



**Library Resources:** Return to Library Homepage

## **Library Policies and Services**

### **Users**

The Horizon University Library welcomes patrons from its Horizon schools and staff community. Any student attending Horizon University, as well as any Horizon instructor or staff may borrow books from the library. Any patron who borrows books is held responsible for their timely and safe return, and will be charged for any late or lost, or damaged books.

### **Library User Rules**

- 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
- Please place all materials taken from shelves to the designated book return area rather than returning them to their shelves. This will enable the librarian to track the extent to which the library is being used by its patrons.
- Please 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.
- Do not remove books from the library without checking them out on the Libib website.

### **Books**

Books must be checked out when removed from the library using the Libib website.

Books may be returned by placing on the librarian's Desk.

The library management system functions as a tracking system for library materials to ensure their availability to patrons when needed. It also serves to provide statistical information on daily, monthly, and annual circulation activities.

Books can be checked out for three weeks, audiovisual materials for one week. Patrons may renew their books, *but are not permitted to check out a book for an entire semester.*

Reference books, reserved copies, and other materials designated as non-circulating are used only within the library premises and **may not be removed from the library.** (See detailed lending policy below)

### **Computer Usage Policy**

No student may use HU's computers for any purposes that conflict with the moral and ethical views of the college (which would include but not be 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:

Like all Horizon employee, **students may not access their personal email** from either of the computer stations. Since all webmail would pass through the school server, accessing personal email is a virus risk to the entire system.

- Adhere to computer usage policy, or rights to computer access will be revoked at administrations discretion.
- Save all work to a flash drive, not to the computer.
- Printing up to 10 pages is permitted for HU related tasks only, with a fee of \$.20 per extra page or non-HU usage.
- Please notify the librarian at [librarian@horizonuniverstiy.edu](mailto:librarian@horizonuniverstiy.edu) if equipment does not work properly.

### **Lending Policy**

1. All borrowers are required to complete a log in for Libib, the Library management System.
2. All library materials must be checked out by a librarian or notify a university staff member and accurately fill out the book check out form.
3. Books may be checked out for three weeks, and audio-visual materials may be checked out for one week.
4. A fine of .25 cents per day will be charged for overdue materials.

5. Students may *not* borrow a class-required textbook from the library for the semester; books that are required reading need to be available for class reference in the library, and students are responsible for obtaining required class materials.
6. 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.
7. Reference materials, instructor reserved books and periodicals are used only in the library.
8. Lost or damaged library materials will be charged to borrowers for the replacement cost as determined by the librarian.
9. 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.
10. 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.

## **Services**

### ***Searching***

The Horizon University library uses an automated library catalog system. The Automated System is called Libib and may be accessed here: <https://www.libib.com/library/home> Books can be searched by author, title or subject through the Library's Catalog from online or through the link at the computer stations in the library.

Searches can be done by keyword or exact phrases, but they are precise and first words like "the" and "a" need to be omitted when searching titles. Be sure to have the exact spelling of names and titles to ensure accuracy.

If the search yields a book you would like to check out, write down the full **LOC#** (library of congress) provided in order to locate it in the library. You can use this LOC yourself to locate the book in the library.

### ***Internet Availability***

One computer with Internet access is available for patron use.

Wireless internet access is also available in the building and throughout the campus for those with wireless devices.

## *Databases Available*

**Logos Bible Software** is available for patron use on a library computer. This powerful software includes thousands of titles, including most major Bible translations, lexicons, Bible introductions, commentaries, and Bible dictionaries, along with many other Bible, theology, ministry, and Christian living titles. It is ideal tool for studying any given Bible passage, study in the original languages, or any topic related to the Bible, theology or the Christian life.

Additionally, Indiana has a virtual library called, Inspire. **INSPIRE** is Indiana's Virtual Library. **INSPIRE** is a collection of academic databases and other information resources that can be accessed by Indiana residents using any computer equipped with an Internet Protocol (IP) address located in Indiana and a Web browser such as Firefox or Internet Explorer.

INSPIRE includes full-text magazine and journal articles (including materials in Spanish), pamphlets, images, almanacs, how-to videos, eBooks, sample tests, and much more.

**Libby** is a free app where you can borrow ebooks and digital audiobooks from your public library. You can stream books with Wi-Fi or mobile data, or download them for offline use and read anytime, anywhere. All you need to get started is a library card. Most libraries have the option of receiving a library card online. Check your state's library website for more information.

**Project Gutenberg** is a library of over 60,000 free eBooks. Choose among free epub and Kindle eBooks, download them or read them online. You will find the world's great literature here, with focus on older works for which U.S. copyright has expired. Thousands of volunteers digitized and diligently proofread the eBooks, for enjoyment and education.

Residents of other states may check their state library system for similar programs.

## *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 can include a general tour of the library and the Library of Congress general order of major subjects, an introduction to searching the library catalog and how to read LOC call numbers for locating, an introduction to relevant online databases, an overview of research services both in the library and online, 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.

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.