



Wallace Library Handbook



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Welcome to Wallace Library

Wallace Library, named for Mr. and Mrs. Robert Wallace, was the original Gaston Avenue Baptist Church building. It was built in 1904, and renovated in the late 1980s.

The library has three floors. The first floor contains the circulating collection, periodicals, two copiers, and two group study rooms. The second floor has the library entrance, circulation counter, new books, reference section, and a lounge study space. The third floor contains more study space, a small computer lab, the Writing Lab and the Rare Books Room. This floor also houses Dr. Criswell's personal office and library relocated from his home in Dallas.

The library staff is here to serve and assist you in pursuing and meeting your learning objectives. If you have any questions please do not hesitate to ask.

Contacts

If you are not in the library and have any requests, questions, or comments, please contact us at 214-818-1348, 214-818-1327 (Director of Library Services), 800-899-0012 (College Front Desk), or you can send an email to library@criswell.edu.

Hours

Fall and Spring Semesters*

Monday, Tuesday, and Thursday: 7:30am - 9:45pm

Wednesday: 7:30am - 5:00pm

Friday: 7:30am - 4:00pm

Saturday, Sunday: Closed

*During the academic year, the library is closed from 11:00 -12:00 a.m. on Tuesdays and Thursdays for chapel.

Summer Hours

Monday - Friday: 8:00 a.m. - 4:00 p.m.

Holiday schedule is posted online.

http://www.criswell.edu/current_students/library/

Wheelchair Accessibility

Wallace Library has a wheelchair accessible entrance at the rear of the building on the first floor (corner of Haskell Ave. and Bird St.). Please contact the library staff by phone (numbers are listed above) and someone will offer assistance at the door. Each floor of the library is accessible by elevator.

Because some of the library's shelves may not be accessible, the library staff will assist with retrieving materials. If any part of the library is not accessible, please contact the library staff for assistance.

Library Etiquette

1. Library use should be consistent with the beliefs and values of Criswell College.
2. Conversations should be kept at a level that will not distract others.
3. Cell phone conversations are not allowed in the library, though short conversations can be held in the stairwell.
4. Do not reshelv library materials; please place them on the tables or book trucks for staff to process.
5. Drinks are allowed in the library as long as they are covered. Eating (snacks only) is permitted in the lobby area (wood floor) only. (exceptions are made for special events)
6. Library catalog computers are for research only.

Check-out Policies

1. Books are checked out at the circulation counter. If no is there please ring the bell on the counter.



Main Floor Circulation Counter

2. Books can be checked out for four weeks at a time.
3. Books may be renewed twice only, unless the book has been requested or put on hold. If the book has been requested/put on hold, the book must be returned by the original due date. A book can be renewed, or placed on a hold, by email, phone, or in person. The person who has placed a hold on book that has been checked out will be contacted when the book is available. The book will stay in the hold status for five business days and if not collected it will be placed back in circulation, or given to the next person on the hold list.
4. A patron can contact the library to place a hold on a book not checked out. Unless arranged otherwise the book will be held at the circulation counter for 24 hours and then placed back in circulation if it is not collected.
5. Books in the reference section cannot be checked out.
6. All books are due back at the end of the semester (check with staff for exact date) (for the summer sessions it is the last day of the 3rd session). Students who are graduating are required to return books the last day of classes, or graduation, whichever is first. Students

- needing book(s) for a few days past the end of the semester due date and do not want to pay late fees, must have their professor send an email to the library requesting an extension. Students will not be able to register for classes, graduate or receive grades/transcripts until all books are returned.
7. Students who are registered and have paid their tuition may borrow items starting one week before the first day of classes. Students not currently registered and/or have not paid for tuition can still borrow items using a TexShare card (see *Texshare* page 13) from another library.
 8. Visitors with an unexpired TexShare card from other institutions may only borrow up to five books. (see page 14 for more about Texshare borrower privileges) First time borrowers must complete a TexShare Patron Application.

