



# **VIRGINIA CHRISTIAN UNIVERSITY**

## **LIBRARY HANDBOOK**

**2022 - 2023**

“...Continue thou in the things which thou hast learned and  
hast been assured of, knowing of whom thou hast learned ..”  
[them]" (II Tim.3:14).

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# Table of Contents

<b>Library Bill of Rights.....</b>	<b>1</b>
<b>Chapter 1. Institutional Foundations.....</b>	<b>2</b>
1. Founding Philosophy .....	2
2. A Brief History of the University .....	2
3. Doctrinal Statement of VACU .....	4
4. Mission and Vision Statement .....	11
5. Institutional Core Values & Goal.....	11
6. Philosophy of Education .....	12
7. Core Student Learning Outcome.....	13
8. Community Lifestyle Statement .....	13
9. Spiritual Maturity Statement(with Growing and Learning Together Lifestyle) .....	15
<b>Chapter 2. Foundation of Library.....</b>	<b>20</b>
1. Objectives of Library of VACU.....	20
2. Academic Freedom in the Library .....	21
3. Code of Ethics for Library Employees.....	21
4. VACU Library Services Principles.....	22
<b>Chapter 3. Polices of Library.....</b>	<b>24</b>
1. Cataloging .....	24
2. Circulation.....	25
3. Discard and Weeding Policy.....	30
4. Confidentiality and Privacy .....	33
5. Copyright of Library .....	34
6. Electronic Databases Searching .....	35
7. Environment of Library .....	35
8. Regular Meeting.....	36
9. Periodicals.....	37
10. Reference .....	40
11. Relationships with other Libraries .....	41

12.	Safety of Library .....	41
13.	Teaching and Instruction.....	42
14.	Special Policies .....	43
<b>Chapter 4. Personal Policies.....</b>		<b>46</b>
1.	Personal Policies of Library .....	46
2.	Library Staff.....	47
3.	Job Description of the Librarian .....	50
4.	Library Committee.....	50
5.	Technology Use Policy .....	51
<b>Chapter 5. Emergency And Crisis Procedures .....</b>		<b>59</b>
1.	Trespass.....	59
2.	Unauthorized Use of University Property .....	59
3.	Violence to People and Weapons.....	59
4.	Workplace Violence Policy .....	60
5.	Unauthorized Entry .....	62
<b>Chapter 6. The Dewey Decimal Classification System .....</b>		<b>63</b>
1.	Current Use .....	63
2.	Development.....	63
3.	Structure and Notation .....	64
4.	Overview – the Ten Main Classes .....	64
5.	Summaries of DDC.....	64
<b>Chapter 7. Online Library Resources.....</b>		<b>71</b>
1.	RISS (Advanced Research Database) .....	71
2.	Bible Study Guides .....	75
3.	eBooks/e-Articles/Audiobooks .....	76
4.	Libraries Links .....	76

# **Library Bill of Rights**

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

1. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library services. Materials should not be excluded because of the origin, back ground, or views of those contributing to their creation.
2. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be pro scribed or removed because of partisan or doctrinal disapproval.
3. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
4. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free.
5. A persons right to use a library should not be denied or abridged because of origin, age, background, or views.
6. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups request ing their use.

Adopted June, 1984. Amended February 2 1961, June 27 1967, and January 23 1980, by the ALA Council.

# **Chapter 1. Institutional Foundations**

Integral to the educational process of the institution, the Library of the Virginia Christian University (VACU) upholds its vision and statement of faith, philosophy of education, purpose of education, mission statement in its operation (chapter one-biblical foundation and chapter three-philosophical foundation in Board of Trustees Manual). The Library Manual serves as a standard guide designed to aid the librarian and the staff in the daily operation of the facility as well as support the curricular activities by providing a variety of resources in multiple formats.

## **1. Founding Philosophy**

The Virginia Christian University is an independent, or denominational, private institution of higher learning, organized as non-profit educational institution under the Corporation Laws of the State of Virginia. The founding philosophy of the Virginia Christian University is to provide Christ-centered education in which the Holy Scripture is central and its professional graduate degrees are to equip graduates to enter into ministry. Its educational programs have integrated a biblical world-view so that graduates will adhere to the moral and spiritual values based on Christian faith.

The motive of establishing of Virginia Christian University is to fill the growing demand for higher education and prosperity of the Nation by the immigrated segment of U.S. population that find barriers in pursuing their linguistic limitation. Therefore, the Virginia Christian University also provides bilingual instruction when warranted.

Virginia Christian University exists to equip men and women for dynamic Christian service and leadership in Bible-believing churches by providing higher education that emphasizes academic excellence, spiritual development, and preparation for ministry, both lay and professional.

Virginia Christian University exists to aid local churches in their task of equipping Christians to fulfill the Great Commission. God has graciously gathered a dedicated and qualified faculty to equip believers to do the work of the ministry in order to build the body of Christ for glory of the True God. The goal is more than imparting academic knowledge; rather it is leading each student to spiritual maturity and Christ-likeness. The VACU curriculum is organized to pursue this objective in a threefold manner.

## **2. A Brief History of the University**

**VACU CERTIFIED FOR SEVIS BY USCIS**

In August 2008, VACU is certified by the U.S. Citizenship and Immigration Services (USCIS) for the Student and Exchange Visitor Information System (SEVIS) to issue Forms I-20 and accept F-1 nonimmigrant foreign students for its degree programs.

### **MOU ESTABLISHED WITH DAEJEON THEOLOGICAL UNIVERSITY**

On August 14, 2012, Virginia Christian University and Daejeon Theological University in Daejeon, South Korea, established the Memorandum of Understanding (MOU) to promote the academic cooperation between the two institutions, expand the scholarly associations, and promote mutual understanding within the overarching Kingdom works. Furthermore, both institutions agreed to explore the potential future establishment of a framework for educational and scientific cooperation.

### **MOU ESTABLISHED WITH KOSIN UNIVERSITY**

On October 26, 2012, Virginia Christian University established the MOU with Kosin University to promote mutual cooperation in the area of education, practice, research and cooperative educational exchange.

### **VACU RECOGNIZED BY THE GENERAL ASSEMBLY OF THE PRESBYTERIAN CHURCH IN KOREA**

On September 23, 2014, Virginia Christian University is acknowledged as a recognized college by the General Assembly of the Presbyterian Church in Korea in South Korea.

### **VACU GRANTED A RENEWAL OF RELIGIOUS EXEMPTION**

Pursuant to 8 VAC 40-31-50 of the Virginia Administrative Code, Virginia Christian University has been granted a renewal of its religious exemption from the regulations of State Council of Higher Education for Virginia (SCHEV) for a period of five years, beginning November 8, 2016 and ending November 8, 2021, as long as the institution's primary purpose remains to provide religious training or theological education.

### **VACU RECEIVES CANDIDACY FOR ACCREDITATION FROM ABHE**

Virginia Christian University received Candidacy status for Accreditation from the Association for Biblical Higher Education (ABHE) at its 70th Annual Meeting held in Orlando, FL. from Feb. 8-10. VACU hosted ABHE visitation for initial accreditation in November 2016. With the Candidate status, Virginia Christian University is now recognized as ABHE's Commission on Accreditation (COA) Member and is required for review in five years for Full Accreditation.

Virginia Christian University is related to the Presbyterian Churches in America through its church courts. Presently, VACU is sponsored by and responsible to several Korean Presbyteries of the Presbyterian Churches in America. VACU works very closely with the Theological

Seminary Program of the Presbyterian Churches in U.S. and its curriculum has been designed to fulfill the requirements of the uniform curriculum of the Presbyterian Churches in the states.

The Campus of VACU is located in Chantilly, Fairfax VA. School offices are open from 10:00 A. M., daily Tuesday through Friday, except on holidays noted in the Academic Calendar. The school telephone number is (703) 378-7497 or (703)250-8711 and the Fax number is (703)657-0690.

### **3. Doctrinal Statement of VACU**

The doctrinal position of VACU is historically that of conservative reformed theology, evangelical Christianity, and The Westminster Confession. Virginia Christian University rests firmly upon the integrity and inerrancy of the Holy Scriptures and, therefore, wholeheartedly accepts the great Doctrines of the historic Protestant Christian faith.

Traditionally, VACU rests firmly stand for these great truths, and it is the desire of VACU to continue to provide personnel for service in these ranks. VACU will maintain its theological position. To guarantee that VACU will maintain its theological position, each member of the Board of Trustees, Faculty, and Staff is required initially and annually to engage in and subscribe to the following Statement of Faith. The Board, Administration, and Faculty, Student of VACU believe:

#### **Section1: The Holy Scriptures:**

(1) We believe the Holy Scriptures of the Old and New Testaments to be the verbally inspired Word of God, the final authority for faith and life, inerrant in every matter in the original writing, infallible and God-breathed (2 Timothy3:16-17). Scripture inerrancy means that the original documents were without error. To describe inspiration as verbal and plenary is to explain not how Scripture was inspired by God the Holy Spirit.

(2) We believe in all the words of Scripture and all portions of it, as originally written, were God-breathed. It came from God the Holy Spirit, to be sure, but He employed finite humans to write down His message and to recognize it as God's Word. The human writers God selected to pen his Word were not sinless humans, either (2 Peter1:21).

#### **Section 2: The Triune God:**

(1) We believe in one Triune God, eternally existing in three persons God the Father, God the Son, and God the Holy Spirit co-eternal in being, co-identical in nature, co-equal in power and glory, and having the same attributes and perfections.

(2) We believe in the Triune God revealed as eternally existing in three equal persons, God the Father, God the Son and God the Holy Spirit. There are three persons in the Godhead, the

Father, the Son, and the Holy Spirit: and these three are one God, the same in substance, equal in power and glory (Deuteronomy 6:4, 2 Corinthians 13:14).

"In the unity of the Godhead there are three persons, of one substance, power and eternity; God the Father, God the Son, and God the Holy Spirit. The Father is of none, neither begotten nor proceeding; the Son is eternally begotten of the Father, the Holy Spirit eternally proceeding from the Father and Son"(Westminster Confession II-3).

(3) The Bible presents a consistent picture of three distinct persons, God the Father, God the Son, and God the Holy Spirit, all of whom are assigned status as deity, who relate to each other on a coordinate level, who share in works of creation, redemption, and sanctification, and who in every way are related to by New Testament believers, each in turn and all in unison, as God, yet they are consistently presented not as three gods but as united.

### **Section 3: The Person and Work of God the Father**

(1) We believe that God the Father is, the First Person of the blessed Triune God, a self-existent spirit, unseen by men, who shares one essence with Jesus Christ and the Holy Spirit, and possesses the same attributes of omniscience, omnipotence, love, truth, holiness, righteousness, and goodness (1 Corinthians 8:6, John 5:46, 6:26, 7:28, 14:9-10, 15:9, 17:11, 17:25, Matthew 6:8, 6:32, Ephesians 3:20, James 1:17). He receives worship and is the One to whom human beings relate through Christ, having sent Jesus Christ and the Holy Spirit to the earth (John 4:23, 8:42, 14:6, 14:26).

(2) We believe God the Father resurrects the dead, and that heaven belongs to Him (John 5:21, 14:2, Romans 6:4). He controls the timeline for eschatological events (Acts 1:67). He draws the elect to Christ, having chosen them before the foundation of the world (John 6:44, Ephesians 1:3). He predestines believers to adoption as sons and preserves them in their relationship to God (John 17:11, Ephesians 1:5).

(3) We believe God the Father is to be the focal point for believers in their Christian lives and in their fellowship (Romans 6:11, 1 John 1:3). He cares for them, comforts them, hears and answers their prayers, honors believers that serve Jesus Christ, leads them, and gives them gifts (John 12:26, 15:1, 16:23, Romans 6:11, 2 Corinthians 1:34, 1 Thessalonians 3:11, James 1:17, 1 John 1:3).

### **Section 4: The Person and Work of Christ as God the Son**

(1) We believe that the Lord Jesus Christ, the Second Person of the blessed Triune God, eternally God, self-existent God the Son, became man (incarnation), without ceasing to be God, having been conceived by the Holy Spirit and born of the Virgin Mary, in order that He might reveal God and redeem sinful men (Luke 1:35, John 1:1-2, 1:14).

(2) We believe in the full deity of the Lord Jesus Christ. We believe in the Lord Jesus Christ's Preexistence and Eternity: God the Son is eternally begotten of God the Father. He existed as Only Son of God the Father before he was born of Mary. God the Son always



existed(omnipresence), being as eternal as God himself. The truth is, God the Son is both. He is the God-man. Both Christ's perfect humanity and his undiminished (full) deity are absolutely essential to the Scriptural portrait of him.

(3) We believe that the Lord Jesus Christ accomplished our redemption through His death on the cross as a representative, vicarious, substitutionary sacrifice; and that our justification is made sure by His literal, physical resurrection from the dead (Romans 3:24-25, Ephesians 1:7, 1 Peter 1:35, 2:24).

(4) We believe that the Lord Jesus Christ ascended to heaven, and is now exalted at the right hand of God the Father, where, as our High Priest, He fulfills the ministry of Representative, Intercessor, and Advocate (Acts 1:9-11, Romans 8:34, Hebrews 7:25, 9:24, 1John 2:12).

### **Section 5: The Person and Work of God the Holy Spirit**

(1) We believe that God the Holy Spirit is, the Third Person of the blessed Triune God, a person who convicts the world of sin, of righteousness, and of judgment; revealing Christ to men and enabling them to believe; and, that He is the supernatural agent in regeneration, baptizing all believers into the body of Christ, indwelling and sealing them unto the day of redemption (John 16:8-11, Romans 8:9, 1 Corinthians 12:12-14, 2 Corinthians 3:6, Ephesians 1:13-14).

(2) We believe that He guides believers into all truth, anoints and teaches them, and that it is the privilege and duty of all the saved to be filled with God the Holy Spirit (John 16:13, Ephesians 5:18, 1 John 2:20, 2:27).

(3) We believe in God the Holy Spirit as a divine person, a personality distinct from God the Father and God the Son. By the deity of God the Holy Spirit is meant that He is One with God, and One in the God-head, co-equal, co-eternal, and con-substantial with God the Father and God the Son. His works are assigned to the Spirit which only God can perform, thus arguing for his full deity. God the Holy Spirit was involved in the work of creation (Genesis1:2). Both the revelation and inspiration of Scripture were the result of the work of the Holy Spirit (2 Samuel 23:2).

### **Section 6: The Creation and Man**

(1) We believe that the book of Genesis presents a historically accurate account of the origin of man, the fall of Adam and Eve, and consequently the entire human race, the worldwide flood, the call of Abraham, and the origin of God's chosen people, Israel. Included in this is our belief that special creation of the existing universe, consisting of time, space, and matter, was accomplished in six literals, twenty-four-hour days, as detailed in Genesis chapter one.

(2) We believe that God created an innumerable host of angels, some of whom followed the lead of Lucifer, now called Satan, in rebelling against God, thereby bringing sin into the universe. We believe in Satan's complete defeat by the Lord Jesus Christ.

(3) We believe that man was created in the image and likeness of God, but that when man sinned the human race fell and became alienated from God. Man, thus, is totally depraved and of himself, utterly unable to remedy his lost condition (Genesis 1:26-27, 5:2, Psalm 51:1-8, Romans

3:22-23, 5:12, Ephesians 2:13, 2:12). We believe in man's need of repentance, redemption and justification through faith alone in Christ crucified and risen from the dead.

### **Section 7: Salvation of Men**

(1) We believe that salvation is the gift of God brought to man by grace and received by personal and purposeful faith in the death and resurrection of the Lord Jesus Christ, whose precious blood was shed on Calvary for the forgiveness of sins (1 Corinthians 15:15, Ephesians 1:7, 2:8-10, 1 Peter 1:18-19).

(2) We believe that men are justified by grace through faith, on the ground of the shed blood of Christ, and that all who receive the Lord Jesus Christ as Savior are born again(regeneration) of the Holy Spirit and thereby become children of God the Father(John1:12-13).

