



# ***In His Image Bible Institute International***

*630 Kurt Drive  
Marietta, Georgia*

## ***2020 - 2022 Library Handbook***

*The mission of In His Image Bible Institute International (IHIBII) is to educate students for service and leadership throughout the world, by developing authentically Christian, spiritually mature, effective leaders in their families, communities, marketplace, and globally.*

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## ***WELCOME***

Welcome to the Evans Library at In His Image Bible Institute International! This guide is designed to familiarize you with our purpose, Mission, Vision, services, resources, and procedures, so that you may use our library with ease and efficiency.

## ***IHIBII MISSION***

The mission of In His Image Bible Institute International (IHIBII) is to educate students for service and leadership throughout the world, by developing authentically Christian, spiritually mature, effective leaders in their families, communities, marketplace, and globally.

## ***LIBRARY MISSION***

The Evans Library exists to provide appropriate research materials, information literacy, and research help for our faculty and students.

## ***LIBRARY PURPOSE***

The purpose of Evans Library is to provide adequate and accessible educational resources and services in support of the curricular and developmental needs of members of the Institute community involved in the various academic programs to facilitate biblical education.

A secondary purpose is to serve the information needs of alumni, local pastors, people of the community, and other libraries as time and resources allow.

## ***HISTORY***

Evans Library was established in 1998 in Marietta, Georgia. It was named after Herlis Evans (1939 - 1999) on September 1, 1998.

## ***LIBRARY SERVICES***

Evans Library offers a variety of services to its patrons to meet their research needs. Most services are available twenty-four hours a day, three hundred sixty-five days a year through letter, phone, fax, email, and instant messaging. Requests for services during non-business hours that require staff assistance will be responded to on the next business day. This section will review those services.

### ***Circulation Policies***

The circulation Policy of the Evans Library at In His Image Bible Institute International addresses the circulation of library materials throughout the Library System. The Library Director and Library Director's Designees are responsible for implementing the Library circulation policy.

### ***Censorship***

Evans Library at In His Image Bible Institute International is committed to providing enhancement and resourceful information to our borrowers. The collection embraces a variety of viewpoints in all formats, including the Internet. It may contain material that is found controversial. Materials will not be excluded from library collections due to race, nationality, language, genre nor gender of author, political views, moral, or religious viewpoint. We encourage you to be involved in the decisions you make when using the Library and the Internet.

### **Confidentiality of Library Records**

Evans Library at In His Image Bible Institute International's Circulation Policy is in compliance with applicable federal, state and local laws. The library follows the code of ethics of the American Library Association that protects users' right to privacy. Crucial to these standards are the following:

Information is saved as needed to conduct library business. Library user's records of late material, past due fines, damage or lost material are kept for an uncertain period.

Library staff access borrower information for the purpose of overseeing library material, such as keeping account information current, checking out books or filling information requests.

Staff will discuss accounts only with the account holder for the protection of privacy. Information may also be shared with the vendor of record in order to collect overdue fines that have gone into collection status.

Students seeking information from their personal accounts must first verify their identity by providing identification or specific account details to library staff. Books in the library account may be renewed and the due dates provided, but no other information (including book titles) may be relayed to the caller, without a positive identification.

### **Circulation Resources**

The library houses a collection of printed volumes and access to open source materials from A-Z databases on many subjects. Full-text journal titles are available through several in-house and online database subscriptions. The library subscribes and has access to electronic databases on many subjects located on the library's homepage link.

### **Library Catalog**

The online library catalog, available through the In His Image Bible Institute International website at <https://www.ihibii.com> allows you to locate, reserve and borrow Evans Library Collection in-house material and online resources. The catalog is available 24 hours a day.

### **Library Cards**

Student and faculty identification numbers issued through In His Image Bible Institute International are also used as library cards.

The Admissions office is the responsible party to issue identification numbers to enrolled students. Human Resources is the responsible party to issue identification numbers to working or retired faculty.

Students and faculty of In His Image Bible Institute International may utilize free borrowing privileges with their student and faculty identification numbers.

Items checked out under the owner of the student and faculty identification numbers, are responsible for library fines and fees whether or not the identification number has been reported lost or stolen.

Temporary cards are available for guest users authorized to use the Evans Library at In His Image Bible Institute International. Cards can be utilized for 30 days.

Items checked out on a temporary card, users are responsible for returning items on or by 30-day due date. Day 31 will result in fines and fees. See Library handbook for policy and procedures.

