

# Abbot Vincent Taylor Library Student Handbook

## TABLE OF CONTENTS

|                                    |       |
|------------------------------------|-------|
| History of Library & PILOT Program | 2     |
| Library Staff                      | 3     |
| Library Regulations                | 4     |
| Book Collections                   | 5     |
| Miscellaneous Collections          | 6     |
| Non-Book Materials                 | 7     |
| How to Locate Resources            | 8-9   |
| Services                           | 10-13 |
| Computer Etiquette                 | 13    |

## MISSION STATEMENT

The mission of Abbot Vincent Taylor Library is to support the curriculum by making available learning resources in all formats through the full range of library services. In fidelity to the Benedictine principle of stability, the Library serves as a central location where information is found from its own collection as well as off-campus sources. The Benedictine principle of obedience encourages the Library Staff to treat all patrons with respect, and to meet their information needs through competent service. The Benedictine principle of conversion, or lifelong spiritual development, leads the Library to welcome learners of all ages and conditions, and to remain current with the rapid pace of change in the fields of education and information processing.

## HOURS OF OPERATION\*

Monday through Thursday: 8:00 a.m. to Midnight

Friday: 8:00 a.m. to 5:00 p.m.

Saturday: 10:00 a.m. to 5:00 p.m.

Sunday: 1:30 p.m. to Midnight

\*Exceptions to hours can be found on the library website  
<http://www.bac.edu> -> Academics -> Library & Information Services

## **HISTORY OF THE LIBRARY**

This library is dedicated as a memorial to Abbot Vincent Taylor, O.S.B., D.D. Abbot Vincent was the second Abbot of Belmont Abbey (1924-1956), President of Belmont Abbey College (1924-1956), and President Emeritus (1956-1959). Abbot Vincent took a special interest in the library. In 1930, approximately 30,000 books were maintained in small, largely uncataloged collections located on the campus and monastery grounds. Abbot Vincent had the ground floor of St. Leo's renovated and converted into a library. He brought together the various collections, hired trained librarians, and began a complete catalog of the books. It was Abbot Vincent's dream to see the Library housed in its own building. After he retired, his successor, Abbot Walter Coggin built the present library. The Abbot Vincent Taylor Library opened for use in September of 1958—a little over a year before Abbot Vincent's death on November 5, 1959. The architect, Father Michael McInerny, also designed the Saint Leo Hall and the Haid. His trademark symbol—the cross—can be seen in brick on the front of the building.

### **PILOT: Promoting Information Literacy Over Time**

Our PILOT Quality Enhancement Plan promotes college-wide Information literacy, which “...forms the basis for lifelong learning. It is common to all disciplines, to all learning environments, and to all levels of education. It enables learners to master content and extend their investigations, become more self-directed, and assume greater control over their own learning. An information literate individual is able to:

- Determine the extent of information needed
- Access the needed information effectively and efficiently
- Evaluate information and its sources critically
- Incorporate selected information into one's knowledge base
- Use information effectively to accomplish a specific purpose
- Understand the economic, legal, and social issues surrounding the use of information, and access and use information ethically and legally”



## **LIBRARY STAFF**

### **Administration**

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### **Periodicals**

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## **LIBRARY REGULATIONS**

### **Personal Conduct**

All library users are expected to conduct themselves in a manner befitting an academic environment. Silence is to be observed whenever possible. If an admonishment by a staff member has to be enforced, the student(s) will be asked to move downstairs (in the lounge) or asked to leave the library. Tobacco is not permitted in the building. Students are allowed to bring only covered drinks into the library. Failure to exhibit appropriate behavior will lead to action by the Dean of Students, and possible loss of Library privileges.

### **Book loss, Damage, Fines, and Theft**

Reference books, periodicals, and newspapers may *never* be removed from the Reference and Periodical areas of the library unless special permission is obtained from the Reference and Periodical Librarians. Failure to observe this rule will result in the loss of Library privileges and/or action by the Dean of Students. If a book is lost or thought to be lost, this must be reported to a staff member at once. Overdue charges will accumulate until this is done. **Cost of the book, a service fee and fines will be charged for all lost books.** Fine rates – unless otherwise noted – are 10 cents a day for regular books and 25 cents a day for reserve books or those borrowed on Interlibrary Loan. Other fines may be assessed as needed by the Library. Students responsible for loss of or damage to Library property must pay for such. Those who steal or vandalize Library property will be reported to the Dean of Students. You may refer to the Belmont Abbey College handbook for policy regulations of possible judicial actions taken by the College.

