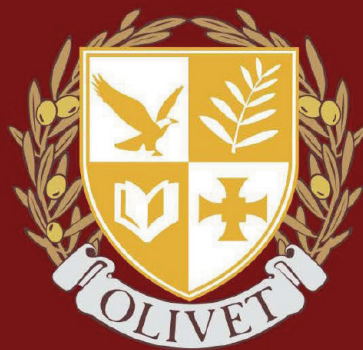




OLIVET UNIVERSITY

R A L P H D . W I N T E R L I B R A R Y
U S E R H A N D B O O K

2023 - 2024

Library User Handbook

2023-2024

September 1, 2023 through August 31, 2024



Olivet University
www.olivetuniversity.edu

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Disclaimer

The policies and procedures contained in this handbook are in effect from September 1, 2023, through August 31, 2024. Although the information herein has been reviewed, the text may nevertheless contain errors, which will be corrected when brought to the attention of the University.

Olivet University makes every reasonable effort to provide accurate information in the contents of this handbook but reserves the right to make changes at any time without prior notice. The University reserves the right to change calendars, academic programs, individual courses, policies and fees, and all other aspects of University operations by the official action of the University. In addition, changes in policies, procedures, and administration may have occurred since the printed publication of this handbook. Updates and changes shall be reflected in the online version at the time they are made. In case of discrepancies between the online and printed versions of the handbook, the online version is to be considered definitive. Students should contact the appropriate department office for the most recent information.

If programs are discontinued, or if substantial changes in requirements for degrees are made, the University will endeavor to allow students disadvantaged by the change to continue under existing programs and requirements.

Any question a student may have regarding this handbook that has not been satisfactorily answered by the University may be directed to the Bureau for Private Postsecondary Education at 1747 N Market Blvd. Ste 225 Sacramento, CA 95834, www.bppe.ca.gov, toll-free telephone number (888) 370-8900 or by fax (916) 263-1897.

Introduction

Mission Statement

The mission of Ralph D. Winter Library is to support the students in their biblically centered education, faculty in their instructional and research goals, and staff in their meaningful pursuit of knowledge. The Library provides onsite and virtual information resources and services, access to a collection of material in all formats, information literacy, and a learning environment necessary for the academic training of men and women for Christian ministry to fulfill the commission entrusted to Olivet University by the Lord Jesus Christ.

Goals and Objectives

1. Select, maintain, and provide access to a collection of material in all formats that will support the curriculum and research pursuits of students and faculty.
 1. Increase the electronic resources collection to meet the needs of distance learners.
 2. Improve the physical and digital infrastructure to meet the needs of students, faculty, and staff and to maintain professional standards of library services.
2. Provide information literacy to enhance learning and critical thinking.
 1. Develop a comprehensive library instruction and information literacy program.
 2. Offer services that help students, faculty, and staff become effective users of the information resources available at the Library.
3. Promote the Library's resources and services to the University community for meaningful pursuit of knowledge and activities.
 1. Use various social media to publicize new and existing services and resources.
 2. Use face-to-face, announcement boards, and other strategies to publicize new and existing services and resources.
4. Collect, preserve, and provide access to special collections to serve the research needs of students and faculty.
 1. Collect theses and dissertations from the University to add to the Library's collection.
 2. Maintain and preserve the William Wagner Library collection and other appropriate collection from faculty.
5. Provide resource sharing through cooperative arrangements / consortia to ensure students and faculty have a wide range of resources available for scholarly and cultural pursuits.
 1. Join cooperative agreements with institutions with a Christian focus.
 2. Join consortia that would provide electronic resource sharing to reduce cost.

6. To have an appropriate sized staff to offer the level of service needed to meet the needs of the University community and beyond.
 1. Maintain the growing electronic resources and provide technical assistance when needed.
 2. Maintain level of service outside of the Library such as reciprocal borrowing arrangements due to resource sharing, cooperative agreements, and other ventures.

Description

The Ralph D. Winter Library consists of the Main Library, which supports instruction at Olivet in the English language, and the Asian Library, which supports instruction at Olivet in Chinese, Korean, and Japanese. Meanwhile, Jubilee Music Library, Journalism Library, Information Technology Library, Art & Design Library, Media Library, Information Technology Library, and Business Library provide various materials that support each discipline of Olivet University.

Librarians and assistants are currently committed to excellence in quality of service and who are qualified to provide guidance to library users.

Services

Library Cards

University ID cards and ID numbers serve as library cards for Olivet University students, faculty, instructors, lecturers and staff. Alumni, retired faculty and staff can exercise the limited library privileges as OU students with appropriate ID/PIN information.

