



Library Manual

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Hosanna Bible College Library Mission Statement

Hosanna Bible College Library is a service oriented library that provides information services and resources within a Christian environment to fulfill the educational and research needs of the Hosanna Bible College community.

Who May Use the Library

Hosanna Bible College grants full privilege to the faculty and students to use the resources and services of the school. Resources available are books and a variety of online theological journals through Galaxie. Services available include research assistance, research instruction for classes, online database and Internet searching. Costs for such service must be paid by the faculty member, student, by the school or by a research grant. Faculty members may request new materials for library collection through the librarian and the Deans Office.

Hours of Operation

Monday-Tuesday 9:00am - 8:00pm

Wednesday 9:00am - 5:00pm

Thursday 9:00am - 8:00pm

Friday 9:00am - 5:00pm

Contact Information

Nicole Duggins, MLS - Director of Library Science

Phone: 919-267-1640 ext. 158

Email: nduggins@hosannabc.org

Library Policies

Circulation Policy

Checkout period is 3 weeks. Reserve and Reference materials do not circulate.

Late Fees

Late Fees are .10 a day. Book will be considered lost after 1 month and student must pay for a replacement

Textbook Adoption and Management Policy

Library personnel will provide each Faculty Member, Department Chairperson and Dean, Textbook Request Forms (notices) for each course offered at least one month prior to the start of the semester. Faculty members, Department Chairpersons, Program Directors and Academic Deans, must submit Textbook Requests forms back to Library personnel two weeks before the start of the semester.

Courses where no Textbooks are required should be so designated on a Textbook Request Form. Once Textbook Request forms have been submitted to the Library for Textbook Adoption, any changes to Textbook titles other than for new editions or discontinued titles, will only be granted with the written approval from the Departmental Dean. Library Personnel will be responsible for ordering all Textbooks which will be held on Reserved (not available for checkout) in the Library. Library Personnel will only order books that are not already in the Hosanna Bible College Library Collection.

Library Links

Online Catalog – <https://hosannabc.populiweb.com/library/catalog/index.php>

Online Journals - <https://hosannabc.populiweb.com/library/links.php>

Services Provided

Research Assistance

Do you need help with your research? Email your librarian at nduggins@hosannabc.org. Available times are Monday, Tuesday, Thursday and 1st and 3rd Wednesday 4pm or later.

In Class Orientation

Professors, would you like a library orientation for your class? Email your librarian at nduggins@hosannabc.org. Available times are Monday, Tuesday, Thursday and 1st and 3rd Wednesday 4pm or later.

Inter-library Loan

Unlimited Interlibrary loan is available to all HBC employees and students. Requests may be made with the Library Staff.

Reciprocal Borrowing

Do you live out of town and need something from your HBC library? Email your librarian and we will mail it to you. Remember Reserved and Reference books can only be used in the library. Checkout period is 3 weeks.

Do you live near any of the following libraries? Check out the Google Map here:

<https://www.google.com/maps/d/viewer?mid=1HUFSao4t5FoOCgbXqzpNPOzTzuA&ll=39.45255650844909%2C-94.33829405&z=4>

Well, you have access to their resources. Please fill out the authorization form [here](#) and return to the HBC Library to gain authorization.

Email your librarian at nduggins@hosannabc.org.