(3) We believe that while the death and resurrection of Christ is sufficient provision for the salvation of all men, only those who exercise saving faith will have forgiveness of sin and receive eternal life. Those who so exercise faith are then regenerated, baptized by the Holy Spirit into Christ, and granted every spiritual blessing in Christ (Romans 6:34, 1 Corinthians 12:13, Ephesians 1:34, 2:8-9, Philippians 2:13, Titus 3:5, 1 John 2:2).

### **Section 8: The Eternal Security and Assurance of Believers**

(1) We believe that all the justified, once saved, are kept by God's power and are thus secure in Christ forever (John 6:37-40, 10:27-30, Romans 8:1,38, 1 Corinthians 1:48, 1 Peter 1:5).

(2) We believe that it is the privilege of believers to rejoice in the assurance of their salvation through the testimony of God's Word; which, however, clearly forbids the use of Christian liberty as an occasion to the flesh (Romans 13:13-14, Galatians 5:13, Titus 2:11-15, 1 John 5:10-13).

(3) We believe in **the perseverance of the saints**. Saints who have accepted in his Beloved, effectually called and sanctified by his Holy Spirit, can neither totally nor finally fall away from the state of grace; but shall certainly persevere therein to the end, and be eternally saved (Phil.1:6, John 10:28-29).

### **Section 9: The Two natures of the Believer Sanctification**

(1) We believe that the regenerated person retains his corrupt, sinful, depraved nature, but at the moment of salvation also becomes a partaker of the divine nature, capable of pleasing God through the ministries of the indwelling Holy Spirit (Romans 6:13, 8:12-13, Galatians 5:16-25, Ephesians 4:22-24, Colossians 3:9-10, 1 Peter 1:14-16, 1 John 3:59).

(2) We believe that sanctification, which is a setting-apart unto God, is threefold: It is already complete for every saved person because his position toward God is the same as Jesus Christ's position. Since the believer is in Christ, he is set apart unto God in the measure in which Christ is set apart unto God(John.17:17. 2 Cor.3:18).

(3) We believe, however, that he retains his sin nature, which cannot be eradicated in his life. Therefore, while the standing of the Christian in Christ is perfect, his presence state is no more perfect than his experience in daily life. There is, therefore, a progressive sanctification wherein the Christian is to “grow in grace,” and to “be changed” by the unhindered power of God the Holy Spirit (Eph. 4:24. 5:25-27).

(4) We believe also, that the child of God the Father will is yet be fully sanctified in his state as he is now sanctified in his standing in Christ when he shall see his Lord Christ and shall be “like Him”( I Thess.5:23. Heb.10:10-14. 12:10).

### **Section 10: Separation, Holy Life of the Believer**

(1) We believe that all the saved should live in such a manner as not to bring reproach upon their Savior and Lord; and, that separation from all religious apostasy, all worldly and sinful pleasures, practices and associations is commanded by God (Romans 12:12, 14:13, 2 Timothy 3:15, 1 John 2:15-17, 2 John 9:11).

(2) We believe that it is the duty of each believer to live a holy life unto God, keeping himself unspotted from the world, and that it is God's intention that this shall be accomplished in the believer's life by his constant dependence on the divine ennoblement of the indwelling Holy Spirit. We believe in the illuminating, indwelling and sanctifying work of the Holy Spirit enabling the Christian to witness effectively to the gospel and to serve responsibly in the world(I Cor.11:1, Eph. 4:1-3, 5:1-3, John14:16-17,14:26).

### **Section 11: Missions and the Believer**

(1) We believe that it is the obligation of the saved to witness by life and by word to the truths of Holy Scripture and to seek to proclaim the Gospel to all mankind (Matthew 28:19-20, Mark 16:15, Acts 1:8, 2 Corinthians 5:19-20).

(2) We believe in the responsibility of the church in transforming people and culture in the contemporary context, in obedience to God according to the Scriptures all, to the realization of the kingdom of God(Rom12:1-2).

### **Section 12: The Church of the Lord**

(1) We believe that the church of The Lord Jesus Christ is composed solely of believers: it is the Body and Bride of our Lord and is the one body into which all believers are baptized by the Holy Spirit. Christ is head of the church (Acts 2:1-47, Ephesians 1:22).

(2) We believe in the autonomy of the local church (Acts 13:14, 20:28, Romans 16:1, 1 Corinthians 3:9-16, 1 Peter 5:14).

(3) We recognize water baptism and the Lord's Supper as scriptural ordinances. They are a means of Christian testimony for the church today (Matthew 28:19-20, Acts 2:41-42, 18:8, 1 Corinthians 11:23-26).

### **Section 13: Ministry and Spiritual Gifts**

(1) We believe that God is sovereign in the bestowing of all His gifts; that the gifts of evangelist and pastor-teacher are given to the church for the equipping of the saints today; that each believer has a spiritual gift for the purpose of ministry to others, such as the gifts of ministry, helping, leadership, administration, exhortation, giving, mercy, and teaching, prophecy, speaking in tongues, and the working of miracles are given by the Holy Spirit for expansion of the Kingdom of God and evangelism (Romans 12:6-8, 1 Corinthians 12: 4-11, 2 Corinthians 12:12, Ephesians 4:7-12, 1 Peter 4:10).

(2) We believe that the gifts of prophecy, speaking in tongues, and the working of miracles have ceased as special revelation since the record of Scripture, found in Old and New Testaments were completed and their authority became established (II Tim.3:15-17).

(3) We believe that God hears and answers the prayer of faith, in accord with His own will, for the sick and afflicted (John 15:7, James 5:14-15, 1 John 5:14-15).

### **Section 14: The Personality of Angel and Satan**

(1) We believe that angels are created beings, not the Creator (Ps.148:5). Angels are personal beings; that is, they possess intelligence (1 Pet 1:12), feelings (Lk2:13) and will (Jude 6). They are spirit beings (Heb.1:14), though unlike God. They are limited in power, knowledge, and activity (1 Pet.1:11-12).

(2) We believe that the fall of the angels was done from a privileged position. He was not a deprived creature who had not drunk deeply of the blessings of God before he sinned (Ezekiel 28:11-15). Evil angels as Satan delight in opposing God and antagonizing His work.

(3) We believe that Satan is a person, the author of sin and cause of the fall; that he is the open and declared enemy of God and man; and that he shall be eternally punished in the lake of fire (Job 1:6-7, Isaiah 14:12-17, Matthew 4:2-11, Revelation 20:11).

### **Section 15: The Second coming of Jesus Christ**

(1) We believe in the personal, bodily and victorious second coming of our Lord Jesus Christ. God the Son will then set up His kingdom upon the earth, after which He will deliver the Kingdom to God the Father that the Godhead may be all in all. The certainty of Christ's return, of the future resurrection and judgment, ought to have its effect upon our lives. Believers do have hope that is based on divine certainty. Death does not end it all. A day of reckoning and accounting will come. There is no second chance after death (Matthew 24:29-37, Act. 1:11, Revelation 22:20).

(2) We believe in the second coming of our Lord Jesus Christ as a single event; not two comings, but one stage in the one coming (Matt. 24:22, Luke.21:36, John.5:29, II Thess.2:3). The exact time of the second coming of the Lord is unknown (Matt. 24:36).

(3) We believe in the second coming of our Lord Jesus Christ will be a personal coming (Acts.1:11), a physical coming (Heb. 9:28. Rev.1:7), a visible coming (Matt.24:30, 26:64, Luke.21:27), a sudden coming (Matt 24:37, Mark 13:33-37), a glorious and triumphant coming. God the Son will not return in the body of His humiliation, but in a glorified body and royal apparel ((Heb. 9:28. Matt. 24:30).

(4) We believe in our Lord Jesus Christ will return at the end of the world for the purpose of introducing the future age, the eternal state of things, and He will do this by inaugurating and completing two mighty events, namely, the resurrection of the dead and final judgment (Matt. 13:49-50, 25:14-46, Luke 9:26, John 5:25-29, Rom 2:3-16, Rev.20:11-15).

### **Section 16: The Resurrection of the Dead, the Eternal State**

(1) We believe in the bodily resurrection of all men, the saved to eternal life, and the unsaved to judgment and everlasting punishment (Matthew 25:46, John 5:28-29, 11:25-26, Revelation 20:56, 22:12).

(2) We believe that the souls of the justified are, at death, absent from the body and present with the Lord, where in conscious bliss they await the resurrection, when soul and body are reunited to be glorified forever with the Lord (Luke 23:43. 2 Corinthians 5:8, Philippians 1:23, 3:32, 1 Thessalonians 4:16-17, Revelation 20:46). "At the last day, such as are found alive shall not die, but be changed; and all the dead shall be raised up with the selfsame bodies, and none other, although with different qualities, which shall be united again to their souls forever" ( the Westminster Confession. Ch.32-2).

(3) We believe that the souls of unbelievers remain, after death, in conscious misery until their resurrection, when with soul and body reunited they shall appear at the Judgment of Jesus Christ, and shall be cast into the lake of fire, not to be annihilated, but to suffer everlasting conscious punishment (Matthew 25:41-46, Mark 9:43-48, Luke 16:19-26, 2 Thessalonians 1:79, Jude 6-7, Revelation 20:11-15).

(4) We believe in the bodily resurrection of the just and the unjust, the everlasting conscious blessedness of the saved and the everlasting conscious punishment of the lost (John 5:24-29). "The bodies of the unjust shall, by the power of Christ, be raised to dishonor; the bodies of just, by his Spirit (God the Holy Spirit), unto honor, and be made conformable to his own glorious body" (the Westminster Confession. Ch.32-3).

### **How should we then live in view of the biblical message about the future?**

We should live according to Scripture, live as though we would appear before the Our Lord God in a matter of minutes or hours. As we so live, we should view every opportunity as though it might be the last one we will ever have. The Bible does not teach God's people to fold their

hands and wait idly for Christ return. Rather, it emphasizes the need to be actively serving while we wait for God's Son from heaven.

## **4. Mission and Vision Statement**

**(1) MISSION STATEMENT----**The Mission of VACU is to glorify the Triune God by providing higher education of biblical knowledge and spirituality for students who desire to serve the church of God and fulfill the Great commission of the Lord through the power of God the Holy Spirit.

**(2) VISION STATEMENT----**The Vision of VACU is to provide the best training possible for students who are preparing for the gospel ministry and world missions for the expansion of the Kingdom of God through the power of God the Holy Spirit.

## **5. Institutional Core Values & Goal**

Believing that the Church is constantly in need of a sound ministry, committed to the Bible and the Confessional Standards of the church (the Westminster Confession), VACU is dedicated to the following distinctive principles:

(1) Belief in the plenary verbal inspiration of Scripture resulting in an inerrant Word as it was originally given by God, and, therefore, the only infallible rule of faith and practice.

(2) Belief in the Reformed Faith as set forth in the Westminster Confession of Faith, and the Larger and Shorter Catechisms. VACU stands firmly on these historic confessional standards as they set forth the biblical faith. Full subscription to the whole of these Standards is the position of VACU.

(3) Belief in the Great Commission as the mission of the Church. The Christian individually and in association with others, has obligations to function in all spheres of life by developing and practicing the full implications of the Christian world and life view in every human relationship and in all aspects of life and society under the Lordship of Christ.

(4) Belief in Dynamic Spiritual Emphasis as a student must be walking in fellowship with God the Holy Spirit so that he or she can be taught. The cultivation of the spiritual life is inseparably fused with the scholarly study of biblical and related subjects, thus providing an unusual classroom climate and a distinct theological education. All this is designed to prepare students to communicate the Word of God in the power of the Holy Spirit.

(5) Belief in Strong Commitment to Missions; VACU is firmly committed to promoting the missionary enterprise throughout the world. This Commitment is demonstrated in a variety of

ways that provide exposure for students to the diverse nature of missions and the unique opportunities for career service in missions.

(6) Emphasis on the practical as well as the theological aspects of ministry. VACU believes that learning "how" to minister is as important as learning "what" to minister, and therefore trains as well as instructs (Mat.28:19-20).

(7) Commitment to developing students for a ministry and service attitude as evidenced by preparing them both academically and experientially to serve Jesus Christ in the Church and society.

## 6. Philosophy of Education

**(1) VACU is a biblical university:** the Bible is the heart of the curriculum, in contrast to a program that is essentially philosophical or sociological. The absolute inerrancy and authority of the Scripture are paramount. Because we emphasize the primacy of the Word of God, we believe that the tools of exegesis are essential in preparing students for the ministry, so that they may become capable expositors of the Word of God.

**(2) The doctrinal distinctive of VACU (see Doctrinal Position),** rooted in a proper exegesis of the Scripture, are regarded as "absolutes" and they are to be upheld as such by the faculty and communicated clearly to each student.

**(3) We are aware that teaching sound doctrine alone is not enough.** This doctrine must be translated into practical Christian service. Therefore, our faculty must not only be highly qualified in academics and instructional methodologies, but they also must be excellent spiritual and moral examples. Recognizing the limitations of a primarily academic setting, we seek to instill within the student a deep love for God and His Word, a heart for evangelism and missions, and the integration of biblical teaching and values into every aspect of life.

We also believe that it is imperative for students to be involved in practical "hands-on" ministry and mission to complement their university studies.

**(4) The primacy mission of VACU is to provide quality collegiate education.** VACU is a Christian academic community in the tradition of evangelical institutions of higher education. As such, VACU continues the philosophy of education which first gave rise to the university, summarized in the following proposition; God, the infinite source of all things, has shown us truth through Christ in nature, history, and, above all, in Scripture.

Persons are spiritual, rational, moral, social and physical, created in the image of God. They are, therefore, able to know and to value themselves and other persons, the universe and God.

Education as the process of teaching and learning, involves the whole person, developing the knowledge, values, and skills which enable the individual to change freely.

## **7. Core Student Learning Outcome**

Each graduate of Virginia Christian University will be able to:

(1) Demonstrate a sound knowledge of the Scriptures, as evidenced by successful completion of the coursework within the program and improved scores on a standardized Bible test.

(2) Define and systematically summarize one's theological understanding as evidenced by a comprehensive, personal statement of faith.

(3) Present a reasoned defense of one's beliefs that is intellectually and rationally sound.

(4) Apply biblical principles in his lifestyle and ministry internship so that he might exhibit godly character, as assessed by the college faculty.

(5) Analyze and identify effective methods of discovering biblical truth from the Scriptures in order to produce a disciplined system of lifelong learning skills.

(6) Communicate effectively the Gospel through sermons, Bible studies, and/or witnessing, in the context of his gifts and calling, whether at home or on the mission field. The code of conduct states the kind of lifestyle expected of trustees, administrators, faculty, and students.

(7) Stimulate a spirit of inquiry, investigation and critical thinking so that they can able to defend their faith and biblical truth for the expansion of the Kingdom of God.

## **8. Community Lifestyle Statement**

Members of the VACU are committed to the mission of the institution and to living in a manner that brings glory to the name of our Lord. To this end we agree to uphold the standards of the community as cited in this statement.

Since members of the VACU community are also members of the broader community of the body of Jesus Christ, it is expected that everything we do will reflect our commitment, both to our Lord and to His body of believers. This commitment is to be demonstrated by faithful involvement in a local evangelical church, Christian loyalty to each other, and pursuit of the fruit



of the spirit – love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, and self-control.

The Word of God is the final authority on all matters of faith and conduct. Therefore, items expressly forbidden in the Scripture are not acceptable for members of the VACU community. Examples include pride, lust, slander, drunkenness, profane language, premarital sex, adultery, homosexual behavior and prejudice (1 Corinthians 6:9-11). Members of the VACU community work hard to eliminate inappropriate attitudes and actions in their personal lives and in the life of the community and to see them replaced by Christ-like attitudes and actions appropriate for mature Christians.

