

Rebekah Horton

# LIBRARY

Handbook  
2017–2018

**PENSACOLA CHRISTIAN COLLEGE®**

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Patron Access to Library Materials (PALM)  
[library.pcci.edu](http://library.pcci.edu)

## Rebekah Horton Library Hours

**M, T, Th, F** 7:30 a.m. –10:00 p.m.

**W** 7:30 a.m. – 5:30 p.m.  
8:15 p.m. –10:00 p.m.

**Sat** 8:30 a.m. –10:00 p.m.

For hour changes/closures, please check  
**[library.pcci.edu](http://library.pcci.edu)**.

# Welcome to the **LIBRARY**

The mission of the library is to supplement and enrich classroom instructional effectiveness and learning at Pensacola Christian College and Pensacola Theological Seminary. The needs of the students, faculty, and staff are met by providing a well-balanced collection of materials that enhance the academic curriculum, while also meeting the research and recreational needs of our students, faculty, and staff.

The goal of the library staff is to supply a variety of services to patrons, from general help with library use to specific, individual assistance. If you have a question, please ask a library worker.

The library staff is conscious of the responsibility to add resources, make changes, and improve services as user needs require.

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The PCC library is named in honor of Dr. Rebekah (Beka) Horton, PCC's cofounder, who over the years has given direction, not only to the College Library, but also to the Pensacola Christian Academy libraries.

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# Study Zones

In order to provide an atmosphere conducive to study and research, study zones have been created to meet the students' needs. For details, please see the PALM website, the following pages showing directories/maps, or signage posted throughout the library.

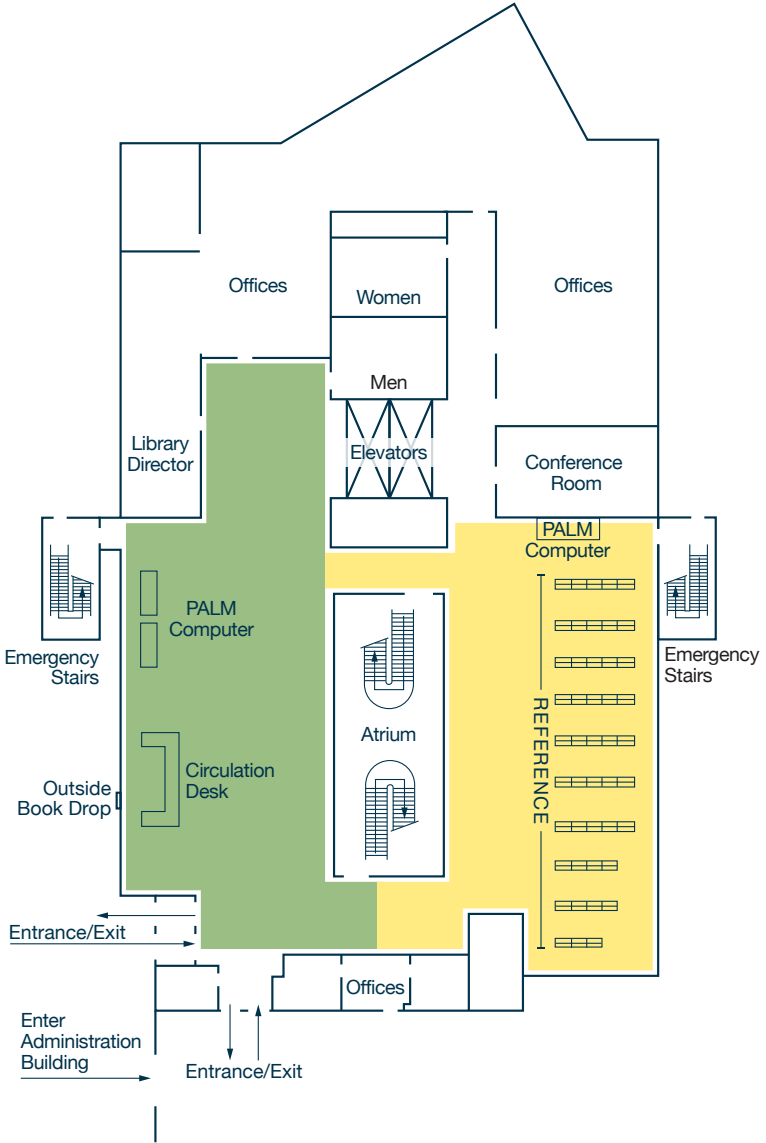
<b>Collaborative Zone</b>	<b>Group work</b> <b>Conversation permitted</b>	1st fl. Lobby Area 2nd, 3rd, 5th, and 6th fl. Conference Rooms 3rd fl. Media Lab 3rd fl. Computer Lab
<b>Quiet Zone</b>	<b>Limited conversation</b> <b>Low speaking voice</b>	1st fl. Reference 2nd Floor 5th fl. Music Lab 6th fl. Nursing Lab
<b>Silent Zone</b>	<b>Independent study</b> <b>No talking</b>	3rd fl. Stacks 5th fl. Stacks 6th fl. Stacks

