St. Louis Christian College
McCaslin Library

Handbook for
Students and other Library Patrons

McCaslin Library
St. Louis Christian College
1360 Grandview Drive
Florissant, MO 63033
314.837.6777 ext. 1502

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. Regular Library hours are posted on the web page https://stlchristian.edu/library/ and on the front door.

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.

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.

The health and safety of library staff and patrons is our number one priority. We value learning and believe learning can best take place when health and safety are a priority. We appreciate your patience as we navigate new procedures during these times of Covid-19 unrest. The following procedures are designed to help with health and safety and may change as CDC guidelines are updated.

Student/Patron Procedures:

- Please do not use the library if you feel sick or are running a fever.
- Students should maintain a 6 ft distance when using the library when possible.
- When borrowing books, place books on circulation desk and then remain 6 feet from the desk while staff loans books out. Once borrowed, staff will return books to the circulation desk for you.
- Students/patrons should use sanitizer before and after using community supplies (staple, copier, hole punch, etc.)
- Only 1 student per table and carrels—max of 8 students at a time (if we use the microfilm table as a study table)

- Students may work at every other computer—max of 5 students at library computers at a time
- Students must sanitize hands upon entering the library (sanitizer provided at front desk)
- Student must follow campus guidelines in regards to masks
- Students wanting to use library computers will need to sign in at the front desk according to the numbered computer they want to use (1-5). Students will also need to sign out after they are finished using the computers so staff can know to sanitize the computers.

BORROWING

General
Items can be borrowed for 14 days. After this, they will be considered overdue.

Items can be renewed via in person, email, or over the phone unless another patron needs the resource. If another patron has placed the item on hold, please return the item to the library as soon as possible once the 14 day borrowing timeframe is complete.
Patrons who have overdue materials or who owe charges of any kind are not permitted to borrow from the McCaslin Library.

All SLCC students (DAY, EVENING, certificate students, 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, alumni, and ministers will be required to submit an application in order to borrow materials. Applications are available at the library circulation desk or can be emailed.

Identification
A student ID or an ID is required for patrons to borrow any materials, including 2hr Textbooks. State IDs are **only** accepted in lieu of SLCC IDs when patrons have not been issued SLCC IDs.
The McCaslin Library cannot accept collateral (cell phones, car keys, etc.) in lieu of identification.

Circulating Materials
- Books may be borrowed for two weeks.
- CD/DVD may be borrowed for two weeks.

Textbooks
Current Semester Textbooks can be borrowed for 2 hours by currently enrolled SLCC students. Due to budget restrictions, the McCaslin Library is unable to purchase course textbooks for every course.

Reference
The McCaslin Library maintains a Reference section complete with many theologically authoritative materials. Reference materials are great for research because they provide factual and often tailored information to begin your research such as encyclopedias, dictionaries, manuals, handbooks, etc.

Reference materials may not be borrowed but can be used in the McCaslin Library.

Periodicals
Periodicals are used in the library and may not be borrowed except by approval of library administrative staff overnight or 3 days. (no exceptions for Restoration Movement)
Current periodicals cannot be borrowed.

CATALOG OF LIBRARY MATERIALS
The library's catalog is powered by Mandarin Library Automation, Inc.
This online Library Catalog link is available from the library website and can be used anytime anywhere to locate resources in the library. A tutorial is also on the library website

CIRCULATION DESK/WORKROOM AREA
Only faculty, staff, and library workers are allowed in the circulation desk/workroom areas.

COMPUTER USAGE
Only students, staff, faculty, alumni, and other approved 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 (support@stlchristian.edu), or by calling 314.837.6777 x1250.

The library staff is not responsible for tech issues for the computers. Tech issues must be addressed through the Tech Office as indicated above.

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.
- Students must adhere to the SLCC dress code at all times in the library.

FINES AND FEES

Overdue Materials
Items that can be borrowed for 14 days will be considered overdue after the 14 day period. The McCaslin Library does not charge a daily late fee. However, you will receive an email notice following the 14 day period reminding you to return your item(s). You will not be able to borrow any additional material while these items are still out and considered overdue. Patrons will be given a second notice if 15 days past due. Items not returned after 30 days past due will be submitted to the business office and the student will be charged the cost of replacing the book as well as a $30 replacement fee. Once the charge goes to the business office you may still return the item and not be charged replacement cost, however a $10 fee still applies.

Patrons removing materials from the library without borrowing them from the circulation desk will be assessed a $10 fine, referred to the Dean of Students, and may lose borrowing privileges. Also,

Reference, 2hr Textbooks, or Archives should remain in the library at all times and if removed will be assessed a fine of $10, referred to the Dean of Students, and may lose borrowing privileges.

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 $30 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
Only dry snack food is permitted in the library.

Only beverages in containers with lids are acceptable in the McCaslin Library.
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 WITH THIS FORM; in person or via email to librarian@stlchristian.edu.

PRINTING & PHOTOCOPYING & SCANNING

Printing
The library has a printer for your convenience. You may use it from a library computer or from your laptop remotely.

There are multiple ways to print to the library printer.

Print via email:
- Compose an email to webprint@stlchristain.edu
- Attach the document you want to print
- Log into printer with your Student ID #
- [Print All]

Print through the web portal:
- On any web browser, go to: stlchristian.edu/print
- Log in with your student account

- Click [Print File] under "jobs"
- [Browse]
- Check the rest of your settings
- [Ok]
- Log into printer with your Student ID#
- [Print All]

You can print from mobile devices by downloading the MyQ Mobile Printing App. You can also install the printer on your personal laptop in order to print from your laptop. Please see instructions posted in the library for details on how to complete each of these options.

Photocopy & scanning
Instructions for photocopying and scanning are at the table beside the copier. Cost is ten cents per page for photocopies and scanning is FREE.

Cost of Printouts & Photocopies - $.10/page
Print cards can be purchased during bookstore hours from the SLCC bookstore for $5 each card. Limited cards are available for purchase during non-bookstore hours from the library. Follow the instructions for downloading the print card to print.

RENEWALS
To ensure all students have access to materials, patrons may renew materials up to three times provided no other patron has requested this material. If material has been requested by another student, the material must be returned following the initial 14 day borrowing period. Renewals may be done via email, phone, in person with library staff, or in your library catalog account.

Renewals of Inter-library loans are at the discretion of the lending institution; contact librarian@stlchristian.edu

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.

If you need assistance with tutoring, document formatting, or proofreading, the Achievement Center is located in Keystone Complex, room 100.

TECHNICAL DIFFICULTIES/COMPUTER PROBLEMS

If you need assistance with the library catalog contact the library
314-837-6777 x1502 or Amy at x1503 or librarian@stlchristian.edu or
Mandarin Support.
Monday to Friday from 8:00 am to 5:00 pm EST.
Toll Free (USA and Canada only): 1 800 426 7477 opt 3

Phone: 1 561 995 4065 opt 3
email: support@mlasolutions.com

After Office Hours and weekends
Toll Free (USA and Canada only): 1 800 426 7477
Phone: 1 561 995 4065
email: support@mlasolutions.com or TS24@mlasolutions.com

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 via email support@stlchristian.edu.

Appendix A

Summary of copyright regulations for scanning library materials

Scanning can only be done on a 'portion' of a work, for example a chapter in a book or an article from a journal. Not more than 10% of the work is considered fair use. This does not apply if the work is in the public domain.

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