VACU values the worth and dignity of human life as expressed through the fruit of God the Holy Spirit. Having been made in the image of God, those who live and work at the institution express like faith and are expected to respect and uphold life-affirming practices that distinguish our faith community from other institutions of higher education, particularly for those who are vulnerable members of society. VACU believes that human life is worthy of respect and protection at all stages from the time of conception. The sanctity of human life is established by creation (Genesis 1:26-27), social protection (Genesis 9:6) and redemption (John 3:16).

While Scripture does not provide specific teaching regarding all social practices in a given cultural setting, it does speak to the Christian's responsibility in areas of conduct which may be harmful or spiritually offensive to self or others. In keeping with its objectives to develop moral and spiritual leadership, VACU expects members of the community to demonstrate restraint and discretion in entertainment choices, social activities, and personal habits (Galatians 5:13-23). Without question, the Christian must abstain from all that is morally degrading. While VACU does not normally assume the role of a censoring agent, it does expect tangible evidence of a life committed to growth in Christ and sound judgment based on biblical principles.

Some substances may harm one's physiological and psychological well-being. In some cases, they dishonor the body, which is the temple of God the Holy Spirit (Romans 12:1). Therefore, members of the community are to refrain from the use of tobacco in any form, hallucinogenic drugs, illegal substances (including marijuana), and/or narcotics not authorized by a physician. Under no circumstances are the above to be used, possessed, or distributed on or away from campus.

VACU is committed to maintaining an alcohol-free campus. This means that the consumption of alcohol will be prohibited on campus properties and at VACU's affiliated events. Adult employees of VACU will use careful discretion in any use of alcohol, avoiding the serving or consumption of alcohol in any situation in which traditional undergraduate or underage members of the VACU family are or are likely to be present. Underage drinking is not only contrary to school policy, but also against the law. Above all, we the members of the VACU

community are committed to accurately representing the Lord Jesus Christ on our campus, in our community and to the ends of the earth.

## **9. Spiritual Maturity Statement(with Growing and Learning Together Lifestyle)**

As a community of believers, our first desire at VACU is to worship and engage with God, both corporately and individually for glory of Triune God. We believe that academic learning divorced from a life of biblical spirituality and holiness neither honors God nor serves His people. Working with the local church, our goal is to grow our faculties and students so that their experiential knowledge of God in Christ is evidenced in their character, outlook, conduct, relationships and involvement in society.

With chapel, daily prayer times, spiritual retreats, on-campus community groups, overseas mission trips and ministry experiences in and around Virginia, the opportunities for spiritual growth abound. Consider how VACU can help faculties and students grow in their relationship with God as you seek to worship Him with your whole heart, soul and mind through of God the Holy Spirit.

VACU is a community in which individuals join together to further their academic achievement, personal development, and spiritual growth. Together we seek to honor Christ by integrating faith and learning while our hearts and lives reflect mature Christian practice in our Lord Jesus Christ.

This statement explains the principles and the expectations that help us live together and meet institutional objectives. We acknowledge that it is impossible to create expectations that fully satisfy every member. Nevertheless, certain expectations bring order to community life. When individuals join VACU, they freely and willingly choose to take upon themselves the responsibilities outlined in this statement.

### **1) Assumptions**

Loving Triune God and being accountable to Him are the primary motivations for Christian relationships and behavior. The Scripture as word of God is our authority; it provides the essential teachings and principles for personal and community conduct.

God, through the Holy Spirit, places in every believer the inner resources and attributes to minister to others through supportive relationships.

Members of this community are either committed to Christ or are at least sympathetic with a Christian perspective. They also desire to achieve a liberal arts education in an evangelical Christian context. A well-trained faculty and a competent staff, equipped with facilities and materials necessary for effective work, stand ready to help you become a whole person.

## **2) Responsibilities for Relationships.**

Living in daily fellowship with others is a privilege and an expression of God's grace. In recognition of this privilege, we place great value on the quality of relationships in our community. We acknowledge that we live in a fellowship where we depend on and are accountable to one another.

The New Testament word for fellowship is KOINONIA. It is translated as PARTAKER, COMMUNION, COMMUNICATION, CONTRIBUTION, DISTRIBUTION. Members, therefore, are encouraged to seek as many opportunities as possible to demonstrate KOINONIA.

Within our community the greatest expression of fellowship and the highest principle for relationships is love. As Scripture states: "We should love one another. This is how we know what love is: Jesus Christ laid down His life for us. And we ought to lay down our lives for our brothers...let us not love with words or tongue, but with actions as in truth. Since God so loved us, we ought to love one another. Whoever loves God must also love his brothers." (1John 3:11-16, 18; 4:11, 21 NIV).

In order for spiritual growth to occur, we have identified the following specific expressions of love among the most desirable in our relationships.

### **3) Serving One Another**

Each member of the community is expected to strive consciously to maintain relationships that support, encourage, and help others.

"We who are strong ought to bear the weaknesses of those without strength and not just please ourselves. Let each of us please his neighbor for his good, to build him up." (Romans 15:1-2, NIV)

### **4) Supporting One Another**

We are responsible to support those experiencing grief, discouragement, illness, tragedy, and other personal trials. Expressions of bearing one another's burdens include comfort, consolation, encouragement, and intercession. Difficulties in relationships can occur because of our humanness. In such cases we are to respond as Scripture states: "...clothe yourself with compassion, kindness, humility, gentleness, and patience. Bear with each other and forgive whatever grievances you may have against one another." (Colossians 3:12 NIV)

## **5) Resolving Problems**

Speaking the truth to each other in love can strengthen our community. We can often resolve problems of relationships and behavior by constructively confronting one another in an

appropriate spirit. If the welfare of the one confronted is paramount and if the confronter acts in love, growth can result.

## **6) Healing of Relationships**

Healing broken relationships is necessary for healthy community. When persons or groups have been hurt, regardless of the reason, we are expected to reach out to one another, to forgive one another, to restore relationships, and to make restitution. "...and He (Christ) has given us the ministry of reconciliation...and He has committed to us the message of reconciliation." (II Corinthians 5:18-19 NIV). Implementing the above expressions of love in relationships requires sensitivity to others and continual effort. It also requires that we love others as we love ourselves. Relationships of this quality enrich our lives and community, honor God, and assist in meeting the goals of VACU.

## **7) Responsibilities for Behavior in Jesus Christ**

### **(1) Biblical Expectations**

Scripture teaches that certain attributes are available to all individuals through the Holy Spirit. These attributes include "love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, and self-control. Against such things there is no law." (Galatians 5:22-24, NIV). This "fruit of the Spirit" is to be sought, nurtured, and demonstrated in our relationships.

In contrast to encouraging these positive attributes, Scripture condemns such things as greed, jealousy, pride, lust, needless anger, an unforgiving spirit, harmful discrimination, and prejudice based on race, sex, or socioeconomic status.

Scripture as word of God also prohibits certain behaviors and community members should avoid them. They include backbiting, cheating, dishonesty, drunkenness, gossip, immodesty of dress, lying, occult practices, profanity, sexual promiscuity (including adultery, homosexual behavior, pre-marital sex), theft, and vulgarity (including crude language).

In keeping with Scriptural admonitions to bring ourselves under the authority of government, members of VACU community are expected to uphold the laws of the local community, the state of Virginia, and the nation, except for those rare occasions in which obedience to the civil authority would require behavior that conflicts with the teaching of Scripture. On such occasions, each individual would submit voluntarily to the civil penalty for his/her behavior. Behavior resulting in civil arrest on or off campus is subject to review within VACU's disciplinary procedures.

### **(2) College Expectations**

In addition to Biblical expectations, members of VACU community voluntarily commit themselves to the following standards of behavior. This commitment results from the conviction that these standards serve the good of the individual as well as the total community. These standards are not presented as absolutes or as an index of Christian spirituality, but rather as expectations of community of VACU. Because of the importance of trust in and responsibility to one another, violations of these standards are seen as a serious breach of integrity within the community.

**The following standards apply to students, faculty, and administrators at VACU and all agree to uphold them:** Corporate worship, community building, and learning are essential for our community. Therefore, students, faculty, and administrators are expected to attend chapel. Regular attendance signals a mature response to VACU goals.

Because of our concern for the worth and dignity of persons, each member of the community is expected to respond to special needs existing in our society and on our campus. Therefore, discrimination against others on the basis of race, national origin, sex, disability, or socio-economic status is not acceptable.

Members of the community are to observe the Lord's Day (Sunday) as a day set apart primarily for worship, fellowship, ministry, and rest. While activities such as recreation may be a part of the day, "business as usual" that relates to VACU programs and services will not be sanctioned or encouraged except where absolutely necessary.

Consideration of others and standards of respect and good taste are important to Greenville; therefore, all activities should be guided by this principle. Hence, any kind of demeaning gesture, threat of violence, or physical attack directed toward another person will not be tolerated. Vandalism of property is also not acceptable.

The pornography industry exploits people. Further, the use of the industry's products is immoral. Therefore, pornographic materials are not to be used, possessed, or distributed on or away from campus.

The community recognizes the danger to one's physical and psychological well being in the use of certain products. Therefore, members of the community are to refrain from the use of tobacco in any form, alcoholic beverages, hallucinogenic drugs and substances (including marijuana), or narcotics not authorized by a physician. Under no circumstances are the above to be used, possessed, or distributed on or away from campus.

Members are also expected not to abuse the use of legal substances. Gambling (exchange of money or goods by wagering or betting) is an unwise use of God-given resources, and therefore, is not acceptable in any form.

There are aspects of our culture over which devout and sincere Christians disagree - for example, forms of entertainment such as television and movie viewing, dancing, listening to popular music, reading books, and playing video games. Rather than provide a list of proscriptions, VACU expects its members to apply Scriptural standards of discretion and discernment and to be sensitive to the leading of the Holy Spirit. As individuals and as a community, we must uphold the ideal of purity when choosing whether or not to participate in an activity. Prudence tells us that environments and activities which diminish one's moral sensitivity should be avoided.

Members of VACU observe the demands of academic integrity such as honesty and giving credit to sources. Plagiarism will not be tolerated. Compliance with day-to-day policies and procedures of the community is expected from all members. These routine items are listed in the Student Handbook and Catalog of VACU.

**SUMMARY....**The intent of this statement is to identify expectations and responsibilities that assist VACU to function as a Christian community and to achieve goals as an institution of higher learning. This statement addresses relationships and behavior. These emphases are parallel and vital to the quality of our lives together. The behavior part of the statement includes standards that are specific to VACU. These standards are important and must be consistently maintained to assure a proper climate for growing and learning. These standards need to be kept in perspective with the Biblical responsibilities for relationships and behavior.

## **Chapter 2. Foundation of Library**

### **1. Objectives of Library of VACU**

In support of the stated mission of the University, the Library is developing a unified program of library-media resources and services. The purpose of this program is to enhance instruction and learning in a manner consistent with the philosophy and curriculum of VACU. The Library is guided by the principles of the Library Bill of Rights in the development of its programs and services.

**Thus, the objectives of VACU library are as follows:**

(1) To provide organized collections of print, media, and digital/online resources that will reflect institutions biblical worldview and meet instructional requirements as well as the individual needs of students.

(2) To create an environment in which resources are made readily accessible primarily to students, not only through the provision of convenient library hours but also through the efficient operation of circulation, reference use, and interlibrary loans, website, promotion, photocopy, etc.

(3) To facilitate library service to students by providing a sufficient number of competent and well trained staff support staff, student workers, and volunteers who will work under the leadership of the professional librarian, who is to be given the faculty status and should partake major academic activities of faculty members, such as curriculum planning and faculty meetings, and who should also receive the opportunity for professional development.

(4) To enhance the librarians' interaction with the classroom activities by training the librarian to be able to provide students with information literacy instruction across the curriculum in cooperation with faculty members so that the students may obtain the necessary skills to be lifelong learners.

(5) To create an environment in which the librarian interacts both internally and externally; internally the librarian works with faculty regarding collection, assessment/weeding, and information literacy instruction; externally the librarian cooperates with other libraries for resource sharing and interlibrary loans.

(6) To secure clean, safe and pleasant learning environment in which students learning outcome can be maximized, such as good quality shelving for collection, efficient technology, comfortable staff space, efficient lighting, air conditioning, ventilation, ascetics, signable, study seating, etc.

## **2. Academic Freedom in the Library**

Implementation of the concept of academic freedom in the library involves selecting some materials that may be considered controversial by some individuals or groups. Reasons often cited for materials considered offensive may include profanity, divergent viewpoints, controversial authors, sexual explicitness, use of nonstandard English and dialects, violence, and criminal acts.

Procedures for handling complaints allow patron(s) to complete a form requesting that the material be considered for appropriate administrative review. In order to provide an orderly procedure for the review of questionable materials, the following outline has been developed:

(1) Criticism shall be in writing, indicating authors, title, publisher, page number(s) of items to which the objection is made, reason for objections, and shall be signed by the person or persons making the objections.

(2) The complainant(s) shall be supplied with a standard printed form which must be filled out before consideration can be given.

(3) the Vice President, or Academic Dean shall consider the objections and use the following procedures:

a. Refer the matter to a Review Committee which shall be composed of two or more members of the Library Committee, a person appointed by the Vice President or Academic Dean and a member of the Library staff.

b. The review of questioned materials shall be treated objectively and as an important matter. The best interests of the students, the community and the VACU shall be paramount considerations.

## **3. Code of Ethics for Library Employees**

The statement which follows sets forth the ethical obligations of individuals as VACU Library staff members.

(1) To maintain the principles of the *ALA Library Bill of Rights* and the *Freedom to Read Statement*.

(2) To maintain the principles of the VACU Library *Mission Statement* and *Service Principles*.



(3) To understand and execute the policies of the University and Library, and to express in a positive manner any concern or objection with the policies, philosophy or programs of these institutions.

(4) To maintain an objective and open attitude of understanding, courtesy, and concern for the patrons need.

(5) To protect the essential confidential relationship which exists between a library user and the library.

(6) To serve all patrons equally according to their needs.

(7) To make the resources and services of the Library known and easily accessible to all current and potential users.

(8) To avoid any possibility of personal financial gain at the expense of the employing institution.

(9) To be aware of the obligations of employment and of what constitutes abuses of working conditions and benefits.

(10) To acknowledge the importance of the work done by all staff in all divisions and maintain a sense of loyalty to, and cooperation with, fellow staff members.

(11) To carry out assignments so that fellow staff members need not assume added responsibilities, except in times of emergency.

(12) To share knowledge, experience, and expertise with others.

(13) To use the resources of the Library and University in an efficient and economical manner, consistent with the best service to the library use.

(14) To use care and discretion to distinguish between private actions and those which are taken in the name of the institution, consistent with the rights of an individual to take part in public debate and to engage in social or political activities.

## **4. VACU Library Services Principles**

### **1) Service to Patrons**

VACU regards the Library as an important service agency for its patrons. Thus in our service to patrons we believe:

- (1) Our patrons should be treated with professionalism and respect.
- (2) The Library should be accessible to everyone.
- (3) The Library should provide an environment conducive to learning and productive work.
- (4) In promoting library literacy.
- (5) In the use of plain simple language.

## **2) Collegial Relationship**

In our interaction with and service to our colleagues:

- (1) We will endeavor together to apply the above principles to our services to our patrons;
- (2) We will endeavor to understand each other's work and recognize each other's areas of expertise.
- (3) We will endeavor to foster a team approach to meeting the challenges of our work.
- (4) We will endeavor to operate under the principles of consensual decision making.

## **Chapter 3. Policies of Library**

The Library shall be considered a major educational department of Virginia Christian University. The role of the Library shall be to enhance the VACU's objectives and to promote learning as well as discovery of new knowledge. The Library organization and administration must permit and encourage the fullest and most effective use of available resources, including the Internet.

### **1. Cataloging**

(1) The cataloging department is responsible for all aspects of cataloging service for books and materials acquired by the VACU Library.

(2) Cataloging service may be extended to collections acquired by departments on or off the VACU campus, provided that:

- a) The collection will be made accessible to the entire VACU community.
- b) The cataloging records will appear in the Library's main catalog of VACU.

