INTRODUCTION AND MISSION

The primary purpose of this library is to serve the teaching, learning, and research needs of the college faculty, staff, and student body in fulfilling the purposes of the college. You will need to use the library as efficiently and effectively as possible in completing your assignments in an expeditious manner.

This manual is designed as a guide to users of the Ida J. McMillan Library of The Baptist College of Florida. Its purpose is to acquaint the user with the library by surveying the location of various materials within the building, present a guide and regulations for use of library materials and outline the services available to you as a patron of the library. Provided is a floor plan of the main floor of the library.

The Division of Library Services will provide essential library resources and services that will enable the students of The Baptist College of Florida be prepared to serve in the capacity that they will be called to in Christian ministry.

PERSONNEL AND CONTACT INFORMATION

Director of Library Services
John E. Shaffett, M.L.I.S., M.A.
Ext. 449
jeshaffett@baptistcollege.edu

Public Services Librarian
Denise Watts
Ext. 423
ddwatts@baptistcollege.edu

Circulation Desk
Ext. 424
library@baptistcollege.edu

Inter-Library Loan Services
Ext. 423

Technical Services
Ext. 422
LIBRARY DEPARTMENTS AND SERVICES

The library is composed of five interrelated departments: public services, technical services, serials, acquisitions, and media-audio/visuals.

**Public Services Department:** The Public Services Dept. consists of those individuals that assist patrons in locating needed items. These individuals are responsible for material check in and out and work the front desk service area of the library.

**Technical Services Department:** The Technical Services Dept. consists of those individuals responsible for cataloging and preparing materials for shelving and public use within the library.

**Serials (Periodicals) Department:** The Serials Dept. consists of those individuals responsible for cataloging the serials (periodicals) as they come in and placing them on the shelf for public use.

**Acquisitions Department:** The Acquisitions Dept. consists of those individuals responsible for acquiring (ordering) books and other items/materials for the library’s and the public’s use.

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**LIBRARY DEPARTMENTS AND SERVICES**

**Public Services Department:** Located at the front desk service area for assistance to library patrons locating and checking in and checking out items.

**Technical Services Department:** Cataloging and preparation of items for public use.

**Serials (Periodicals) Department:** Cataloging periodicals and other serials for public use.

**Acquisitions Department:** Purchasing and acquiring items for the library and public use.
INTERLIBRARY LOANS

If you need a resource that is not located in the library, it may be possible to acquire it through the interlibrary loan (ILL) service. Once you determine the specific source you need and have not found it in the McMillan Library, contact Denise Watts, Public Services Librarian. Fill in the request form giving as much information about the needed item as possible. The Public Services Librarian will then search for the item and sends your request. PLEASE ALLOW A MINIMUMUM OF ONE to TWO WEEKS for receipt of materials.

There is usually no cost to you unless the lending library requires a cost, in which case the requesting patron assumes the cost. Usual loan periods are for 30 days, unless it is a photocopied article. For further information see the Director of Library Services.

PHOTOCOPYING, MICROPRINTING AND LAMINATING

There is one photocopy machine and two microfiche reader/printers located in the library. You may make photocopies and print items from microfiche for 10¢ per copy. Students must pay for copies made at the customer service desk. The person making copies will be responsible for any copyright infringements.

The microfiche are located in the in the rear of the library. The holdings are filed alphabetically in the microfiche cabinet. Once you locate your article on microfiche, you may print your article for 10¢ per page and pay for the copies at the customer service desk of the library. A laminating machine is located in the Education Curriculum Lab in McRae-Morrow Hall. Please contact the secretary of the Education Division for laminating use.

FINE STRUCTURE

Library fines are charged when books or other materials are returned after their due dates. The fine structure for materials that are overdue is as follows:

Books and other items:
Circulation books – 10¢ for the first day, 25¢ cents for the second day and each day following.

Reserve Books – 25¢ first day, 50¢ second day and each day following

Video Tapes and Kits will be fined the same as late general circulation items.

There will be three overdue notices sent:
(1) Within a week after the item becomes overdue
(2) One week following the first notice
(3) One week following the second notice

With the third notice, the patron’s checkout privileges are suspended until the matter is resolved.

If you lose an item, report it as quickly as possible. If the item is overdue, the overdue fines will stop or not assessed. You will have one month to locate the item or you will be charged for: replacement cost + $5 processing fee.

Once the charges are incurred, they will not be refunded.
Checkout Procedures

**Videos** - No more than two videos may be checked out at a time. Only commercial videos can be taken out of the library. Videos/DVD’s can be checked out for one week. All video checkouts are overnight and are due back by 11:30 a.m. the following day.

To view school produced videos in the Music-A/V Listening Room in the library, you must check them out at the circulation desk and leave your school ID until the video is returned.

**General circulating books** can be checked out for four weeks.

**Music CDS** – can be only checked out by faculty.

**Reference Materials**- are to be used in the library. Only faculty may check them out.