# 1st Floor

Reference  
Professional Collection




-  Collaborative Zone
-  Quiet Zone
-  Silent Zone

# DIRECTORY

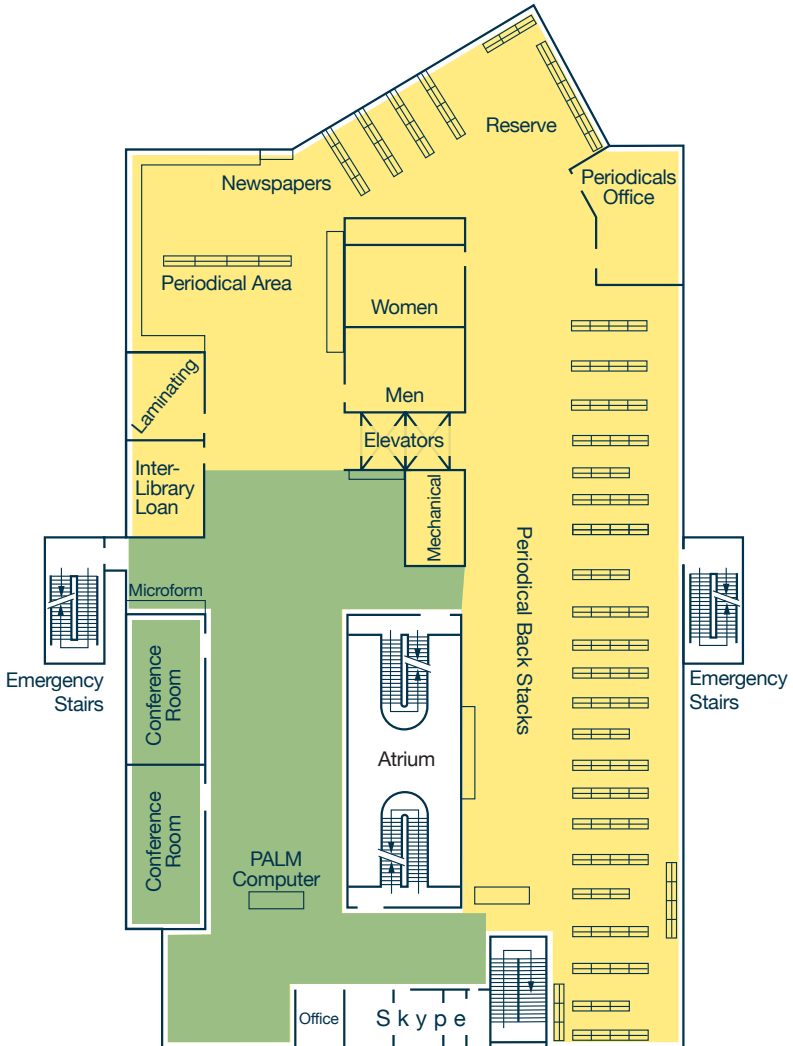


# 2nd Floor

- Periodicals
- Reserve
- Indexes
- Conference Rooms 2A & 2B
- Microforms
- Laminating

-  Collaborative Zone
-  Quiet Zone
-  Silent Zone

*(Materials may not be taken from this floor without permission.)*



# 3rd Floor

## A–B Stacks

- A General Works
- B Philosophy
- BF Psychology
- BJ Ethics, Etiquette
- BL–Q Religion
- BR Christianity
- BS Bible
- BT–X Theology, Denominations