### **Leaving School**

At the end of the semester, students should come by the Library to ensure that there are no books out or fines owed. If a student leaves campus before doing so, he/she will not be allowed to graduate, receive grades, transfer to another school, or request transcripts. If students leave before the semester is over, he/she must take care of this business at the Library.

## **BOOK COLLECTIONS**

There are approximately 185,000 books in the Abbot Vincent Taylor Library. This figure includes books that circulate (can be checked out), and those that may only be used in the Library. The Circulation Collection is arranged on open stacks, and is organized according to the Library of Congress classification system. Books with call numbers from A to L are housed on the upstairs main floor; books with call numbers from M to Z are located on the downstairs floor near the Periodicals Department.

The Library also owns several special collections:

**The Reference and Ready Reference Collections** include many of the Library's most frequently used works, such as encyclopedias, dictionaries, indexes and abstracts, almanacs, handbooks, directories, and bibliographies. These materials may be used only in the library. The Reference Collection is located on open stacks in the Reference area on the main floor. **Ref.** will be the first line of the call number. The Ready Reference Collection is usually the most current of the frequently used Reference books. These are located in the Reference office, and must be retrieved by a staff member. **Ready Reference** will be on the spine of the book.

**The eBooks Online Collection** is comprised of an academic collection and public domain books which together exceeds 100,000 volumes. It is accessed through NCLive and linked to our online catalog, *Alexandria*. \*See E-book pamphlets at Reference Desk or a Reference staff member for more information and creating a personal user account.

**The Valuable Books Collection** contains about 13,000 old and rare books. These materials are shelved in the Rare Books room on the lower level of the library and may not be checked out. They are accessible only on weekdays between the hours of 8:00 a.m. and 4:00 p.m. unless special arrangements are made. **VB** will be the first line of the call number.

**The Benedictine Collection** gathers books and periodicals by and about Benedictines. These materials are located in the Benedictine Room on the lower level of the library and may be checked out. **Ben.** will be the first line of the call number.

**The Carolina Collection** contains books by or about North and South Carolinians. They are located on the lower level of the library and may be checked out. These items have **NCC** as the first line of the call number.

**The Napoleon Collection** brings together books about or by Napoleon. They are located on the lower level of the library and may be checked out. Call numbers for these books begin with *NaC*.

**The Autographed Collection** contains books which have been signed by their authors. They are located on the lower level of the library and may be checked out. *Aut.* will be the first line of the call number.

**The Juvenile Collection** is comprised of books written for children and young adults. The juvenile collection is now housed at Sacred Heart.

### **MISCELLANEOUS COLLECTIONS**

**The United States Catholic Conference Collection** contains publications of policy discussions from Catholic bishops during these conferences. Most of these are pamphlets stored in a filing cabinet in the Reference Department. Their call numbers begin with *USCC*, and may be checked out. Ask a librarian for help.

**The Annual Reports Collection** is gathered from various domestic and international businesses. These reports are kept in filing cabinets located in the Reference Department, and are to be used only in the Library.

**The Vertical File Collection** gathers local and useful information. Most of these items are in the form of clippings and pamphlets, and are to be used in the Library only. This collection is located in the Reference stacks, near the Indexes.

**The Recreational Reading Collection** includes romance, mystery, science fiction, and other forms of light reading. This circulating collection is located near the Reference area computers. The call numbers in this collection begin with *RR*.

## **NON-BOOK MATERIALS**

Your student ID is *required* to access any materials. Title access to this collection is available through the print *Periodical Holdings List* (copies of which are located throughout the Library), and via the *Alexandria* catalog. Periodical indexes for locating articles are found in the Reference Department Index area in both print and electronic formats. Periodicals may not be removed from the Periodicals Department unless the Periodicals Librarian grants special permission.