#### **1) Cataloging Functions**

The cataloging department performs three important functions:

(1) Cataloging and classification--This includes the determination of authorship, description of the item, assignment of subject headings and class number. Currently, we use the OCLC online cataloging system to catalog all our new books and AV items.

(2) Physical preparation of material for use--This involves property stamping, placing call number label on the spine, and laminating book jackets.

(3) Maintaining catalog records--The maintenance of the Library catalog in machine readable form is a function of the cataloging department. The department also maintains the integrity of our cataloging archive records in electronic format for example, when withdrawn items necessitate the cancellation of our holdings from the OCLC database.

#### **2) New Book Loan to Library Staff**

Any Library staff may borrow a newly arrived book/AV item in the cataloging area. The items should be removed only in the presence of a cataloging staff member and with the borrowers name and the data noted on the white order slip. All such items on loan to staff are due back to cataloging within one month and should be handed back to a cataloging staff member.

### **3) Rush Items**

(1) The cataloging department will rush catalog an item when requested by a VACU faculty, staff, or student for circulation or assignment-related urgency. Any Library staff member can receive a rush request and then inform the cataloging staff. The title and author of the item, the reason for the rush request, and the requesters name and telephone number should all be noted.

(2) The cataloging staff will perform the rush cataloging and will in general have the item ready one day from the date of the request.

(3) After the rush item is cataloged and processed, the item will be placed on reserve (if it is a reserve item) or will be placed on hold in the circulation department. The circulation department will be responsible for notifying the requester that the item is ready and held at the circulation center.

(4) An un-cataloged or unprocessed item will not be provided as a rush request.

## **2. Circulation**

The circulation department is responsible for all aspects of circulation of the library collection. Staff of circulation (not including student employees) are empowered to make exceptions to policy, waive fines and/or adjust charges for just cause.

### **1) Patron Registration**

Each person, regardless of status, applying for borrowing privileges will be asked to complete a patron registration card which will be kept on file in the Library. In addition to supplying registration information, completion of this card also gives the Library authorization to charge the patron for nonrefundable materials. Borrowing privileges are described as below:

**(1) VACU Students...**Current student body photo ID card is required.

**(2) Faculty/Staff...** No formal identification required. A photo ID card may be purchased.

**(3) Advisory Board...** No formal identification required.

**(4) Town Patron...** A photo ID card must be purchased and is required at each check out.

### **2) Loan Policies**

The following details specific policies covering the various types of library materials:

**(1) Books: general collection**

- a) 4 weeks loan period.
- b) Up to 3 renewals are allowed if the item has not been requested.
- c) Phone renewals are not accepted.
- d) No limit to the number of items borrowed.

**(2) Books: reference collection**

- a) Non-circulating.
- b) Exceptions may be made by the reference librarian.
- c) Reference circulation transactions will be handled at the Reference desk.

**(3) Periodicals: paper copies...Non-circulating.**

**(4) Audio cassettes**

- a) 1 week loan (exception: items on reserve).
- b) No limit on the number of items borrowed (exception: item on reserve).
- c) Up to 3 renewals are allowed if the item has not been requested.
- d) Phone renewals are not accepted.

**(5) Feature film videotapes/DVD----** Library use only. Restricted by copyright law to use by students enrolled in a class requiring the viewing of the movie. Faculty may check feature films out for classroom use.

**(6) Other audiovisual items**

- a) Library use only.
- b) Faculty may check these items out for classroom use.

**(7) University catalog---**Library use only.

**(8) CD-ROM databases--**Library use only.

**(9) Reserve Items**

- a) Individual instructors may assign the loan period appropriate for class needs.
- b) Common loan periods are 2 hour, 1 day, and 1 week.
- c) Instructors may place limits on the number of items borrowed for a particular class.
- d) Library use only may be specified.

**(10) Headphones**

- a) 1 week loan.

- b) Renewals are possible if there is no waiting list.
- c) Phone renewals are not accepted.

### **3) Overdue Library Materials**

VACU employees with overdue materials will be sent notices via campus mail. Employees will not be charged overdue fines unless the borrowed material is needed for a specific class or is recalled for use by another patron. Employees not responding to overdue notices may be sent a replacement bill.

Students and town patrons keeping materials beyond the due date will be mailed notices about the delinquency. Charges are forwarded to financial services one week after the borrower is sent a replacement bill.

### **4) Books: general collection**

- a) Notices are sent out 7 days after the due date.
- b) A replacement bill is sent out 7 days later.
- c) There is a 14 days grace period before fines are accrued.
- d) Fine: \$0.25 per day, to a maximum of \$10.00.
- e) Replacement Charge: \$40.00.
- f) Billing Fee: \$10.00.
- g) Processing Fee: \$5.00.
- h) Total replacement bill is \$55.00 per book.
- i) Books returned after the bill is sent to financial services will be credited at \$48.00 each, leaving the \$10.00 overdue fine to be paid.

### **5) Reserve Section**

The library maintains a reserve section for materials which need special loan considerations. Instructors may request library items to be kept in the reserve section for use by a particular class. They may also bring in personal copies to be placed on reserve. Any photocopied materials to be placed on reserve must conform to the copyright law. Materials in the reserve section are accessible through Athena and are available to all library patrons.

### **6) Overdue Reserve Materials**

#### **(1) One and two-hour reserve items**

- a) Overdue notices are sent out 24 hours after the due date.

- b) A replacement bill is sent 7 days later.
- c) Fines are \$1.00 per hour to a maximum \$10.00. There is a one-hour grace period before fines accrue.
- d) Fine:\$10.00.
- e) Replacement Charge:\$15.00.
- f) Billing Fee:\$10.00.
- g) Processing Fee:\$5.00.
- h) Total replacement bill is \$30.00 per item.
- i) Items returned after the bill is sent to financial services will be credited at \$20.00 each, leaving the \$10.00 overdue fine to be paid.
- j) Reserve items recalled are subject to a fine of \$1.00 per hour.

## **(2) One day, two days and one-week reserve items**

- a) Overdue notices are sent out 2 days after the due date.
- b) A replacement bill is sent 7 days later.
- c) Fines are \$1.00 per day to a maximum \$10.00.
- d) There is a one day grace period before fines accrue.
- e) Fine:\$10.00.Replacement Charge:\$15.00.
- f) Billing Fee:\$10.00.
- g) Processing Fee:\$5.00.
- h) Total replacement bill is \$30.00 per item.
- i) Items returned after the bill is sent to financial services will be credited at \$20.00 each, leaving the \$10.00 overdue fine to be paid.

## **7) Video Viewing**

Videotapes, with the exception of the tele-courses and tele-conferences, are restricted to library use only. The library maintains a viewing area with monitors and headsets. Library staff will operate the video players. In the event that all machines are in use, a waiting list will be implemented. At that time individuals needing to view more than one tape will be asked to give up their station to the next person on the list and to rejoin to the queue.

Children and young adults not enrolled in the adult high school program are not allowed to view videotapes or use other media items in the library. The copyright law restricts the use of feature films and broadcast program in educational institutions. Therefore, the following library policies are in effect:

- (1) Feature films may only be viewed in conjunction with class work.
- (2) Non-VACU video tapes cannot be played on library equipment.

(3) Off-air programs must comply with the copyright guidelines. Instructors wishing to put personal video copies on reserve may be asked to provide proof of copyright compliance.

## **8) Collection Development**

The primary purpose of the library is to provide services that support the curriculum and fulfill the information needs of students, faculty, staff, administration and community. The purpose of the libraries program of acquiring resources is to enhance instruction and learning in a manner consistent with the philosophy and curriculum of Virginia Christian University.

## **9) Responsibility for Selection of Materials**

The Executive Committee is legally responsible for all matters relating to the operation of Virginia Christian University;

(1) The responsibility for the selection of materials is delegated to the professionals trained and employed by the university. For the purposes of this statement, the term instructional materials include printed and audiovisual materials but not equipment.

(2) While selection of materials involves many people, the responsibility for coordinating the selection of most library materials and making the recommendation for purchase rests with the professional librarians. Recommendations from students, staff and community are encouraged, accepted and evaluated according to the selection criteria.

(3) Though as a VACU values good Christian materials, still materials shall be chosen to foster respect for minority groups, women, and ethic groups, and shall realistically represent our pluralistic society, along with the roles and lifestyles open to both men and women.

(4) Biased or slanted materials may be provided to meet specific curriculum objectives.

(5) Physical format and appearance of materials shall be suitable for their intended use.

(6) The selection of materials on controversial issues in the Library will be directed toward maintaining a balanced collection representing various views.

(7) The Library recognizes the financial limitations in providing materials to a diverse community such as ours. For this reason, a strong commitment will be made to provide access to collections of other libraries through on-line databases searching and interlibrary loan.

(8) As a general rule the Library will purchase only one copy of an item. Additional copies, up to a total of six, will be purchased when the need can be justified.



(9) Since the major purpose of the Library is to provide curriculum support materials, the purchase of current textbooks will not be a priority. The Library will accept textbooks as donations subject to the regular donation policy.

(10) The Library maintains a reciprocal agreement with other libraries. This allows students and staff of each institution access to the library resources of the other.

(11) The Library provides a film rental/borrowing program for instructors to obtain audiovisual materials which we do not own and do not choose to purchase.

### **10) Gifts of Books or Materials**

Virginia Christian University gladly accepts materials donated to the Library on the following conditions:

(1) The donor gives full title and control of the materials to the Library, with the clear understanding that the Library is not obligated to place or keep any materials on the shelves.

(2) The Library applies the same criteria to donated materials as to the purchased materials.

## **3. Discard and Weeding Policy**

Weeding, or the removal of materials from the Library, should be considered an integral part of the total organized effort to study and build the collection. Excess or duplicate materials which contain inaccurate or outdated information will be considered for withdrawal. Decisions to remove materials may be made in consultation with faculty representatives most directly concerned with their possible future use.

### **1) Why weed?**

(1) Removing obsolete, worn, and inappropriate materials from the library is both desirable and necessary.

(2) Weeding gives the library an attractive appearance. Students take better care of library that appears well kept.

(3) Weeding is essential to collection maintenance. Weeding is not an irresponsible disposal of school property; rather it is a needed service that will enhance the credibility and use of the school library media center.

## **2) Who does the weeding?**

(1) The person who does the best job of weeding is the one who has a thorough understanding of the existing collection, of the school's curriculum, of the various units taught in all classrooms, and of the reading interests and levels of students. The library specialist is this person.

(2) In highly specialized areas where the library media specialist is uncertain about some materials, the classroom instructors should be consulted for their opinions.

## **3) When to weed?**

(1) Weeding every year maintains the quality of the library.

(2) A thorough weeding every two or three years is imperative. If the librarian waits until the collection is so deteriorated that large quantities of materials must be discarded, he or she may be hindered by administrative apprehensions.

(3) Pressures at the beginning and closing of the school year make these difficult times, even though all materials are then on the shelves. An alternate time might be shortly before a teacher begins a unit and when materials are being pulled for use.

(4) Keeping a record of which area was weeded, and when, is necessary.

(5) If the library collection is to be entered in a database for an automated circulation system and/or card catalog, careful weeding is a necessity. Entering items that should be discarded is a misguided use of time.

## **4) How much should be weeded?**

(1) The American Library Association suggests that 5% of the collection be weeded annually.

(2) An average life of a book in the collection is approximately ten years. Many factors affect this estimate of lifespan - political changes, technological advances, heavy use of the volume.

## **5) What should be weeded?**

(1) The out-of-date and incorrect. Areas that deserve careful examination are in science, technology, (five years old) and geography (ten years old). With the information explosion in full

force, a major concern is that new information, constantly appearing in print and other media, speeds the obsolescence of the nonfiction collection, and necessitates more frequent weeding than may have been common in the past.

(2) Encyclopedias copyrighted over five years ago are in question.

(3) Dictionaries that are twelve or fifteen years old will not include the latest meaning or different meaning of words as our language is constantly changing.

(4) Atlases that are ten years old or older will not include the current names of countries. In addition, China has changed the Roman alphabet spelling of all Chinese names and places.

(5) Last year's almanacs may go into circulation for the current year but older yearbooks and almanacs that have been superseded should be removed from the inventory count. However, these may be retained in a storage area for use as a teaching tool in library skills instruction.

(6) The biased, condescending, patronizing, or stereotyped. These materials can foster negative ethnic and cultural attitudes.

(7) The worn out or badly damaged. Look for brittle, yellow, dirty pages, fine print, ragged bindings, poor quality pictures, loose or missing sections. Watch for damaged or incomplete audiovisual materials - scratched, warped records; mangled tape; missing parts; scratched or torn filmstrips; bent, torn or otherwise damaged study prints or posters.

(8) The unpopular, unused, or unneeded. These titles are perhaps the most difficult to discard because, in some cases, it is an admission of a poor selection decision on the part of the library media specialist. Check the collection for more duplicate copies of titles than needed and materials that no longer fit the curriculum or the reading and/or interest level of the students.

(9) If an item has not circulated in over five years, perhaps it should be considered for removal. However, this is not a rule. Many useful items are not frequently circulated.

(10) The mediocre or poor in quality. These include poorly written adult books, with stereotyped characters and plots, popular when few children's books were available; series books of mediocre quality which were popular one or more generations ago; series still read by children today, mediocre in quality and serving no purpose in a school library media center.

(11) Sets of textbooks or supplementary texts do not belong on shelves in the library.

## **6) What items should not be discarded?**

(1) Classics except when a more attractive edition is available or there are too many copies on the shelf.

(2) Local and Virginia history unless it can be replaced with new copies.

(3) School annuals and other publications of this campus.

(4) Materials that are not subject to rapid change - fairy and folk tales, fiction, biography, fine arts and sports (with the exception of rule books), poetry and literature, languages, religion.

## **7) What can be done with the discarded materials?**

(1) Before materials are physically removed from the library media center, marks of ownership should be obliterated, or the materials should be marked "withdrawn."

(2) It is suggested that materials which are definitely worn or inappropriate should be banished to the dumpster immediately. The items that are shabby but still useful may be retained in the classroom if teachers want them.

## **4. Confidentiality and Privacy**

(1) VACU Library will protect the essential confidential information which exists between the library user and the library.

(2) VACU Library will protect the confidentiality on the following information:

- a. Circulation records.
- b. Registration records.
- c. Reserve records.
- d. Materials request records.
- e. Reference search records.

(3) VACU Library will not reveal to any outside source any information from these records which may lead to individual identification, except:

- a. When compelled by legal authority such as a subpoena.
- b. When authorized in writing by the individual concerned.
- c. When performing a loan transaction with another library on behalf of the individual concerned.

(4) VACU Library will follow University policy with respect to the confidentiality of class registration records.

(5) Nothing in this policy shall restrict the rights of VACU to use these records in accordance with its own lawful policies and procedures.

## 5. Copyright of Library

Copyright Law stimulates the development of creative works by protecting rights to that work, including the right to receive financial remuneration from the reproduction and distribution of that work. In general Copyright Law protects literary works, musical works, dramatic works, choreographic works, artistic works, audiovisual works, sound recordings, and software. Copyright Law gives the copyright owner the exclusive right to reproduce, distribute, modify, and publicly display the works.

Use of copyright materials by educators is governed by the statute itself, and by guidelines that have been developed to interpret the Fair Use exception that is set forth in the statute. The provisions for Library copying are found in Section 108 of the Copyright Law.

(1) There cannot be any material advantage resulting from making a copy and the copy must bear the notice that the materials copied have been copyrighted.

(2) It is possible to reproduce a copy of a published work for the purpose of replacement of material that is damaged, deteriorating, lost or stolen if it has been owned by the Library and after a reasonable effort has been made to obtain a duplicate copy if a replacement copy cannot be obtained at a fair price.

(3) Copies can be made from items in a library for a user at their request if not more than one article, or other parts of a copyrighted collection, periodical, or recording is involved provided that the copy becomes the property of the user and the copy will not be used for any purpose other than private study, scholarship or research.

