



The ROBERT E. WEBBER  
INSTITUTE FOR WORSHIP STUDIES

# Library Handbook

January 2016

Institute for Worship Studies Library  
Jacksonville, FL

*"The Institute for Worship Studies forms servant leaders in Christian renewal and education through graduate praxis, grounded in biblical, historical, theological, cultural and missiological reflection in community."*

## **I. INTRODUCTION**

- A. Welcome to the Institute for Worship Studies Library. Our present library building is located on the campus of the Robert E. Webber Institute for Worship Studies in Jacksonville, FL.
- B. Mission: The mission of the library is to provide information resources and services to meet the educational, theological, and spiritual needs of the Institute for Worship Studies community.
- C. Information Literacy Skills and Promotion of Library Services: The Library Director provides a one hour Library overview at both the January and June “on campus” orientation sessions. A Library Update is also offered to returning students during each on-site session. Additional Library instruction and research assistance is provided on an individual basis by request.

## **II. LIBRARY STAFF AND COLLECTION**

### **A. Library Staff**

Susan Massey serves as the Library Director and can be emailed at [susan.massey@iws.edu](mailto:susan.massey@iws.edu). The Library Director provides research assistance and library instruction.

Ken Polsley is the Library Assistant and is reached by emailing [library@iws.edu](mailto:library@iws.edu). The Library Assistant fulfills requests for library materials to be mailed or electronic copies of theses to be e-mailed.

### **B. Library Collections**

IWS library resources are located on the first floor of the IWS administrative building (the Hendricks Avenue Baptist Church Family Life Center). You will find the following collections in two separate rooms:

- 1.
2. Reference, Thesis, and Robert E. Webber Collections (non-circulating)
3. General Collection
- 4.

### **C. Classification System**

The IWS Library uses the Library of Congress Classification System, with each subject associated with a letter of the alphabet: Students will find the majority of resources cataloged in the Religion Section (BL-BX) of the library.

| <b>Letter</b> | <b>Subject area</b>   |
|---------------|---|
| A             | <a href="#"><u>General Works</u></a>  |
| B             | <a href="#"><u>Philosophy, Psychology, and Religion</u></a>                                       |
| C             | <a href="#"><u>Auxiliary Sciences of History</u></a>  |
| D             | <a href="#"><u>General and Old World History</u></a>  |
| E             | <a href="#"><u>History of America</u></a>   |
| F             | <a href="#"><u>History of the United States and British, Dutch, French, and Latin America</u></a> |
| G             | <a href="#"><u>Geography, Anthropology, and Recreation</u></a>                                    |
| H             | <a href="#"><u>Social Sciences</u></a>  |
| J             | <a href="#"><u>Political Science</u></a>  |
| K             | <a href="#"><u>Law</u></a>  |
| L             | <a href="#"><u>Education</u></a>  |
| M             | <a href="#"><u>Music</u></a>  |
| N             | <a href="#"><u>Fine Arts</u></a>  |
| P             | <a href="#"><u>Language and Literature</u></a>  |
| Q             | <a href="#"><u>Science</u></a>  |
| R             | <a href="#"><u>Medicine</u></a>   |
| S             | <a href="#"><u>Agriculture</u></a>  |
| T             | <a href="#"><u>Technology</u></a>   |
| U             | <a href="#"><u>Military Science</u></a>   |
| V             | <a href="#"><u>Naval Science</u></a>  |
| Z             | <a href="#"><u>Bibliography, Library Science, and General Information Resources</u></a>           |

Students will find the majority of resources cataloged in the Christian Religion Section (BR-BX) of the library.

- Subclass BR – [Christianity](#)
- Subclass BS – [The Bible](#)
- Subclass BT – [Doctrinal Theology](#)
- Subclass BV – [Practical Theology](#)
- Subclass BX – [Christian Denominations](#)

### III. CIRCULATION POLICIES

#### A. Circulation periods:

- Students may check out up to 10 circulating books at a time, for the duration of the semester. Books checked out during the June session are due on November 1; for the January session, books are due April 15. Students may renew books one time for a period of 4 weeks by sending a request to [library@iws.edu](mailto:library@iws.edu).
- Faculty may check out up to 15 circulating books at a time, due at the end of each semester (November 1 or April 15). Faculty may renew books for up to three 4-week periods by sending a request to [library@iws.edu](mailto:library@iws.edu).
- Alumni may check out books under the same circulation policy as for current students.
- Guests from libraries with cooperative agreements with IWS may check out up to 10 circulating books for 4 weeks. Guests may renew books for up to two 4-week periods by sending a request to [library@iws.edu](mailto:library@iws.edu).

#### B. Circulating and non-circulating items:

- Books and audio-visual materials in the General Collection can be checked out.
- Items on Reserve\*, in Reference, and in the Webber Collection do not circulate.
- Journal issues do not circulate.
- Print IWS theses do not circulate.

Library staff can assist students with obtaining information from non-circulating items by scanning and emailing pages requested through [library@iws.edu](mailto:library@iws.edu). Copyright law limits staff from copying more than 20% of a book. IWS theses are available in electronic format and can be obtained by emailing a request to [library@iws.edu](mailto:library@iws.edu).

\*The purpose of the Reserve shelf is to give all students on-site during sessions a chance to access required or optional reading for courses. On the last day of each on-site session, Reserve titles that are optional or selected reading for classes will be allowed to circulate. Required texts on Reserve that students are expected to purchase will not be circulated.

