

Welch Library

Free Will Baptist Bible College



Library Handbook
Fall, 2007

Library Mission

The mission of Free Will Baptist Bible College is to educate leaders to serve Christ, His church, and His world through Biblical thought and life.

To compliment that mission, *Welch Library partners in the comprehensive educational pursuit of the college community through the provision of services and access to resources.*

Specifically, the Library's goals are:

1. to support the curriculum with information and services;
2. to provide resources for students' independent learning;
3. to provide for some of the research and professional growth of the faculty; and
4. to equip students for life-long learning.

People, Hours



Librarian: Carol Reid, 844-5274
Library Manager: Margaret Hampton,
844-5284
Night Supervisor: Lance Williams
Circulation Desk: 844-5081

We are closed daily for chapel
(10:00-10:45 AM).

Sunday: Closed
Monday: 7:45 AM-11:00 PM
Tuesday: 7:45 AM -11:00 PM
Wednesday 7:45 AM-6:30 PM;
8:00-11:00 PM
Thursday: 7:45 AM-11:00 PM
Friday: 7:45 AM-4:30 PM
Saturday: 12:30-8:00 PM

The Library will be closed during chapel daily and during the hours of scheduled all-school functions, such as Missionary Conference, Bible Conference, etc. Changes in library hours will be posted on the door. Holiday hours vary; hours will be posted or you can make an appointment. We are closed during the Wednesday night campus prayer meeting.

Collections

STACKS

Welch Library has more than 65,000 volumes in its **general collection**. Any students may check out (borrow) those in the circulating collection. Adult Degree Program students and Lifetime Learning students have the same borrowing privileges as other commuter students and dorm students. Both books and videos are housed in open stacks—the three floors that adjoin the circulation desk.



FIRST FLOOR

The **reference collection** includes encyclopedias, subject dictionaries, language dictionaries, indexes, atlases, concordances, and Bible commentaries. These books, whose call number begins with an “R,” cannot be checked out of the library. Reference is located on first floor of the old portion of the library.

The **Reserve** area of the library has items that your teachers may require for additional reading and study. These items have restricted check-out periods, designated by the teacher who assigns them. Ask for these at the circulation desk.

You can find library materials by author, title, subject or key word by using the **automated catalog**. You can click onto the program named “Athena” at any library computer. Or access the computer from your dorm room at: <http://fwbbc.edu/CurrentStudents/library.html>

The **old card catalog** has author and title listings of all library holdings through June, 2002. However, it is no longer current; use the computer instead!



SECOND FLOOR

The **music collection** has more than 3000 scores and recordings, including the Sarah Lacey Nicholas Music Collection (you can find these on the first floor of the stacks). **Recorded music**, both vinyl and cd, and some **audiovisuals** are housed on second floor. The **Curriculum Lab** has more than 2000 items to acquaint teachers with materials they will use in the classroom. **The Free Will Baptist Historical Collection** contains approximately 6000 books or other items related to denominational history. Items from this special collection are usually not taken out of the library. The AV room, Historical Room, and Curriculum Lab are located on the second floor of the library. The men’s and women’s bathrooms are also on this floor.

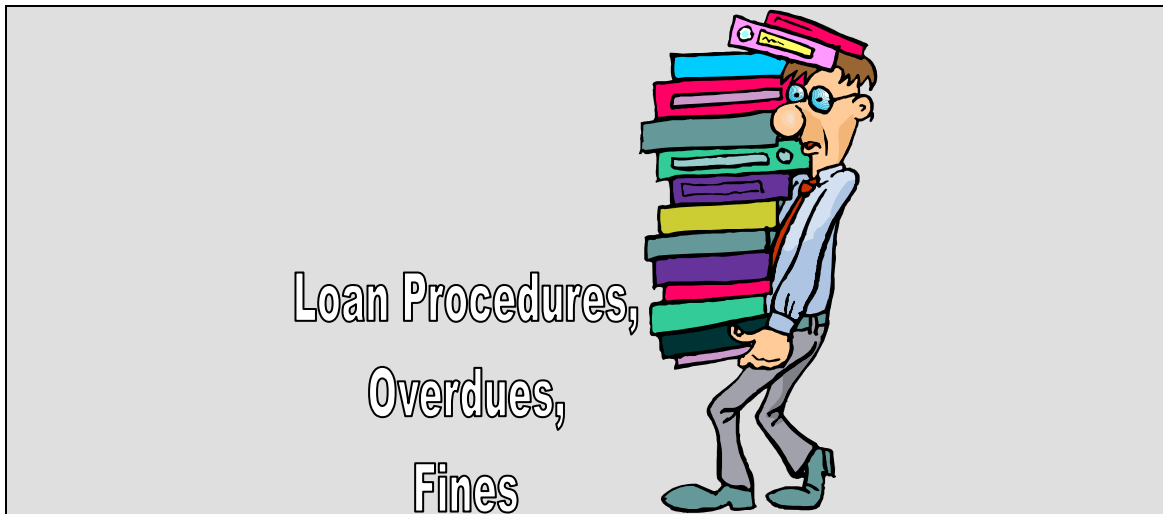
Our **Ministry Lab** houses audiovisual and computer materials for ministerial training students—with a special emphasis on comfort for long days of study.