(4) The library must prominently display, at the place where orders for copies are taken or copies are made, a warning of copyright infringement and that the use of the items copied must be only the use indicated above.

(5) There shall be no liability for copyright infringement upon the institution or its employees for unsupervised use of various types of reproductive equipment located in its premises, provided that such equipment displays a notice that making such a copy shall be subject to copyright law.

(6) The person making the copy for their use has the liability for determining whether or not use of the copy fits the criteria for Fair Use as described in Section 107 of the Copyright Law.

(7) The law specifically states that permission given in Section 108 does not include any musical work, pictorial, graphic or sculptural work, motion pictures or other audiovisual works.

## 6. Electronic Databases Searching

Library of Virginia Christian University provides access to many electronic databases as part of its reference services. This policy is intended to provide the fairest and broadest access to these services for our patrons, consistent with efficient use of the resource.

(1) VACU Library undertakes to make databases searching freely and equally available to all VACU Library students, staff, and faculty.

(2) Electronic database searching is free of charge to VACU students, staff and faculty.

(3) Any search, for which VACU Library incurs a database searching, shall be performed by designated staff only. Searches which are free or which incur a minimal charge may be performed by the patron.

(4) VACU Library may, at the discretion of the Library Director, perform database searching for outside organization, business, and individuals. These patrons must be resident or based in the VACU service area. VACU Library reserves the right to regulate database searching to ensure efficient and economical use of the resource, consistent with the best possible service to students, staff, and faculty.

## 7. Environment of Library

### 1) Facilities.

(1) **Furniture:** working within the scope of current budgetary guidelines, the Library will provide tables or carrels and chairs for individual and group study. Some soft or lounge seating will be provided. Tables and carrels modified for wheelchair access will be readily available.

(2) **Lighting:** library staff will monitor lighting levels in the Library and make recommendations to the campus facilities department as needed.

(3) **Sound:** recognizing the importance of quiet in an academic library setting, the Library staff will:

- a) Be mindful of noise levels in staff work areas.
- b) Monitor and advise noisy patrons of the importance of quiet.
- c) Be authorized to ask disruptive patrons (those who have received one warning) to leave the Library.

**(4) Food/Beverages:** food and beverages are not allowed in public areas of the Library of VACU. Staff members wishing to eat or drink within the Library may do so in private offices or in non-public areas.

**(5) Keys:** in recognition of the fiduciary position that the library holds within the institution, access to keys to the Library doors and elevator will be restricted. Non-library personnel (any person without a work space within the Library) wishing to have key access must apply to the Library Director and supply proof of physical limitation.

## **2) People**

**(1)** The Library of VACU is available for use by all registered students and staff of the VACU. Adult community residents may use the library at any time and may obtain borrowing privileges by obtaining/purchasing a Visitor Patron Library Card. Infants and young children must be in the constant care of a parent or guardian and are expected to be quiet at all times. Library staff may ask the adult caring for a noisy child to remove him/her from the Library. In the event that a child is left unattended in the Library and becomes disruptive, Library staff may contact VACU Security to locate the parent or guardian. He/she will be advised to find alternate daycare. Patrons using the Library are expected to adhere to the

**(2)** Code of Conduct and behave in a socially responsible manner. In the event someone becomes disruptive or creates a problem in another way, Library staff is authorized to call VACU Security for assistance. In a non-emergency situation, the person closest to the phone is authorized to call.

## **8. Regular Meeting**

### **1) Purpose of Meeting**

It shall be the policy of VACU Library to hold regular, scheduled staff meeting. The purpose of staff meetings shall be to:

- (1) Share any information, news, projects and ideas affecting the Library and its staff.
- (2) Improve the flow of communication within the Library, and with the larger college community.
- (3) Assist in the process of shared decision-making within the library.

## **2) Monthly Staff Meeting**

The Library will hold full staff meetings at least once per month, at a time to be arranged at the start of each academic year. All staff is expected to attend. Regular scheduled librarians' meetings will also be held.

(1) Staff meetings will be chaired by the librarian. The duties of the chair will be to:

- a) Take overall responsibility for the organization and running of the meeting.
- b) Solicit items for an agenda and distribute the agenda.
- c) Arrange for minutes and distribute to all Library staff.
- d) When necessary, cancel or postpone the meeting and notify all Library staff.

(2) Minutes or notes will be taken for all staff and librarians meetings, and distributed promptly to all staff. Minutes and notes should reflect all decisions made at the meeting, except for confidential personnel issues.

## **3) Sub-group Meetings**

Separate meetings (open to all staff) will be held as needed for sub-groups of Library staff, such as Cataloging and Circulation.

# **9. Periodicals**

**1) Provision-** Periodicals and **newspapers** are purchased or accepted as gifts for one or more of the following reasons:

(1) To keep the Library collection current with information on subjects needed to support VACU's curriculum.

(2) To provide material not currently available in books or other resources.

(3) To provide for the research and information needs of students, faculty, staff and administration.

## **2) Selection Criteria**



(1) Individual titles are selected on the basis of student and staff recommendation according to the following criteria:

- a. accuracy of content.
- b. Accessibility of content through indexes.
- c. Demand.
- d. Representation of a point of view or subject needed in the collection.
- e. Relevance.
- f. Reliability.
- g. Use or potential use.
- h. Format.
- i. Chronological coverage.
- j. Cost of the subscription

(2) Newspapers are purchased to give local, metropolitan, national and international coverage and to represent community or interest group viewpoints. Subscription cancellations will be based on the same criteria.

(3) VACU Library maintains approximately 46 subscriptions. When a decision to subscribe is made, the format (paper, microfiche, or both) will also be determined. At the same time, the retention policy may be reviewed to determine if a title should be an exception to the general retention policy.

(4) When a request to subscribe to a periodical is reviewed, the requester shall fill out an appropriate request form (faculty or general). The forms will be available in the Acquisitions/Serials Department or at the Reference Desk.

(5) Decisions on periodical subscriptions may be made by the Library Committee in consultation with faculty in special fields. New requests from the faculty may also be authorized by the Committee if they fulfill selection criteria and if funding is available.

(6) If a title is ordered, the requester will be notified by the library staff when the first issue arrives and is ready for circulation.

### **3) Format**

The format of a periodical subscription may be either paper or microform or both. Format will be determined when the subscription is first authorized but is subject to review by members of the Library Committee whenever appropriate. If both current and long-term use of a periodical is important, both paper and microfilm may be secured if funding permits.

Decisions on format may be influenced by use or potential use of a title. Titles which are expected to have research value but may not be in high demand may be purchased in microfilm only. Titles which have immediate value, but little historical value may be purchased in paper only. On occasion, format may be dependent on which format is less expensive.

#### **4) Retention Policy**

(1) The basic period for retention of periodicals in paper format is five years. Retention means that a full year of issues is maintained indefinitely. Exceptions to this policy may be implemented depending on usage or other appropriate considerations.

(2) Periodicals for which there is no microfilm backup may be retained for periods of time other than the basic retention period.

(3) Newspapers in paper format will be discarded after two months. Discarding shall take place once a year in December: Any discarding of periodicals will be done by the Library Staff to ensure the maintenance of accurate records of holdings.

(4) A detailed list of all titles and the number of years retained shall be kept.

#### **5) Donations and Free Subscriptions**

(1) Decisions regarding donated or free subscriptions will be considered using the same criteria used for paid subscriptions.

(2) Any donation will become the property of the University and will be incorporated into the collection or be subject to appropriate disposal. If periodicals covering a span of years are donated, they may or may not be beneficial to the periodical collection and thus may be discarded, given away or diplomatically refused.

(3) Donations for tax purposes must be made through the VACU's Foundation and the donor is responsible for determining the value. The donor is completely responsible for determining the value of or having the value determined for a donation. All letters of acknowledgement for donations shall be made by the Librarian of VACU.

#### **6) Periodical Services**

The Serials Department will provide to faculty a copy of the tables of contents for periodical titles which support the classes they teach. The Library staff or assistant may be contacted for this service.

## **10. Reference**

### **1) Goals of the Reference Services**

(1) Assist students, staff and public patrons in accomplishing their goals and objectives by providing comprehensive reference service. We will:

- a. Answer information requests accurately and promptly.
- b. Utilize outside resources as appropriate.
- c. Staff the reference desk with a professional librarian during the major hours of operation.

(2) Maintain a high level of communication between the Library and other departments. We will:

- a. Keep faculty and staff informed of current Library developments.
- b. Encourage student use of Library resources.
- c. Provide individual references counseling upon request.

(3) Ensure that all students and staff are confident in their use of the Library. We will:

- a. Provide class tours.
- b. Assist with class library assignments.
- c. Provide bibliographic instruction on new library technologies and reference resources.

(4) Provide and maintain accurate, relevant, and timely reference collection that fulfills the needs of the VACU community.

(5) Provide and maintain an atmosphere conducive to promote the transfer of information.

(6) Insure easy access to the reference staff.

(7) Maintain a professional, highly trained reference staff.

(8) Provide state-of-the-art library reference technologies.

### **2) Reference Loan**

Library materials classified as Reference do not circulate outside the Library. Individual exceptions may be made by the librarians on a case-by-case basis. If an exception is made, the item is usually allowed out on an overnight, or shorter, loan. These transactions are processed at

the Reference Desk by the librarian on duty. In the event that a librarian is not available, other Library staff may allow a patron up to ten free photocopies in lieu of authorizing a loan.

Some reference books are never allowed to circulate. This list includes, but is not limited to, the following:

*Any encyclopedia volume*  
*The Oxford English Dictionary*  
*The Statistical Abstract*  
*Anchor Bible Dictionary*  
*Interpreters Bible Dictionary*

## **11. Relationships with other Libraries**

### **1) Reciprocal Agreements**

The Library will negotiate mutually agreeable reciprocity with area libraries to provide greater access for students and staff. These agreements will document any special requirements, regulations, conditions or exclusion on behalf of each participating library. They will be signed by the person at each institution authorized to enter into such agreements and be subject to periodic review and revision.

### **2) Interlibrary Loan**

Interlibrary loan service is essential to the vitality of libraries of all types and sizes as a means of greatly expanding the range of materials available to users. Lending between libraries is in the public interest and should be encouraged. The library realizes that VACU serves as an adjunct to, not a substitute for, collection development. When in-house resources are exhausted, requests to outside libraries will be generated in compliance with the National Interlibrary Loan Code, 1980.

## **12. Safety of Library**

The Virginia Christian University is committed to a safety and health program designed to protect its employee in the work place and prevent injury and loss due to recognized hazards. All members of the VACU community share responsibility for the success of this program and for their own personal safety on the job.

### **1) Employers Responsibilities--Managers are expected to:**

- (1) Properly train and supervise employees to perform their work safely.
- (2) Properly train and supervise employees in the safe operation of all tools and equipment assigned to them and ensure that the proper equipment for the work is provided.
- (3) Provide required protective equipment.
- (4) Require employees to work safely according to the safety rules and guidelines that have been explained to them.
- (5) Investigate accidents involving departmental staff and take correctives action, as necessary.
- (6) Identify and eliminate hazardous working conditions.
- (7) Keep fully informed about changes in national, state and local health and safety standards affecting department staff.
- (8) Cooperate with the Safety Committee in performing its designated tasks.

### **2) Employees responsibilities--Employees are expected to:**

- (1) Work and operate equipment and tools in a safe manner.
- (2) Report accidents immediately to their supervisors.
- (3) Report hazardous working conditions and equipment to their supervisors immediately.

## **13. Teaching and Instruction**

The objective of VACU is to prepare individuals to make effective, productive, lifelong use of information resources and information systems. Library instruction at VACU provides library orientation and instruction to enable users of the Library to effectively utilize its resources and services. It is accomplished by the appropriate librarians in the following ways:

- (1) Library orientation tours and instruction sessions to groups who wish to schedule visits to the Library.
- (2) Instruction in CD-ROM and online searching by appointment, workshop, and mini-courses.
- (3) Course-related instruction and preparation of bibliographies and library-related assignments.
- (4) A three-credit self-paced use of the Library resources and services.
- (5) Printed instructional materials, for example, guides and handouts that aid users in accessing library resources and services.

(6) Evaluation and continual revision of the library instruction program as library resources and services change and as VACU programs and users change. The librarians will keep instruction methods fresh and interesting.

## **14. Special Policies**

### **1) Physical Facility**

The physical facility of the Library shall contain adequate space for housing its resources. Administration of those resources by staff must be accompanied by comfortable quarters and furnishings for utilization by patrons. Provisions shall be made for two (2) years of anticipated growth. Seating capacity shall be provided for a minimum of twenty (20) percent of the full-time equivalent student body and ten (10) percent of the full-time equivalent faculty and research staff.

### **2) Holdings and Collections**

The Library's holdings and collections shall be owned by the Virginia Christian University and shall be adequate to meet the educational, inspirational and recreational purposes of the institution. This includes audio-visual and print materials in addition to internet access. They shall reflect the objectives of the VACU and the educational programs provided to the students. They shall be frequently tested against recent bibliographies and other standard guidelines.

### **3) Library Hours**

The hours of access to the educational materials on the shelves, to the study facilities of the Library, and to the Library staff shall be consistent with reasonable demand, both during the normal study week and during vacation periods.

### **4) Use of Library Resources**

The use of the VACU Library's resources is a privilege extended only to persons associated with the VACU. This includes registered students, faculty and staff of the VACU, in addition to Alumni members of VACU.

### **5) Lending Procedures**

The Library shall publish Lending procedures to allow fair access to the educational materials housed at its facility. The Lending procedures shall include, but are not limited, to the following:

#### **(1) Check-out procedures**

- a. One (1) week check-out time for educational materials time during a semester.

- b. Two (2) weeks check-out time for educational materials time during break periods.
- c. Limitation to ten (10) educational items for each check-out request.
- d. Items with no check-out privileges: Reference textbooks, Audio-visual materials and any other designated items.

### **(2) Renewal Time (Periods)**

- a. One-week renewal period per check-out allowed
- b. Maximum three (3) consecutive renewals allowed, unless a recall notice was provided

### **(3) Overdue Fine**

- a. An overdue fine of fifty (50) cents per day, per item checked-out will be charged for all library materials checked-out by students, faculty and staff if not returned by that due date.
- b. Unpaid Overdue Fine(s) shall be reported to the Director of Finance for entry in the student's account.
- c. Individuals with repeated and unpaid Overdue Fines (more than three) shall be denied further check-out privileges.

### **(4) Loss and Replacement Fee**

- a. In case of a loss of an educational item borrowed from the Library of VACU, the borrower is subject to a Replacement Fee comparable to the costs of replacing the lost item, inclusive of shipping costs and appropriate sales tax.
- b. If a borrowed educational item is severely damaged upon its return to the library the Librarian may impose the borrower with a Replacement Fee, as indicated above.

## **6) Foods and Drinks in the Library**

Food and drink (including water) will not be allowed in the VACU's Library. The Librarian or library staff may request a patron to leave the Library if he/she notices any foods or drinks used by the involved patron.

## **7) Donation s to the Libraty**

Library of VACU may accept donations from alumni members and friends of the VACU using the following criteria:

- (1) The donated item cannot be older than 15 years, unless the item is considered a collective or archive item.
- (2) The VACU has the right to discard the item after the donation has been made.

(3) The VACU will acknowledge the donation by placing a label on the donation and will provide the donor with a written acknowledgment sent by the Librarian.

(4) All appropriate donations shall be recorded in the Librarian's monthly report, which will be catalogued, shelved, or stored.



# **Chapter 4. Personal Policies**

## **1. Personal Policies of Library**

### **1) Library Governance**

(1) Shall be the decision-making style of the Library staff to use shared governance. Shared governance in the Library will be construed to mean that anyone involved in a decision will be consulted before the decision is made, if at all possible. When consensus decision making is employed, as it will be to set Library policy, consensus will be construed to mean that all present for the decision will be able to accept the decision made and will agree to support it.