- Collaborative Zone
- Quiet Zone
- Silent Zone

**Labs: Computer, Education Textbooks, Media**  
**Conference Room**  
**Juvenile**

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# 5th Floor

## C–N Stacks

- CB History of Civilization
- CT Biography
- D History: General, Old World
- E American History
- F U.S. Local, Canada, Latin America
- G Geography, Anthropology, Recreation
- H Social Sciences
- J Political Science
- K Law
- L Education
- M Music
- N Fine Arts

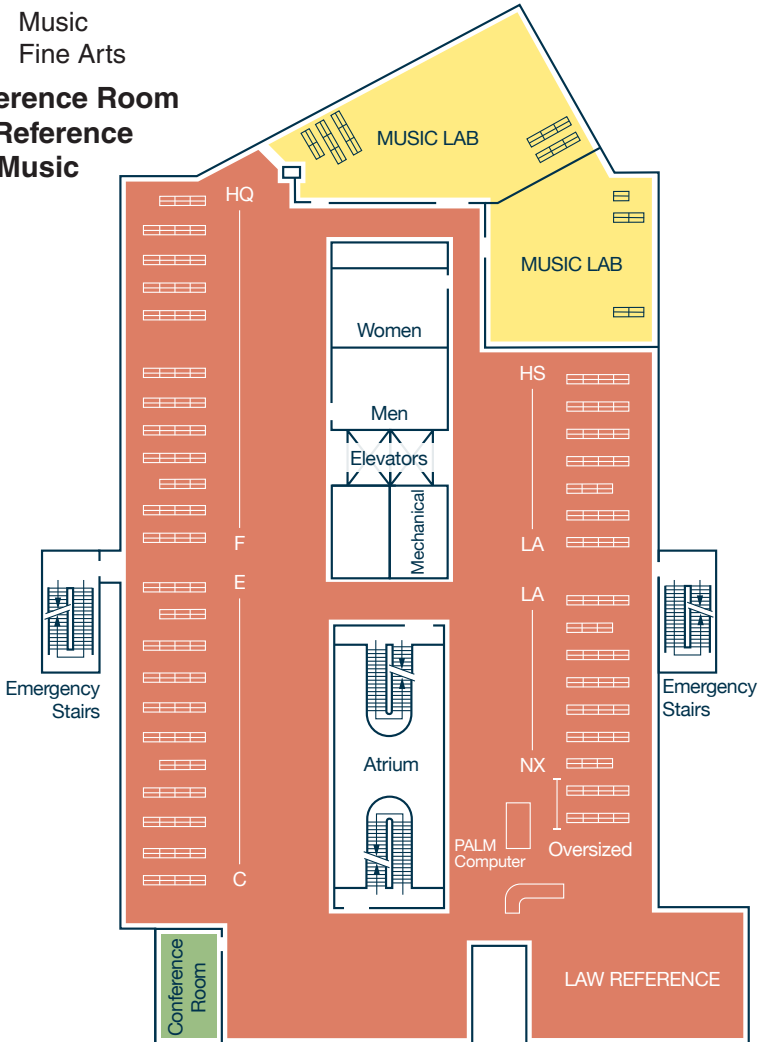
- Collaborative Zone
- Quiet Zone
- Silent Zone

