

국제개혁대학교  
International Reformed University & Seminary

도서관 안내서  
Library Handbook  
2018-2019



International Reformed University & Seminary  
125 S. Vermont Ave.  
Los Angeles, CA 90004  
213-381-0081  
[www.irus.edu](http://www.irus.edu)  
[library@irus.edu](mailto:library@irus.edu)



## Table of Contents

About the Library .....	4
Library Hours .....	4
Description .....	4
Mission Statement .....	5
Services.....	6
Library Cards.....	6
Reference Services .....	6
Instructor Reserve Materials .....	6
Library Computers.....	6
Library Check-Out & Circulation Policies .....	7
Checking-Out Library Materials.....	7
Books and Periodicals .....	7
Number of Items Borrowed .....	7
Renewing Library Materials .....	7
Loan Schedule .....	8
Overdue Notices, Overdue fines, and Billing.....	8
Late Return Fees:.....	8
Confidentiality of Library Records .....	9
Collection Development Policy & Purpose.....	9
Allocation of Funds and Collection Development .....	9
Selection and Evaluation of Materials .....	10
Challenges to Materials .....	10
Collection Maintenance/Weeding Materials.....	10
Library Collection.....	12
Finding magazine and newspaper articles .....	13
Additional Guidelines .....	14
Conclusion .....	15

## **ABOUT THE LIBRARY**

### **Library hours**

Monday-Friday: 9:00am-7:30pm

Vacations: 10:00am-5:00pm

The Library hours may be changed during unscheduled breaks and during vacation.

### **Email:**

Library@irus.edu

### **Website:**

<http://www.irus.edu> > Library OR [bit.ly/iruslibrary](http://bit.ly/iruslibrary)

## **DESCRIPTION**

Library size:	2,661 square feet
Student seating:	20
Computers:	5 with database/research (Internet Explorer/Web catalog & databases)
Volumes catalogued	34,600
Volumes to be catalogued	~4,400

## **MISSION STATEMENT**

The mission of the International Reformed University & Seminary Library is to provide students, faculty, and staff with print/online resources, research tools, and study environment necessary to support their biblical studies in higher education. This mission is supported by the following objectives:

### **Priority Goals:**

Promote library use

Partner with faculty to develop and implement library resources alongside instruction to better support course materials

### **Collections Development:**

Develop a collection that meets and exceeds minimum accreditation standards

Develop a collection capable of effectively supporting courses

### **Reference Services:**

Provide reference and research assistance

Provide information literacy and research skills instructions

Provide tools facilitating research and easy access to information

Provide access to additional resources from other institutions through cooperative agreements

### **Library Facilities:**

Provide a safe and attractive space collections display, processing, and storage

Provide comfortable, well-lit, and accessible study space

## **SERVICES**

### **Library Cards**

Students' IDs also function as their library cards. Faculty can contact the librarian for a Library card/card number by email or in-person

### **Reference Services**

Reference services are available to students, staff, and faculty via phone, email, or in-person. Please note that limited reference services are available during the library's operating hours.

You can get help in locating needed information in the Library or outside sources. Instruction in the use of the reference tools, audio-visual materials and equipment, the Web catalog, Web periodical databases and Internet research is also available.

### **Instructor Reserve Materials**

Reserves are books and materials placed on short-term loan periods at an instructor's request so that all students in the class may have an opportunity to read or review the material. These materials are available on request at the Checkout Counter. You must know your instructor's name and the class title to ask for these materials. Loan periods vary from one-hour, library-only use to one week.

### **Library Computers**

The Library Computers consists of Windows-based PC computers with programs to support your academic work, including Microsoft Office. All currently registered IRUS students may use the computers. If you wish to print you must pay a print fee of 5 cents per page. Computers may be used on a first-come, first-serve basis with reference activity having a priority.

You should save your documents on an external drive. Files saved on the computer hard drives are automatically erased when the computers are shut down. You may not add any program to the hard disk nor copy any programs from the hard disk because of strict copyright laws.

## **LIBRARY CHECK-OUT & CIRCULATION POLICIES**

### **Checking-Out Library Materials**

#### *Books and Periodicals*

Once you have found the materials that you want, take your selection to the Checkout Counter for self-checkout. Instructions are available at the terminals. Loan period for books are for 2 weeks. You may renew at the end of the 2-week period once for a total of 4 weeks in total.

#### *Number of Items Borrowed*

Students may have a maximum of 6 items at one time. Faculty and staff may have a maximum of 10 items checked out at one time.

#### *Renewing Library Materials*

In Person: Self-checkout at the Circulation/Check Out Desk.