#### C. Requesting books from off-campus

- Students and faculty within the continental United States and Canada may request books from the library by contacting the library staff at [library@iws.edu](mailto:library@iws.edu). If the books are available, they will be checked out and mailed to the requestor. Books can be reserved by placing a Hold through the library catalog and the hold list should then be sent to [library@iws.edu](mailto:library@iws.edu) with a request to mail the books.
- The library staff will make every effort to assist international students with identifying sources near their residence, but IWS books will not be mailed overseas. A PDF of book pages comprising up to 20% of the book may be copied and mailed or scanned and emailed to international students.

#### D. Checking out books on-campus

- The library is open posted hours during the January and June on-site sessions for browsing collections and checking out books. The library will not be open during required practicums, convocations, or other meetings.
- To check out books on-campus between on-site sessions, please call ahead for an appointment with library staff or email [library@iws.edu](mailto:library@iws.edu) to set up an appointment.
- The Library collection may be browsed any time the IWS office is open. Regular IWS office hours are from 10-4 Monday-Friday. Visitors are advised to call (904-264-2172) or email ahead of time before traveling to the library to make sure the office will be open.

#### E. Returning books:

1. Lost books will be billed to the student at the cost of replacement with a new or used copy in good condition plus an administrative processing fee of \$10.
2. Please do not re-shelve books you remove from the shelf. Bring them to the library book return bin or leave them on the tables.
3. Patrons must return circulated books by the due date using one of the following methods. Due books must be returned before additional items can be checked out.
  - Students, faculty, and alumni in the United States and Canada should return books by mail, postmarked by their due date. . Books should be returned using a shipping method that tracks the package. Students are responsible for books lost by the shipper if they are mailed without tracking or delivery confirmation.
  - International students should not mail books back to IWS, since there is a greater risk of books being lost when they are shipped from overseas. International students are allowed to bring their books with them to the next on-site session and return them on the first day of class.

### **IV. ONLINE PUBLIC ACCESS CATALOG (OPAC) AND RESEARCH DATABASES**

A. The IWS online catalog is available at <http://iws.kohalibrary.com>

The catalog can be searched without logging in. Students are provided with a login ID and password to see the due dates of items they have checked out and save lists of books to request.

Online Resources

1. ATLA Religion Database with ATLA Serials (ATLAS)

ATLA RDB is the premier index to journal articles, book reviews, and collections of essays in all fields of religion. ATLA Serials (ATLAS) is an online full-text collection of major religion and theology journals, IWS faculty, staff, and students must use their Moodle/Populi login and password to access these databases through the link provided on the library website. Access to ATLA/ATLAS is provided through the EBSCOhost platform. When logged into ATLA/ATLAS, users may create their own EBSCOhost password to save articles in a personal folder.

2. TREN (Theological Research Exchange Network)

TREN (Theological Research Exchange Network) is an online collection of DMin projects, Master's theses, conference papers and other sources. No password is needed to search TREN for resources. Digital copies of theses written at IWS and other institutions can be obtained for students by the library staff at no charge by sending an e-mail request to [library@iws.edu](mailto:library@iws.edu).

3. eBooks on EBSCOhost

IWS has a small but growing collection of electronic books accessible through the EBSCOhost platform. IWS faculty, staff, and students must use their Moodle/Populi login and password to access these eBooks through the link provided on the library website.

4. Additional Online Resources

The library website offers a list of other suggested research tools available on the Internet. No password is required to access these resources.

## **V. LIBRARY ORIENTATION**

Library orientation is scheduled during each on campus session in January and June. In addition, Library policies and tutorials are posted on the IWS website. Individual research assistance and help with using library resources is available throughout each semester by contacting [library@iws.edu](mailto:library@iws.edu).

## **VI. COOPERATIVE AGREEMENTS**

### **A. NORTHERN BAPTIST THEOLOGICAL SEMINARY**

Students may contact the Brimson Grow Library at Northern Baptist Theological Seminary in Lombard, Illinois and gain access to their collection for a small charge.

In addition to providing access to 55,000 volumes, 175 journals, and over 8,000 ebooks, Brimson Grow Library is also part of the I-Share network with access to resources from 75 other academic libraries in the state of Illinois. Email: [library@seminary.edu](mailto:library@seminary.edu).

## B. GORDON CONWELL THEOLOGICAL SEMINARY

Current IWS students and faculty are granted access and borrowing privileges at the Gordon-Conwell Theological Seminary campuses subject to GCTS library policies, at no charge. These privileges allow IWS students to borrow up to ten books for up to 28 days from the GCTS libraries. Students must call in advance before visiting the GCTS campus to ensure there will be a staff member available to set up an account and will need to provide valid IWS identification. Students may wish to plan their January and June IWS schedules to include library time at GCTS.

GCTS – JAX is located at 7235 Bonneval Rd. and the librarian is Carol Hayes ([chayes@gcts.edu](mailto:chayes@gcts.edu)), phone 904-354-4800.

## VII. DONATIONS TO THE LIBRARY

The IWS library welcomes donations of items that support the scope and focus of the curriculum. Materials that are donated to the library become the property of IWS and may be placed in the book sale for students if not selected to enhance the library collection. Funds donated to IWS can be restricted to support the purchase of materials for the library. A detailed IWS Library Collection Development Policy is available upon request.