(2) The Library will have the assistance of a lead librarian who will coordinate the daily activities of the Library.

### **2) Work Policies**

(1) Library will staff all positions in the Library with fully qualified people, unless that is not possible. Cross training will be encouraged, but it will be the first priority of the Library to staff itself with qualified persons.

(2) Library staff will be encouraged to participate in professional development activities. Library travel funds will be distributed as equally as possible. Whenever possible, it will be the policy of the Library to send at least one staff member to at least one national or regional conference per year.

### **3) Work expectations**

(1) It will be the policy of the Library staff to adopt a customer first attitude. For this reason, we will endeavor to make our patrons welcome, and to serve them promptly, efficiently, and with the highest quality.

(2) It will be policy of the Library to strive to keep the confidential nature of inter-staff conflict between only those persons affected. Library conflict which occurs among staff will be addressed as openly and directly as possible.

(3) It will be the pledge of the staff to strive to address concern about a staff member's performance, attitude, or behavior first to the person concerned, and then to the supervisor.

(4) It will be the policy of the Library to provide an orientation program for every new staff member. This orientation will consist of a tour, introductions, and the assignment of a member who will act as advisor for a three-month period.

(5) It will be the policy of the Library to try to provide a personal working space for every regular staff member. This space will be the private space of the staff member. College equipment provided for the space will be designated for the staff member. However, such equipment and space may be used by other staff members when the need arises. In such a case, arrangements will be made with the staff member ahead of time.

(6) No department member will be expected to pay out his/her own funds to reimburse students for personal use of copiers or other equipment.

## **2. Library Staff**

### **1) Librarian / Library Media Specialist**

Librarian(s) in the Virginia Christian University manages, plans, organizes, and coordinates the entire library program. The Librarian is both an instructional and administrative leader on our campus. The Librarians roles are instrumental to the staff and students at our schools.

#### **Education / Certification:**

- a) Bachelor's Degree
- b) Learning Resources Specialist Preferred.
- c) Certificate or Endorsement.
- d) Master's Degree in Library Science.

### **2) Major Responsibilities / Duties:**

#### **(1) Physical Maintenance;**

- a) Prepare and maintain budget according to school financial policies.
- b) Maintain shelf order.
- c) Set up a system for teacher/student request of materials.
- d) Provide orientation for new students regarding policies, procedures and physical environment of the library facilities.
- e) Provide orientation for students in the use of computer technology, search strategies, reference materials, etc.
- f) Maintain a consideration file for the purchasing of books, AV, computer software, and any other expenditure for the library

#### **(2) Personnel and Policy Maintenance.**

- a) Plan and direct the work of library aides and volunteers.
- b) Process and organize books according to library policies of ABHE.
- c) Handle minor repair of equipment and schedule major repairs with local vendors (Often librarians are responsible for physically conveying equipment to and from vendors.)
- d) Purchase equipment as needed such as overhead projectors, TV carts, TVs, VCRs, tape recorders, headphones, camcorders, tripods, CD players, etc.
- e) Handle lost, overdue, and damaged items.
- f) Arrange for damaged items to go to the bindery.

g) Manage disciplinary concerns as they arise.

**(3) Library Promotion.**

a) Motivate students to read by providing incentives such as reading displays, author/storyteller visits, book talks, reader theater, etc.

b) Organize and coordinate book fairs and other fund raisers.

c) Preview books and materials.

d) Prepare exhibits, displays, and bulletin boards that encourage reading and library usage.

**(4) Curricular Activities.**

a) Cooperate with instructors in planning units of instruction.

b) Work with instructors to schedule class time in the library.

c) Work with instructors, staff and students to determine library resource needs.

d) Assist library patrons with book selection.

e) Provide staff development for faculty and staff as the need arises (ex. copyright law, use of computers and equipment).

f) Serve on various campuses and /or district committees.

g) Communicate with campus and district administrators, fellow librarians, professors, volunteers, secretaries, custodians, students, etc.

**(5) Inter-library Activities.**

a) Meet with fellow librarians to coordinate professional services.

b) Participate in professional development by attending workshops and conferences.

c) Work cooperatively with the public library to promote special events and publicity concerning libraries.

**(6) Equipment.**

a) Purchase and inventory bulbs, batteries, cartridges, safety straps, blank video tapes, CD & DVD disks, equipment supplies, etc.

b) Schedule the use of equipment and AV materials.

**(7) Books**

a) Develop and maintain a balanced collection based on user needs and curriculum.

b) Select and purchase library books which support and enrich the curriculum and meet student needs and interests.

c) Weed collection according to district policy.

**(8) Technology**

a) Develop a plan for the operation of library computer systems (Reports, Cataloging, Circulation, System setup, etc.).

- b) Provide instruction for on-line research (World Book, Britannica, etc.).
- c) Provide instruction for researching using the Big Six model

### **3) Library Assistant / Aide / Clerk:**

- (1) Schedule usage of equipment and AV materials.
- (2) Schedule time for classes in the library.
- (3) Provide orientation for new students on the policies, procedures, and organization of the room.
- (4) Assist faculty and students in using equipment and technology in the library.
- (5) Shelve books/read shelves.
- (6) Circulation tasks.
- (7) Assist with book fairs and fund raisers.
- (8) Assist in inventory process.
- (9) Assist in weeding process.
- (10) Generate reports, forms, notices, and general correspondence.
- (11) Keep copy machine, laser printer and equipment in working order.
- (12) Monitor overdue books and prepare fines if given. Confer with students regarding overdue books and fines.
- (13) Prepare special holiday displays.
- (14) Assist in book processing.
- (15) Process periodicals.
- (16) Circulate periodicals.

### **4) Student Aide / Assistant**

- (1) Circulation duties.
- (2) Shelve books.
- (3) Straighten books and read shelves.
- (4) Straighten furniture.
- (5) Run errands as needed.
- (6) Answer phone, take messages (secondary students).
- (7) Assist students in finding books.
- (8) Greet authors and special visitors

### **5) Volunteers**

- (1) Check shelves.
- (2) Shelve books.
- (3) File.
- (4) Prepare overdue notices.
- (5) Check books in and out.

- (6) Work with book reserve system.
- (7) Assist with special projects as directed by the librarian (i.e. book fairs, authors, cleaning of equipment, birthday book club, preparing showcases and bulletin boards).
- (8) Process new books and periodicals.
- (9) Assist with computer work as needed.
- (10) Work under direction of a member of professional staff in accordance with school policies and procedures.

### **3. Job Description of the Librarian**

The Librarian shall report to the Director of Administration and in the absence of the President. The Librarian shall be responsible for:

- (1) Enforcing library Policies and Procedures as published in the VACU Policy and Regulation Manual.
- (2) Supervising the library and library staff.
- (3) Maintaining and cataloguing the current inventory of books, textbooks, instructional equipment and materials housed in the library.
- (4) Maintaining and revising a growth plan for the library's acquisition of holdings and materials
- (5) Preparing purchase orders and processing of all library purchases.
- (6) Advising the faculty of new textbooks or books purchased by the Library.
- (7) Working with the faculty members and students regarding new purchases.
- (8) Answering all inquiries related to instructional materials and library holdings, to include journals.
- (9) Preparing a monthly report to show the statistics of the library, including attendance and use of Library holdings.
- (10) Assist the students in the operation of computer stations and Internet searches.
- (11) Attending all the Executive Council meetings.
- (12) Repairing all the educational equipment, if in need of repair.
- (13) Meeting with the Academic Dean to discuss the needs of the Library.
- (14) Performing an annual Self-Evaluation Report (SER).
- (15) Perform any duties as requested by the administration.

### **4. Library Committee**

The program ensures the availability of learning resources and services of appropriate form, range, depth, and currency to support the programmatic offerings and meet student needs.

### **1) Essential Elements of Library**

- (1) **Faculty** involvement with the library staff in the analysis of resource adequacy, the selection of resource materials, and the establishment of library policy.
- (2) Library staff participation in curricular planning.
- (3) The availability of reference services and other means of support to help users find needed information.
- (4) Evaluation of learning resource utilization by the learning community.
- (5) Sufficient funding, staff and practices to procure and maintain needed library resources and services

### **2) Library and Other Learning Resources.**

Administrative handbook of library policies and procedures, student library orientation guide, library budget/expenditures, library committee minutes, register of periodicals and journals, register of available indices, shelf list, circulation statistics, agreements with other libraries, librarian's annual report, analysis of collection by discipline, enrollment, age of material (based on copyright dates), technology, online indices, and usage. Library manual policies and procedures.

### **3) Development of Library Services**

- (1) Library personnel qualifications and job descriptions.
- (2) Librarian's annual report.
- (3) Internal report(s) comparing collect strengths and programs offered .
- (4) Financial records regarding library expenditures including percent E and G budget.
- (5) All faculty personnel records including resumes or vitae, transcripts, and any written .
- (6) Justification in the record for faculty teaching without requisite graduate studies in the area in which he/she instructs (*These should be available only in the on campus work room*)

## **5. Technology Use Policy**

### **1) Technology Purpose Statement**

Virginia Christian University believes that technology is an integral part of advancing the mission of the University and can be used in our educational environment with sound ethical practices by all because the Bible is the cornerstone for all VACU undertakes. The Digital Age means no less than the need for an institutional policy to manage and grow our institutional technology resources that are rapidly evolving on daily basis. As a result, technology has become

a pervasive and intricate part of everyday life including ministry outreach and biblical higher education.

VACU has provided all members of its campus learning community with modern technology resources as it focuses on transforming students into competent servant leaders. This technology opens doors to opportunities for learning and utilizing up-to-date skills applicable to the Digital Age. Access to a contemporary, reliable and secure network infra structure has been established hereat VACU. Virginia Christian University provides connections to electronic information in a variety of formats in order to assist community members with employment responsibilities, personal and professional development, and educational outcomes. While allowing our academic community access to these shared resources we must also strive to ensure that the privacy and right so fall faculty, staff and students are protected and that local, state and federal laws are obeyed. The purpose of this document is to provide basic guidelines for safe, considerate, ethical and legal use of Virginia Christian University's technology resources. This document layouts school wide policies for the appropriate use of VACU computing and network resources. Issues not specifically addressed by this document but deemed an inappropriate use of school resources will be considered on an individual case-by-case basis.

## **2) Use of Technology Resources**

Technological learning resources are an integral part of the educational process contributing to measurable outcomes appropriate for the school's mission statement. Faculty, Staff and Students are granted access to use Southern Bible Institute owned equipment and resources within the policies and procedures established in this policy document. This access is a privilege intended to benefit all VACU students' not just particular individuals. As a result, it is imperative that all VACU computer users understand that this access also brings certain responsibilities and possible liabilities. Understanding these responsibilities and liabilities is essential to the successful utilization of available system resources.

Understanding of responsibilities is also demonstrated in the appropriate use of technology resources for example adhering to policies regarding other system users, confidential data, ownership of data and compliance with system security boundaries. Virginia Christian University is not responsible for the unacceptable, unethical or illegal use of its computer systems or network resources by individuals. All individuals desiring access to VACU's technology resources must signed this *VACU Technology Use Policy*. By signing this agreement individuals acknowledge that they understand and are personally responsible for following VACU's policies and procedures for technology use.

Virginia Christian University reserves the right to limit, restrict, or deny computing resources for those who violate school policies, procedures, local, state or federal laws. Misuse or

violation of VACU's technology environment will be judged in accordance with those published policies and rules of conduct included in the Student Handbook, Faculty & Staff Handbook, and General Catalog. In cases of illegal activity utilizing campus technology resources VACU will enforce its own disciplinary processes and also cooperate with appropriate authorities outside of the immediate institutional community.

### **3) Campus Technology Resources**

#### **(1) VACUASM Portal**

VACUASM Portal is an information management system that serves as the technology hub for all student, faculty, development, and education activities. The functionality of VACUASM Portal allows students to better plan academic choices and monitor their academic program completion progress, manage their student account, pay tuition/fees online, send/receive correspondence to/from faculty/staff, real-time access to available information for completing course requirements and participation in course dialog among peers delivered by synchronous technology.

#### **(2) Computer Lab**

State of the library computers with Microsoft Office Suite, other software and internet connections are available to Virginia Christian University students. The lab is open from 9am-2pm and from 4pm – 6:45pm Monday-Thursday unless a class or other activity is scheduled. Students are not allowed in the Lab when there is a scheduled class. Lab computers are provided to allow students a central location to study, research, write and print school assignments. Teachers should utilize the faculty lounge computer or their own devices to access student information, not lab computers.

Faculty members can schedule technical classes in the lab when needed. LCDTV's, laptops and projectors are also available to faculty members for classroom use. These resources are scheduled and distributed on a first come first serve basis. Students are expected to behave in a professional manner in the computer lab. Noise should be kept to a minimum, silence phone ringers, step outside the lab to take calls and listen to music with headphones. Food and drinks are not allowed in the lab. A lab printer is also available for students. Library Assistants will supply students with paper to print class related material or students can bring their own paper. Please help maintain the lab by making sure your work area is clean before you leave, using the trashcan and ensuring equipment and furniture are properly arranged.

#### **(3) Internet Connection**



Virginia Christian University maintains access to the World Wide Web in order to expand tools available to students for study and research pertaining to school activities. Providing students with access to global, national and local information via a readily available internet connection was one of the key components in VACU's strategic initiative to advance its technological environment. Internet access is provided to student in order to aid in their completion of assigned task and also for student's professional development. Proper use of the internet is critical to maintaining a safe networking environment for all VACU students. Alongside policy and procedure- honesty, integrity and moral values should guide all VACU members in the ethical use of internet. Some basic guidelines for internet use on campus are laid out in other sections of this document. Questions and concerns about internet use should be directed to IT Services.

#### **4) Authorized and Appropriate Use**

(1) Authorized use of VACU-owned technology resources is consistent with the education, research, and service mission of the school, and consistent with this policy. Once this VACU Technology Use Policy is signed by a Faculty, Staff or Student member access is granted authorizing use of VACU technology resources. This includes lab computers, lab printers, software tools, internet connection and VACUASM Portal etc. Passwords required for access are not to be shared with other users. Use of technology resources at VACU shall in no way impose added cost on the school, should not be harmful to the school, should not hinder daily operations or have adverse effects on individual's jobs or educational performance.

(2) Authorized users are: (A) faculty, staff, and students of the university; (B) others whose access furthers the mission of the school and whose usage does not interfere with other users' access to resources. In addition, guest users must be specifically authorized to use a particular computing or network resource by IT Services.

Appropriate use of information technology resources includes instruction; independent study; authorized research; independent research; and official work of the offices by recognized students, campus groups and staff of Virginia Christian University. Acceptable conduct in the use of VACU technology resources must conform to existing school policies, guidelines, and codes of conduct and other applicable laws, such as the Family Educational Rights and Privacy Acts(FERPA), VACU's Technology Use policies and guidelines in addition to existing local, state and federal laws.

#### **5) Unauthorized Use**

(1) Unauthorized use of VACU's technology resources includes but is not limited to: Illegal activities; failure to comply with laws, violations of license agreements and policies

governing network software and hardware use; abuse of shared resources; use of computing resources for unauthorized commercial purposes or personal gain; failure to protect user passwords or use of another user's account; breach of computer security, harmful access, or invasion of privacy; use of computing resources for anonymous or identity masked messages to others; or unauthorized encryption.

(2) User may not install any software on VACU computers without prior written approval from IT Services. Approval is granted at the discretion of VACU and will not be given unless the software has been properly licensed, and installation of software will not create any potential for disruption of school technology resources.

## **6) Personally Owned Technology Resources**

Virginia Christian University has no obligation to repair or replace any personal hardware or peripherals that are damaged, lost, or stolen while on campus or when using school technology resources. Therefore, users bringing their personally owned technology on campus do so at their own risk.