Non-student or non-faculty members may purchase individual borrowing privileges for \$30.00 per year.

### Research Assistance

The Evans Library staff can assist students with research questions. However, if students feel the need for more help with using the library resources and services, they may schedule a research consultation by contacting the library staff by phone or email. A librarian or staff member will:

- Introduce you to the library’s website
- Teach you how to find books, videos & other documents
- Teach you how to find journal articles
- Teach you research strategies that can help make the best use of your time

### Borrowing Privileges

While the majority of these resources are available for check out, included in the library resources are some items that are not to be removed from the library premises. These items include reference books, course reserve books, print periodicals, and Doctor of Ministry research projects.

Student and Faculty identification numbers in good standing may borrow up to the following:

- 10 items total per student card
- 20 items per faculty card
- 5 items total per courtesy card
- reserve items set by Professor

### Loan Periods and Overdue Fines

Type of Material	Loan Period	Renewal
GENERAL COLLECTION	28 DAYS	14 DAYS (1)
NEW BOOKS	14 DAYS	7 DAYS (1)
CHRISTIAN ED. MATERIAL	7 DAYS	7 DAYS (1)
PERIODICALS	IN LIBRARY USE ONLY	IN LIBRARY USE ONLY
RESERVES	SET BY PROFESSOR	SET BY PROFESSOR
REFERENCE	IN LIBRARY USE ONLY	IN LIBRARY USE ONLY

**Returning Materials:** Students must return materials to the library at their own expense. Books will be counted as “checked in” when they are received and scanned by the library, not from the date they were mailed. Should the materials be lost in the mail, a receipt will be considered evidence that the books were indeed sent. Library staff further recommends that the student notify the library through email when the materials have been sent. Materials should be sent to:

**In His Image Bible Institute International**  
**630 Kurt Drive**  
**Marietta, GA 30008**

**Suspension of Checkout Privileges:** A student may be refused check-out privileges if he or she has materials more than 30 days overdue or unpaid balances over \$5.

### **Renewals**

If material is needed longer than allotted time, renewal is encouraged to prevent fines and fees, provided there is not a hold on materials and it is not a reserved book. (See Loan Period).

No materials can be checked out if the borrower has fines that exceed \$10.00 on the account.

### **Library Catalog**

The library catalog, available through the In His Image Bible Institute International website at <https://www.ihibii.com> allows you to locate, reserve and borrow library materials in the Evans Library Collection. The catalog is available 24 hours a day.

### **Overdue, Lost or Damaged Materials**

Borrowers are responsible for returning or renewing items by their due date. Library borrowing privileges are suspended for those who borrow materials more than 30 days overdue or unpaid balances. **Note:** Items should be reported immediately in order to prevent continuous accumulation of fees. Lost items fee \$25.00 per item.

Borrowers are charged replacement costs when materials are damaged beyond repair, materials are declared lost by the borrower, or materials are presumed by the library to be lost. An item is presumed "lost" if it is more than 30 days overdue.

For each lost or damaged item, the borrower will be billed for the replacement cost of the item (including shipping charges), the accrued overdue fine, and a \$10 processing fee. The maximum overdue fine is \$10.00 per item.

If a lost item is subsequently returned to the library after paying the replacement cost, the replacement fee will be waived, but the patron will be responsible for the overdue fine and the processing fee.

When a borrower claims to have returned an item that is still on record as being checked out to the borrower, the library will designate a "claims returned" status on the item for a period of 30 days. During this time period, the library and the borrower share the responsibility of locating the library item. Library staff will search the library collection and the borrower, in turn, is expected to search his/her room, home, office, etc. for the item. At the end of the 30 days search process, if the item remains unfound, the borrower will be billed for the replacement cost plus a processing fee and the accrued overdue fines.

### **Fines and Overdue Notices**

The library issues notices to borrowers regarding fines and over dues. However, these notices are sent as a courtesy and should not be considered a right of the borrower, nor as an excuse for non-payment or late returns.

### **Blocked Accounts**

Additional Items may not be checked out to a blocked account, until overdue items are returned, paid or replaced. Library accounts are blocked when the borrower owes the following: \$10.00 or more in fines, lost or missing library items.

### **Theft and Misuse of Library Privileges and Facility**

Evans Library at In His Image Bible Institute International owns all library material. The Library will take precautions to protect library resources and will prosecute those who provoke intentional damage or theft.

