

KEITH C. WILLS LIBRARY

Canadian Baptist Theological

Seminary & College

2024-2025



GUIDE TO LIBRARY SERVICES

LIBRARY HOURS:

MONDAY:	8 am - 9 pm
TUESDAY:	8 am - 9 pm
WEDNESDAY:	8 am - 9 pm
THURSDAY:	8 am - 9 pm
FRIDAY:	8 am - 4 pm
SATURDAY:	10 am - 2 pm

This is your library guide for this academic year. Please keep this guide handy so you can refer to it. Feel free to ask reference and general information questions to library staff.

NOTES

KEITH C. WILLS LIBRARY, 2023-24



GOAL:

The goal of the library is to support the curriculum of the CBT Seminary & College by providing supplemental material and resources for study and research by its students and faculty. Further, it is the library's goal to provide support to pastors, laypersons and community users through the use of our resources and facilities.

The library has more than 43,000-catalogued volumes, access to over 1,000,000 electronic books and over 1000 periodical titles in paper & electronic format. Additions to our holdings are being made continually.

The library uses an open source web-based library automation program called Koha. We are in a small consortium called SALT (Southern Alberta Libraries of Theology) which includes Alberta Bible College, located in N.W. Calgary. This consortium provides many additional resources for our students and faculty. Access to the library catalogue is found through our school's website, www.cbtsc.ca; click on the library link, and "search catalogue" or type: <https://library.cbtsc.ca> directly

in the address bar of your search engine to access the library's website. To reach the catalogue directly, type <https://cbtsccatalog.kohacatalog.com> in the address bar. Access to catalogue can also be through the library website. To access your library account and renew your materials you must login to the catalogue. Please see library staff to set up your login information. Documentation on how to use Koha can be found at the circulation desk and through our library website under "Resources".



HOURS:

Monday-Thursday:	8:00 a.m. to 9:00 p.m.
Friday:	8:00 a.m. to 4:00 p.m.
Saturday:	10:00 a.m. to 2:00 p.m.
Sundays and holidays:	CLOSED

CHANGES TO THE ABOVE WILL BE POSTED ON WEBSITE AND IN THE SCHOOL.

CIRCULATION:

Regular circulating books may be checked out for a 3 week period and may be renewed as long as no other patron has placed a hold on a item. Renewals may be made by phone, in person, email (library@csbtsc.ca) or by logging into your library account and renewing the material yourself. NEW BOOKS circulate for a 2-week loan period; DVDs circulate for 1-week; Sound Recordings & Kits circulate for 2 weeks; Reference, journals, and Special Collections are for in-library use only. Exceptions may be made

through the librarian for classroom demonstrations or faculty office use. See RESERVE BOOK section for detailed information on this collection.

CIRCULATION PROCEDURE:

All circulating materials must be checked through the circulation desk by using the self-serve checkout station at the circulation desk or through the library staff.

❖ **You must have your library card with you in order to check out material.** Each student/patron will have their own library or student ID card with a barcode on the front of it. An additional card may be requested for spousal use at no additional charge. However, replacement costs for lost library or student ID cards is \$5.00.

FINES:

There is a **50¢ per item per day** fine issued for all overdue materials. Two days before something is due, an automated email notification will be sent to your email address from saltlibraries@gmail.com to remind you to login to your library account and renew your materials to avoid fines. A seven-day grace period will be given before overdue fines are assessed. There is no charge for the days the library is closed. A loss of borrowing privileges will result in unpaid fines. Lost or damaged books will be assessed with the replacement cost of the book plus a \$15.00 service charge applied to each book. See RESERVE materials for a list of overdue charges for reserve materials.

LOST OR DAMAGED ITEMS:

Lost or damaged items will be charged to the patron



for the cost of the item **plus** an additional \$15.00 p/ item administration fee. Patrons are expected to pay for the replacement of any books lost or for books damaged beyond repair. Please do not highlight, underline, write in or dog-ear pages of library books. It will be considered damaged and will be treated as such.

HOLDS:

You may place holds on material through the library catalogue either on campus or at home. Items will be held for 7 days at the circulation desk. Notices are sent via automated messaging to your main email from saltlibraries@gmail.com. You may also place holds on ABC books and may request that the books be mailed to the library. You will be notified when the book arrives. You may return ABC books to our library and we will mail them back to ABC library.

