

St. Louis Christian College  
McCaslin Library



Handbook for  
Students and other Library Patrons

McCaslin Library  
St. Louis Christian College  
1360 Grandview Drive  
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## CONTENTS

HOURS OF OPERATION	3
POLICIES TO KNOW	4
ATMOSPHERE	
BORROWING	
CIRCULATION DESK	
COMPUTER USAGE	
DRESS CODE	
FINES/FEEES	
FOOD AND DRINK	
INTER-LIBRARY LOANS	
RENEWALS	
RESEARCH ASSISTANCE	
TECHNICAL ISSUES	
APPENDIX A	8

## **HOURS OF OPERATION**

Many of the McCaslin Library's patrons are commuters with families, full-time jobs, and ministries. As such, it can be difficult for such patrons to find the time to visit the library. The McCaslin Library, therefore, makes every effort to accommodate the busy lives of our patrons by posting library closings and keeping hours according to the following general schedule:

### **Library Hours – Spring 2019**

Monday 10:30 am – 9:00 pm  
Tuesday 10:30 am – 10:00 pm  
Wednesday 8:30 am – 5:00 pm  
Thursday 10:30 am – 9:00 pm  
Friday 10:30 am – 2:30 pm  
Saturday 10:00 am - 12:00 pm

### **Holidays**

The college observes the following holidays annually by closing the institution's offices: New Year's Day, Martin Luther King Jr. Day, Good Friday, Memorial Day, Independence Day, Labor Day, day before Thanksgiving, Thanksgiving, day after Thanksgiving, Christmas Eve, Christmas, New Year's Eve. See SLCC's [Academic Calendar](#) for specific dates.

Closings due to inclement weather and other unexpected circumstances are posted as soon as possible. If you are unsure whether we are open or not, it is always a good idea to call us (314.837.6777 ext. 1502) or check the Internet resources mentioned above before making the drive to the library.

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# **POLICIES YOU NEED TO KNOW**

## **ATMOSPHERE**

The McCaslin Library is committed to maintaining an environment conducive to study. We ask that you assist us in this effort by reserving collaborative study and/or conversations beyond that which is typical of a library for other SLCC facilities intended for such interaction. Phones should be silenced in the library, and calls must be taken outside the library.

## **BORROWING**

### **General**

Patrons who have overdue materials or who owe fines of any kind are not permitted to borrow from the McCaslin Library.

All SLCC students (DAY, EVENING, certificate students, Jesus 101/other non-degree seeking students); students from other colleges/universities using SLCC facilities as part of a cooperative arrangement (i.e. Central Methodist University); students of sister Bible colleges (Ozark Christian College, Central Christian College of the Bible, and Lincoln Christian University and Seminary), SLCC alumni, and local ministers are permitted to borrow materials from McCaslin Library without paying a membership fee. Non-degree seeking students may be required to submit an application in order to borrow materials.

### **Identification**

A student ID or a library card is required for patrons to borrow any materials, including reserves. State IDs are **only** accepted in lieu of SLCC IDs when patrons have not been issued SLCC IDs. Returning students are expected to provide SLCC identification; IDs from previous semesters are acceptable.

### **Collateral**

The McCaslin Library cannot accept collateral (cell phones, car keys, etc.) in lieu of identification.

### **Circulating Materials**

- Books may be checked out for two weeks.
- AV materials may be checked out for one week.

### **Reserve Materials**

Reserve materials may be checked out for in-house usage (two hours).

### **Reference**

Reference materials may not be checked out.

## **Periodicals**

Periodicals may not be checked out.

## **Catalog (Evergreen)**

The library's catalog is powered by Evergreen. Use it to locate resources in the library. You can also login to your library account for a list of the items you checked out along with their due dates, renew your items, check on late fees, etc. <https://evergreen.stlchristian.edu/eg/opac/home>

## **CIRCULATION DESK/WORKROOM AREA**

Only faculty, staff, and library workers are allowed in the circulation desk/workroom area unless invited by a staff member.

## **COMPUTER USAGE**

Only registered patrons may use McCaslin Library's computers. Computer usage requires a login/password, which is obtained through the tech office. Password requests can be submitted to the Tech Office via email ([helpdesk@stlchristian.edu](mailto:helpdesk@stlchristian.edu)), or by calling 314.837.6777 x1250.