Library Hours

Riverside Main Campus

Mon, Tue, Thu: 7:00 am – 8:00 pm PST

Wed, Fri: 7:00 am – 5:00 pm PST

Sat: 8:00 am – 5:00 pm PST

Sun: Closed

San Francisco Campus

Mon, Wed, Fri: 8:00 am – 4:30 pm PST

Tues, Thurs: 8:00 am – 12:00 pm PST

Sat: 9:00 am – 12:00 pm PST

Sun: Closed

Circulation Policy

Books and Periodicals

Once a Library patron selects desired materials, he or she proceeds to check out these selections by submitting the appropriate ID/PIN information as directed by the library computer system, which will allow the materials to be checked out for a two-week or one month period. Library patrons may renew at the end of the loan period twice.

Other Materials

Requests for digital and audio-visual materials shelved in Olivet's Media library follow the procedures used for books.

Number of Items Borrowed

<i>Patrons</i>	<i>Number of Items</i>	<i>Length of Loan</i>
<i>Undergraduate Student</i>	10	2 Weeks
<i>Graduate Student</i>	20	2 Weeks
<i>Faculty</i>	30	1 Month
<i>Staff</i>	10	2 Weeks
<i>Alumni</i>	5	2 Weeks

Renewing Library Materials

In Person: At the Circulation/Check Out Desk.

Online: Renew by logging in My Account: <http://olivet.bywatersolutions.com/cgi-bin/koha/opac-user.pl>

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

- Reaching the maximum number of renewals
- Fines and other library charges
- Blocks initiated by the Office of Student Finance Admissions and Records because of an unpaid bill or other account problem

The following items CANNOT be renewed:

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

<i>Collection</i>	<i>Kind of Material</i>	<i>Length of Loan</i>
<i>Books</i>	Circulating	2 Weeks / 1 Month
	References	Library Use Only

	Reserves	2 Hours
<i>Magazines & Newspapers</i>	Latest Issue	Room Use
	Back Issue	2 Weeks / 1 Month
<i>Audiovisual</i>	Videotapes, compact discs, DVDs etc.	2 Weeks / 1 Month

Overdue Notices and Usage Blocking

Overdue notices are issued as a courtesy to all library users. However, non-receipt of an overdue notice does not exempt a borrower from applicable punishment. For those who fail to comply with the circulation policy may be blocked from the library usage. To avoid overdue notices and the blocking of usage, please renew your materials before the due date stamped in each item.

Returning Library Materials

Borrowers may return Ralph D. Winter library materials to the Circulation Desk or Return Cart in the campus library that the materials were checked out.

Reference Services

A librarian is on duty for assistance to help locate information in the Library or from outside sources. In-depth instruction or workshops in the use of the reference tools, audio-visual materials and equipment, the Web catalog, Web periodical databases, Internet research, and library technologies are also available.

Forms related to library instruction requests /study assistance are available as appendices to this handbook.

Copying/Photocopy Services

Patrons making or requesting copies are responsible for ensuring that their copying conforms to laws concerning copyright and fair use.

Copiers are available on the main level of the library. Copies are 10 cents per page for black and white, and 15 cents per page for color. After copying, patrons can pay at the circulation desk.

Computers and Internet

The Library Computers consists of PC computers with programs to support academic work, including Internet access, document editing software (e.g. Microsoft Office), and Internet browser (e.g. Internet Explorer). All currently registered Olivet University students may use the computers. There are 15 computers in the Library, 7 for patron research and 8 for librarian and library staff.

Computers may be used on a first-come-first-serve basis, though priority is given to reference activity. Students are encouraged to save their files to an external drive; files saved on the computer hard drive are subject to deletion when the computers are shut down. Students should use virus-free components, as viruses may cause serious damage.

Hard disks should not be tampered with, nor should any programs be added to or copied from computer hard drives.

Instructor Reserve Materials

Reserves are books and materials placed on non-circulating or 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. Most of these materials are non-circulating and shelved on the class reserve area around the circulation desk. Members of the faculty, administration, or library staff can reserve the materials by completing the Instructor Course Reserve form.

The purpose of a reserve collection is to:

1. support the needs of a group of patrons. The group is usually an Olivet class but may also be a special seminar or another unit within Olivet University, such as a college;
2. provide timely, convenient, and efficient access to high-demand materials; and
3. protect materials that are at a high risk of theft or vandalism.