### **Periodicals**

The Library maintains current subscriptions to approximately 350 periodicals consisting of magazines, journals, and eighteen daily and weekly newspapers. Recent issues of most periodicals are arranged alphabetically by title on display shelves in the Periodicals Department. There are in total approximately 650 periodical titles. Older issues are either bound as paper volumes or kept on microfilm/ microfiche. These older issues are kept in the back area of the Periodical Department, and must be retrieved by a staff member.

### **Audio-Visual Materials**

The audio-visual collection includes videocassettes, audiocassettes, phonograph records, filmstrips, and slides. These are indexed in the OPAC (Online Public Access Catalog) by author or composer, subject and title. This collection, and the audio-visual equipment necessary to use it, is located in the Periodicals Department on the lower level of the Library. Student ID is required, as with all use of materials.

### **CD-ROMS**

The Library retains a number of CD-ROMS available for use on the premises only. These programs cover a variety of topics, and are kept by the Circulation Desk. Headphones, located at the Circulation desk, are to be used so other students will not be disturbed.

## HOW TO LOCATE RESOURCES

### **How to Find Books**

Books may be located through the Alexandria, our computerized online catalog (OPAC). Instructions for use may be found next to the computers or you may request help from a librarian. If you know the author or title of a book, access information using the author/title feature of the catalog. If you have a topic, employ the subject feature. If you are unsure of your subject terms for a topic, the *Library of Congress Subject Headings* (set of five red books on the bookcase near the Reference Desk) is available. Ask the Reference Staff for help in determining the Heading. Copy down the call number of your book to locate it on the shelves. There are guide cards on the sides of every shelf. The call number is made up of a series of letters and numbers. This number indicates both the subject of the book as well as its location on the shelf. Books are arranged according to the Library of Congress Classification System. This system organizes books by subject and author.

Call numbers are listed alphabetically by the first line, numerically by the second line, and alphanumerically by the third line. The examples below are in the correct order:

|      |     |      |     |     |     |     |
|------|-----|------|-----|-----|-----|-----|
| BD   | BD  | BD   | BD  | BD  | BD  | BD  |
| 143  | 161 | 161  | 161 | 161 | 161 | 235 |
| S95  | A8  | B45  | B5  | L38 | L6  | M17 |
| c. 2 | x   | v. 1 |     |     |     |     |
| 2001 |     |      |     |     |     |     |

Hint: If you are unsure about which number is first, i.e. does B45 comes before B5, simply add a zero to the end of the call number. As you know, the number 45 is before 50. Also, c. 2 is an abbreviation for copy 2; v. 1 for volume 1; and x indicates that a date is to follow.

### **How to Find Journal Articles**

Journal articles from periodicals are usually the source for the most current information available for your topic. There are several methods of locating articles on your topic. One method is to check the textbook (or other books) for the bibliographies included by the author. A second method is to search the print indexes located throughout the Reference Department. With the development of online databases which incorporate, refine and expand the material from many formerly standard print indexes, the library has shifted most of its index holdings from print format to reputable electronic databases. The Abbot Vincent Taylor Library subscribes to over 100 online databases for quality research sources. These databases provide many full-text articles. The Internet, of course, is frequently employed. Yet the Library cautions patrons to be careful of these sources, as they may contain errors or misleading information. All of these methods should provide a



citation (periodical title, volume of issue and/or number, and the pages that contain the article).

When a relevant citation (or citations) is located, either print out or write down this information. Copies of the *Periodicals Holdings List* cataloging the Journals the library owns are located throughout the Library and the holdings are also on *Alexandria*. Walk downstairs to the Periodicals Department, fill out a request form and give it to the staff member or student assistant at the Periodicals desk and he/she will retrieve it. Remember Student ID cards are required to obtain this and all library materials. **Periodicals are not to be removed from the area.** Articles from specified journals that are not physically owned by Belmont Abbey and many that are, usually can be located through the database **Journal Finder**. The journal title is entered into the search field. The results screen indicates which formats Belmont Abbey can access. If it is a title available electronically, **Journal Finder** lists each year, issue and article available. When the needed article is found, it can be printed off from the computer.