Evans Library at In His Image Bible Institute International may revoke library privileges for such a cause.

### **Copy Services**

Photocopy Cost: Students may request photocopies of book excerpts, articles, etc. at \$.10 per copy.

Copyright Compliance: Copy requests may not violate copyright law. See Appendix B for In His Image Bible Institute International's Copyright Policy. For more information on copyright law, see the following link: <https://fairuse.stanford.edu/overview/>

## **LIBRARY INSTRUCTION & INFORMATION LITERACY**

The Evans Library librarian provides handouts, online video tutorials, LibGuides, live in-person and virtual library orientation sessions for students to become proficient in their use of the library, its resources and for information literacy development. Topics addressed in these sessions and other tools reflect expectations for In His Image Bible Institute International students as set forth in the Association of College and Research Library's Framework for Information Literacy for Higher Education and the Information Literacy Plan developed by In His Image Bible Institute International.

To help students learn 24/7 via various media, In His Image Bible Institute International library has created tutorials in multiple formats for information literacy development. Video tutorials can be accessed from In His Image Bible Institute International library YouTube channel:

<https://www.youtube.com/channel/UCis71k1qMEYy3HzKa3NkA7Q>

When available.

Formal instructional webinars are offered within the first few weeks of Fall and Spring semesters. In His Image Bible Institute International students are notified of the webinar dates through email and the In His Image Bible Institute International approximately two weeks prior to the webinar dates.

Virtual training sessions are recorded and the links forwarded to all attendees to review at their leisure.

## **Library Consortiums**

In His Image Bible Institute International is a member of the Georgia Private Academic Libraries consortium. As a consortia member, In His Image Bible Institute International participates in reciprocal borrowing agreements with 23 institutions, three-fourths of which are private Christian Institutions, Georgia Library PINES (Public Information Network for Electronic Services) a public library automation and lending network for 300 libraries and affiliated service outlets in 52 library systems covering 146 counties in Georgia.

### ***Association of Christian Librarians Reciprocal Borrowing Program***

The ACL Reciprocal Borrowing Program provides in-person borrowing privileges to users from other participating Christian libraries. In His Image Bible Institute International faculty, students, and staff may borrow from the physical collections of more than 50 institutions. See the online [Authorization Form](#) for additional information.

### ***Carver Bible College Reciprocal Borrowing Program***

***Carver Bible College*** Reciprocal Borrowing Program creates an arrangement between In His Image Bible Institute International to grant check-out privileges to each other's patrons/students.

## **External Library Resources**

In addition to resources owned by the Library, several other resources are provided to aid with research. Please note again that these are external to the Library and, as such, may not be in accord with In His Image Bible Institute International doctrinal statements. However, many of these links provide excellent material, and should be taken full advantage of. This section will review these resources.

## **Other External Resources**

### ***The Congregational Library:***

The Congregational Library is a free research library with over 200,000 holdings. The vast majority of lending is done by mail. See <http://www.14beacon.org/> for more details.

### ***Local Public Libraries:***

Online students may wish to make use of their local public library's interlibrary loan services to obtain print resources. (Be advised to allow ample time for requests to be made and books to be shipped to your local library.) However, students are encouraged to use Luther Rice's resources as much as possible to avoid taxing their staff and resources.

### ***WorldCat:***

WorldCat is a global network of libraries in the United States and around the world. If the library books you need cannot be found in the Evans Library catalog, you can search WorldCat to find them. If a book has been published and cataloged by a library, it is probably listed in the [WorldCat Catalog](#). You can access WorldCat from a home or office computer. Using the WorldCat catalog, you will be able to see quickly and easily if and where an item you are looking for is available for loan in a library near you. If this library is part of any of the consortia above, you should be able to borrow the item after following instructions for gaining borrowing privileges through the consortia. Follow these steps to locate items through [WorldCat](#):

- Supply the keywords (title, subject, author) in the WorldCat search box and click on the “Search” button.
- From the linked results click on the item that matches your query.
- Enter the postal code in the “Enter your location” box.