IRUS Library materials can be renewed if the borrower's account is in good standing. Account problems that may prevent renewal include:

1. Reaching the maximum number of renewals – once
2. Fines and other library charges
3. A block initiated by Admissions and Records because of an unpaid bill or other account problem

By Telephone: Call 213-381-0081 during open hours of operation

By Email: [library@irus.edu](mailto:library@irus.edu)

*The following items CANNOT be renewed:*

1. Items that have been requested by another patron. These items should be returned immediately to the Library on their due date.
2. Reserve items.
3. Overdue items

**Loan Schedule:**

Collection	Kind of Material	Length of Loan
Books	Circulating Reference Reserves	2 Weeks Library Use Only 1 Hour at a time
Periodical	Latest Issue Back Issues	Room Use 2 Weeks
A/V	Videotapes, compact discs, DVDs, and cas- settes Reserve AV	1 Week Library Use Only or 1 Day

- Distance Education students receive extra one week for shipping and handling time.

**Overdue Notices, Overdue fines, and Billing**

Overdue notices are issued as a courtesy to all library users. However, non-notification of an overdue notice does not exempt a borrower from applicable fines or billings. To avoid overdue notices, fines, and bills please renew your materials before the due date on each item

**Late Return Fees:**

Fines per item: AV..... \$.50 per day

Books and materials..... \$.10 per day

Fines should be paid at the Circulation Desk. If you have questions about an overdue notice, contact the library. Outstanding library charges in excess of \$5.00 will automatically block your borrowing privileges. If you are a student, outstanding library bills may also prevent your registration for classes, your graduation, or requests for transcripts.

Borrowers may return IRUS Library materials to the IRUS Circulation Desk.



## **CONFIDENTIALITY OF LIBRARY RECORDS**

IRUS Library formally recognizes that all records identifying the names, social security numbers, or I.D of library patrons and the library materials that they use are confidential in nature. Such records are not to be revealed to anyone other than the patron in question without either the express written permission of the patron in question or the adherence to proper legal or university procedures regarding required access to such information.

## **COLLECTION DEVELOPMENT POLICY & PURPOSE**

The IRUS library collection is intended to support undergraduate students, graduate students, and faculty in their studies.

Students, staff, and faculty are encouraged to make recommendations to add to the library's collection. All recommendations will be taken into consideration but should focus on biblical and theological studies useful to the development of students' general education.

General/fiction items are available in the library's collection but are not considered a critical part of the collection.

The IRUS library recognizes the value that donations can add to the library's collection. Gifts to the library can be in the form of money or physical materials. Gifts to the library are evaluated according to the same selection criteria as all library materials, regardless the means of acquisition.

Donated materials may be added to the collection or discarded at the discretion of the library.

### **Allocation of Funds**

The Library Committee is responsible for determining how funds will be allocated within the materials budget. Funds are allocated for reference and general materials, acquisitions, cataloging and processing, as well as an equitable distribution of funds for subject materials in the all areas of the college.

The allocation of funds and the comprehensiveness of the collection will reflect student demand for materials and the discipline areas. Consideration will be given to the materials available in other area libraries in the immediate geographic locale.

The IRUS Library collection is not designed to support all research needs in any area, but provides at least basic information support in all the college disciplines. Each subject area allocation includes funds for print materials, including serials, audiovisual and electronic materials.

### **Selection and Evaluation of Materials**

Materials for the library will be selected in the following order of priority: curriculum support outstanding items in other fields of knowledge; and materials for professional growth of faculty and staff.

Materials considered for addition to the collection will be evaluated with attention given to: written reviews; size and adequacy of the current collection; potential use of materials by students and faculty; appropriateness college use; and currency (current material is given high priority).

### **Challenge to Materials**

Library faculty will ask the persons or groups who question or challenge materials to fill out a "Book Challenge" form which must be signed by the persons or groups. This completed form will then be referred to the Dean of Academic Services, for appropriate action. In handling criticisms of material or attempts at censorship, the Dean will provide the persons or groups a copy of this policy and a written response.

### **Collection Maintenance/Weeding Materials**

Librarian will withdraw library materials when, in his or her professional judgment, such a course of action is necessary to remove unneeded material. Continuous evaluation of holdings is an essential ongoing routine, in which unneeded materials are removed permanently from the library collection. Examples of weeded materials which might be targeted for withdrawal could include multiple copies, badly damaged or deteriorated materials, out-of-date or chronically unused

materials, dated periodicals, and obsolete media materials. The Librarian may also withdraw materials because of a shortage of shelf space or other serious constraints.