## **7) Confidentiality and Privacy**

(1) Protecting official student, financial and other sensitive data submitted to VACU is one of the school's highest priorities. Authorized access to official school data is one of the measures taken to ensure confidentiality and privacy of electronic data. Security standards and policies are established in order to protect data such as Personally Identifiable Information, transcripts and financial records submitted to Virginia Christian University. Student data is protected by the Federal Family Education Rights and Privacy Act(FERPA) and therefore not shared with other entities without student consent or unless we are legally required to do so in connection with legal proceedings, law enforcement investigations, or state law. Any known or suspected privacy breeches or unauthorized use should be reported immediately to an institutional administrator. All reports will be thoroughly investigated, and appropriate actions taken regarding official school data. However, there is no expectation of privacy, confidentiality or preservation for personal documents and messages to redon school- owned equipment such as lab computers. Computers in the lab are available to all authorized users as a result personal data should not to be left on these computers. User should save their individual classwork, notes and documents etc. to a personally owned storage device. Information placed or stored on a school owned or school provided computer is subject to review by IT Services at any time. Personal data left on lab computers is deleted on a regular basis.

(2) Along with Faculty and Staff, Students can help safeguard their confidential information by never sharing their “VACU ASM Portal” password with anyone. If you have problems with your password or your password may have been compromised contact IT Director immediately for assistance. Another way students can help protect their data is to ensure that they sign out of and close all programs accessed before exiting the computer lab. Failure to exit programs may result in personal information being viewed by someone else using the same computer.

## **8) Technology Policy Standards**

Use of VACU’s network and computers is predicated upon compliance with this and other school policies and all applicable laws. The following is not meant to be exhaustive, but a general guideline to help user stay within the boundaries of appropriate use and avoid inappropriate technology resource use while using VACU’s network and computers. Areas not specifically mentioned here will be addressed on a case by case basis.

- (1) Actively protect your “VACU ASM Portal” information by not sharing your password with anyone; you are accountable for all actions taken with your username
- (2) All confidential information must be stored on a secured device, loss or theft of such devices must be reported immediately
- (3) Do not attempt to access information or secure content you are not authorized to access or circumvent system policies and/or permissions
- (4) Attempting to circumvent or subvert any VACU system security measures is prohibited
- (5) Obtain explicit written permission before viewing, copying, altering or destroying data files that belong to someone else
- (6) Do not represent yourself as another user electronically
- (7) Do not harass, threaten or bully others electronically
- (8) Do not create, send or participate in the forwarding of chain letters, unsolicited advertising, virus creation or propagation
- (9) Do not post or email extremist, obscene or in appropriate material
- (10) Honor and abide by copyright and trademark laws by not copying, reproducing or distributing text, photos, video, graphics, designs, music or other information formats that you did not create or do not own, copyright violations are subject to civil and criminal penalties and/or disciplinary action by the school
- (11) Documents created electronically must give due credit to authors and creators in order to comply with plagiarism policies and academic integrity

(12) Do not use VACU resources to make, distribute, share or use unauthorized copies of licensed software, respect the rights of other users by complying with laws, license agreements, and contracts

(13) For licensing and security reasons personal software may not be installed on VACU labcomputers

(14) Do not perform unauthorized testing of system or system resources, introduce viruses or intentionally attempt system crashes

(15) Faculty members should utilize the faculty lounge computer or their own device to access student information

(16) Office Support Services maintains the computer network and lab computer, do not attempt to repair equipment yourself, if there is a problem such as an error message, a website offer, a strange e-mail, a hardware malfunction, etc... report the issue to IT Services

(17) Do not run software or configure software/hardware allowing unauthorized users to access the system

(18) Do not attach unauthorized or remote devices to VACU network

(19) Do not uninstall VACU software or remove hardware from VACU computers

(20) Do not download and install software from the internet, if as it automatically installs software, notify Office Support Services as soon as possible

(21) VACU's network and computers are not to be used for illegal activities, personal financial gain, gambling or commercial advertising.

(22) VACU's technology is not to be used for disrupting services, damaging files, intentionally damaging or destroying equipment, software or data belonging to VACU or other users;

(23) VACU's technology is not to be used in violating any VACU policy or any local, state or federal law.

(24) When attaching personal computers and mobile devices to VACU's network, user are responsible for making sure these devices are properly updated with security patches and current virus protecting

(25) Report improper use of computer sources such as breaches of computer security, unauthorized access, exposed passwords or stolen confidential information. Policy guidelines and documentation are continually being reviewed and update in order to stay current with technological advancements. If user have questions, concerns or doubts about the permissibility of their actions involving technology resources, these concerns should be directed to Office Support Services. Users bear the responsibility of clarifying the permissibility of their actions before the act.

## **9) Consequences of Technology Policy Standards Violations**

(1) All faculty, staff students and other using VACU Technology resources are expected to be responsible for their own behavior on the computer systems provided, including the internet. We ask that all user become vigilant law are that their actions represent and reflect upon the entire VACU community. Actions, words, thoughts and deeds carried out using VACU technology resources must remain within the boundaries of these policies and safeguards as we strive to equipment and women to become competent servant leaders with a bible centered worldview.

(2) Violations or misuse of VACU's information-technology environment will be judge in accordance with these published policies and guidelines and those policies included in, but not limited to the VACU Student Handbook and VACU Catalog. Consequences for technology standards policy violation vary depending on the misconduct. Particularly damaging violations such as viewing inappropriate websites or security violations will result in immediate restrictions. Other violations may result in a verbal or written warning.

### **10) General Process for Technology Policy Violations**

**Level 1 (minor infraction(s))** – Verbal or written warning

**Level 2 (repeat offense(s))** –restriction to instructor supervised computer use while on campus or suspension fall computer privileges for a specified time

**Level 3 (unethical or criminal)** – to be handled by Student Committee or legal authorities as appropriate; Disciplinary Probation, Suspension, and Dismissal or criminal charges

Pursuant to VACU'S effort to provide a learning environment that is conducive to achieving our stated mission Virginia Christian University makes technology resources available to authorized users. However, there is no implied or guaranteed expectation of availability of these resources. Access to these resources is a privilege, not a right. Authorization to use these resources is granted with restrictions and responsibilities for their proper use. Virginia Christian University reserves the right to restrict or deny access to its technology resources as it deems appropriate. Misuse of VACU technology resources can result in restricted privileges, disciplinary action or criminal charges. All activities engaged in using VACU technology resources must comply with VACU policies, local, state and federal laws.

**I have read through this agreement and will adhere to the policies and guidelines outlined in this document.**

Print Name:\_\_\_\_\_

Signed:\_\_\_\_\_

Date:\_\_\_\_\_

## **Chapter 5. Emergency And Crisis Procedures**

### **1. Trespass**

(1) Any individual refusing to leave an area as directed by an authorized faculty or staff member is responsible of trespass.

(2) Any individual refusing to leave a residence hall room as directed by the occupant(s) of that room is responsible of trespass.

(3) Any unauthorized individual entering or attempting to enter university property which has been closed, locked and/or posted shall be responsible of trespass.

### **2. Unauthorized Use of University Property**

No student shall use, possess, or sell any parking decal, VACU Access Key, keys or official university documents issued by the university to another individual. Specifically, this prohibits the following infractions:

(1) Use, possess, lend, or sell a parking decal which was not specifically issued to and paid for by the student holding the decal.

(2) Use, possess, lend, or sell a VACU Access Key to obtain entry or services to which the individual is not entitled.

(3) Use, possess, lend, or sell any university keys not specifically issued to the student.

(4) Use of official documents or identifying information by a student not authorized to do so.

### **3. Violence to People and Weapons**

"Be ye therefore followers of God, as dear children; And walk in love, as Christ also hath loved us, and hath given himself for us an offering and a sacrifice to God for a sweet-smelling savour" (**Ephe.5:1-2**).

(1) No student shall engage or attempt to engage in any form of violence directed toward another person or group of people.

(2) No student shall keep, use, possess, display or carry any rifle, shotgun, handgun, knife, other edged weapons, or other lethal or dangerous instruments capable of maiming and/or casting a projectile by air, gas, explosion or mechanical means on any property or in any building owned or operated by the university or in any vehicle on campus.

- (3) Realistic facsimiles of weapons are also specifically not allowed.
- (4) Rifles, shotguns and bows which are to be used for hunting may be registered and stored one week before and during the appropriate hunting season at the university police station.
- (5) Weapons used for hunting must be checked and removed from campus at the end of the appropriate hunting season.

## **4. Workplace Violence Policy**

The Virginia Christian University is committed to maintaining an environment for its students and employees which is free from violence, threats of violence, aggression, intimidation, harassment and sexual harassment of any sort from other students and employees, as well as outside parties, including visitors to the VACU, vendors and those having no legitimate purpose to be on the VACU's campus.

To ensure a safe environment for employees and students, Virginia Christian University prohibits the wearing, transporting, storage or presence of firearms or other dangerous weapons in its facilities or on its property. Any employee or student in possession of a firearm or other weapon within VACU facilities/ property or while otherwise fulfilling job responsibilities may face disciplinary action, including termination. To the extent allowed by law, Virginia Christian University prohibits persons from carrying weapons in any of its facilities or on its property. This policy does not apply to any law enforcement personnel engaged in official duties.

Any acts of workplace violence will not be tolerated, and all reports of such incidents will be taken seriously and dealt with appropriately. Individuals who commit such acts may be removed from the premises and subject to disciplinary action, criminal penalties, or both.

All members of the campus community are encouraged to report conflicts that compromise the health and effectiveness of individual employees and their worksites before they become major problems.

**Emergency Procedures. Call Public Safety at 911 or extension 6211.**

### **Immediate Physical Danger...**

- (1) Get out of the area and away from the immediate threat.
- (2) Call Public Safety immediately after you are in a safe place.
- (3) Violence Committed... Call Public Safety immediately if a person commits an act of violence against you or another person.

**Intimidating Situation...**Call Public Safety if a person has communicated a direct or indirect threat of physical or mental harm against you in any form (i.e., oral or written statements,

gestures, expressions). Call Public Safety immediately from a location away from the person who is causing the intimidation. Be prepared to give the dispatcher all the facts, and remain on the line until the officers arrive.

**Non-Emergency Procedures...**If you are not in immediate physical danger, but you have experienced or witnessed harassment (also see separate Sexual Harassment policy and procedures) or intimidation:

(1) Report instances of intimidation or concerns about workplace violence to your direct supervisor. \* Determine with your supervisor if the issue can be resolved at this level. \*If your direct supervisor is the person with whom you are experiencing the conflict, report the incident to that person's direct supervisor. If that person is also involved in the conflict, you may report the concern to the VACU Investigation Officer(IO).

(2) If the conflict cannot be resolved with your direct supervisor, file a formal written complaint with the VACU Investigation Officer (appointed by the President). The complaint should describe the alleged violation, the person(s) against whom the complaint is being filed, and dates of the action(s) as well as the remedy or relief sought.

(3) Upon receipt of the written complaint, the IO will review and discuss the complaint with all parties directly involved. On the basis of the written complaint and discussion(s) the IO will determine what further investigative action is required.

(4) After the initial discussion(s) with the complainant, the IO will conduct further investigation as deemed appropriate. Such investigation may include, but is not limited to:

- a) Interviewing the party(ies) alleged to have committed the act;
- b) Interviewing witnesses identified by the complaining or accused party; and
- c) Reviewing documents relevant to the complaint.

(5) As a result of the above initial steps, resolution with the parties will be explored. If resolution is not achieved, the IO will determine the appropriate actions to be taken.

(6) The IO shall prepare a confidential report with regard to the investigation. The report shall state whether or not the IO believes a violation of the VACU's Workplace Violence policy has occurred and whether or not resolution has been achieved. The IO's report shall be completed 'within 30 days of receipt of any complaint(s); however, such time may be extended for an additional 30 days if necessary.

(7) If resolution is not achieved, the person accused of workplace violence may be subject to disciplinary action up to and including termination of employment. .



(8) Either party may appeal, in writing, the decision of the IO by filing an appeal with the President within five calendar days of receipt of the decision. The President shall respond within 30 calendar days of receipt of the appeal.

(9) All reports of concerns made under this policy are confidential. The confidential records will be kept in the office of the IO. Supervisors, the IO and other necessary administrators are directed to limit disclosure of information to only those persons who, in their discretion, are required to be made aware of a complaint made under this policy. Investigations under this policy are to be made with the least amount of disclosure needed to effectively carry out the investigation. Further, the final report of the IO and all discussions concerning a resolution of a complaint will be kept confidential and released to only those persons who are required to have knowledge. Those making a report of misconduct under this Policy, those interviewed in an investigation under this Policy and those who are the subject of a report under this Policy are requested to limit their disclosure of information to their supervisor, the IO, and/or other necessary persons.

## **5. Unauthorized Entry**

No student shall enter or remain in a private room, office or restricted area under control of another student, faculty member or university official except by permission or invitation of the resident student or the appropriate university official or faculty member.

# **Chapter 6. The Dewey Decimal Classification System**

## **1. Current Use**

The Dewey Decimal Classification (DDC) system is a general knowledge organization tool that is continuously revised to keep pace with knowledge. The system was conceived by Melvil Dewey in 1873 and first published in 1876. The DDC is published by OCLC Online Computer Library Center, Inc. OCLC owns all copyright rights in the Dewey Decimal Classification and licenses the system for a variety of uses.

The DDC is the most widely used classification system in the world. Libraries in more than 135 countries use the DDC to organize and provide access to their collections, and DDC numbers are featured in the national bibliographies of more than 60 countries. Libraries of every type apply Dewey numbers on a daily basis and share these numbers through a variety of means (including WorldCat, the OCLC Online Union Catalog). Dewey is also used for other purposes, e.g., as a browsing mechanism for resources on the web.

The DDC has been translated into over thirty languages. Translations of the latest full and abridged editions of the DDC are completed, planned, or underway in Arabic, Chinese, French, German, Greek, Hebrew, Icelandic, Italian, Korean, Norwegian, Russian, Spanish, and Vietnamese.

## **2. Development**

One of Dewey's great strengths is that the system is developed and maintained in a national bibliographic agency, the Library of Congress. The Dewey editorial office is located in the Decimal Classification Division of the Library of Congress, where classification specialists annually assign over 110,000 DDC numbers to records for works cataloged by the Library. Having the editorial office within the Decimal Classification Division enables the editors to detect trends in the literature that must be incorporated into the Classification. The editors prepare proposed schedule revisions and expansions and forward the proposals to the Decimal Classification Editorial Policy Committee (EPC) for review and recommended action.

EPC is a ten-member international board whose main function is to advise the editors and OCLC on matters relating to changes, innovations, and the general development of the Classification. EPC represents the interests of DDC users; its members come from national, public, special, and academic libraries, and from library schools.

### **3. Structure and Notation**

The DDC is built on sound principles that make it ideal as a general knowledge organization tool: meaningful notation in universally recognized Arabic numerals, well-defined categories, well-developed hierarchies, and a rich network of relationships among topics. In the DDC, basic classes are organized by disciplines or fields of study. At the broadest level, the DDC is divided into ten main classes, which together cover the entire world of knowledge. Each main class is further divided into ten divisions, and each division into ten sections (not all the numbers for the divisions and sections have been used). The main structure of the DDC is presented in the DDC Summaries following this introduction. The headings associated with the numbers in the summaries have been edited for browsing purposes, and do not necessarily match the complete headings found in the schedules.

Arabic numerals are used to represent each class in the DDC. A decimal point follows the third digit in a class number, after which division by ten continues to the specific degree of classification needed. A subject may appear in more than one discipline. For example, “clothing” has aspects that fall under several disciplines. The psychological influence of clothing belongs in 155.95 as part of the discipline of psychology; customs associated with clothing belong in 391 as part of the discipline of customs; and clothing in the sense of fashion design belongs in 746.92 as part of the discipline of the arts.

