



The ROBERT E. WEBBER
INSTITUTE FOR WORSHIP STUDIES

Library Handbook

January 2016

The Robert E. Webber Institute for Worship Studies Library
Jacksonville, FL
Revised January 2023

"The Robert E. Webber Institute for Worship Studies forms servant leaders in Christian worship renewal and education through graduate academic praxis, grounded in biblical, historical, theological, formational, cultural, and missiological reflection in community."

I. INTRODUCTION

- A. Welcome to the Robert E. Webber 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 online orientation sessions. A Library Update is also offered to returning students via Canvas. Additional Library instruction and research assistance are provided on an individual basis by request.

II. LIBRARY STAFF AND COLLECTION

A. Library Staff

Jennifer Nicholson serves as the Interim Librarian and can be reached by emailing jennifer.nicholson@iws.edu and library@iws.edu. The Interim Librarian provides research assistance and library instruction.

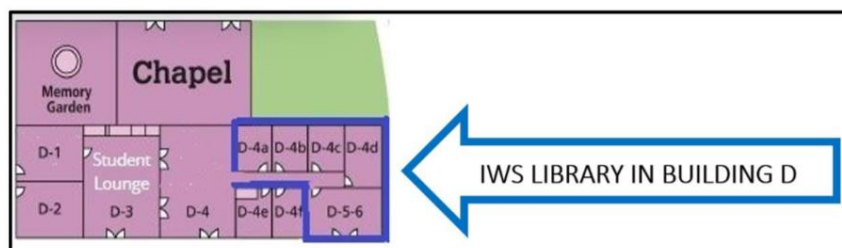
The Library Assistant serves as the day-to-day face of the library and fulfills requests for library materials to be mailed or electronic copies of theses to be emailed. Both the Interim Librarian and Library Assistant can be reached by emailing library@iws.edu.

B. Library Collections

IWS library resources are located in Building D on the IWS campus located at Hendricks Avenue Baptist Church in Jacksonville, Florida.

You will find the following collections in four separate rooms:

1. WEBBER ROOM: D-5-6 • Librarian's desk • Non-circulating collections (Course Reserves, Reference, Webber, First Set of IWS Theses)
2. CIRCULATING STACKS: D-4b • General Collection
3. CIRCULATING STACKS: D-4c • General Collection, Continued
4. CIRCULATING STACKS: D-4d • General Collection, Continued • Second Set of Non-circulating IWS Theses



C. Classification System

The IWS Library uses the Library of Congress Classification System, with each broad subject associated with a letter or a combination of two letters of the alphabet: 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](#) (including worship)
- Subclass BX – [Christian Denominations](#)

Letter Subject area

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

III. CIRCULATION POLICIES

A. Circulation periods:

- Students in the United States, North American Continent, and Mexico may check out up to 15 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 May 1. One 4-week renewal of books is allowed by sending a request to library@iws.edu. Students may place a request for books to be mailed to their home through the online catalog accompanied by an email to library@iws.edu. Books must be returned by mail or other shipping method with a tracking option, postmarked by the due date.
- Overseas/International Students outside of the North American Continent and Mexico may check out up to 15 circulating books at a time while on-site. Books must be returned during the next on-site session. The library does not mail IWS library books overseas but will assist international students in locating resources to support their studies. The library may copy portions of books to mail to international students (limited to 10% of the text by U.S. copyright law).
- Faculty may check out up to 15 circulating books at a time, due at the end of each semester (November 1 or May 1). Faculty may renew books for up to three 4-week periods by sending a request to library@iws.edu. Books must be returned by mail or other shipping method with a tracking option, postmarked by the due date, or if renewed, at the next on-site session.
- Alumni may check out circulating books under the same circulation policy as for current students. (Please note that alumni access to Atla RDB & Atlas PLUS and eBooks on EBSCOhost through IWS is not offered at this time.)
- Guests from libraries with cooperative or reciprocal borrowing agreements with IWS (e.g. Gordon-Conwell Theological Seminary, Jacksonville, Charlotte, or Boston; ACL Reciprocal Borrowing Program; ATLA Reciprocal Borrowing Program) may check out up to 10 books for 4 weeks when visiting the IWS library in-person. To register with the IWS Library, guests must provide a photo ID showing their home address along with proof of affiliation with a participating library such as a current student ID. The library is open to guests by appointment. Two 4-week renewals are allowed by sending a request to library@iws.edu.

B. Circulating and non-circulating print items:

- Books and audio-visual materials in the General Collection can be checked out.
- Course Reserves*, Reference, and Webber Collection items do not circulate.
- Periodicals 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. Copyright law limits staff from copying more than 10% of a book. IWS theses are available in electronic format and can be accessed through the library catalog or through Populi Library.

*The purpose of the Course Reserves is to give all students on-site during sessions a chance to access required reading for courses. Course Reserve books may be checked out overnight only during the on-site sessions and must be returned the next day.