The **periodical room** displays over 100 current subscriptions to a wide variety of magazines and journals, as well as subject indexes for using them.



THIRD FLOOR

The third floor stores **back issues of periodicals**. These are located in alphabetical order in the large room on the left.



Students may check out books at the circulation desk on first floor. Bring your student id. card so that it can be scanned. The person who checks out the material is responsible for it, so be very careful about sharing with others. Return books at the circulation desk or the book drop (located at the Craighead Avenue driveway).

All circulating materials from the general collection are due in two weeks. Materials may be renewed by bringing them to the library or by phoning (extension 5081). Do not send word by library staff members about renewals. Students may place a hold on materials that someone else is using; this will block further renewals and the student will be notified in campus mail when the requested book is returned to the library. All materials must be returned before a student is allowed to take final examinations. Please report any lost or damaged items immediately.

You will be notified through the campus mail when you have an overdue book. A two-day "grace period" lets you return materials without fines. Please attend to notices immediately, even if you have questions about the notice. Disciplinary action may be taken after three notices are sent.

Overdue fines are charged to encourage prompt return of materials. Ten cents a day is charged for overdue books and materials from the general circulating collection. Reserve books and tapes have a higher overdue charge: 25 cents per hour (or \$2.00 per day) for hourly reserves or \$1.00 per day for daily reserves. All fines must be paid before a student is approved to take semester exams.

Sometimes you will find an **e-book** in our catalog. We have access to about 8000 titles that show up in our Athena catalog. If you need to check out one of these e-books, simply go to NetLibrary.com from our Internet connection. Use the user name: creid@fwbbc.edu and the password: pickle. You can access this electronic book collection from other computers as well.

Please do not hesitate to ask for assistance from any member of the library staff. Special assistance is available to students with physical handicaps.



Library Services

Please ask any of the library staff for help in finding resources or information. If the librarian is not available, you may leave e-mail requests [creid@fwbbc.edu], phone requests, or notes requesting further help. Your request will be answered within 24 hours on week days.

As a service to the faculty, the library proctors **make-up tests** and quizzes. The fee for each test is \$2.00, 50-cents for quizzes. Tests will remain in the library as long as designated by the faculty.

You may print from the computer or make copies in the library. After your 500 pages included in your campus computer fee, you will pay only ten cents per page (printed or copied), which will be charged to your student account. A microfiche copier is also available in the library for ten cents per page.

The **audiovisual room** contains tape players, record players, a CD player, a videocassette player, and earphones to be used with library audiovisual holdings or assigned reserve materials.

The **computer lab** has an extension in the library. Eleven computers with CD-Roms, e-mail, and **Internet** access are available on the network. The computer at the front desk area is reserved for searching the automated catalog and for circulation tasks. Students who are doing research will have precedence over those doing word-processing or other applications in the library in order to allow better access to library materials. One printer serves the entire work group.

No provisions are made for informal **group study** in the library. However, groups assigned by a faculty member may request permission for a study room from the library supervisor when space is available.

Interlibrary loan is available upon request. With at least two weeks advance notice, let the librarian know full information about the book or article you need.

Several **other area libraries** provide reading privileges for Free Will Baptist Bible College students. Though check-out privileges are not granted, you may read and photocopy at any of the following schools:

American Bible College

Meharry College

Tennessee State University

Lipscomb University

Belmont University

Trevecca University

Scarritt University

Middle Tennessee State U.

Vanderbilt Libraries have provided an access card for our students to use their nine campus libraries. You must get this card from the FWBBC Librarian in order to have reading privileges on their campus.

The Nashville Public Library allows both dormitory and town students to have library cards and complete borrowing privileges. Please be responsible! In addition to the downtown site, three branches are close to the college: Green Hills, Richland and Bellevue. Their catalog is available online (**library.nashville.org**). Ask for information if you have any questions about their hours or library card requirements.