Check-out Summary

PATRON TYPE	CHECK-OUT PERIOD	BOOK LIMIT	RENEWAL PERIOD	NUMBER OF RENEWALS
Criswell Student	4 Weeks	50	4 Weeks	2
TexShare card holder	4 Weeks	5	4 Weeks	1

Fines

Fines are charged for all overdue items. The fee is \$.25 per day per item. Note the following rules:

1. Fines must be paid on all overdue items. There are no exceptions.
2. Fines for lost or unreturned items are determined by the cost to replace them. There is a \$25 processing charge for each item.
3. Fines can be paid by cash or check (payable to "Criswell College"). Debit or Credit cards can be used but must be processed at the Business Office.

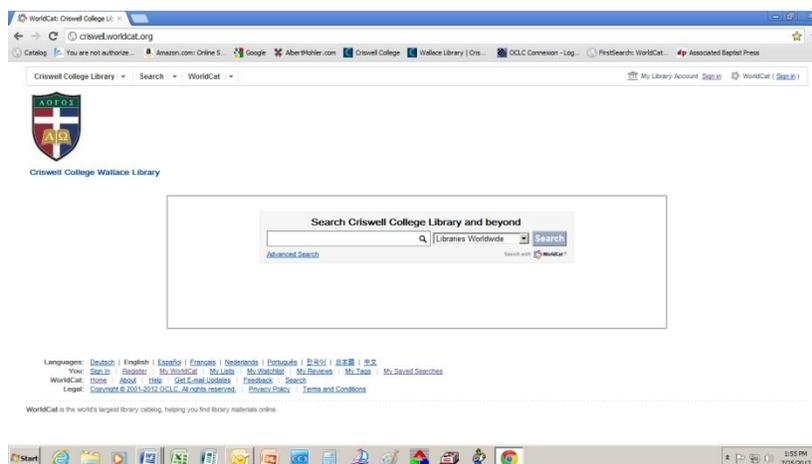
4. Students will not be able to register for classes, graduate or receive grades/transcripts until all fines are paid, including those incurred at other libraries through TexShare.
5. In general, library fines are not punitive, or a source of income for the library, but assessed to motivate patrons to return books as soon as possible so others can use them.

Library Catalog

The library has three computers for searching the collection, two on the main floor (2nd) and one on the first near the circulating books. By going to the college website the catalog can also be accessed by the following click sequence: Academics > Wallace Library > Library Catalog.



The library catalog software is a product of OCLC and is called WMS. This software has many features to assist in locating resources. For help with using WMS please contact the library staff.



Wallace Library uses the Library of Congress Classification (LCC) system to organize our books, as opposed to the Dewey Decimal System. LCC divides all knowledge into 21 classes. Each class has subclasses. For example, call numbers starting with 'B' are in a class dedicated to philosophy, psychology, and religion. This class is further divided into subclasses, such as 'BS' for the Bible.



1st Floor Circulating Books

Most of the library books fall into BR – BX sub classification. The numbers following the subclass letters range from 1 to 9999.99. These numbers further break down the subclass into smaller categories. The BT subclass, which the Library of Congress designated as 'Doctrinal Theology,' has a range for 'Christology' from 198-590.

For a more detailed list of classes and subclasses, go to this Library of Congress webpage: <http://www.loc.gov/catdir/cpsol/lcco/>

The alphanumeric characters below the subclass are called the cutter numbers. Books will have either one or two cutter numbers. The first cutter number always has a decimal point at the beginning. It is important to remember that .M26 would come before .M6 as the latter is a larger number than the former.

Library Account

Students and Texshare patrons can access their account to review their holdings, renew books, view fines, or create search lists; To access, click "My Library Account" in the library catalog and then enter your user name (for Criswell students – CAMS/Portal ID, for Texshare – usually the ID on your Texshare card). For first time users click "set/reset password" and an email will be sent to your account to log in.

Reserve Books

Books reserved by faculty are shelved behind the circulation counter. This is to ensure that the book will always be available.

General Rules for Reserved Books

1. Reserved books can be checked out for only 2 hours at a time.
2. Reserved books can be renewed as long as it has not been requested.
3. There is a \$.50 per hour charge for overdue reserved books.

New Book Shelf

There are two large shelves next to the library catalogs on the main floor that hold the new items to our collection. These items are available to check out at anytime and have the same check out period

as others in the collection. These items are placed in the regular stacks when the book is checked out and returned

Reference



The reference collection, located on the main level, contains general reference materials, Bible commentaries, bibliographies, indexes, and abstracts. This collection is restricted to use within the building.