Whenever possible, faculty members and other subject specialists should be invited to participate in the weeding process to assure that materials of historical or research interest are not inadvertently removed. Weeded materials are officially withdrawn from the collection and disposed of by direct sale, by discard, or other appropriate means.

Library materials reported missing is not replaced automatically. Instead, potential replacements are evaluated using the same criteria for selection as regularly purchased items. Heavily used materials, determined to be necessary for teaching or research, will be replaced as quickly as possible if they are still available. Other materials will be replaced upon the recommendation of the Library faculty. If after two (2) years an individual bibliographic item is still missing and cannot or will not be replaced, it is to be considered permanently lost and all records of it will be eliminated from the catalog.

## **LIBRARY COLLECTION**

The library collection includes 34,600 books, and the start of a CD, video and DVD collection. Use the Library Catalog (available online <http://bit.ly/iruslibrarycatalog>) to search for these materials. Books and other materials are shelved in the stacks for check out.

### **Library Materials**

#### *Books (Circulating Collection)*

The Library may purchase single copies of hardbound books whenever possible. Paperbound books will be acquired when the Library must exercise judgments of economy. Relative price when compared to the perceived long-term value and use will be considered.

#### *Reference*

The reference collection is composed of information sources that are most successfully utilized in the library and which the reference Library faculty need close at hand to assist in responding to information requests. Reference materials include, but are not limited to, indexes, encyclopedia, handbooks, directories, biblical commentaries, dictionaries and compilations of statistics.

Reference material are chosen based on authority, scope, treatment, arrangement, cost and need. It must be as up-to-date as is necessary for the provision of current and reliable information. Superseded editions that are removed from the reference collection may be added to the circulating collection if the information in them is not obsolete or likely to be misleading to users. At least one general encyclopedia shall be replaced each year on a rotating basis.

A representative collection of general and specialized atlases will be acquired and maintained in the reference collection.

#### *Textbooks*

We will purchase every text that is being used for courses at the college. The Library may accept as gifts relevant texts that are not superseded by a subsequent edition.

#### *Foreign Language Materials*

Foreign language material will not be acquired, except those materials which supports the foreign language teaching programs of the college.

#### *Fiction*

The Library will purchase fiction when it is of sufficient literary merit and contributes to the overall enrichment of the library collection. Routine expenditure of limited library funds for popular fiction will not be made because of the proximity to the Los Angeles City and Los Angeles County libraries.

However, efforts will be made to provide a balanced and representative selection reflecting the cultures of the world and the world's major literary figures, along with the supporting biographical and critical studies.

#### *Serials/Periodicals*

Serials include journals, magazines, newspapers, newsletters, print and electronic abstracts and indexes. Since every journal title represents a continuing expense, titles will be added very selectively.

Gift subscriptions will be accepted if they meet the criteria of this collection development policy. However, in no case will serials older than four years be accepted on a routine basis.

#### *Finding magazine and newspaper articles in IRUS Library:*

The Library subscribes to DBpia, a Korean language-based database on 12 different subjects including theology, education, literature, etc. There are also open-source resources such as the National Library of Korea and the Korean National Digital Library.

All resources are listed on the library's website.

## **ADDITIONAL GUIDELINES**

### **Instructional Reserve Collection**

The Reserve Collection supports the instructional program by providing library resources, which are directly related to curricular offerings. The specific aims of this collection are:

1. Provide reserve materials as required or recommended and chosen by the faculty for student use whose use must be limited because of the high number of students who must access the material.
2. Provide controlled use of materials whose format, value or high demand may make them candidates for theft
3. Reserve materials, which usually are borrowed from the general collection or from a faculty member's personal collection and are returned when no longer needed. The reserve loan period may range from "Library Use Only" (1 hour) to one week. A few selected sources of which duplicates exist may circulate on a limited basis. At the end of each semester, photocopied and faculty-owned reserve materials are returned to the faculty member. Some general policies which govern the collection include:

Faculty are responsible for providing the appropriate number of copies of photocopied materials in accordance with the copyright law.

- Adding personal copies including photocopies (which are in compliance with the copyright law) when the library does not own a copy or cannot supply sufficient copies.
- If a faculty member wishes to put a large number of library materials on reserve, he or she must (1) take the books to circulation or prepare a list of titles with call numbers for circulation to pull, (2) provide IRUS Reserve book Request cards for each item, and (3) allow one week for the items to be placed on reserve.

## **CONCLUSION**

The collection development policy will be evaluated and changed as necessary by the Library committee activated by the Librarian, based on the growing and changing needs of IRUS and the Library.