Library instruction will be provided in Freshman Orientation class and often in connection with assignments in other classes. If you feel that you need additional help in using library resources, please don't hesitate to ask. You might also enjoy working through some interactive sites like TILT at <http://tilt.lib.utsystem.edu> and use the "guest" entrance.

Electronic Resources

ATHENA: The Automated Library Catalog. After you log on to a library computer, click on the symbol for the catalog. You can type a key word in the search block, push enter, and get a list of any item in the library that includes that term. You can be more specific by choosing an “advanced search” that allows you to combine words for your search. You can also type in all or portions of titles and authors names. Build a bibliography by choosing “bibliography” and adding your search to the screen that comes up. This will allow you to sort, delete, and/or print the information about items you need.

CPI-E: Christian Periodical Index—Electronic is the online collection of the Christian Periodical Index. Covering more than 10 years of citations, this index can help you locate articles from a Christian perspective for both Biblical and non-Biblical topics. Access CPI at <http://199.45.145.180:8590> with Username: FreeWill ; Password: Lib!375 .

JSTOR: The JSTOR archive holds the complete digitized back runs of core scholarly journals, starting with the very first issues, some dating as far back as the 1800s. New titles and disciplines are being added regularly. All journals are setup in an “image” format. So be sure to print the article as image. Though the website is only accessible on the campus network, no passwords or usernames are required. You may reach JSTOR at <http://www.jstor.org/>

Naxos Music Library: This large database of musical sound recordings cannot be copied, but allows students to listen to classical and contemporary recordings for music study. Use fwbbc for both the user name and password. The internet site is www.naxosmusiclibrary.com.

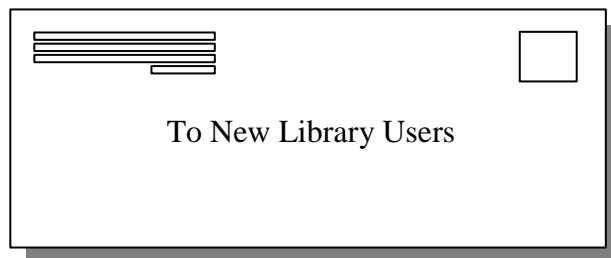
STAT!Ref/ Anatomy TV: This an extensive online collection of medical resources. Medical essays, terms, formula calculators, and quizzes are all found here. One particular resource is called **Anatomy TV** which provides a three dimensional interactive model of the human body. To access these resources go to <http://www.statref.com/>. The username is “fwbbc” and the password is “anatomy.” Once you have logged in click on the “Resources” tab.

SIRS Researcher: Social Issues Resources Series. This collection of full-text articles covers many social issues from Corrections to Schools, from Aging to Youth, from Foods to AIDS to Families and more. Click on the “Researcher” symbol and use a keyword search, a subject heading search, or a general category search to find recent articles from a variety of newspapers, magazines, and journals. Your search will bring up a list of titles; when you click on a title, the entire article will be available on screen. You may print or download the articles if you wish. Full bibliographic information is available. Username is tn0338; password is 37205 in SIRS products. Find the address at <http://www.proquestk12.com/> from remote computers.

Tennessee Electronic Library. InfoTrac Systems and the Gale Research Company have contracted with the State of Tennessee to supply a collection of journal, newspaper and reference articles on a multitude of topics. Databases centering on health, Spanish language materials, business information, author criticism and children’s materials join broad-based current events and general research databases to meet student research needs. These sources are available to you with the username, “tel_a_freewill” and the password “elvis” when you “click” on the TEL icon on the library computers. From other computers, go to the web site at <http://infotrac.galegroup.com> to access these databases.