General reference materials, identified by "REF" on a book's spine label, include dictionaries, atlases, encyclopedias, language tools, and handbooks for a broad spectrum of subjects.

The reference Bible commentary collection, identified by "B.C." on the spine label, is a collection of scholarly commentaries on the Old and New Testament. Most of these items are duplicated in the general circulating collection.

Cataloged bibliographies, identified by "BIB" on the spine label, are books that list resources by a specific subject or topic. For example *The Gospel of Mark* (BIB BS 2361.2 B4 1993 v.2), published by *Bibliographies for Biblical Research*, lists books, journal articles, dissertations, etc. published in the twentieth century from 1992 related to specific verses in this book of the Bible. Arrangement of the material in this section of the library is in two divisions; scripture and subject.

Some of the bibliographies have abstracts and annotations. An abstract is generally a short objective summary of the item listed in the bibliography. Annotations are shorter, usually two to three

sentences, containing brief summaries or evaluations of a bibliographic resource.

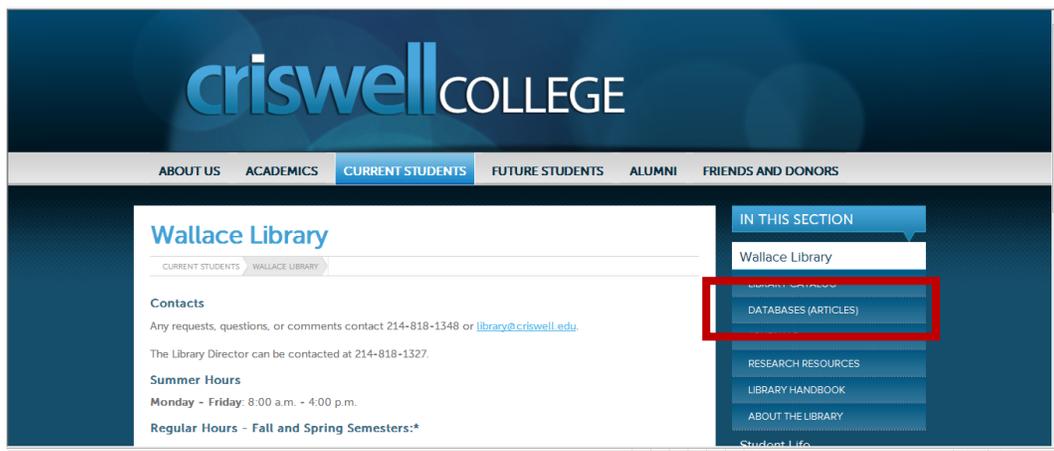
Next to the bibliographies are the indexes and abstracts. This material does not have call numbers but is sorted alphabetically by title.

Indexes are a list of resources by academic discipline, literary form, or publishing format. The *Christian Periodical Index*, for example, lists articles, pulled from over 100 selected publications coming from an evangelical perspective, by author and subject. There are also annotated indexes as well, such as the *Philosophers Index*.

Some examples of abstracts include: *Old Testament Abstracts* and *New Testament Abstracts* and *Religious and Theological Abstracts*; the latter resource is also available online through the library's webpage.

Databases

Wallace Library subscribes to several databases to assist you in searching for materials. They are listed on the library webpage under 'Databases (Articles).'



If you are off campus, you must obtain an ID and password from the library to access these databases. For help with using any of these databases please contact the library staff.

Articles in some of these databases are full-text. Those that are not might be in Wallace Library's print and online periodical collection. If we do not have a copy of the article it can be ordered through Inter-Library Loan (ILL) at the circulation counter.

American Theological Library Association (ATLA) Religion Database and Serials

ATLA's religion database, located on the EBSCO platform, contains journal articles, book reviews, and essays. Through the serials database complete journals (including Criswell Theological Review) can be accessed.

Academic Search Complete

Comprehensive search of these EBSCO databases: Religion and Philosophy; Psychology and Behavioral Sciences; World History; Legal; Military and Government; Professional Development; Science and Technology; Vocational and Career.

For a complete list of all the EBSCO databases, and/or to search within a certain database, click on "Choose Databases" next to the EBSCO logo on the search screen. The icon next to the database title will give more information about it.

EBSCO ebook Collection

This database contains over 20,000 ebooks from a variety of disciplines including religion, philosophy, education and psychology.