RESERVE BOOKS:

Reserve books are located behind the circulation desk. Students may utilize these materials but must check out the material through self checkout station or library staff. All materials should be returned in book return slot, **NOT** back on shelf. **Overnight Reserve** material may be borrowed for four hours during the day or overnight after 2pm. Overnight books are due by 11 a.m. the next day the library is

open. Books checked out on a Friday will be due on Monday morning. All textbooks, as well as specific titles requested by professors, are on **2-Hour Reserve**. These books can only be checked out for in-library usage at 2 hour intervals. Some reserve material may be on a special **1-WEEK LOAN** period as requested by professors. A fine of **50¢ per hour or part of an hour** will be assessed for overdue reserve material.

E-BOOKS:

The library currently uses two main e-book platforms:

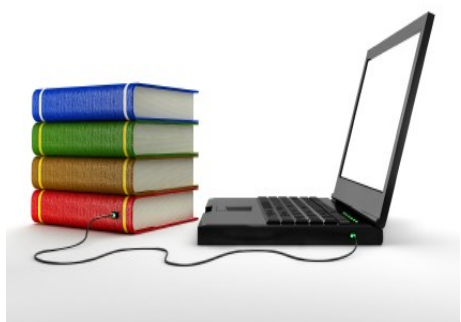
1. **Ebsco Religion Book Collection** (subscription based) and many purchased ebooks from EBSCO.

Access to these resources is through our library catalogue.

Remote access to these

resources is available through the main library website. See

David for login/password information.



There is also a free EBSCO app available for iOS devices as well as Android devices and Kindle & Nook devices

2. **Perlego ebook platform**. This platform provides access to over 1,000,000 titles on various subjects. Access to this platform is available to students and faculty only. See David for more information. There are links to a number of open-source ebook collections on the library catalogue home page on the left hand side of the screen.



AUDIO-VISUAL MATERIALS:

The library has over 100 sound recordings catalogued and over 800 DVDs available on various subjects. The group study room in the library is equipped for using

audio-visual materials. Patrons may also choose to checkout DVDs for a one-week loan period. Please honour the copyright on the labels of the DVDs. Many may be viewed in a home setting only. Fines for overdue video material is 50¢ per item per day with a 7-day grace period.

BOOK RETURNS:

Checked out books must be returned to the return box located at the circulation desk, outside the main library door, or the outside drop box after hours. Books are considered overdue if not returned by the time the library closes on the due date. **There is a seven-day grace period for overdue materials.**

JOURNALS:

The library holds over 140 journal titles in paper, microfiche, and bound format. All journal titles & holdings are catalogued in our library catalogue, but we also have a printed list of our journal holdings which can be found in the journal shelves, computer workstation, and circulation desk. The library displays the most current issue of the journals in the shelving across from the circulation desk. The current publication year or volume is



held in the shelving underneath the display shelves. Our bound and paper back issue journals are located in the library workroom. Access to materials can be requested to library staff. Other journal holdings are in microfiche or microfilm format and are housed in the microfiche room across from the photocopier. **Journals do not circulate.** They must be used in the library or photocopied for further use.

MICROFORM MATERIALS:

The library holds a few journals in microfiche format. We also have a number of theses, books and other materials in microfiche or microfilm format. These materials are located in the file cabinet within the microfiche reading room and may be read on the reader/printer in the room. The microform printer may be used for \$.10 per page. (See library staff for assistance)

INTERLIBRARY LOANS:

Our library utilizes an on-line interlibrary loan service through On-line Computer Library Center (OCLC) and with Calgary area libraries. This allows patrons to have access to hundreds of libraries across Canada and the United States. At this time, we are unable to acquire physical resources from the U.S., but ILL of digital articles and ebook chapters is available. The service is generally free for patrons

ordering books in Canada or digital copies of articles. Allow approximately two weeks for receiving book or journal requests. Many are also sent via email attachment. Please note that we have regular access to the ABC collection by placing a hold on the item and requesting it be sent to CBTSC. We also have reciprocal borrowing privileges with Ambrose University in Calgary. Ask David for further information.

INFORMATION/REFERENCE SERVICE:

Information and reference service is available Monday through Friday during serviced library hours (See Hours). For in-depth reference service, please see David Fuller during daytime hours.