Several of the general principles that govern the acquisition of materials for the Ralph D. Winter Library system support the use of the material in the course reserve system. In particular:

- All collections in Ralph D. Winter Library, regardless of format, are acquired by the University for nonprofit educational purposes by students, staff, faculty, and authorized users.
- All library materials are acquired with the understanding that there will be multiple uses made of the item.

The Library's course reserve systems are a traditional library service that will be provided in a manner that respects the rights of copyright holders and the limitations to those rights as specified in current copyright law.

Reserve Location

Library reserves the materials usually at the circulation desk. Please contact the appropriate library if circumstances warrant placing materials on reserve at different or multiple libraries.

Type of Reserve/Format of Item

In-library Reserve – Books, Take Note, course packets, videos, DVDs, etc. are held at the library's circulation or reserve desk or are shelved in a separate location for ease of use. Legally made photocopies provided by faculty can also be placed on in-library reserve.

Electronic Reserve (e-reserve) – Typically journal articles, book chapters, syllabi, practice exams, etc. will be placed on e-reserve either as links to licensed resources or as PDF files.

Call Number/Purchase/Supply

- If material is unavailable from any Ralph D. Winter Library, it will either need to be supplied by the instructor or purchased by the library. It may take several weeks or more for the library to obtain materials. Material supplied by the instructor will be returned at the end of the quarter. The library is not responsible for damage to personal material placed on reserve.
- Submitting items for scanning - If permitted by the OU course reserve guidelines, the library can scan material for electronic reserve. Materials must be clear and readable with no black margins, on 8 1/2' x 11' paper, single-sided, and free of staples.
- Submitting PDF files - If permitted by the OU course reserve guidelines, documents that are already in PDF format may be submitted for course reserve as an e-mail attachment. You will still need to complete a reserve request form.

Loan Period

Most libraries offer a range of loan periods to suit the needs of the instructor. Typically, print or other physical materials will be placed on 2-hour reserve.

Number of Copies

The Library uses a guideline of one copy of a title for students for items on in-library reserve.

Date Needed By

The library will make every effort to have all requested items available as soon as possible. In order to provide equal service to everyone, reserve lists will be processed in order of receipt. There is frequently a backlog of requests to process, especially at the beginning of the quarter. By indicating the date needed, the library may prioritize the most important materials on a particular list to better meet the course needs.

Remember that some materials can only be placed on reserve with the permission of the copyright owner. It can take four weeks or longer to secure permission. You should account for time to secure permission when calculating your time.

General Course Reserve Copyright Guidelines

Ralph D. Winter Library guidelines on copying for course reserve reading services derive from the fair use provisions of the copyright law of the United States as found in Section 107 of Title 17 of the United States Code. Section 107 expressly permits the making of multiple copies for classroom use under certain circumstances. Such educational copying is one of the six illustrative examples of acceptable fair use given in the section. The text of Section 107 is:

Notwithstanding the provisions of sections 106 and 106A, the fair use of a copyrighted work, including such use by reproduction in copies, phonorecords or by any other means specified in that section, for purposes such as criticism, comment, news reporting, teaching (including multiple copies for classroom use), scholarship or research, is not an infringement of copyright. In determining whether the use made of a work in any particular case is a fair use the factors to be considered shall include:

1. *the purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes;*
2. *the nature of the copyrighted work;*
3. *the amount and substantiality of the portion used in relation to the copyrighted work as a whole; and*
4. *the effect of the use upon the potential market for or value of the copyrighted work.*

The fact that a work is unpublished shall not itself bar a finding of fair use if such finding is made upon consideration of all the above factors.

The Library reserves the right to refuse to place on course reserve any material that it feels may violate these copyright guidelines.

Specific Course Reserve Copyright Guidelines

1. Materials will only be placed on reserve at the request of the course instructor. Course reserve materials are intended solely for non-commercial, educational use.
2. Only lawfully acquired material may become part of the course reserve system. Normally this includes material that the library has acquired or licensed as well as material the instructor provides.
3. Only a small portion of any copyrighted work (i.e., a chapter from a book, one article from an issue of a journal, several charts, graphs or illustrations, or other small parts of a work) may be copied for the reserve system without the permission of the copyright owner.
4. Neither excerpts from nor an entire assigned course packets will be made available electronically without the permission of the copyright owner. Note that items that are available in library-licensed electronic resources normally include the required permission. A physical copy of the course packet can be placed on in-library reserve.
5. The Library will not charge for access to reserve materials, nor will it sell photocopies, printouts, or copies of reserve materials.
6. Reproduced course materials should include proper attribution and retain copyright notices. Therefore, the first page on each reserve item should include the notice of copyright that is found in the original item. When no such notice can be found, a legend stating that the work may be protected by copyright can be used.
7. Reproduced materials on reserve will be accessible only by instructor name, course name and college name.

