

William Carey University Libraries



**2014 – 2015
Library Handbook**

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Mission Statement

The mission of William Carey University Libraries is to provide a learning environment that meets the information needs of the University's students, faculty, and staff. This mission is accomplished through the provision of information resources and services that support the teaching, learning, research, and service needs of the University community.

General Information

The William Carey University Libraries physical collections are located at the Dumas L. Smith / I.E. Rouse Library on the Hattiesburg campus and at the Tradition Campus Library. Smith Rouse Library houses over 75,300 print and media items. The Tradition Campus Library houses over 9,000 print and media items. An online catalog, accessible through the WCU Libraries website, provides information about all Library holdings, including the location of physical items. All circulating items within the WCU Libraries system are available for checkout at any WCU Library location, as well as via mail for applicable WCU Distance Learners.

The WCU Libraries online collection includes over 50 electronic databases comprising e-journals and e-books. This online collection is accessible through the WCU Libraries website from any WCU on-campus computer. WCU currently registered students, faculty, and staff can also access online collections from any off-campus location via the WCU Libraries website by utilizing their WCU online account's username and password as logins when prompted for full-text access. Licenses for databases, electronic books and journals, and other online materials prohibit access to these materials by individuals who are not WCU currently registered students, faculty, or staff.

THE DUMAS L. SMITH / I.E. ROUSE LIBRARY – The Smith Rouse Library, which was built in 1957 and renovated in 2002 and 2009, serves as the headquarters branch for William Carey University Libraries. Smith Rouse Library houses books, periodicals, music scores, DVD, CD, microfiche, and other materials that support the University's curriculum. A computer lab is available in Smith Rouse, with access to the Internet as well as to word processing, spreadsheet, and presentation software. Printing and photocopying services are provided, as well as a microfiche reader and audiovisual equipment. Group study rooms for two-to-six persons are available, and a classroom equipped with student computers is available for targeted reference instruction.

The Smith Rouse Library also houses the Clarence Dickinson Collection, which contains over 1,700 books, including many rare hymnals and psalters, scores, manuscripts, recordings, an antique piano, paintings, and memorabilia relating to the history of hymnology. Additionally, Smith Rouse Library is the home of the William Carey University Archives, which documents and preserves materials relating to the history of the University. The Clarence Dickinson Collection and University Archives are available by appointment.

THE TRADITION CAMPUS LIBRARY – The Tradition Campus Library, completed in 2009, houses books, periodicals, DVD, and CD supporting the course requirements of Tradition students. A Library computer lab is available for patrons at Tradition with access to the Internet, as well as to word processing, spreadsheet, and presentation software. Three group study rooms are also available in the

Tradition Library for two-to-six persons. A campus-to-campus loan service provides quick access for Tradition students to all print materials in the entire William Carey University Libraries collection.

Contact Information

Questions Regarding Research & Services

- Ask-A-Librarian: askalibrarian@wmcarey.edu
- Ask Us: <http://askus.library.wmcarey.edu/>
- Text Us: 601-348-0287 (Standard Rates Apply)
- Call Us: 601-318-6169

Smith Rouse Library in Hattiesburg

- Main Phone: 601-318-6169
- Fax: 601-318-6171
- Director of Libraries: Reese Powell – 601.318.6170 – rpowell@wmcarey.edu
- Administrative Assistant: Joy Rouse – 601.318.6782 – jrouse@wmcarey.edu
- Public Services Librarian: Nicole Aranda – 601.318.6787 – naranda@wmcarey.edu
- Reference & Instruction Librarian: Hugh Donohoe – 601.318.6236 – hdonohoe@wmcarey.edu
- Systems Librarian: Pat Yuen – 601.318.6781 – pyuen@wmcarey.edu
- Catalog Librarian: Jim Coleman – 601.318.6783 – jcoleman@wmcarey.edu
- Serials Librarian: Jim Myers – 601.318.6169 – jmyers@wmcarey.edu

Tradition Campus Library

- Main Phone: 228-702-1889
- Fax: 228-702-1891
- Regional Librarian: Peggy Gossage – 228.702.1890 – pgossage@wmcarey.edu
- Library Assistant: Bettye Duhon – 228.702.1887 – bduhon@wmcarey.edu

Hours of Operation

University Libraries locations are open for the hours detailed below during regular trimester weeks. Special hours of operation may apply during exams, holidays, mini-sessions, and vacation periods. Therefore, please check the library website at <http://library.wmcarey.edu/screens/dishour.html> for any special hours during such time periods.