# D I R E C T O R Y

**Conference Room**

**Law Reference**

**Lab: Music**



# 6th Floor

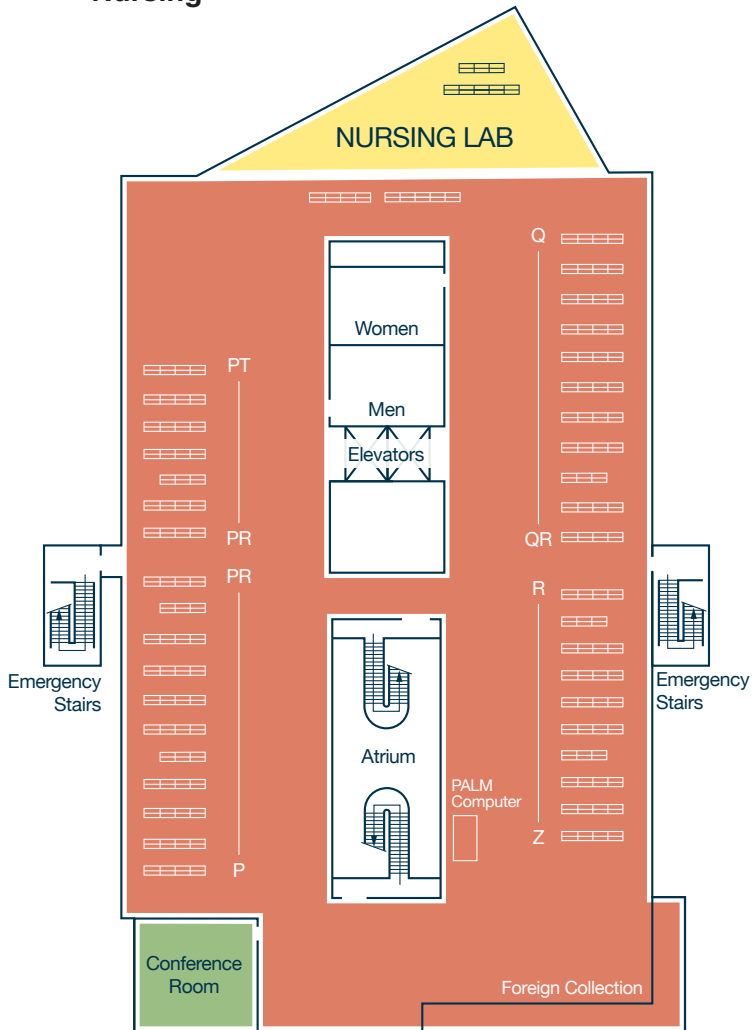
## P–Z Stacks

- P Language, Literature (Fiction)
- Q Science
- R Medicine
- S Agriculture
- T Technology
- U–V Military
- Z Bibliography

	<b>Collaborative Zone</b>
	<b>Quiet Zone</b>
	<b>Silent Zone</b>

## Conference Room

**Labs: Foreign Language  
Nursing**



# General Information

## Basic Procedures

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1. **Main Library entrance/exits** are on 1st floor. All other doors are alarmed and will sound if opened.
2. **Closings:** Library staff will begin clearing floors 15 minutes before closings.
3. **Assistance** is available from library personnel. If you cannot locate a library assistant, please see the Circulation Desk.
4. **Do not reshelve** any items that you take from the stacks. Leave library items on the book return carts, located on each floor. Items that you have checked out must be returned to the Circulation Desk. Improperly returned items may result in a fine.
5. **For Library Use Only:** Reference books on 1st floor must be used on 1st floor. Reserve books, periodicals, pamphlets, and all 2nd floor materials must be used on the 2nd floor.
6. **Quiet atmosphere:** The library is for study, research, and reading; therefore, a quiet atmosphere should be maintained. Patrons should be careful not to disturb others by unnecessary talking and moving around. Talk quietly in the library lobby and in the Atrium.
7. **Orderliness:** Please leave the library neat and orderly by pushing in chairs and picking up papers around the area where you were studying or working.
8. **Library materials** belong to the college. Do not write, underline, or highlight in library items.
9. **Food**, candy, gum, and drinks (including water) are not allowed in the library.
10. **Dress Code:** Library users should abide by campus dress standards. Casual clothing is acceptable after 5:00 p.m. on weekdays and all day on Saturday.
11. **Personal property** should not be left anywhere in the library during chapel, meal times, or anytime the owner is not present. Unattended items will be taken to Lost and Found. PCC cards will be taken to Information Desk.
12. **Children** third grade and under are not permitted to be in the library unless they are with a tour.

13. **PCA students** in grades 4–12 may use the Pensacola Christian College Library by presenting their PCA identification card. Students will sign in and out at the Circulation Desk and will be given a badge which must be worn and remain visible at all times. Additional guidelines are available at the Circulation Desk.
14. **Library Supplies:** The library cannot supply general office supplies; however, a stapler and tape are available as a courtesy at the Circulation Desk on 1st floor. Also available is a large-volume stapler for papers with 20–120 pages.
15. **Conference Rooms** may be reserved for use by student groups. Reservations are made and details are available at the Circulation Desk. See directories for locations.
16. **Study Rooms:** Three small rooms, located on 3rd floor, are available for 1–2 students (not mixed groups).
17. **The Testing Center** is located in the Lyceum for students to make up tests. Hours are posted on Eagle’s Nest.
18. **Cell phones** are permitted in the library only for texting or for research.