8. In order to view materials in the electronic course reserve system, users will be required to enter an Olivet ID number and have an active record in the Library patron database.
9. For questions specifically dealing with electronic reserves for audio, the Media Library endorses the Statement on the Digital Transmission of Electronic Reserves issued by the Music Library Association.

Usage Policies for E-Library IT Resources

Olivet University's computing, information, technology, and network resources (herein referred to as "information technology resources") are provided to faculty, staff and students for the purposes of study, research, service, and other academic and administrative related activities. University's e-resources are a valuable resource and they must be used in a responsible manner. By properly using these resources, users should be able to minimize any unnecessary impact of their work on others.

No one has a "right" to use University's e-resources including student access computer labs. Use of University resources is a privilege, not a right. All users of Olivet University's resources must agree to use the facilities legally, ethically, and in keeping with their intended use.

System Integrity

Actions taken by users that interfere with or alter the integrity of Olivet University's resources are improper. Such actions include unauthorized use of accounts, impersonation of other individuals in communications, unauthorized access to or any attempts to alter, share or distribute restricted data bases and electronic information, attempts to capture or crack passwords, attempts to break encryption protocols, compromising privacy, destruction or alterations of data or programs belonging to other users, experiments to demonstrate computer facility vulnerabilities, and attempts to steal or destroy software resident on campus computing facilities or computer hardware. These type actions are improper and will not be tolerated.

Computer accounts and passwords should be protected against unauthorized use. Accounts and passwords should never be shared with anyone. Each computer user has the primary responsibility to protect his/her password. Anyone suspecting his or her password may be compromised should immediately report this to the administrator of the computer facility. This helps protect the integrity of Olivet University's e-resources.

Changing another person's password without authorization is considered a form of harassment and is improper behavior.

Users must not browse, access, copy, share, distribute, change private or administrative files without authorization, or change public files without authorization. Users must not attempt to modify the computer systems or software in any unauthorized manner.

The use of invasive software, such as worms, "crackers", and viruses destructive to computer systems, is unethical, improper and illegal. No computer user should use his or her knowledge of a computer system to destroy or alter accounts, files, software or hardware to obtain extra resources, or to deprive others of information technology resources.

Users are responsible for damages caused by infected software they introduce into the system.

Hardware, software, network equipment, manuals, supplies, etc., must not be removed from computing sites without proper authorization. Abuse or misuse of any computer hardware, software or campus related networking resource will be regarded as illegal and /or unethical behavior.

Security Policy

Olivet University endeavors to provide first-class resources to its academic community. In order to maintain stable, reliable electronic infrastructures, Olivet University has outlined the following guidelines concerning the use of all e-resources.

1. Users should not use the University's e-resources in a manner subject to criminal or civil liability.
2. All software must be accompanied by a valid software license.
3. University e-resources may not be employed for private gain.
4. All electronic data are considered private and protected. Misuse or manipulation of electronic data is subject to criminal and civil actions.
5. Use of e-resources in a careless, destructive, defamatory, illegal manner is strictly prohibited.
6. The University reserves the right to limit or stop any electronic activity not in accordance with University policy or State and Federal Statutes.

Copyright Observance

All users of University-owned computers are to abide by copyright laws and licensing agreements. No software should be loaded on any library computer in violation of licenses or laws. Copyrighted software must only be used in accordance with its license or purchase agreement. Users do not have the right to receive and/or use unauthorized copies of software, or make or attempt to make unauthorized copies of software for themselves or others.

In addition to federal and state laws prohibiting the theft of software, Olivet University vigorously prohibits copyright or licensing infractions from or on any component of the library's electronic resources. Olivet University will not be liable for copyright or licensing infringements by any student, faculty, or staff member.

Privacy Rights

Olivet University respects every individual's right to privacy in the electronic forum and prohibits users of University computers, including personally owned computers linked via University telecommunications equipment to other systems, from violating such rights. Attempts to read another person's electronic mail, to access another's files, to access electronic records containing information concerning another person, or to use another person's password represent examples of violation of privacy rights.

There are important Olivet University concerns that place some legitimate restrictions of the privacy of programs, data, files, and electronic mail on the University's electronic resources. Instructors may monitor class accounts of students in their courses, authorized

technical personnel may access accounts for the purpose of maintaining computer or network systems; accounts and network activity may be monitored for the purpose of detecting violations of this policy.