C. Requesting books from off-campus

- Students, faculty, and alumni in the United States, North American Continent, and Mexico may request books from the IWS library by contacting the library staff at library@iws.edu. If the books are available, they will be checked out and mailed to the requestor. Books can be reserved by using the Cart feature through the library catalog, emailing your Cart to yourself, and then forwarding the list by email to library@iws.edu along with your current mailing address 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 to students outside of the North American Continent and Mexico. A PDF of book pages comprising up to 10% of the book may be copied and mailed, or scanned digitally 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 to set up an appointment.
- If library staff are unavailable for an appointment, an IWS staff member may allow access to the library. In this case, patrons may borrow books using a self-checkout sheet in the presence of an IWS staff member other than the Librarian or Library Assistant.
- 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 per book.
2. Please do not reshelve 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, North American Continent, and Mexico 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 that reside outside of the North American Continent and Mexico 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 return at the next on-site session.

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

A. The IWS online catalog is available at <https://iws.bibliovation.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.

B. Online Resources:

1. Atla RDB & Atlas PLUS

Atla Religion Database® (Atla RDB®) – Containing 1.6 million+ records, the Atla Religion Database is the premier index to journal articles, book reviews, and collections of essays in all fields of religion.

AtlaSerials PLUS® (Atlas PLUS®) includes more than 540+ full-text journals in many diverse areas of religion and theology, with full-text content in more than 971,000 articles in over 20 languages. Atlas PLUS includes all of the titles in Atla's original full-text product AtlaSerials® (Atlas®) plus over 180 additional full-text titles. IWS faculty, staff, and students must use their Populi login and password to access these databases through the link provided on the library website. Access to Atla RDB & Atlas PLUS is provided through the EBSCOhost platform. When logged into Atla RDB & Atlas PLUS, users may create their own EBSCOhost password to save articles in a personal folder.

2. TREN (Theological Research Exchange Network)

TREN is a library of over 25,468 theological thesis/dissertation titles representing research from as many as 150 different institutions. No password is needed to search TREN for resources. Select TREN titles related to worship are available in electronic format and can be accessed through the library catalog or through Populi Library. Copies of electronic theses available on TREN that are not already in the library catalog or Populi Library can be obtained for students by the library staff at no charge by sending an email request to library@iws.edu.

3. eBooks on EBSCO

IWS offers a collection of over 430 electronic books through the EBSCOhost platform. IWS faculty, staff, and students must use their Populi login and password to access these eBooks through the link provided on the library website. When logged into the eBook Collection (EBSCOhost), users may create their own EBSCOhost password to save eBooks in a personal folder. eBooks on EBSCO through IWS are available via concurrent access and do not check out to

patrons.

4. Additional Online Resources

The library website offers a list of other free suggested research tools available on the Internet. This includes: WorldCat, Open Access Digital Theological Library, Christian Classics Ethereal Library, Early Church Fathers on the Internet Sacred Text Archive, Early Church Fathers Additional Texts, New Advent Fathers of the Church, EBSCO Open Dissertations, Perseus Project, Google Scholar, Hathi Trust, Project Gutenberg, RIM ATLA Dissertation Search, ATLA Cooperative Digital Resources Initiative, The Text This Week, The Cyber Hymnal™, Artstor Public Collections, JSTOR Free Access, and Open Research Library. No fees are required to access these resources.

V. LIBRARY ORIENTATION

Library orientation is recorded and made available online via Canvas before 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 are available throughout each semester by contacting library@iws.edu.

VI. COOPERATIVE AGREEMENTS

A. ACL Reciprocal Borrowing Program

This cooperative agreement through the Association of Christian Librarians provides IWS students, staff and faculty with on-site borrowing privileges at over 72 libraries at Christian seminaries, colleges and universities in the U.S. Borrowers must obtain an Authorization Form from the IWS Librarian to take to a participating library near their home. Privileges must be renewed annually.

B. ATLA Reciprocal Borrowing Program

IWS participates in the ATLA Reciprocal Borrowing Program. This cooperative agreement enables IWS students, staff, and faculty to check out materials on site at over 125 participating libraries in the U.S. and Canada, free of charge. Borrowers must follow the rules of the participating library in their area to apply for lending privileges. The program does not include access to interlibrary loan or offsite access to other libraries' electronic resources. For more information on the ATLA Reciprocal Borrowing Program, visit the ATLA website at <https://www.atla.com/learning-engagement/reciprocal-borrowing/>

C. Gordon-Conwell Theological Seminary Library System

Current IWS students and faculty are granted access and borrowing privileges at the Gordon-Conwell Theological Seminary campuses in Boston, Charlotte, and Jacksonville subject to GCTS library policies, at no charge. These privileges allow IWS students to

borrow up to 10 books for up to 4 weeks from the GCTS libraries. Students will need to provide valid identification, and call GCTS in advance to confirm that library staff are available to assist them with setting up an account.

D. University of North Florida's Thomas G. Carpenter Library

UNF will provide borrowing privileges for a fee to students of IWS. See the IWS librarian for a letter of introduction. Interlibrary loan privileges and off-site access to licensed electronic resources are not included, but IWS students may access electronic databases through public walk-up computers at UNF.

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. All donations of materials will be acknowledged with a letter of receipt and a count of the items for tax purposes. The library does not provide valuations of donated materials. A detailed IWS Library Collection Development Policy is available upon request.