## Circulation Procedures

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1. **Circulation Desk:** All library materials must be checked out at and returned to the Circulation Desk. An alarm will sound at the door if items are not properly checked out. If the alarm sounds, patrons must return immediately to the Circulation Desk.

Removing items from the library without properly checking them out is an infraction.

2. **To check out materials or pay for services,** students must present their **current PCC Card**. No one is permitted to check out items for another person or to use another person’s PCC Card.

- 3. Number of items allowed:** Undergraduate students and courtesy patrons (including PCA students) may check out six items for a two-week period. Graduate students, faculty, and staff may check out ten items for a thirty-day period.

If you are returning items in order to check out others (to keep below your limit), please give them to a desk assistant. Do not place the items in a book drop.

- 4. Renewals** are allowed on most items unless a hold has been placed against that item. Books may be renewed online using the PALM system or at the Circulation Desk.
- 5. Returning library materials:** Patrons are asked to return items to a Circulation Desk assistant. For your convenience, a book drop is also located on the *outside* north wall of the library (facing Ballard Hall).

- 6. Overdue/Lost items or fines/fees:** When items are checked out, date due cards are provided as a courtesy. Patrons are required to return an item before its due date. Also, patrons should return items even if the fine cannot be paid at that time. Fines increase daily until the item is returned, at which time the fine freezes.

Lost items must be reported immediately. A non-refundable \$20 processing fee will be added to the replacement costs. Until accounts are cleared, patrons may not check out other materials, and students' exam permits will not be released.

- 7. Item Hold Request:** If an item is already checked out, you may place a hold request online or at the desk. You will receive a notice when the item is ready to be picked up at the Circulation Desk.

## What to Do If a Book Is Not on the Shelf

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Because many people use the library, a particular item may not be in its place when you look for it. If you cannot find an item, you should follow these steps:

1. Check the PALM computers. If an item is listed as "charged", it is already checked out.

(You may place a hold request on the book online or at the Circulation Desk.)

2. Check the study tables in the immediate area.
3. Check the carts on that floor.
4. Ask the floor assistant or the Circulation Desk for help.

## Fines (Payable with PCC Card only)

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1. **Two-Week and Thirty-Day Loans:** 35¢ per book per day (excludes Sundays and days the library is closed).
2. **Lost Items:** the replacement cost of the item plus a \$20 processing fee and any incurred overdue fees.
3. **Reserve Items:** The fine for overdue reserve items is \$1 per hour.

## Locating Materials

### PALM (Patron Access to Library Materials)

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Patrons may search for materials by using the PALM computers located on each floor of the library. PALM is also available via the on-campus wireless network by going to *library.pcci.edu* in your browser. Current students, faculty, and

staff may also access the PALM remotely by going to *library.pcci.edu*, where they will be prompted to enter their login credentials. Patrons can locate items by searching the author, title, subject, call number, or any key words.

### Call Numbers/Locations

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The call number indicated on the PALM computers identifies the location of an item. If you want to know where a particular book is after searching for it on the PALM search engine, click on the "Location Map" link on the book's information page to see a map showing where the book

is located. Refer to page 19 for a listing of the Library of Congress Classification system. Items are shelved in call number order from left to right and top to bottom of each section. Also, you can refer to the Library Directory on each floor by the elevators for item locations.

# Specialty Labs / Collections

## Reserve Items

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Items selected by faculty as support material for courses are placed on reserve and are for library use only. Reserve items are located on 2nd floor, 3rd floor Media Lab, 5th floor Music Lab, and the 6th floor Nursing Lab. Although

reserve items are for library use only, 2nd floor reserve items may be checked out one hour before closing. They are due by 8 a.m. the next weekday or 9 a.m. on Saturday. Personal copies belonging to faculty may not be checked out.

## Computer Lab 3rd fl.

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**Code of Computer Ethics:** Students have use of the computing resources of Pensacola Christian College. *Copyright laws* and licensing agreements govern the computer software used on these resources.

