



## LIBRARY HANDBOOK

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# Northpoint Library Handbook

## Introduction

Welcome to the Northpoint Library. A whole world of exciting new discovery is at your fingertips! The library is an essential part of your education at Northpoint, and this handbook is designed to assist you in using its resources efficiently. The resources in the library have been carefully selected to support your degree program and inform your course of study.

## Library Staff and Assistance

The following people are eager to assist you in your academic pursuits.

- Academic Dean: Dr. Brian Lidbeck, [blidbeck@northpointcollege.edu](mailto:blidbeck@northpointcollege.edu)
- Librarian: Carol Waltman, [cwaltman@northpointcollege.edu](mailto:cwaltman@northpointcollege.edu)
- A Library Assistant is present on Mondays and Tuesdays to answer questions and help you check out books: Kayla Roberts, [kroberts@northpointcollege.edu](mailto:kroberts@northpointcollege.edu)

## Northpoint Mission

Northpoint College exists to create a cost-efficient, educationally and spiritually dynamic community where students are equipped to participate in the continuing work of Jesus through a rigorous curriculum of academic and theological studies, applied learning, and personal spiritual transformation.

## Library Mission

The purpose of the Northpoint Library is to provide students with academic resources to equip them to participate in the continuing work of Jesus.

## Library Objectives

The Northpoint library seeks to:

- Promote the College's mission by resourcing each academic program
- Secure and maintain a collection that supports the total curriculum
- Sustain an atmosphere that encourages study and scholarly research
- Provide students with access to global information through the use of the internet
- Acquaint students with the resources needed for life-long learning
- Enhance research skills and knowledge of research methods
- Make resources accessible and encourage the participation of faculty and students

## Library Ethics

The library affords students the opportunity to practice kindness and sharing. Please return all resources as soon as you are finished with them so that others can use them. Removal of

materials without signing them out or removal of non-circulating material is considered theft and is a violation of the Northpoint Code of Conduct.

#### Diverse Perspectives

In the attempt to provide adequate research resources for students, the College purchases a wide variety of resources from various perspectives. The College does not endorse all the perspectives in these materials, so please exercise discernment when utilizing these resources.

#### Library Hours

The library hours are posted on Populi. They are typically 9:00 a.m. to 9:00 p.m. on school days and 9:00 a.m. to 5:00 p.m. on weekdays. The library closes at 1:00 p.m. on Fridays. It is closed on weekends and holidays.

Library hours are typically extended during the week prior to final exams.

#### Check out Time

Students may check out a maximum of three books at a time. Books may be checked out during business hours on Mondays (11:00 a. m. to 2:00 p.m.) and Tuesdays (9:30 a.m. to 2:00 p.m.). Books are due on Monday or Tuesday of the following week.

#### Library Printing/Copying

A copier/printer is available in the library for student use. Instructions for use are located near the machine, and it is available for use during posted library hours. Documents must be saved as a PDF to a USB flash drive and inserted in the USB port of the machine. Printer use increases between classes, and it is recommended that all students print documents in a timely manner before they are due.

A \$25.00 printing fee applied at the time of registration provides the student with 250 prepaid copies.

#### General Library Guidelines

The rules and limitations placed on students using the library are to ensure that all students have equal access to materials. Thank you for your cooperation.

#### Quiet Please

Please remain quiet in the library out of courtesy for others who are studying.

#### Food and Drink

Food is not permitted in the Northpoint Library, and violation of this policy may result in a temporary dismissal from its premises. Any drink must be in an enclosed container.

#### Reshelving Books

Please do not reshelve books. Place materials on the book carts located in the library when you are finished with them to be reshelved by the library personnel. Please return all resources as soon as you are finished with them so that others may have use of them.

## Library Exits

Unless it is an emergency, please use only the proper entrance door from the hallway.

## Circulation Policies

### Number of Books

Students may check out a maximum of three books at a time from the General Stacks. Reference books must remain in the library at all times.

### Renewals

Books may not be renewed until at least one week has passed since the previous return date.

### Library Fine Schedule

All library users must sign a library fine schedule prior to checking out any books and agree to pay any fines incurred while using the library.

### Late Fees

Books must be returned by or on the Tuesday following checkout. After this a fine of \$1.00 per day late ensues. For example, a book returned 23 days after the due date will incur a fine of \$23.00.

After 30 days the student will be charged for late fees, the replacement cost of the book, and an additional \$25.00 processing fee. If the book is not permanently lost, it must still be returned to the library.

Fines may be paid with a card or check in the administration office. Students may not check out any books until all fines are paid. No student will be allowed to enroll for the next semester until all fines have been paid. For graduating or terminating students, all transcripts will be held until fines have been cleared.

### Lost Books

If a borrower (whether student, faculty, or staff) loses a book, the borrower should notify the librarian as soon as possible in order to reduce the amount of late fees. The borrower will be charged for any late fees, the replacement cost of a new book, and an additional \$25.00 processing fee.

### Damaged Books

If a book is damaged to the point that the librarian deems it unsuitable for circulation, the borrower must pay for the replacement cost of a new book plus a \$25.00 processing fee.