### **Free Journals**

Several journals are available free online. A selection has been added below to aid students with theological research. Religious Studies Web Guide: see [ihibii.com](http://ihibii.com) for a list of free journals

- [CORE](#) - over 80 million open access articles including many for religious studies
- [Open Access Digital Theological Library](#) over 190,000 open access ebooks and 10,000,000 journal articles in religious studies
- [Directory of Open Access Journals](#) - listing of free academic journals, has a section for philosophy and religion
- Bepress Digital Commons is a database of full-text, open access scholarship that is curated by university librarians and their supporting institutions. Available at: <http://www.bepress.com>

### **Reasonable Modifications**

Individuals with disabilities may request reasonable modifications for receiving library materials. This Circulation Policy is available in an alternate format upon request.

### **Interlibrary Loan (ILL) Services**

**Books:** Evans Library is not able to obtain book loans for online students from other libraries. Students are encouraged to use the ILL services of their local public library. Most books can be obtained by public libraries through ILL, for only the cost of shipping.

**Articles:** Any article not available in full text through Evans Library’s databases may be requested via interlibrary loan. Simply send the title, author, publication, volume, and page numbers for each article to [admin@ihibii.com](mailto:admin@ihibii.com). If the article is available in our collection, we will scan it and send it to you electronically. If we don’t own the article, we will request an electronic copy from another library, and will forward it to you upon arrival.

### **Library Catalog**

The online catalog, available through the In His Image Bible Institute International website at <https://www.ihibii.com> allows you to locate, reserve and borrow library materials in the Evans Library Collection. The catalog is available 24 hours a day.

## ***ELECTRONIC RESOURCES AND DATABASE***

### **Online Library Catalog**

The online catalog, available through the In His Image Bible Institute International website at <https://www.ihibii.com> allows you to locate, reserve and borrow library materials in the Evans Library Collection. The catalog is available 24 hours a day.

### **Research Assistance**

The Evans Library staff can assist students with research questions immediately. However, if students feel the need for more help with using the library resources and services, they may schedule a research consultation by contacting the library staff by phone or email. A librarian or staff member will:

- Introduce you to the library's website
- Teach you how to find books, videos & other documents
- Teach you how to find journal articles
- Teach you research strategies that can help make the best use of your time

Sunday	Closed
Mon., Tue., Thu., & Fri.	4:00 – 8:00 pm
Wed.	Closed
Hours are subject to change when the institution is not in session. Library may be accessed by appointment during normal business hours.	

### **Electronic Databases**

Students of In His Image Bible Institute International have access to a wide variety of databases to assist them with their research needs. This section will review those databases and briefly explore their use.

#### **Definition of Database**

A “database” can be defined as a collection of related resources on a specific topic or from a specific source. For example, Academic Search Complete is a database of articles from popular magazines and academic journals. Students can use a library database to search for articles from journals, magazines, and newspapers on a given subject.

#### **Accessing Databases**

Evans Library subscribes to a large number of online research databases through licensing agreements made with database vendors. Because of restricted license agreements, access to research databases is restricted to current students through login with a student email address and password assigned by the administration. The Library website provides three ways of accessing databases:

The databases available through Evans Library can be accessed through the library's website in one of the following ways:

- *From Home Page:* From the Resource Page, you may enter your search term directly into the embedded OneSearch box to search for everything or limit to articles only.
- *Frequently Used Databases:* Links to In His Image Bible Institute International top electronic

resources are found on the Home Page of [ihibii.com](http://ihibii.com). You can locate this page link on the top drop-down menu under “Resources.” If you are on-campus using a computer connected to the campus wired or wireless network, please click the on-campus database links. You will have automatic access to databases without any login. When accessing these databases from off-campus, please click the off-campus database links and login with your In His Image Bible Institute International email and password.

Evans Library List of available databases:

- Galileo through Georgia Public Library System (Pines)
- Early Christian Writing ● Project Gutenberg
- Project Wittenberg
- Free Digital Bible
- Open Access Resources
- Association of College Librarian (ACL)
- Populi

Library Agreements for IHIBII Student and Faculty usage:

- Carver College
- ACL (Association of Christian Librarians)
- Georgia Library PINES (Public Information Network for Electronic Services)
  - Public library automation and lending network for 300 libraries and affiliated service outlets in 52 library systems covering 146 counties in Georgia.
  - A Borderless Library PINES creates a statewide “borderless library” that provides equal access to information for all Georgians. Georgians with a PINES library card have access to materials beyond their local shelves and enjoy the benefits of a shared collection of 11 million books and other materials that can be delivered to their home library free of charge.
  - If you are a resident of Georgia, you are eligible to receive a free PINES library card. PINES runs on the Evergreen automation system, an open-source system originally developed in-house by Georgia Public Library Service and now in use worldwide by more than 1,500 libraries. PINES is managed by GPLS staff and is provided at no cost to Georgia library systems.