STUDENT COMPUTERS:

There are three computer workstations available to students and library patrons in the reference area of the library. These stations have Internet capabilities, database searching, as well as word processing. A networked photocopier/printer/scanner is available for 10 cent per page. Photocopies & printing is done through the photocopier & accounts are set up by library staff. Priority use of library computers is for research purposes. Scanning documents is free. But must be saved to a flash-drive or emailed.

****Access to pornographic materials or websites will not be tolerated and disciplinary action will be taken for violations.**

ONLINE & CD-ROM DATABASES:

We currently subscribe to several full-text journal collections through EBSCO which contains access to over 3500 full-text journals. Access to full-text articles can be made through EBSCO's ATLA

Religion Database Plus , Psychology and Behavioral Sciences Collection, and Religion & Philosophy Collection, Academic Search Elite and many more. We also have access to **Christian Periodical Index, Old & New Testament Abstracts** through EBSCO. These three databases are indices only and full-text articles are not available unless also located in one of the full text databases. We do have paper back issues of many of the titles within these indices, however. You must use a login and password to utilize these services. Please contact David for the userid/password information.

A link is located on all student computers as well as links through the library catalogue. Journal articles, books, dissertations on hundreds of topics are indexed in these databases. These programs can be used at any of our student computer stations. The library also has a couple of CD-ROM databases & resources available in the REFERENCE area of the library. See library staff for assistance.

ONLINE CATALOGUE:

The library uses the open source library program called, Koha, for its library catalogue. This is a user-friendly program with simple and advanced searching techniques. Instruction is provided every semester in small groups or on an individual appointment basis. Koha searching guidelines are located at each workstation and library catalogue station. Please see the librarian for more information. We currently have three computers designated specifically for online public catalogue usage; however, the three student computers can also be used to access the library catalogue.

CLASSIFICATION SYSTEM:

Our library follows the Library of Congress classification system in organizing its holdings and uses Library of Congress subject headings for its subject catalogue. A classification system is simply a way of grouping books on similar topics together and assigning sequences of letters and numbers to books so that subject matter is arranged logically together. The online catalogue indicates which collection item type and location the material may be found.



RESHELVING BOOKS:

Please **do not** reshelve books used in the library. Leave them on the study tables or carrels in the stack area and let the library staff reshelve them.

BOOK SALES:

From time to time there will be sales of duplicates and other books not needed by the library for a nominal charge. Announcement of any book sales will be made two weeks before the sale begins. Books must be paid for at the time of purchase. IOUs will **NOT** be accepted. All money raised will be used to purchase additional library materials.

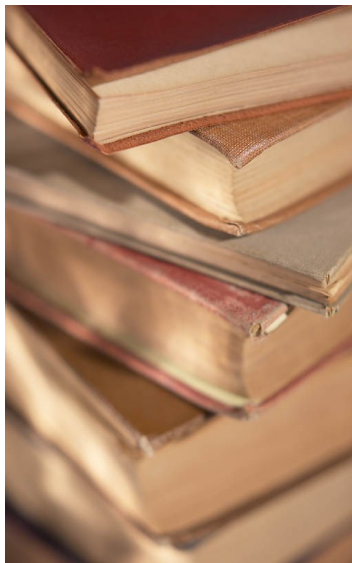
PHOTOCOPYING:

A networked photocopier/printer/scanner is available near the main entrance of the library. The cost is 10 cents per page. Copies/printing accounts **must** be set up through library staff & pre-payment of copies **must** be made and added to your account once copies

are used up. IOUs will not be permitted for copying/printing. Scanning documents is free of charge but must be saved to a flash drive or emailed. Please see staff for help in using the photocopier. Outside patrons may use copier/printing but will need to see library staff for assistance.

OUTSIDE LIBRARY USERS:

We welcome community users to our seminary library and invite them to use the library resources under the same regulations that apply to seminary students. They may use our resources within the library at no charge. Community users are expected to pay an annual fee of \$25.00 for use of library resources outside the library. They may sign up for this service at the circulation desk. We also welcome TAL members to access our physical resources, but they must present their TAL card from their home library.