## **DRESS CODE**

All patrons of the McCaslin Library must adhere to the dress code as detailed in the [Guide To Student Life](#). In general, the following guidelines should be observed:

- Shoes must be worn at all times.
- Modest apparel must be worn.

## **FINES AND FEES**

**Printouts & Photocopies** - \$.10/page

All printing is done through the printer, "Rosie." Patrons must put money into the machine before they can print.

## **Overdue Materials**

Fines are only calculated for days in which the McCaslin Library is open for business. Any portion of an hour or a day will count as a full hour/day for the purpose of calculating fines. Patrons removing materials from the library without checking them out will be assessed a fine of \$10 an item, referred to the Dean of Students, and may lose borrowing privileges.

- Books - \$.25/day
- Reserve Items - In-House Use - \$.50/hour
- AV Resources (such as CDs/DVDs) - \$.25/day
- Inter-library Loans (ILL) - \$1.00/day
- AV Equipment - \$2.00/day plus \$1.00/hour for the first five hours

## Lost Materials

- In-Print – The cost to buy new materials in the latest edition, plus a \$30 replacement fee.
- Out-of-print – The cost to buy used materials in the same edition, plus a \$50 replacement fee. **If out-of-print materials are unavailable, a \$75 fee shall be assessed.**
- All materials replaced by the McCaslin Library will be purchased from our vendors at the best available value.

## FOOD AND DRINK

Food (including snacks) is not permitted in the library.

Only beverages in containers with screw-on lids are acceptable in the McCaslin Library. This includes soda and water bottles, sport bottles, thermoses, and the like. Beverages without lids are not permitted, nor are canned beverages or containers with lids such as those generally found on fountain drinks or paper coffee cups. Food and prohibited beverages may be placed on the table just inside the library's entrance.

Examples of permissible and prohibited beverages are pictured below.

### Permissible



### Prohibited



## INTER-LIBRARY LOANS (ILL)

Only patrons in good standing with the McCaslin Library may utilize our inter-library loan service. Requests may be submitted in person or via email ([librarian@stchristian.edu](mailto:librarian@stchristian.edu)).

## RENEWALS

Patrons may renew materials up to three times provided no other patrons have requested the materials. Renewals may be used to stop the accumulation of overdue fees, but after three renewals the borrowed materials must be returned or a replacement fee will be assessed. Patrons can renew materials through the library's catalog (Evergreen) from home.

Renewals of Inter-library loans are at the discretion of the lending institution.

Renewals of AV Equipment are not permitted.

## **RESEARCH ASSISTANCE/TUTORING**

The McCaslin Library's staff members are happy to *assist* patrons in research and bibliographic instruction. The McCaslin Library's staff members are also happy to *demonstrate* research methods/techniques.

You will find a number of free Internet sources on the McCaslin Library webpage:  
<http://stlchristian.edu/sites/default/files/201709OnlineResources.pdf>

If you need assistance with tutoring, document formatting, proofreading, or 504 matters, The Student Center for Success (aka The Hundred) is available for assistance. The Hundred is located in Keystone Complex, room 100.

## **TECHNICAL DIFFICULTIES/COMPUTER PROBLEMS**

The library staff is happy to assist you with questions regarding "Rosie" (our pay-to-print station) and our Web Print service. Alternatively, you can access our YouTube tutorials for help. Just search YouTube for the McCaslin Library or type in these addresses:

Using the Print Station:

<http://www.youtube.com/watch?v=6hoP8Xp-Wjk>

Using Web Print:

<http://www.youtube.com/watch?v=wctM4eK71Qk>

Library staff members are not equipped/trained to handle other computer-related problems. Patrons experiencing such difficulties should notify IT in order to expedite a resolution. Preferred method of contact is via email ([helpdesk@stlchristian.edu](mailto:helpdesk@stlchristian.edu)). These instructions are also located on the bottom left-hand corner of every computer monitor in the library.

## **Appendix A**

### **Summary of Civil and Criminal Penalties for Violation of Federal Copyright Laws**

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or “statutory” damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For “willful” infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys’ fees. For details, see Title 17, United States Code, Sections 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense. For more information, please see the website of the U.S. Copyright Office at [www.copyright.gov](http://www.copyright.gov)