Under United States copyright laws, *no person may duplicate or distribute a work without the express permission of the author(s).* Commercial software vendors do not generally grant permission to duplicate their products; *however*, there are two categories of software which do allow copying and distribution of the product: *public domain software* and *“shareware.”*

Pensacola Christian College stringently obeys these laws and agreements. Students having access to PCC computer resources must adhere to general copyright laws and licensing agreements as well as this Code of Computer Ethics:

1. It is unlawful for any student to make copies of computer software that is owned by the College.
2. Any program designated by the author(s) as “shareware” may be freely copied and distributed according to the express permission of the author(s). If a student continues to use a program, he is expected to register that program with the author(s) by paying a fee. Students continuing to use unregistered shareware products may be in violation of United States copyright law.
3. It is wrong to tamper with someone else’s computer. If you have permission to use another machine, make sure that you leave everything the way you found it.

Pensacola Christian College subscribes to this Code of Computer Ethics and requires that all students adhere to it completely.

### **Computer Lab Guidelines:**

1. Only current PCC students and PCC faculty have access to the Computer Lab.
2. The lab is a work/study room and *not a social area*.
3. There is a *two-hour time limit* on the use of work stations if other students are waiting.
4. *Plan to use the lab during the day* to avoid excessive overcrowding during nights and weekends.

**Computer Problems:** To ensure the earliest possible responses to a problem with computer hardware or software in the library, go to the Tech Help section of the Eagle's Nest website and fill out the Eagle's Nest Trouble form completely. If you are unable to report a problem through the Eagle's Nest Trouble form, contact a library floor assistant.

**Limited Internet Access** is available in the Computer Lab and also through the wireless access points throughout the library. If a website is blocked by the Internet filter, please follow the on-screen instructions or go to [eaglesnest.pcci.edu/SuggestSite](http://eaglesnest.pcci.edu/SuggestSite) and fill out the form completely so that Student Life can review the website.

**Online Resources:** The library provides access to several online databases and journals. Please visit [library.pcci.edu/OnlineDatabases.aspx](http://library.pcci.edu/OnlineDatabases.aspx) for a complete listing of the resources available, including tutorial videos.

**EBSCOhost** contains several major databases of journals and magazines in different fields of study plus several other smaller databases in various subject areas.

**FirstSearch** provides access to multiple databases, including Dissertation Abstracts, MedLine, and WorldCat, an international catalog of holdings from more than 28,000 libraries around the world. Many items found on First Search are available in full text and can be printed. Items located in other libraries may be requested directly from FirstSearch through Interlibrary Loan.

**Gale Access Program (GAP)** is a group of more than 40 databases in many disciplines. There are more than 36,000 journals and periodicals in this aggregate, plus many other valuable resources, particularly in business, literature, and the humanities.

**OVID:** Ovid Nursing Full Text PLUS is a comprehensive source of premier current journal content from Lippincott Williams & Wilkins, including full-text articles with images from over 40 research journals geared to practical medicine dating as far back as 1995. This collection includes 22,000 journal articles and over 375,000 bibliographic records from over 400 nursing journals.



**Proquest Dissertations and Theses Global Database** contains more than one million full-text dissertations and theses

in a wide variety of subject areas available for PDF download. In addition, more than two million are available for purchase.

## EBooks

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Students also have access to eBooks through the PALM system. eBooks are a convenient way for students to get information whether for formal academic

research or just personal enjoyment. Tutorials instructing on how to access and use eBooks are available in the library help section on the Eagle's Nest website.

## Media Lab 3rd fl.

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The Media Lab contains audio-visual equipment for listening to cassettes/CDs or viewing videos/DVDs, and other media in the library. There is also equipment for making visuals, including the Cricut, diecut machines, and document projectors.

A variety of curricula, visual aids, and teaching materials is available for checkout.

Adjacent to the Media Lab is the **Education Textbooks Lab**, where curriculum books are kept.

**The Juvenile Collection** is located in the stacks outside the Media Lab. The purpose of this collection is to provide resources for education students.

## Special Collections 4th fl.

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(Access to these areas is by tour or appointment only. See the Information Desk or Circulation Desk for times.)

The **Bible Manuscript Room** houses a collection of rare Bibles and manuscripts which are non-circulating.

The **One-Room Schoolhouse** is a collection of old and rare school materials. Patrons may use these items for research purposes and may request them through the

Circulation Desk. They may be used only on the 1st floor and may never be copied. White cotton gloves (provided by the library) are required to handle these items. See the Circulation Desk for check-out procedures.