### **How to Search Databases**

Searching computerized databases can often reveal more current access to information than print indexes. It also allows students to create a bibliography customized to his/her individual research needs. The Abbot Vincent Taylor Library subscribes to over 100 online databases to provide for high quality, current research sources. **NCLive** (North Carolina Libraries for Virtual Education) provides access to a core group of reference and research materials online in the form of full-text electronic information and indexes, digital versions of historical documents and state government information. There are additional online databases to which the college subscribes.

## **SERVICES**

**Photocopiers:** The Library provides two copiers for patrons to use: one is on the main floor near the Reference Offices. The other is on the lower level in the Periodicals Department. Each copy is **10** cents per page, and the copiers also take dollar bills.

**Fax Machine:** Our photocopier by the Reference Offices has faxing capabilities. To **send/receive** a domestic fax, the cost is **10** cents per page. International transmissions cost **50** cents per page. If a student or staff member is expected to receive a fax, please have the sender include the recipient's name, address, and phone number so he/she can be notified upon its arrival. The number for the fax machine is 704-461-6743.

**Microform Reader/ Printers:** Microfilm and microfiche machines are located in the Periodicals Department for patrons to read/print periodical articles stored on microform. The charge is **10** cents per page. Pay the Periodicals Librarian.

### ***Available computers for public use:***

- 27 Internet accessible PCs with a printer for student use on the main floor.
- 12 PCs with a printer in the J. Bynum Carter Research and Communications Center (available for students if a class is not scheduled).
- 3 Internet accessible PC's with scanning capability on the main floor.
- 1 Internet accessible PC in Periodicals on the ground floor.

**Please bring a flashdrive to save files.**

*The Library is not currently charging students for printer paper as we feel most students are interested in responsibly conserving their paper use.*

### **Circulation**

Our collection of 185,000 books may be checked out for three weeks and, in most cases, renewed for another three weeks after the initial period has expired. To check out a book, bring your bar-coded student ID card to the Circulation desk. The desk is located on the main floor of the Library. Do **not** loan your ID card to another student, as you will be held responsible for any items checked out. Books may be checked out from the time the Library opens until fifteen minutes before it closes. To return a book, give it to the desk attendant or place it in the drop box outside of the Library. It is unwise to merely return books to the Circulation desk unless someone is there. Students are held responsible for books that are not checked in and left at the Circulation Desk. The charge for a lost book is price of the book (or \$50 if out of print) plus a \$7 processing charge. Books not returned will result in a \$50 replacement fee. Students with overdue books and/or fines will not be able to check out additional materials. Overdue notices are sent only as a courtesy as the student is responsible for returning material to the Library on or before the due date.

Belmont Abbey College, Gaston College, and the East Coast Bible College have cooperative lending agreements. ID cards of these students are honored at each college.

### **Reserve Materials: Library use only**

Faculty members frequently place books, photocopies, and audio-visual materials on reserve. This is to ensure equal access to all students. The faculty member designates length of checkout time for each item. Print materials are located at the Circulation desk; audio-visual reserves are located at the Periodicals desk. **Students will need his/her student ID to check out reserve materials.**

### **Ready Reference: Library use only**

The Reference Librarian places frequently used books on Ready Reference. These items are kept in the Reference office. Directories, current almanacs, and handbooks are examples of Ready Reference material. A green plastic marker on a reference collection shelf indicates this item as Ready Reference. Please ask a staff member to retrieve the book for you, and return to the Reference office after use.

### **Research Assistance/Orientation/Instruction**

The Reference Department is often the best place to start your research. Its collection contains many of the Library's most regularly used works. Never hesitate to ask for help when you have difficulty finding the material or information you need. The Reference Staff will help you formulate an effective research strategy, utilize print and electronic information tools, understand the scope and arrangement of the Library's collections, and locate desired materials. Research Skills Workshops are scheduled by the Reference Librarian for individuals, groups, and classes as instruction in accessing the best resources available for your research projects. Signup sheets are usually available on the main Circulation desk. If it has been a while since students have used a library or done much research, don't panic! Make an appointment with the Reference Office, and a member of the Reference staff will assist in refining the topic, discuss options for finding information, and help with Interlibrary Loan requests (see below). Please try to set up the appointment at least a day or two in advance to ensure the availability of the Reference staff.