Philosopher's Index

A current and comprehensive bibliographic database covering scholarly research in all major fields of philosophy. Contains links to some full-text articles via EBSCO.

ProQuest Religion

Searches more than 150 journals covering theological studies, philosophy, ethics, religious news, and major worldwide religions.

Religious and Theological Abstracts

Provides abstracts of articles appearing in over 400 scholarly journals in the fields of Religion and Theology.

Southern Baptist Periodical Index

This is a searchable index of 30-50 periodicals issued each year by historically Southern Baptist Convention-related agencies, institutions, and associations at the national level of organization.

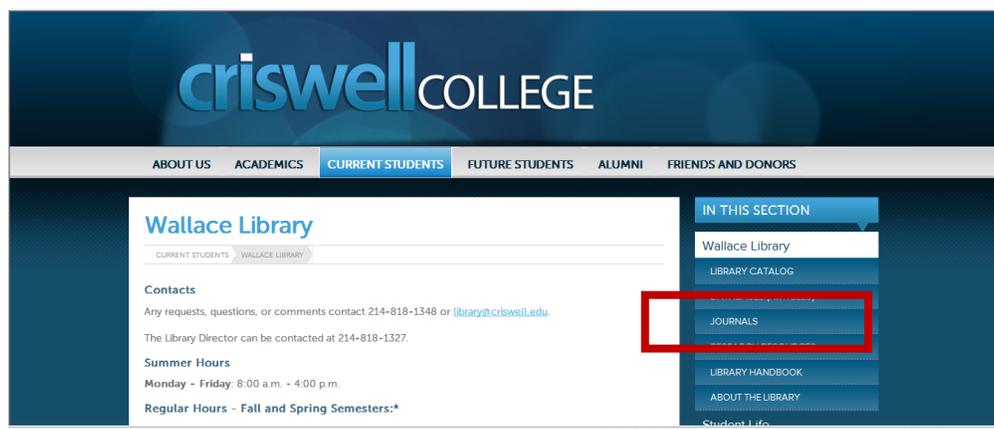
TexShare

Offered by the Texas State Library and Archives Commission (TSLAC) as public service to patrons of academic, governmental, and public libraries in Texas, this database contains articles from popular periodicals, newspapers, and academic reference materials.

Periodicals/Journals



The Library subscribes to about 200 current periodicals/journals and has over 500 in its archives. Most of the journals are in print but some the library pays to have online access too.



The “Journals” section has a link to a list of all Wallace Library’s current and archived print periodicals, and a link to *Journal Finder*, which is the point for accessing those online journals Wallace Library subscribes to, as well as many free/open access journals.

For help with accessing the archived print periodicals please contact the library staff. Periodicals cannot be checked out, but articles and pages can be photocopied, within copyright boundaries.

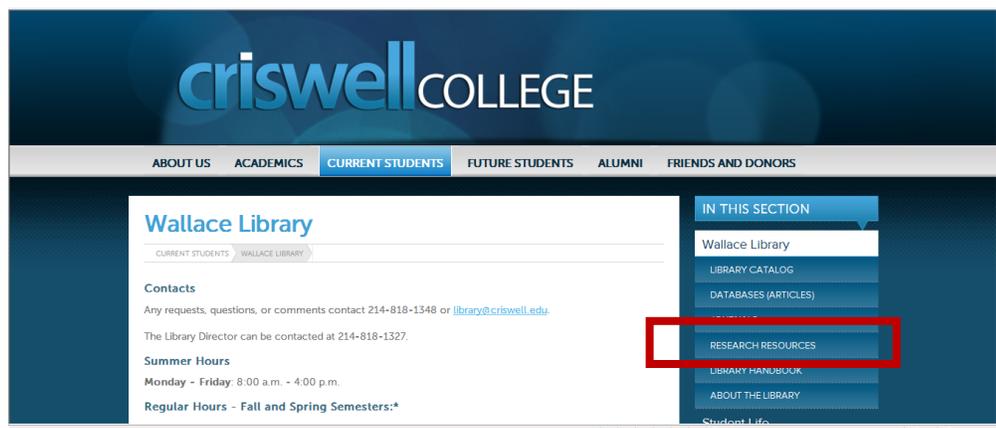
Inter-Library Loan (ILL)

Students and faculty can check out materials from other libraries through our Interlibrary Loan program. An “Interlibrary Loan Request (Book)” and/or “Interlibrary Loan Request (Article)” form can be picked up and submitted at the circulation counter. ILL items typically arrive within one or two weeks, depending on the location of the sending library.