Current Periodical Subscriptions

Adolescence
Alliance Life
American Benedictine Review
American History
American Organist
American Scholar
Americas
Ashland Theological Journal
Aspire
Atlantic Monthly
Baptist Bulletin
Behavioral Disorders
Bible and Spade
Bible Translator
Biblical Archaeology Review
Biblical Viewpoint
Bibliotheca Sacra
Business Week
Calvary Baptist Theological Journal
Camping Magazine
Campus Life
Child Development
Children's Ministry
Choral Journal
Christian Camp & Conference Journal
Christian Century
Christian Education Journal
Christian Educators Journal
Christian History
Christian Reader
Christian School Builder
Christian Single
Christianity & Literature
Christianity Today
Chronicle of Higher Education
Church Administration
Church Educator
Church History
Church Musician Today
Clearing House
Clergy Journal
Coach & Athletic Director
College Composition & Communication
College English
Concordia Theological Quarterly
Contemporary Christian Music
Creation Perspectives
Creation Research Society Quarterly
Creator
Current History
Current Thoughts & Trends
Discipleship Journal
Discover
Early Childhood Education
East-West Church & Ministry Report
Education Digest
Educational Leadership
Educational Phil. & Theory
Elementary School Journal
English Education
English Journal
English Literary Renaissance
Environmental Health Perspectives
EPA Journal
Evangelical Missions Quarterly
Evangelical Quarterly
Evangelical Review of Theology
Expository Times
Family in America
Forbes
Fortune
Good Housekeeping
Group
Harvard Business Review
Harvard Health Letter
Harvard Management Comm. Letter
Health
Hymn
Instructor
Instrumentalist
Internat'l Bull. of Missionary Research
International Journal of Frontier Missions
Interpretation
JOPERD
Journal of Abnormal Psychology
Journal of Adolescent & Adult Literacy
Journal Amer. Society of Church Growth
Journal of Amer. Musicological Society
Journal of Biblical Counseling
Journal of Biblical Literature
Journal of Christian Camping
Journal of Communication & Religion
Journal of Education & Christian Belief
Journal of Evangelical Theological Soc.
Journal of Expository Preaching
Journal of Higher Education
Journal of Pastoral Counseling
Journal of Psychology and Theology
Journal of Research in Music Education
Journal of Research on Christian Ed.
Journal for Scientific Study of Religion
Journal of Social Psychology
Journal of Teacher Education
Journal of Youth Ministry
Kiplingers Personal Finance Magazine
Ladies Home Journal
Leadership
Legal Notes for Education
Mailbox
Mailbox Teacher
Marriage Partnership
Masters Seminary Journal
Mathematics Education Dialogue
Ministry Advantage
Missiology
Missionalia
Moody
Music Educators Journal
National Teaching & Learning Forum
Natural History
NCTM News Bulletin
NEA Today
Near East Archaeological Society Bull.
Near-Eastern Archaeology
New Testament Studies
Newsweek
Parents
Perspectives in Biology and Medicine
Phi Delta Kappan
Physician & Sports Medicine
Peabody Journal of Education
PMLA
Preaching
Presbyterian
Psychology Today
Quarterly Journal of Speech
Quest
Reading Teacher
Reading Today
Religious Education
Research in the Teaching of English
Sacred Music
School Science & Mathematics
Science News
Sewanee Review
Shakespeare Quarterly
Shining Star
Smithsonian
Southwestern Journal of Theology
Stanza
Strategies for Today's Leader
Studies in English Literature
Sword of the Lord
Teaching Children Mathematics
Teaching Exceptional Children
Teaching Music
Teaching Pre-K -8
Technology Review
Tennis Magazine
TESOL Journal
TESOL Quarterly
Themelios
Theology Today
Time
Today's Christian Woman
Trinity Journal
Tyndale Bulletin
US News & World Report
Urban Mission
Westminster Theological Journal
Wilson Quarterly
World
World Pulse
Worship Leader
Writer
Youthworker Journal



Dear Students:

Some of you are very much at home in a library; you understand how to find information and the kinds of information that will help you in your work. Others of you are lost and struggling. All of you are welcome in our library. And all of you still have things to learn.

Some of you have a lot of experience in research; some have very little. But all of you will have information needs for the rest of your lives. You'll need to know which car has the best service record; which treatment is best for some disease; what breed of dog is best for your family; which computer is the best value. You'll want to plan vacations, find recipes, build decks, or coach soccer. You'll be interested in the Holocaust or the Civil War or the Great Crusades. You'll want to know more about your favorite ball team or movie star. Your Sunday School class or your youth group or your Bible study group will need strong explanations and helpful illustrations to grow in the Lord.

I'm telling you this for two reasons: you never stop learning, and library skills will help you for the rest of your life. This is not just a freshman burden—this is a great opportunity to help yourself be your best in every area of your future—in your home, at your job, in your church, in your community.

For those of you who are studying by Lifetime Learning, you will have greater challenges in accessing library resources. But we still want to assist you. Don't hesitate to ask—phone, e-mail, come in—if we can serve you. Our library intends to meet your information needs as well. We'll mail what you request or help you find other electronic resources so that you can be successful as a student at FWBCC.

But it's all up to you. Take responsibility for maximum use of your opportunities at FWBCC.

Let me give you a boost when you need help!

Carol Reid, Librarian