### **Interlibrary Loan**

**What Is Interlibrary Loan?** Interlibrary Loan (ILL) is a cooperative arrangement among libraries whereby one library may borrow materials owned by another. Through ILL it is often possible to acquire books, photocopies of journal articles, and other items not owned by the Abbot Vincent Taylor Library. All ILL transactions are administered by the ILL Assistant through the Technical Service office.

**What Materials Can Be Borrowed?** Circulating books, photocopies of articles from magazines and journals, and some dissertations and theses are ordinarily obtainable via ILL. Reference books, rare books and manuscripts, entire issues of periodicals, audio-visual materials, and software usually cannot be borrowed.

***How Many Requests May I Make?*** If extensive use of journals, books, or collections is necessary, the borrower should travel to the library where those collections are available. The ILL Assistant has the right to limit the number of interlibrary loan requests processed daily for an individual student based on the student's ability to do research at a local library that possesses the material requested and/or the workload of the ILL Office.

***How Much Does It Cost?*** Books and photocopies of articles can often be obtained free of charge from a member library of the Charlotte Area Education Consortium (CAEC), LYRASIS (southeastern region), and Libraries Very Interested in Sharing (LVIS). Currently, 3000 libraries participate in these library consortia. Other libraries may charge fees, which are passed on to the borrower.

***How Do I Place a Request?*** Before placing a request, first make sure that the BAC Library does not own the material. Then, complete **one ILL Request Form** (available at the Reference desk) **for each item** needed and return the form(s) to the Reference Librarian. If your requests were generated from a computerized database search, you may submit a copy of your printout instead (please ensure that your name and phone number are included!). The Reference staff will answer any questions you may have about placing requests.

***How Long Will It Take To Receive My Material?*** It may take anywhere from three days to three weeks to receive materials, depending upon location and availability. Requests are transmitted electronically to nearest holding libraries and generally delivered by mail. There is no guarantee that the requested material will be sent or that it will arrive within the time period you specify on the request form. Thus, it is advisable to place your requests well in advance of your need.

***How Will I Be Notified That My Materials Have Arrived?*** Once an item is received, the ILL staff will attempt to notify the borrower by phone or campus mail.

***How Long May I Keep Borrowed Materials?*** The lending library specifies the length of time materials may be kept, usually two to four weeks. Borrowers are responsible for the prompt and safe return of all borrowed materials to the BAC Library Circulation Desk. Renewals depend on the lending library's policies. Late fees for borrowed books are 25 cents per day. Failure to observe these or other ILL rules may result in the loss of borrowing privileges not only for the individual borrower but for Belmont Abbey College as well.

***What is My Responsibility Regarding Lost or Damaged ILL Books?***

If ILL materials are lost, defaced, damaged, or not returned, **the borrower is responsible for paying the cost of replacing the material**. Failure to pay replacement charges will result in loss of ILL privileges.

## **COMPUTER ETIQUETTE**

The Abbot Vincent Taylor Library provides Internet access PCs for student use as mentioned above. Consideration for others working in the library and properly using the computers is important in the services the library provides to its patrons. A few policies are necessary to keep these services running smoothly.

### **Users may not:**

- Bring in food. Drinks are allowed if they are in containers covered by a lid. Drinks are not allowed around the computer equipment.
- Turn off/ on, move, or disconnect any of the equipment. If a problem or malfunction is observed, contact a staff member.
- Alter, download, or install software on any library computers.
- Alter hardware, screen savers, desktop patterns, preferences, or wallpaper
- Violate copyright laws or software license restrictions.
- Use chat lines, install instant messaging, play games, gambling, etc.
- Use the computers to annoy, harass, or offend other people
- Access or display violent or offensive Web sites
- Save Passwords.

### **Users are expected to:**

- Save work on personal flash drives, and print out **before** leaving to avoid losing any work.
- Refrain from talking loudly, making disturbing noises and movements.
- Observe all informational library signs
- Refrain from using cellular phones to place or receive calls **unless academically related**
- Please keep the area/workstation clean by placing unused paper in the recycling box and throwing away any trash.

**Please Note:** Work saved to the library computers is deleted as soon as the user logs off the computer. Therefore, save all the work you do on library computers to a flash drive.

Please be aware that documents created in Microsoft Works cannot be retrieved in Microsoft Word, which is the word processing software loaded in the library computer labs.