FOOD AND BEVERAGES:

Our coffee area, called COMMON GROUNDS is equipped with a Keurig coffee/tea dispenser. Pods may be purchased for \$1 each or a coffee card may be purchased for \$10 which allows for the 11th pod at no charge. The area also contains an electric kettle that may be used for students who want to bring their own tea bags. The beverage bar is equipped with a small refrigerator and a microwave. We ask that you consume all open beverages and food in this area. However, covered beverage containers, such as water

bottles or coffee mugs with lids, may be used within study carrels and tables. This area is also equipped with charging stations for charging electronic devices.

PLEASE DO NOT HAVE DRINKS OR FOOD OF ANY KIND AT THE COMPUTER WORKSTATIONS!

****Pop cans and other open drink containers ARE NOT allowed outside the coffee area****



TALKING:

Please respect the quiet study space of the library when visiting or talking with people in the library. Cell phone use is restricted to outside the library proper.

****Please ensure that your cell phones are set to vibrate while in the library.**



GROUP STUDY ROOM:

We have a group study room that is equipped with a TV/VCR/DVD unit to view kits or DVDs or for small group or classroom use. It is also equipped with a small whiteboard to accommodate small group or classroom work. A monthly calendar is located outside the door for booking use of this room. The OVERSIZE book collection is now located in this room. Feel free to check out these materials through Koha.

CARE OF OUR LIBRARY MATERIALS:

Borrowing material from any library is a privilege, not a right. Please do not mark, fold or otherwise damage any library material.

REMOVING MATERIAL FROM THE LIBRARY WITHOUT PROPERLY CHECKING IT OUT IS CONSIDERED THEFT!

These resources have been provided by sacrificial gifts from Christian men and women throughout North America. Please preserve this heritage for the following student generations and other patrons. Much of what we have is irreplaceable. Take care of your treasures.

If you have any suggestions to improve our library collection or services, please talk to the library staff. We welcome your ideas.

LIBRARY STAFF:

David Fuller, Library Director
david.fuller@cbtsc.ca
587-770-0945

Location Information

Reserve Material:	Behind Circulation Desk
Reference:	Shelving area at the front of the library
Kits:	Behind Circulation Desk
DVDs:	In display units across from Circ Desk (bring cover to staff for retrieval)
New Books:	In front of Circulation desk and table at back door. (Green dot on spine)
Circulating Books:	Back area of the library
Microfiche/film:	All material in designated room beside Group Study Room
Oversize Books:	Housed in Group Study Room
Dissertations:	Shelving behind Circulation Desk (have a red label with 'D' on the spine)
Fiction:	Shelving units beside Circ Desk
Children's Books:	Shelving unit next to Circ Desk
Paper Journals:	Current volumes in display units across from Circ Desk;
Bound Journals:	back issues & bound journals in Workroom (ask staff for assistance).

Circulation & Fines Information

Material Loan Periods for Students:

All circulating books:	3 weeks 2 renewals allowed
New Books:	2 weeks 2 renewals allowed
DVDs:	1 week 2 renewals allowed
Sound Recordings, audiobooks & Kits:	2 weeks 2 renewals allowed

Materials for library use only:

Reference, journals, 2-Hour Reserve, Special Collections.

Fines:

Overdue Material: \$0.50 per item/per day fine with a seven day grace period.


Lost or Damaged Materials: \$15.00 plus replacement cost of item (plus any outstanding overdue fines).

Reserve: \$0.50 per item/per HOUR that it is overdue.

Fall, 2024 Protocols

August-December, 2024

1. Full access to the library is extended to all our library constituents.
2. Hand sanitizing is recommended when entering and exiting the library.
3. The study room is open for use for small groups. A monthly calendar is posted outside the door to book off study time. Please limit time to two hour increments.
4. A 7-day grace period will continue to be granted for overdue materials.
5. The Self serve Check out station is now fully operational and available at the circulation desk. You must still have your student id/library card to use the station. However, If you want a print slip for your books, please ask the library staff to print you out a slip from their station. The station utilizes a touchless scanner and a touch screen for easy usage.
6. The Common Grounds coffee area is fully operational now. Pods remain \$1 per pod or buy a coffee card for \$10 and receive the 11th drink free.
7. The three student workstations (computers) are spread out as before and headsets are no longer provided. Please bring your own if you want to use our workstations for media work.

	<p>Keith C. Wills Library <i>Circulation Desk</i> Tel: (587) 770-0944 Web: library.cbtsc.ca Email : library@cbtsc.ca</p> <p>200 Seminary View, Cochrane AB, T4C 2G1</p> <hr/>