### **4. Overview – the Ten Main Classes**

**000---Computer science, information & general works**

**100---Philosophy & psychology**

**200---Religion**

**300---Social sciences**

**400---Language**

**500---Sciences**

**600---Technology**

**700---Arts & recreation**

**800---Literature**

**900---History & geography**

### **5. Summaries of DDC**

**(0) Class---000 Computer science, information & general works**

000---Computer science, knowledge & systems  
010---Bibliographies  
020---Library & information sciences  
030---Encyclopedias & books of facts  
040---[Unassigned]  
050---Magazines, journals & serials  
060---Associations, organizations & museums  
070---News media, journalism & publishing  
080---Quotations  
090---Manuscripts & rare books

**(1) Class 100 ---Philosophy & psychology**

100---Philosophy  
110---Metaphysics  
120---Epistemology  
130---Parapsychology & occultism  
140---Philosophical schools of thought  
150---Psychology  
160---Philosophical logic  
170---Ethics  
180---Ancient, medieval & eastern philosophy  
190---Modern western philosophy

**(2) Class 200---Religion**

200---Religion  
210---Philosophy & theory of religion  
220---The Bible  
230---Christianity  
240---Christian practice & observance  
250---Christian pastoral practice & religious orders  
260---Christian organization, social work & worship  
270---History of Christianity  
280---Christian denominations  
290---Other religions

**A. 200 Religion**

200---Religion  
201---Religious mythology, general classes of religion, interreligious relations and attitudes, social theology  
202---Doctrines  
203---Public worship and other practices  
204---Religious experience, life, practice

- 205---Religious ethics
- 206---Leaders and organization
- 207---Missions and religious education
- 208---Sources
- 209---Sects and reform movements

## **B. 210 Philosophy & theory of religion**

- 210---Philosophy and theory of religion
- 211---Concepts of God
- 212---Existence of God, ways of knowing God, attributes of God
- 213---Creation
- 214---Theodicy
- 215---Science and religion
- 216---[Unassigned]
- 217---[Unassigned]
- 218---Humankind
- 219---[Unassigned]

## **C. 220 The Bible**

- 220---Bible
- 221---Old Testament (Tanakh)
- 222---Historical books of Old Testament
- 223---Poetic books of Old Testament
- 224---Prophetic books of Old Testament
- 225---New Testament
- 226---Gospels and Acts
- 227---Epistles
- 228---Revelation (Apocalypse)
- 229---Apocrypha, pseudepigrapha, intertestamental works

## **D. 230 Christianity**

- 230---Christianity
- 231---God
- 232---Jesus Christ and his family
- 233---Humankind
- 234---Salvation and grace
- 235---Spiritual beings
- 236---Eschatology
- 237---[Unassigned]
- 238---Creeds, confessions of faith, covenants, catechisms
- 239---Apologetics and polemics

## **E. 240 Christian practice & observance**

- 240---Christian moral and devotional theology
- 241---Christian ethics
- 242---Devotional literature

- 243---Evangelistic writings for individuals and families
- 244---[Unassigned]
- 245---[Unassigned]
- 246---Use of art in Christianity
- 247---Church furnishings and related articles
- 248---Christian experience, practice, life
- 249---Christian observances in family life

#### **F. 250 Christian pastoral practice & religious orders**

- 250---Local Christian church and Christian religious orders
- 251---Preaching (Homiletics)
- 252---Texts of sermons
- 253---Pastoral work (Pastoral theology)
- 254---Local church administration
- 255---Religious congregations and orders
- 256---[Unassigned]
- 257---[Unassigned]
- 258---[Unassigned]
- 259---Pastoral care of families, of specific groups of people

#### **G. 260 Christian organization, social work & worship**

- 260---Christian social and ecclesiastical theology
- 261---Social theology and interreligious relations and attitudes
- 262---Ecclesiology
- 263---Days, times, places of religious observance
- 264---Public worship
- 265---Sacraments, other rites and acts
- 266---Missions
- 267---Associations for religious work
- 268---Religious education
- 269---Spiritual renewal

#### **H. 270 History of Christianity**

- 270---History, geographic treatment, biography of Christianity
- 271---Religious congregations and orders in church history
- 272---Persecutions in general church history
- 273---Doctrinal controversies and heresies in general church history
- 274---Christianity in Europe
- 275---Christianity in Asia
- 276---Christianity in Africa
- 277---Christianity in North America
- 278---Christianity in South America
- 279---Christianity in Australasia, Pacific Ocean islands, Atlantic Ocean islands, Arctic islands, Antarctica

**I. 280 Christian denominations**

- 280---Denominations and sects of Christian church
- 281---Early church and Eastern churches
- 282---Roman Catholic Church
- 283---Anglican churches
- 284---Protestant denominations of Continental origin and related bodies
- 285---Presbyterian churches, Reformed churches centered in America, Congregational churches, Puritanism
- 286---Baptist, Restoration movement, Adventist churches
- 287---Methodist churches; churches related to Methodism
- 288---[Unassigned]
- 289---Other denominations and sects

**J. 290 Other religions**

- 290---Other religions
- 291---[Unassigned]
- 292---Classical religion (Greek and Roman religion)
- 293---Germanic religion
- 294---Religions of Indic origin
- 295---Zoroastrianism (Mazdaism, Parseeism)
- 296---Judaism
- 297---Islam, Babism, Bahai Faith
- 298---(Permanently unassigned)
- 299---Religions not provided for elsewhere

**(3) Class 300---Social sciences**

- 300---Social sciences, sociology & anthropology
- 310---Statistics
- 320---Political science
- 330---Economics
- 340---Law
- 350---Public administration & military science
- 360---Social problems & social services
- 370---Education
- 380---Commerce, communications & transportation
- 390---Customs, etiquette & folklore

**(4) Class 400---Language**

- 400---Language
- 410---Linguistics
- 420---English & Old English
- 430---Germanic languages German
- 440---Romance languages French

450---Italian, Romanian, Rhaeto-Romantic  
460---Spanish & Portuguese languages  
470---Italic Latin  
480---Hellenic languages Classical Greek  
490---Other languages

**(5) Class 500---Science**

500---Science  
510---Mathematics  
520---Astronomy  
530---Physics  
540---Chemistry  
550---Earth sciences & geology  
560---Fossils & prehistoric life  
570---Biology  
580---Plants (Botany)  
590---Animals (Zoology)

**(6) Class 600---Technology**

600---Technology  
610---Medicine & health  
620---Engineering  
630---Agriculture  
640---Home economics & family living  
650---Management & public relations  
660---Chemical engineering  
670---Manufacturing  
680---Manufacture for specific uses  
690---Construction of buildings

**(7) Class 700---Arts & recreation**

700---Arts  
710---Area planning & landscape architecture  
720---Architecture  
730---Sculpture, ceramics & metalwork  
740---Graphic arts & decorative arts  
750---Painting  
760---Printmaking & prints  
770---Photography, computer art, film, video  
780---Music  
790---Sports, games & entertainment

**(8) Class 800---Literature**



800---Literature, rhetoric & criticism  
 810---American literature in English  
 820---English & Old English literatures  
 830---German & related literatures  
 840---French & related literatures  
 850---Italian, Romanian & related literatures  
 860---Spanish, Portuguese, Galician literatures  
 870---Latin & Italic literatures  
 880---Classical & modern Greek literatures  
 890---Other literatures

**(9) Class 900---History & geography**

910---Geography & travel  
 920---Biography & genealogy  
 930---History of ancient world (to ca. 499)  
 940---History of Europe  
 950---History of Asia  
 960---History of Africa  
 970---History of North America  
 980---History of South America  
 990---History of other areas

**DDC SUM REPORTS**

<b>DDC</b>	<b>TITLE</b>	<b>VOLUME</b>
000	Computer science, information & general works	1,074
100	Philosophy & Psychology	676
200	Religion	15,168
300	Social sciences	1817
400	Language	268
500	Sciences	312
600	Technology	1,242
700	Arts & recreation	778
800	Literature	2,186
900	History & geography	957
Total		24,478

## **Chapter 7. Online Library Resources**

### **1. RISS (Advanced Research Database)**

RISS provides a multi-language search interface, including Korean and English. This database system provides access to the following databases:

- EBSCO eBooks
- Emerald (Accounting/Finance/Education/Health) PAO (Literature/Philosophy/Religion/History)
- ACM Digital Library (Computer Science)
- SCOPUS (Articles for All Sectors)
- Persee (Humanities)
- Business Source Premier (Business/Economics)
- JCR (Journal of all field)
- LION (English Literature)
- Other 20 Advanced Research Databases
- Cornell University Library Open Access in Physics, Mathematics, and Computer science

You can access RISS from our library or we can help you set up your own RISS account so you can access this excellent resource from home.

\* Anytime during your research, if the screen is in other languages than English, click “Translation to English” on your mouth.

\* To set up your RISS User ID and Password, please contact our librarian Charlene Kim at [ckim@vacuniv.org](mailto:ckim@vacuniv.org)

#### **1) EBSCO host eBook Collection Database**

Students have an access to all eBooks hosted by EBSCO. Students need to create the users name and passwords before having an access to this resource.

## eBook Collection

### Browse By Category

- Children's & Young Adult Fiction
- Children's & Young Adult Nonfiction
- Arts & Architecture
- Biographies & Memoirs
- Body, Mind & Spirit
- Business & Economics
- Computer Science
- Cooking
- Crafts & Collectibles
- Education

### Highlights



**Applied Linguistics in the Middle East and North Africa**  
by [Gebriel Atta](#)



**How Grammar Links Concepts**  
by [Ungerer, Friedrich](#)



**Constructing Families of ...**  
by [Ruiz de Mendoza Ibañez ...](#)




**Lexical Priming : Applica...**  
by [Pace-Sigge, Michael...](#)



**Motion and Space across Languages**  
by [Ibarretxe-Antunano, Iratid...](#)

## 2) Emerald insight

Students have access to books and journals for all different subjects such as Accounting, Business Management, Marketing, Economics, and Sociology, etc.



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Advanced Search

## Discover new things


Journals, books and case studies - a library of real world research at your fingertips




Accounting, Finance & Economics




Business, Management & Strategy



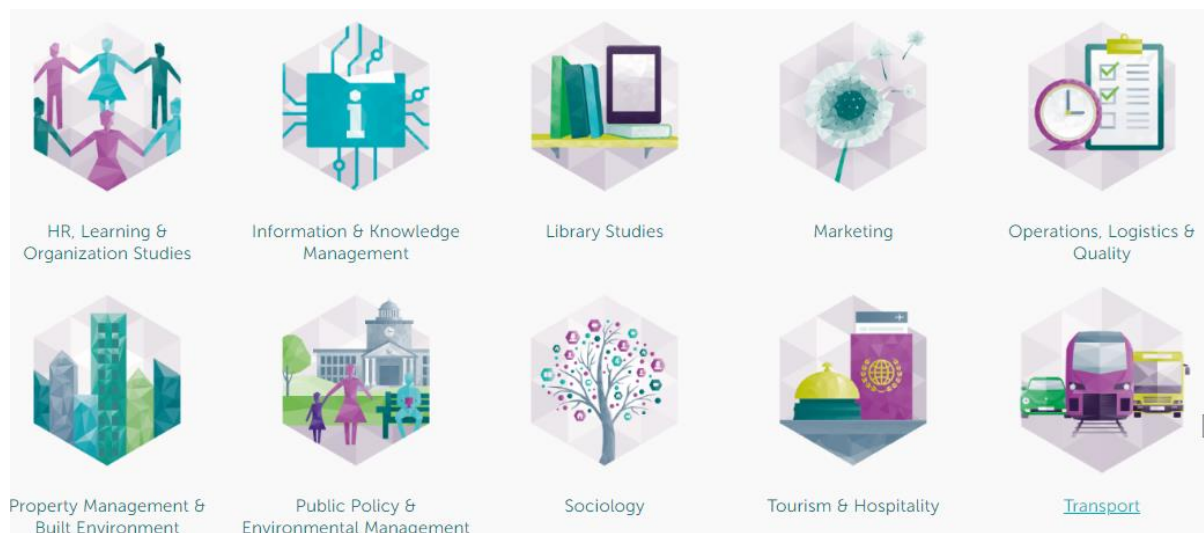
Education



Engineering



Health & Social Care



### 3) ProQuest Databases for literature, philosophy, religion, and history.

**ProQuest**

All databases > Social Sciences databases > **Periodicals Archive Online** | Change databases

## Periodicals Archive Online

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Periodicals Archive Online is a major archive that makes the backfiles of scholarly periodicals in the arts, humanities and social sciences available electronically, providing access to the searchable full text of hundreds of titles. The database spans more than


**RISS**  
Connecting to your Knowledge

#### 4) ProQuest Literature Online for English Literature

ProQuest Literature Online

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Search

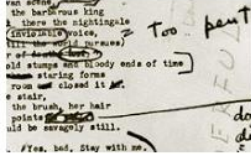


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Includes authors from the eighth century to the present day.

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### Criticism

Cross-search ABELL with articles from full text journals.

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[Browse full text journals](#)



### Reference

Print reference works, bibliographies, biographies and student guides.

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#### 5) ACM Digital Library (Computer Science)

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SEARCH

The ACM Digital Library is a research, discovery and networking platform containing:

- The **Full-Text Collection** of all ACM publications, including journals, conference proceedings, technical magazines, newsletters and books.
- A collection of curated and **hosted full-text** publications from select publishers.
- The **ACM Guide to Computing Literature**, a comprehensive bibliographic database focused exclusively on the field of computing.
- A richly interlinked set of **connections** among authors, works, institutions, and specialized communities.

[Using the ACM Digital Library](#)

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Announcements

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**Browse the Conferences:**

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**Browse the Special Collections:**

- [ACM International Conference Proceeding Series \(ICPS\)](#)
- [Classic Book Series](#)
- [ACM Oral History interviews](#)
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- [NSF Workshop Reports](#)

## 6) Cornell University Library Open Access in Physics, Mathematics, and Computer science



Open access to 1,375,011 e-prints in Physics, Mathematics, Computer Science, Quantitative Biology, Quantitative Finance, Statistics, Electrical Engineering and Systems Science, and Economics

Subject search and browse:

26 Mar 2018: [March 26 mailing postponed due to unscheduled service outage](#)

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- [Condensed Matter \(cond-mat new, recent, find\)](#)  
includes: Disordered Systems and Neural Networks; Materials Science; Mesoscale and Nanoscale Physics; Other Condensed Matter; Quantum Gases; Soft Condensed Matter; Statistical Mechanics; Strongly Correlated Electrons; Superconductivity
- [General Relativity and Quantum Cosmology \(gr-qc new, recent, find\)](#)
- [High Energy Physics - Experiment \(hep-ex new, recent, find\)](#)
- [High Energy Physics - Lattice \(hep-lat new, recent, find\)](#)
- [High Energy Physics - Phenomenology \(hep-ph new, recent, find\)](#)
- [High Energy Physics - Theory \(hep-th new, recent, find\)](#)

## 2. Bible Study Guides

### [Biblegateway.com](#)

Provides a bible passage lookup

### [Bible Study Tools](#)

This web consists of many valuable resources, including commentaries, concordances, lexicons, dictionaries, encyclopedias, and more. A good resource at this web site: [Matthew Henry Commentary on the Whole Bible](#)

### [StudyLight.org](#)

Free online resource for locating bible verses, commentaries, encyclopedias, etc.

### [The New Testament Gateway](#)

Links to resources on the academic study of the New Testament and Christian Origin

### [Gutenberg Digital Bible](#)

Contains 1282 pages of the Gutenberg Bible, plus additional information

### [The Holy Bible King James Version](#)

This is a searchable publication of the American Bible Society's King James Version with a quick verse finder.

### **3. eBooks/e-Articles/Audiobooks**

[Christian Classics Ethereal Library](#)

[Christian Commons](#)

[Google Books](#)

[Open Library](#)

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[Hathi Trust Digital Library](#)

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[Freebookcentre.net](#)

### **4. Libraries Links**

[Public Library in Fairfax County](#)

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[Lancaster bible College Library](#)

[Cairn University Library](#)

[Southwestern Baptist Theological Seminary Library](#)

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