The **Rare Book Collection** is made up of items based on age or rarity. General policies are the same as those for items from the One-Room Schoolhouse.

## Music Lab 5th fl.

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Music scores, CDs, and equipment are located in the Music Lab. Only musical scores may be checked out by students. All other materials

must remain in the Music Lab. The Music Lab closes at 9:45 each evening during fall and spring semesters.

## Foreign Language Lab 6th fl.

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Foreign language collections, including books and periodicals, are in the Foreign Language Lab at

the west end of 6th floor. Foreign language audio cassettes and kits are located in the Media Lab.

## Nursing Lab 6th fl.

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Nursing materials are grouped together and are available only to nursing majors, premed majors, and students taking certain upper-level science classes.

General medical materials for all library users are located in the general stacks and in the reference area.

# Services

**Note:** Patrons must pay for all library services before they leave the library.

## Copy Machines 1st, 2nd, 3rd

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**Copiers** are operated by using a PCCard. Cost is 10¢ on the black and white copiers and 75¢ for an 8½ by 11 copy on the color copier located in the Computer Lab. (Note: Black and white copies on the color copier are 75¢.) Double-sided copies may be done on any of the copiers. See the instructions by each machine for enlarging and other copier settings.

If the copy machines malfunction, contact a library assistant immediately. Do not try to repair the machine yourself. Refunds will be given for a maximum of two unsatisfactory copies caused by copier malfunction. Information may also be scanned to a flash drive using the copiers. Information, however, cannot be printed from a flash drive.

## Interlibrary Loan 2<sup>nd</sup> fl.

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Interlibrary loan (ILL) is available for all patrons. When the College Library does not have books or articles that a patron needs, those items can be requested from other libraries nationwide. Patrons may request items through ILL by completing forms on Eagle's Nest under Academics/LibraryLinks/Library Help and Resources. Patrons may also stop by the ILL office during regular hours (M–F, 8:00 a.m. to

12:45 p.m.) to fill out a request form.

PCC does not charge patrons requesting materials through ILL. The lending library may charge for use of an item; however, the ILL staff will authorize the charge with the patron before agreeing to borrow the item. The usual checkout period is three weeks. The patron will be notified when the item is ready for pickup at the Circulation Desk.

## Laminating Machines 2<sup>nd</sup> fl.

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**See a floor assistant to use laminating machines.** The charge for laminating is 75¢ per linear foot. You must pay for laminating at the

Circulation Desk before leaving the library. There is a \$5 service fee for unpaid items.

## Skype 2<sup>nd</sup> fl.

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Skype is available to patrons whenever the library is open; however, mixed groups may use the computers only during business hours (M–F, 7:30 a.m. to 4:45 p.m.).

Reservations for Skype computers are made at the 2<sup>nd</sup> floor assistant's desk. See the reservation notebook for specific policies to use Skype.

## Testing Center

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The Testing Center is available Saturdays at 9 a.m. and 4 p.m. in the Lyceum, 1st floor AC. Students must be present

and in line when the Testing Center opens. The cost is \$10 per test deducted from your PCC Card.

## Spiral Binding 3rd fl. Computer Lab

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Spiral binding is available for patron use in the 3rd floor computer lab. Purchase materials in

the Campus Store before seeing the Computer Lab assistant to use the spiral binder.

## Transparencies

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**Transparencies must be made by a library worker.** Transparencies can be made using either the color or black and white copiers. In addition, PCC students and faculty can make computer-generated color transparencies in the Computer Lab on the color copier/printer only. A library

assistant will print the actual transparency.

Transparencies for laser printers must be purchased at the Campus Store. Using the wrong type of transparency will result in liability for any damage done to the machine.