In the case of major damage such as a torn cover or water damage, there will be a \$10.00 fine.

The fine for minor damage such as a missing barcode or label, torn page, or similar is \$3.00.

### Accessing Your Library Account

To see your active loans, go to Populi and click on the "Library" tab. From there click on "My Profile".

## Borrowing Privilege Suspension

Borrowing privileges may be suspended for any student with overdue books or unpaid fines.

## Online Databases

Students have access to Northpoint's periodical databases. Northpoint's library subscribes to two databases in EBSCOhost: Religion & Philosophy Collection™ and eBook Religion Collection.

The Religion and Philosophy Collection allows the person to search for journal articles and then save or print any articles he or she wishes to use in research. Searches can be refined by date, language, publication type, etc. Search terms may also be refined so that only citations from scholarly peer reviewed articles are returned. Specific Scripture references may also be searched. The eBook Religion Collection contains over 4000 religious and theological books, and students can also search it in a variety of ways. These databases are accessible through Populi. Go to Populi and click on the "Library" tab on the black bar. Follow "Links" to the data bases.

Students at Northpoint may also search the Michigan eLibrary (MeL) for resources. MeL grants access to students who are on Northpoint's campus by recognition of the Northpoint I. P. address. EBSCOhost collections can be searched by going to <https://www.mel.org/welcome> and following the eResources tab "Browse All eResources" and clicking on "Academic Search Complete."

## Searching the Library

Northpoint organizes its books according to Library of Congress numbers. To search the library electronically, follow the "Library" tab on Populi. Under "Catalog," choose "Search Resources." Type in a topic, author, title, or other identifying characteristic to search for books. The book can then be found on the library stacks by call number.

## Additional Resources

Students have additional access to resources at other local libraries, including the Hekman Library at Calvin College and Theological Seminary. Check-out cards are available for a modest fee and include in-house computer access to databases and journals, as well as borrowing privileges. The Hekman Library has over 500,000 printed books and over 1,000,000 total resources. Students may also purchase a library card from the Miller Library at Cornerstone University. Purchase of a card at Cornerstone enables students to access their resources for one year. Students who use these libraries are subject to their library policies.

## Tips for Researching and Writing Papers

A good place to begin in writing papers is with Kate L. Turabian's book, *A Manual for Writers of Term Papers, Theses, and Dissertations*. The first chapters of Turabian give many helpful pointers in writing. It is available in the library.

Students should confirm with their teachers that the chosen topic meets the requirements and is sufficiently narrow enough or broad enough in scope to be manageable in research and writing.

Once you have decided on a topic, it is often a good idea to read an overview of your topic in order to familiarize yourself with your subject. For example, consult the *International Standard Bible Encyclopedia* for subjects related to biblical studies. Pay attention to the endnotes, as they often have other sources you may want to consult.

Search the library database to locate books on your topic. Simply go to the “Library” tab in Populi and search by topic or author. Northpoint utilizes Library of Congress Subject Headings. Locate the call number and find available books on the library stacks. Find more resources by going to “Links” under the “Library” tab in Populi. There you can search through over 4000 eBooks on religious topics. In order to find articles, find the “Religion and Philosophy” collection under “Links” and search thousands of articles. Search MeL for more resources. If additional resources are needed, make a visit to one of the other local libraries. Sometimes a general online search yields good results, but make sure that resources found online are academic in nature and suitable for a college paper.

It is important to keep your research organized. Always make certain that you record the full bibliographic information of your resources in order to cite them properly and include them in your bibliography. Failure to do so is plagiarism, so guard against stealing academic property. There are a variety of ways to take and store research notes. Some students purchase a digital highlighting pen that copies printed text directly to their computer. Sometimes a digital photo of a paragraph is helpful. Most students prefer to type notes into their electronic device instead of handwriting notes on 3x5 cards, but use whatever method works best for you. Create files on your computer organized by topic or author. In the case where a student is studying Scripture passages, it may be helpful to organize files bases on biblical chapter or verse.

Remember to begin the research process as early as possible in order to allow plenty of time to gather and study the best resources prior to writing your paper. The best papers demonstrate familiarity with the key issues and authorities on the subject.

### Faculty Library Policies

Borrowing privileges are extended to faculty at Northpoint Bible College. Up to ten books may be borrowed at a time for a period of one month before renewing books. A faculty member may not lend a library book to a student. The transaction should follow proper procedure, i.e., the book should be returned to the library and the student should check the book out in the customary manner.

For Reserve Books, the library will put “on reserve” any book or collection of books requested by faculty for a specified period of time.

Faculty (as well as staff and students) have access to Northpoint’s periodical databases. Northpoint’s library subscribes to three periodical databases: Religion & Philosophy Collection™, New Testament Abstracts Online, and Old Testament Abstracts Online.

These databases allow the person to search for journal articles and then save or print any articles they wish to use in their research. Searches can be refined by date, language, publication type, etc. Search terms may also be refined so that only citations from scholarly peer reviewed articles are returned. Specific Scripture references may also be searched. These databases will be accessible on the library website which is accessible through Populi.