Hattiesburg: Regular Trimester Library Hours

Sunday: 1:00 pm – Midnight
Monday – Thursday: 7:30 am – Midnight
Friday: 7:30 am – 5:00 pm
Saturday: 10:00 am – 5:00 pm

(Smith Rouse library is closed for chapel each Wednesday from 9:15 am – 10:00 am)

Tradition: Regular Trimester Library Hours

Sunday: Closed
Monday – Thursday: 8:00 am – 10:00 pm
Friday: 9:00 am – 5:00 pm
Saturday: 10:00 am – 2:00 pm

Circulation Policies

Borrowing Privileges

William Carey University faculty, staff, and currently registered students may check out materials at any WCU Library location. Special borrowing privileges may be extended to area church ministers and Southern Baptist Convention seminary students.

The William Carey University ID card serves as the Library card for WCU students, faculty, and staff on the Hattiesburg campus. University IDs can be obtained at the Office of Student Services in Lawrence Hall on the Hattiesburg campus. To check out materials at the Tradition Library, faculty, staff, and currently registered students must show some accepted form of photo identification.

A guest minister card serves as the Library card for area church ministers or Southern Baptist Convention seminary students. This card is issued by the Library after the completion of the appropriate form. Guest minister cards and the corresponding form can be obtained at the circulation desk at each WCU Library location.

Borrowing Terms

WCU students and staff may check out materials for up to 4-weeks prior to the completion of the current trimester. WCU faculty may check out materials for 10-weeks. Patrons with guest minister cards may check out materials for 2 days.

Students, Faculty, and Staff are allowed to have up to 12 materials checked out at one time. Patrons with guest minister cards are allowed to have up to 2 materials checked out at one time. No patron that has accumulated \$5.00 in fines will be allowed to check out materials until the fine is paid.

Borrowing Fines

Overdue fines are accumulated for all days that an item is past due, except holidays and days when your local WCU Libraries location is closed. Regular overdue notices will be mailed to one's WCU E-mail account.

- WCU Libraries-owned books: \$.25 per-day, per-item
- Interlibrary Loan (ILL) materials: \$1.00 per-day, per-item
- WCU Libraries Course Reserves: \$.25 per-hour, per-item
- Replacement Fine: the price of the replacement item, plus a \$25 service charge

Accumulating Library fines may result in your transcript and diploma being held until the fine is paid. Fines can be paid at any WCU Libraries location or at any WCU Business Office location.

Patron Services & Reference

Group Study Rooms

Each WCU Libraries location has three group study rooms, which are designated for group use only. Single occupants will be asked to vacate the study rooms. Groups may request the use of a study room at the Library's circulation desk. The study rooms may be reserved on a very limited basis at least 24-hours in advance. No more than two reservations will be held by the Library for any one group at the same time. Study rooms may not be reserved for long term use over the course of an entire trimester. Contact the WCU Libraries location near you for information on group study room reservations.

Distance Learner Services

WCU students enrolled in distance education courses are eligible to borrow materials from any WCU Libraries location. If one is enrolled in a distance education course and one's mailing address is not within 40-miles of any WCU campus, then WCU Libraries will mail books to such students with pre-paid return labels included. Visit the *WCU Libraries for Distance Learners* webpage for instructions on how to place such a request at <http://library.wmcarey.edu/screens/distancelearners.html>.

