from the works of secondary writers
- A selection of representative journals
- Reference tools and fundamental bibliographical materials

Research Level: At the research level, a collection includes major published source materials required for research. It is intended to include all important reference works and a wide selection of specialized monographs. Older material is retained for historical research. Materials may include:

- Research Reporting
- New findings
- Scientific results
- Government Documents
- Writings by known authors/authority in fields of study
- Conference summaries
- Multimedia materials

Criteria for All Formats Determining Selection or Deselection

Selection and evaluation responsibility should be a combined effort between faculty and the librarian. Faculty members make purchase requests in conjunction with courses taught. The librarian reviews such suggestions and makes purchase decisions. The librarian also has responsibility for ensuring that the collection is developing in a manner consistent with the library's mission and this Collection Development Policy. Relevancy, accuracy, currency, and impartiality all play a large role in the selection of new material. Various views which will give students a well-rounded view of their topic area will also be considered.

General criteria used to guide selection of materials is as follows:

1. Relevancy to the curriculum and to the collection
The resource is applicable to either present or anticipated classes and enhances the collection rather than duplicating information found in current titles. This assessment will take into consideration whether a title has a high circulation rate, and therefore necessitates additional copies.
2. Currency & Condition
Information should not be outmoded, outdated, or no longer accurate, and the material should not be in poor condition.
3. Appropriate academic level
The item is appropriate for collection levels as defined by the RLG.
4. Authority
The author and/or publisher are recognized and reputable in the field.
5. Depth of existing collection
This ensures sufficient amounts of materials for various subject areas, while avoiding the addition of materials to areas that have a sufficient amount of resources.
6. Reviews
The title has positive reviews from reputable sources.
7. Biblically Affirming
When a title is intended to enhance biblical knowledge rather than explore worldview, the author's stated perspective on biblical authority will be considered.
8. Language
Titles will be collected primarily in English, with secondary importance placed on titles in languages taught at the college.
9. Cost
Titles must be purchased within budgetary constraints, so cost is a factor; cost comparison will be made with similarly useful materials.

Formats Collected

Horizon strives to maintain a diverse collection of materials that offer students support in their studies and offer instructors support in their instruction. Collecting both physical and electronic resources is part of this diversity. The library collects the following formats:

General Book Collection

Print monographs comprise the greater portion of the library collection. Books collected fall under the stated guidelines of the 'Criteria for all formats'. Support of the curriculum denotes the most important requirement for the general collection.

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Textbooks

The library maintains many textbooks on reserve for short-term use in the library. Every attempt is made to have as many textbooks available as possible each semester for face to face classes; however, for various reasons, certain titles may not be acquired nor all online textbooks secured.

Fiction

Fiction is collected in support of curriculum and the library mission. This includes especially classics and other fiction that will be required in support of classes. Popular fiction intended for the recreational reading of HU students is collected, but with a secondary importance to materials directly supporting the curriculum. The already stated guidelines under “Criteria for all formats” apply to this category along with this addition: recreational materials will be evaluated for offensive content, and some may be excluded from the collection if offensive content is deemed to outweigh the possible beneficial aspects of the work.

CD/DVD

Audiovisual formats are collected following the guidelines set under “Criteria for all formats.” In addition to those criteria, music CDs and popular films are not collected unless required in support of a class. When considering DVDs, licensing costs must always be considered. Streaming films that cannot be accessed through a hosted database will not be purchased.

Reference

The reference section of the Horizon University library includes atlases, charts, almanacs, encyclopedias, dictionaries, handbooks, concordances, and some commentaries. Reference items are not able to be checked out. A second copy of any reference item will be included in the circulating collection.

Online Resources

The Library will actively find and make available to students free online resources through the library website. These resources will be selected subject to the criteria listed under “Criteria for all formats.” Online versions of print serials to which Horizon University Library subscribes will be made available to students when they are in such a format as to allow student access.

Research will be done into online subscription databases for such time as the library is able to purchase them.