# Special Materials

**Art Slides** Professional Room, 1st fl.

## **Manuscripts**

Bible Manuscript Room, 4th fl.  
*Bible manuscripts (not available  
for circulation)*

**Cassette** *Various locations*

**CD-ROM** *Various locations*

**Chart** Media Lab, 3rd fl.  
*Educational curriculum charts*

**Clip Art** Media Lab, 3rd fl.  
*Clip art books*

**Disc** *Various locations*  
*Compact disc*

**Dissertation** General stacks  
*Doctoral dissertations*

**Evans Collection** 2nd fl.  
*Early American imprints on  
microfiche*

**Film** Media Lab, 3rd fl.  
*Filmstrips*

## **Flannel/Flash Card**

Media Lab, 3rd fl.  
*Visual aids—flannelgraph back-  
grounds and material, visualized  
stories, and songs*

## **Foreign**

Foreign Language Lab, 6th fl.  
*Items written in foreign languages*

**Juvenile** 3rd fl.  
*Juvenile books for various age levels*

## **Kit**

Media Lab, 3rd fl.  
Nursing Lab, 6th fl.  
Music Lab, 5th fl.

**Law Reference** 5th fl.

**Map** Media Lab, 3rd fl.

**Microform** 2nd fl.  
*Microfiche or microfilm*

**Oversize** 5th fl.  
*Large books covering a variety  
of subjects which do not fit on  
regular shelving*

**Periodicals** 2nd fl.  
Online databases,  
3rd fl. Computer Lab

**Picture** Media Lab, 3rd fl.  
*Enlarged pictures relating to a  
variety of subjects*

**Pro. Room**  
Professional Room, 1st fl.  
*Professional items for faculty and  
graduate use only*

**Rare Room** 4th fl.  
*Collection of rare books not  
available for circulation*

**Reference** 1st fl.

**Reserve** Various locations  
*Items selected by faculty for library  
use only.*

**School**  
One-Room Schoolhouse, 4th fl.  
*Collection of old educational books  
not available for circulation*

**Score** Music Lab, 5th fl.  
*Musical scores*

**Slide** Media Lab, 3rd fl.

**Thesis** General stacks

**Transparencies**  
Media Lab, 3rd fl.  
Professional Room, 1st fl.

**Video** Various locations

# Library of Congress Classification System

The College Library uses the Library of Congress Classification system. This system divides all knowledge into 21 classes as outlined below. Each class is

identified by a letter of the alphabet, subclasses by combinations of letters, and subtopics within classes and subclasses by numerical notation.

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- |   |  |
|---|--|
| <b>A</b> General Works (general encyclopedias, reference books, etc.) | <b>N</b> Fine Arts                                 |
| <b>B</b> Philosophy: Religion   | <b>P</b> Language and Literature                   |
| B–BJ Philosophy, including BF Psychology                              | PA Classical Languages and Literature              |
| BL–BX Religion  | PC Romance Languages                               |
| BV Missions   | PE English Language                                |
| BX Denominations  | PQ Romance Literature                              |
| <b>C</b> Auxiliary Sciences of History                                | PR English Literature                              |
| CB History of Civilization (General)                                  | PS American Literature (including <i>Fiction</i> ) |
| CC Archaeology  | PT Germanic Literature                             |
| CS Genealogy  | PZ Juvenile Belles Letters                         |
| CT Biography (General)  | <b>Q</b> Science                                   |
| <b>D</b> History: General and Old World                               | QA Mathematics                                     |
| D World History including World Wars                                  | QC Physics   |
| DA Great Britain  | QD Chemistry                                       |
| DB Austria  | QH Biology   |
| DC France   | QK Botany  |
| DD, etc. Other individual countries                                   | QM Human Anatomy                                   |
| <b>E–F</b> History of America   | QP Physiology                                      |
| E1–143 America (General)  | QR Microbiology                                    |
| E151–857 United States (General)                                      | <b>R</b> Medicine (Nursing)                        |
| F1–957 United States: State and Local                                 | <b>S</b> Agriculture                               |
| F1001–1140 Canada   | <b>T</b> Technology                                |
| <b>G</b> Geography, Anthropology, Folklore, Recreation                | TA General Engineering                             |
| <b>H</b> Social Sciences  | TJ Mechanical Engineering                          |
| <b>J</b> Political Science  | TK Electrical Engineering                          |
| <b>K</b> Law  | TR Photography                                     |
| <b>L</b> Education  | TT Handicrafts, Arts and Crafts                    |
| <b>M</b> Music  | TX Home Economics                                  |
|   | <b>U</b> Military Science                          |
|   | <b>V</b> Naval Science                             |
|   | <b>Z</b> Bibliography and Library Science          |

**PENSACOLA CHRISTIAN COLLEGE®**

PENSACOLA, FLORIDA