Personal Research Consultations

WCU students can schedule one-to-one personal research consultations with the WCU Reference Librarian for up to one hour per session. These sessions are designed to assist students in familiarizing themselves with WCU Libraries resources and efficient search strategies. These personal research consultations can be scheduled online at <http://www.surveymonkey.com/s/PersonalConsultation>.

Interlibrary Loan (ILL)

Print or electronic resources not owned or subscribed to by WCU Libraries – or items held at a WCU Libraries location other than your own – can be requested through Interlibrary Loan (ILL) Services. To be eligible, one must be a currently registered student or faculty/staff member of William Carey University. Visit our *Interlibrary Loan* webpage for instructions on how to place such a request at <http://library.wmcarey.edu/screens/disinterloan.html>.

Disability Services

WCU Libraries provides full public and reference services to its entire patron population as described on the University Libraries website.

WCU Libraries patrons with disabilities, who are protected by the Americans with Disabilities Act of 1990 and require special accommodations, should inform the WCU Office of Student Services, which will keep WCU Libraries updated regarding special needs.

If one has questions about accommodations at WCU Libraries, they are welcome to approach any Library staff member in person or contact us privately using the contact information above.

Printing

For both the Hattiesburg and Tradition campuses, the WEPA print management system is the only method for printing on-campus unless one has a personal printer in their dorm room.

William Carey University will automatically establish WEPA print accounts for each registered student based upon their WCU online account, while also allocating \$3 to each registered student's print account each trimester. This print allocation account does indeed rollover from one trimester to the next.

When one sends a print job from a WCU computer lab, they must authenticate themselves using their WCU online account's username/password. This will then send their print job to the WEPA "cloud", and the print job can be retrieved from any WEPA kiosk on campus. Each WCU Libraries location has one WEPA kiosk. One's print account is accessed at each WEPA kiosk utilizing their WCU online account's username/password. One can also utilize WEPA to print from their own personal laptop after having downloaded WEPA print drivers from the WEPA Web site. If one merely needs to print directly from a USB drive, then it is not even necessary to access a WCU lab computer. One can print directly from a USB drive using any WEPA kiosk by simply authenticating themselves at the appropriate time using their WCU online account's username/password, then selecting their printing and payment options.

WEPA print jobs cost 9¢ per page for black and white and 49¢ per page for color.

There are four methods of payment utilizing the WEPA print management system:

- Utilizing one's print allocation account
- Paying per transaction with a debit/credit card (service charge applies)
- Utilizing a WEPA Print Card – sold at any WCU Libraries location – containing print credits in increments of \$2 and \$5
- Transferring money in \$5 increments into one's WEPA account via a debit/credit card

Photocopies

Photocopy machines are available at each WCU Libraries location for use by our patrons in making black and white photocopies. Photocopies cost 10¢ per page.

NOTICE: WARNING CONCERNING COPYRIGHT RESTRICTIONS

The copyright law of the United States (Title 17, United States Code) governs the reproduction, distribution, adaptation, public performance, and public display of copyrighted material.

Under certain conditions specified in law, nonprofit libraries are authorized to lend, lease or rent copies of computer programs to patrons on a nonprofit basis and for nonprofit purposes. Any person who makes an unauthorized copy or adaptation of the computer program, or redistributes the loan copy, or publicly performs or displays the computer program, except as permitted by Title 17 of the United States Code, may be liable for copyright infringement. This institution reserves the right to refuse to fulfill a loan request if, in its judgment, fulfillment of the request would lead to violation of the copyright law.

Faxes

WCU Libraries patrons can send and receive faxes at each WCU Libraries location. The faxes must be sent to, or received from, numbers within the continental United States. The charge for sending faxes within the local area code is \$1.00 per page, and long distance faxes cost \$1.50 a page. There is no charge for a cover sheet.

Reserves

Books and other materials may be placed on reserve for students by faculty to augment course resources for a limited time. One can find these course reserves located at the circulation desk of each WCU Libraries location, and these reserves can be checked out by currently registered students primarily for use within the Library building.