Periodicals

Print periodicals will be added to the collection based on the guidelines outlined under “Criteria for all formats” along with these other criteria. Periodicals are normally recommended by faculty, then reviewed by the librarian and prioritized for addition to the collection. Because the ongoing nature of a periodical requires a long-term financial commitment, subscriptions will be added selectively.

Preference in selection will be given to periodicals that offer an electronic version in addition to the paper copy. Periodical subscriptions will be reviewed yearly by the librarian to determine use levels; renewal and cancellation decisions will be based on this review.

Deselection Criteria

Deselection or weeding is a crucial part of the collection development process. Weeding allows for an up-to-date collection and ensures that the library is providing top quality materials for the students and faculty. The collection will be reviewed periodically by the librarian

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Based on [MUSTIE from the CREW manual](#), the following is criteria for removal from the collection:

- Physical deterioration
- Superseded editions
- Outdated or inaccurate materials
- Excess duplicate copies
- Availability of newer materials
- Low circulation count
- Little relevancy for the current curriculum

Periodicals

Periodicals will be weeded based on the following timeframe:

- **Quarterly/Bimonthly** - 2 years
- **Monthly** - 1 year
- **Biweekly** - 6 months
- **Weekly** - 3/6 months (depending on storage)
- **Daily** - 1 week

Items weeded from the collection should be evaluated for replacement. Materials that are physically damaged or lost are not automatically replaced. Materials that are overdue for 29 days or longer will be considered lost. After five months of the item in lost status, the item will be considered for replacement based on the criteria below.

The following criteria will be considered when determining if an item should be replaced:

- high demand for the item
- high level of importance in relation to the subject or collection
- availability of the replacement

a superior format is available (a format that would better meet the needs of students and faculty)

Gift resources

- Gifts will be accepted in accordance with the Horizon University's Gift Acceptance Policy, located in Appendix C.

Periodical Donations

Single issues of periodicals will not be accepted as donations unless they are of particular value or are replacing a lost or damaged issue of a periodical to which the library subscribes.

Multiple Copies

Ordinarily, the Horizon University Library will purchase only single copies of books. When multiple copies are donated, a second copy may be retained. If more than two copies are donated, the surplus books may be donated or sold at the librarian's discretion.

Special Collections

The Horizon University Library maintains an old and rare book collection. Maintenance of this collection will be overseen by the librarian. Due to budgetary limitations, no additions to this collection will be purchased, but applicable donations will be accepted.

Contesting procedure

Members of the Horizon University community who disagree with the inclusion of a book in the library collection should fill out the Request for Reconsideration form in Appendix D, available from the librarian. The Library Committee, at its quarterly meeting, shall review all Requests for Reconsideration. They shall use this Collection Development Policy as a guide. The decision of the committee will be communicated in writing to the library user.

Review and Update

This policy will be reviewed and updated annually by the library committee.

Appendix C

Gift Acceptance Policy

The Horizon University library appreciates and accepts donations of materials under the following guidelines. Anyone who wishes to donate books or audiovisual materials may contact the librarian by email from the HU website Library and Resources webpage www.horizoncollege.org. Upon request, the HU will provide a Non-Cash Contribution letter to the donor acknowledging receipt of the gift. Horizon University cannot provide any valuation of the gift received.

The following guidelines may be reviewed for further information:

- Horizon University Library will only accept books in good condition. Books that are damaged or will not support the mission of the library will not be accepted.
- HU does not accept magazines, pamphlets, VHS, videocassettes, or cassette tapes.
- Any donated item that does not support curriculum or is a duplicate copy will not be added to the collection.
- All donated books become the property of Horizon University. They may be sold, donated, or added to the collection at the discretion of the librarian.
- Unless special arrangements are made, donations must be brought to HU by the donor.
- Horizon University Library reserves the right to refuse any donation.

Appendix D

Request for Reconsideration

General Information

Name: _____ Date: _____

Address: _____

Phone Number: _____ or email: _____

Material to be Reconsidered

Title: _____

Author: _____

Publisher: _____

To what, specifically, in the material do you object?

What do you feel may be the negative result of reading this material?

Is there anything good about this material in your opinion? Describe

Did you read this entire work? If no, what parts did you read?

Further comments
