

In His Image Bible Institute International
630 Kurt Drive
Marietta, Georgia

Evans Library Handbook 2020 - 2021

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.

OUR 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, work, and more.

The mission of Evans Library, a part of In His Image Bible Institute International (IHIBII) is to provide christian educational resources that supports the academic development of authentic Christians, spiritually mature and effective leaders in their families, communities, work and more.

OUR VISION

In His Image Bible Institute International is the institute of choice for students seeking a superb, quality education in a viral environment that is academically challenging, spiritually vibrant, and globally engaging. The comprehensive purpose of In His Image Bible Institute International is to provide a high-quality Christian education, which will develop students in living the Christian life, and to prepare them for service and leadership in Christian ministries and the marketplace.

PURPOSE

Whereas the purpose of In His Image Bible Institute International is to serve the church by

providing biblically based on-campus and distance education to Christian men and women for ministry with an end to granting undergraduate and graduate degrees.

In conjunction with Evans Library, a part of In His Image Bible Institute International, the purpose is to provide access to biblical resources and knowledge base networks that will enhance growth and knowledge, leading to the empowerment of global leaders.

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.

Evans Library at In His Image Bible Institute International Circulation Policy

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.

Contents:

- Section 1: Censorship
- Section 2: Confidentiality of Library
- Section 3: Circulation
- Section 4: Library cards
- Section 5: Borrowing Privileges
- Section 6: Fines and Fees
- Section 7: Theft and Misuse of Library Material and Property
- Section 8: Reasonable Modifications

Section 1 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.

Section 2 Confidentiality of Library records

2.1 Evans Library at In His Image Bible Institute International's Circulation Policy is in compliance with applicable federal, state and local laws.

2.1.2 Maintains the confidentiality of borrowing and library usage records according to Georgia Law. GA Code 24-12-30

2.1.3 Evans Library at In His Image Bible Institute International saves information 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.

2.1.4 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.

2.1.5 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.

Section 3 Circulation

The library houses a collection of over 3,000 printed volumes and has access to several open source materials from A-Z databases on many subjects. Full-text journal titles are available through a growing article database. The library also houses a collection of CDs and DVDs. All of the materials in these collections can be found through the library catalog or through the library homepage link. In order to borrow the circulating material please see the following policies and procedures.

Section 4 Library Cards

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

4.1. 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.

4.1.2 Evans Library does not issue student or faculty identification numbers. The Admissions office is the responsible party to issue such information to enrolled students. Human Resources is the responsible party to issue identification numbers to working or retired faculty.

4.1.3. 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. See Library hand book for policy and procedures.

4.1.4. 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 hand book for policy and procedures.

4.1.5. Non-student or non-faculty members may purchase individual borrowing privileges for \$30.00 per year. All borrowing privileges are the same as student and faculty members see Library handbook for policy and procedures.

Section 5 Borrowing Privileges

5.1 Borrowing: 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

Section 5.2 Loan Periods

GENERAL COLLECTION

- 28 days General Books
- 14 days new books, Christian ED. Materials
- 7 days Periodicals (digital format)
- Periodical hard copy IN LIBRARY USE ONLY
- RESERVES- SET BY PROFESSOR
- REFERENCE IN LIBRARY USE ONLY

Section 5.3 Renewals

5.3.1 Items may be renewed 2 times if the item isn't on hold for another borrower or a reserve item.

5.3.2 Items may be renewed in person by phone (library phone number) or by borrower's personal library account on the library catalog website www.ihibii.com

RENEWAL

- 28 days General Books
- 14 days new books, Christian ED. Materials
- 7 days Periodicals (digital format)

Section 5.4 Reserves and Holds

5.4.1 Borrowers in good standing may reserve 10 items at a time.

5.4.2 Faculty in good standing may reserve 20 items at a time.

5.4.3 "Holds" may be placed on items checked out.

5.4.4 An item with a "Hold" cannot be renewed.

5.5. Interlibrary Loan

Interlibrary loan is the process by which a library requests material from, or supplies material to, another library. The purpose of interlibrary loan is to obtain, upon request of a library user, material not available in the user's local library.

Interlibrary loans are a cooperative agreement. IHIBII agrees will abide by all copyright laws, agrees to certain conditions for interlibrary loan and must follow copyright laws in borrowing and lending such materials. Books, audiovisual materials, and photocopies of journal articles are borrowed at the request of users. All loans are subject to the discretion of the lending library, which will set the lending period according to its policies. Costs associated with borrowing materials from other libraries may be incurred and are passed on to the user.

Section 6 Fines and Fees

6.1 Type Of Material, Daily Fine for each item, Maximum Fine for each item

- General Collection
.10 a day
\$3.00 (maximum fine)
- Reserve Books
1.00 a day
20.00 (maximum fine)
- Lost/damaged items

25.00 per item
Cost of item lost or damaged

6.1.2 Materials needed longer than allotted time, renewal is encouraged to prevent fines and fees, provided there are holds on it and it is not a reserved book.

6.1.3 Materials cannot be checked out if the borrower's fines on the account have reached the maximum allotted fines..

6.1.4 Blocked accounts: when an account is blocked the borrower may not check out additional library items until overdue items are returned or paid or replaced.

Library accounts are blocked when the borrower owes the following:
\$10.00 or more in fines or other charges.

6.1.5 Lost Items/Damaged Items

Items should be reported immediately in order to prevent continuous accumulation of fees.
Lost items fee is \$25.00 per item.

6.2 Payment: type for late, lost, damage items

- Cash
- Money Order
- PayPal
- Cash App

Session 7 Theft and Misuse of Library privileges and facility

7.1 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.

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

Session 8 Reasonable Modifications

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