Patron Responsibilities

Personal Conduct

William Carey University provides Library resources and facilities to be used by the University community for quiet study, academic research, and collaborative learning. In order to provide an environment that meets the diverse needs of the University community, the following guidelines apply:

- Library users must be respectful of the rights and needs of others.
- Excessive noise or disruptive behavior will not be tolerated.
- While it is not possible to provide absolute quiet around computers and Library service desks, Library staff may be able to direct users to quieter areas for individual study. Each WCU Libraries locations has three group study rooms dedicated for collaborative work.
- Children under 15 years of age must be supervised by an adult at all times.
- Library users will abide by William Carey University campus regulations as well as local, state, and federal laws.
- Violations of these guidelines should be reported to a Library staff member. Individuals who do not comply with these guidelines may be asked to leave the Library facility. If a Library staff member deems it necessary, University Security officers may be called to assist as needed.

Computer Use

William Carey University Libraries provide computing and Internet resources to students, faculty, and staff to support learning, research, and the preparation of classroom assignments. The following guidelines apply to the use of William Carey University Libraries computing resources:

- Individuals using William Carey University Libraries computing resources must comply with the WCU Office of Information Technology Acceptable Use Policy.
- Computers are available on a first come, first served basis. Priority is given to currently registered students, faculty, and staff of WCU. Guests may use computers if students and faculty are not waiting for them.
- Non-academic use of Library computers may be restricted if students or faculty are waiting to use computers for academic purposes or for assignment preparation. Non-academic use may be defined as game playing, chat groups, social media, or other websites. If necessary, computer use time will be limited to accommodate others who are waiting.
- Computers must be used with the software that has been installed on them. Library users may not add, delete, or modify the installed software or hardware.
- William Carey University Libraries assume no responsibility for documents that cannot be printed or saved to removable media. Library users are urged to email their documents or journal articles to themselves or to save them to removable media.
- William Carey University Libraries provides access to licensed electronic resources which provide high quality content. However, the WCU Libraries assumes no responsibility for the accuracy or authenticity for information retrieved from Internet websites.

- William Carey University Libraries assume no responsibility for the misuse of copyrighted material. The libraries provide style guides and citation manuals, and Library users are urged to use these to properly cite copyrighted information.
- The computer lab will shut down 10-minutes prior to the Library closing to allow staff to complete closing activities.

Food & Drink

Drinks in closed containers and snacks that do not generate a strong odor, are not greasy, or are not crumbly are permitted in Library facilities. Library staff reserves the right to limit food and drink use in the Library if such activities are disruptive to other patrons or result in conditions which might be harmful to Library materials or equipment. Tobacco and alcoholic beverages are not permitted on the campuses of William Carey University.

Cell Phones

Library users are asked to be respectful of others who are studying and to turn cell phones off or to silent mode when inside Library facilities. If it becomes necessary to take or receive a cell phone call, individuals should do so in a manner that is not disturbing to others and look for unpopulated spaces within the Library.

Gift Policy

Gift items accepted by WCU Libraries may be retained, sold, or discarded at the discretion of the Library Director. Donors may not place restrictions on gifts regarding their use or disposition. A list of resources donated must be prepared by the donor on a Gift Form made available at each WCU Libraries location. The Library does not provide monetary appraisals of donated items. If requested, donors may receive a letter of acknowledgement from the Library for the gift.

Security Concerns

Safety

Please report any suspicious or dangerous behavior to a Library staff member. Campus Security will be called if the situation warrants. However, one should call campus security immediately if they feel threatened:

- Hattiesburg Security: 601-318-6300
- Tradition Security: 228-223-1807

Theft Prevention

In order to protect your valuable possessions, please do not leave personal belongings unattended. Laptop computers, purses, wallets, and other items are vulnerable to theft and should not be left unattended for even a short period of time.

Severe Weather

In the event that a severe storm moves through the area, Library personnel will ask patrons to move to the safest portion of their respective WCU Libraries building. Library personnel will monitor the progress of the storm throughout its duration.

Fire

In the event of a fire, please move directly and immediately to the nearest emergency exit and do not use elevators.