Courtesy

Computer accounts should be used for their assigned purposes. For example, an account assigned to a student for a specific course should only be used for work related to that course.

All computer and network users engaged in activities not directly connected to study, research or university related service should willingly yield their computer or computer terminal to others without waiting to be asked to yield.

Excessive use of paper, making electronic mass mailings and using University owned computers and network resources for personal monetary gain are other examples of abuses of Olivet University e-resources.

Certain types of communications are expressly forbidden on Olivet University's computer systems and networks. This includes the random mailing of messages; the sending of obscene, pornographic, harassing, nuisance, abusive or threatening material; or the use of the facilities for commercial or political purposes.

University-owned public access computers will not be used for games for other than educational purposes.

Sanctions

The University may take disciplinary and/or legal action against any individual who violates any information resources usage policy. Violations of Olivet University's Information Technology Resources Usage Policy are treated like any other violation of the Standards of Conduct as outlined in the Olivet University's Student Handbook and applicable faculty and staff handbooks. Violators may also be billed for illegal use of the computer systems and any damages caused by their misuse, may be temporarily or permanently suspended from Olivet University e-resources and may be prosecuted for statutory violations.

Liability

Olivet University hereby expressly and explicitly disclaims any liability and/or responsibility for violations of the policy here above stated.

Appendix

Reserve Form

[http://intranet.olivetuniversity.edu/filemanager/files/shares/Ralph D. Winter Library \(RDWL\) Request Forms/AppendixA_ReserveForm.pdf](http://intranet.olivetuniversity.edu/filemanager/files/shares/Ralph D. Winter Library (RDWL) Request Forms/AppendixA_ReserveForm.pdf)

Student Course Reserves

[http://intranet.olivetuniversity.edu/filemanager/files/shares/Ralph D. Winter Library \(RDWL\) Request Forms/AppendixB_StudentCourseReserves.pdf](http://intranet.olivetuniversity.edu/filemanager/files/shares/Ralph D. Winter Library (RDWL) Request Forms/AppendixB_StudentCourseReserves.pdf)

Document Delivery Request

[http://intranet.olivetuniversity.edu/filemanager/files/shares/Ralph D. Winter Library \(RDWL\) Request Forms/AppendixC_DocumentDeliveryRequest.pdf](http://intranet.olivetuniversity.edu/filemanager/files/shares/Ralph D. Winter Library (RDWL) Request Forms/AppendixC_DocumentDeliveryRequest.pdf)

Library Instruction Request

[http://intranet.olivetuniversity.edu/filemanager/files/shares/Ralph D. Winter Library \(RDWL\) Request Forms/AppendixD_LibraryInstructionRequest.pdf](http://intranet.olivetuniversity.edu/filemanager/files/shares/Ralph D. Winter Library (RDWL) Request Forms/AppendixD_LibraryInstructionRequest.pdf)

New Material Request

[http://intranet.olivetuniversity.edu/filemanager/files/shares/Ralph D. Winter Library \(RDWL\) Request Forms/AppendixE_NewMaterialRequest.pdf](http://intranet.olivetuniversity.edu/filemanager/files/shares/Ralph D. Winter Library (RDWL) Request Forms/AppendixE_NewMaterialRequest.pdf)

Research/Study Tutor Request

[http://intranet.olivetuniversity.edu/filemanager/files/shares/Ralph D. Winter Library \(RDWL\) Request Forms/AppendixF_ResearchStudyTutorRequest.pdf](http://intranet.olivetuniversity.edu/filemanager/files/shares/Ralph D. Winter Library (RDWL) Request Forms/AppendixF_ResearchStudyTutorRequest.pdf)

Research/Study Assistance Request

[http://intranet.olivetuniversity.edu/filemanager/files/shares/Ralph D. Winter Library \(RDWL\) Request Forms/AppendixG_ResearchStudyAssistanceRequest.pdf](http://intranet.olivetuniversity.edu/filemanager/files/shares/Ralph D. Winter Library (RDWL) Request Forms/AppendixG_ResearchStudyAssistanceRequest.pdf)

Interlibrary Loan Request

[http://intranet.olivetuniversity.edu/filemanager/files/shares/Ralph D. Winter Library \(RDWL\) Request Forms/AppendixH_InterlibraryLoanRequest.pdf](http://intranet.olivetuniversity.edu/filemanager/files/shares/Ralph D. Winter Library (RDWL) Request Forms/AppendixH_InterlibraryLoanRequest.pdf)