*From All Databases Page:* page is found in the top drop-down menu under “Resources”, [www.ihibii.com](http://www.ihibii.com) on the library’s homepage. On this page you will find a list of all the electronic databases to which the library subscribes. To search a database, please click on the database link provided.

### **E-Book Services**

Students of In His Image Bible Institute International have access to e-books covering a wide variety of subjects. This section will review these resources and how students can benefit from them.

**Definition of e-Book:** eBooks are electronic versions of printed books. They have added features such as built-in dictionaries, hyperlinked contents, indexes, footnotes, and fully searchable texts. eBooks can be read anywhere a student has an internet connection. Most of the books can be downloaded to a personal computer or to an eBook Reader.

**Searching for eBooks:** Evans Library provides access to a comprehensive collection of electronic books through <https://www.galileo.usg.edu/welcome/?Welcome> and other databases on the Evans Library website. **Please note that the GALILEO database is password sensitive.** Contact 404-457-0903 for access.

### **Viewing and Checking Out eBooks**

The In His Image Bible Institute International library provides access to a comprehensive collection of electronic books through EBSCOhost. Authentication is required with your student email address and password. You can read eBooks online at any time without downloading the book or downloading software. See our <https://www.galileo.usg.edu/instructions?inst=scob&site=scob> for an intro to our eBook collections.

EBooks may be checked out for a period of 14 days. Materials will automatically be returned on the due date, or you may use the “Return” feature to allow other students to access the eBook, if you have finished with it prior to the due date. Most of these books can be read directly from your internet browser with the click of the “Read Now” button after checkout.

**EBSCO eBooks:** Check-out is available for select items up to 14 days. The file will not open after 14 days and the book will be "returned" to the collection for others to access. You may print, or save to PDF, up to 60-100 pages from an e- book. Some books may have a lower page limit. For downloading eBooks and reading them off-line on your computer or portable device, Adobe Digital Editions is required. You must create an EBSCO account to utilize this feature.

**ProQuest eBooks:** ProQuest Ebook Central is another provider of In His Image Bible Institute International eBooks. You can read online or download ProQuest eBooks. For downloading eBooks and reading them off-line on your computer or portable device, Adobe Digital Editions is required. You may check out an eBook for 14 days. ProQuest uses single-sign on, you only need to click “Sign in” in the top right corner of the screen to be automatically authenticated with ProQuest for borrowing eBooks. Printing is restricted to 10-30% of each eBook.

### **Free e-Books**

Below is a list of other eBook providers a student may wish to look through. **Approximately 100,000 non-cataloged eBooks are represented** by these providers and are not subject to the discussions listed above.

- [\*Christian Classics Ethereal Library\*](#)
- [\*Internet Archive\*](#)
- [\*The Gutenberg Project\*](#)
- [\*The Online Book Page\*](#)
- [\*Digital Book Index\*](#)
- [\*Classic Reader\*](#)

### **Personal Assistance**

Students can receive personal help with any questions from a library staff member in person, by letter, phone, email, or live chat (see below). If requests for personal assistance are made during non-business hours, they will be met during the following business day. The normal schedule is as follows:

**Telephone Assistance**

Students can receive support by calling the library at (770) 434-3340 during business hours.

**Library Chat**

During business hours students can talk to one of the library staff members using the same number (770) 434-3340

**Email Assistance**

Students can email requests for information and support to [ihibii.com](mailto:ihibii.com). Every effort will be made to respond on the same day to emails received before 4:00 PM. Emails received after 4:00 PM will be answered the following business day.

**Notice of Service Limitations**

While library staff will make every effort to assist students with their research needs, our ultimate goal is to provide research instruction to students in order to produce independent researchers who will become lifelong learners. Library staff support students in their resource needs and in the research process, as facilitators of learning. However, to avoid providing an inappropriate level of assistance, library staff are unable to find more than a few resources for an assignment, cite sources, or edit research papers for students.

**Web-based Manuals & Tutorials**

The library has web-based manuals and tutorials available to aid in understanding library policies, operations, resources, and services. Please check out In His Image Bible Institute International on the library website for a list of tutorials available.

**LibGuides**

LibGuides are library guides created by IHIBII librarians and staff to assist students in locating relevant materials and learning more about specific library databases, features, functions, etc.