There are usually no charges for this service but occasionally the other library will require a fee. Renewals for hard copy items are occasionally permitted depending on the policies of the other library.

Research Resources

The library webpage has a list of supplemental “Research Resources.” These resources include links to other libraries, biblical and theological discussion groups, and writing helps.



Copying/Copy Cards

There are two copiers available on the first floor for students and staff. It is 10 cents a copy. One takes coin or \$1 bills, the other requires a prepaid copy card. These cards are purchased at the circulation counter and available in multiple values (\$2, \$5, \$10).

General Rules for Copy Cards

1. There is a \$1 refundable fee added to the copy card amount. It will be refunded when the card is returned.
2. There is no refund for any unused balances left on cards.
3. Value cannot be added to a card.
4. The library is not responsible for lost cards.
5. Cards can only be purchased with cash or check.

***Instructions for use of the cards are printed on the wall above the copiers.**

Wireless Internet

Wireless is available throughout the library. Connect to wireless network entitled "Student." The password is Criswell2012.

Group Study Rooms

There are two group study rooms (Bunyan and Lee) on the first floor. They can be reserved at the circulation counter.

1. Reservations require at least a one hour notice, unless the room is empty, but no more than two weeks advance notice.
2. Audio and video players may be used on low volume, but headphones are preferred.

Computer Lab

Wallace library has four computers and a printer on the third floor for writing papers and research. Paper packets with 25 sheets can be purchased at the circulation for 25 cents, or students can bring their own.

There is a separate computer in the back of the third floor for playing DVDs or CDs. Headsets must be worn when using the audio. Headsets can be checked out at the circulation counter.

The computer policy and logon for all computers is:

1. The library lab is not open to the public.
2. The logon ID is *librarylab*. The password is *library*.
3. Computer use should be consistent with the beliefs and values of Criswell College.
4. Lab use is for research and academic work, please limit recreational activity.

5. Please refrain from streaming audio or video off of the internet. The library has limited bandwidth and streaming these will slow the network down for everyone.
6. Do not install software on lab computers.
7. Do not reconfigure computers or personalize desktops.
8. Use of the computers should not hamper or interfere with the ability of other students to do academic work.

TexShare

TexShare is a state-wide membership program allowing patrons of one library to borrow from another library. Criswell College is a member along with most other academic and public libraries in the area. Students wanting to borrow materials from other libraries must request a TexShare card from Wallace Library and complete an application. Distant education students, students not currently registered, or those who have not paid tuition, are advised to apply for a TexShare card at their public library to borrow books from Wallace Library or libraries closer to home. Public libraries usually issue a card for one year. Please note that some public libraries require an individual to be a member (issued a library card) for at least six months and in good standing before they will issue a TexShare card.

General Rules for Issuing TexShare Cards

1. Students must be in good standing in order to receive a TexShare card from Wallace Library.
2. TexShare cards expire at the end of the semester in which they are issued. A new application must be submitted when starting a new semester.
3. Borrowing privileges vary by library. (Dallas Theological Seminary (DTS) and Southwestern Baptist Theological Seminary allow someone with a TexShare card to borrow up to five books.)

4. If a student has outstanding books and/or fines at another library, they will not be able to register for classes, graduate, or receive grades/transcripts until they are cleared.

General Rules for Non-Criswell TexShare Card Holders

1. Borrowing privileges are limited to five books at one time.
2. Holds on books, and the use of ILL and reserve books, is not permitted.

Rare Books and Archives

Wallace Library has a small collection of books and archive materials in the Rare Books Library on the third floor. These materials cannot leave the room. Two Excel files listing these materials are located on the library web page under 'Research Resources'. Contact the library for access to the room.

Please remember that the library staff is here to serve and assist you with your learning goals. If you have any questions, requests, or comments, or would like to set up an appointment to meet with a librarian for assistance with research. Please contact us at 214-818-1348.

The information in this handbook is subject to change. Contact the library for the most current information if needed.